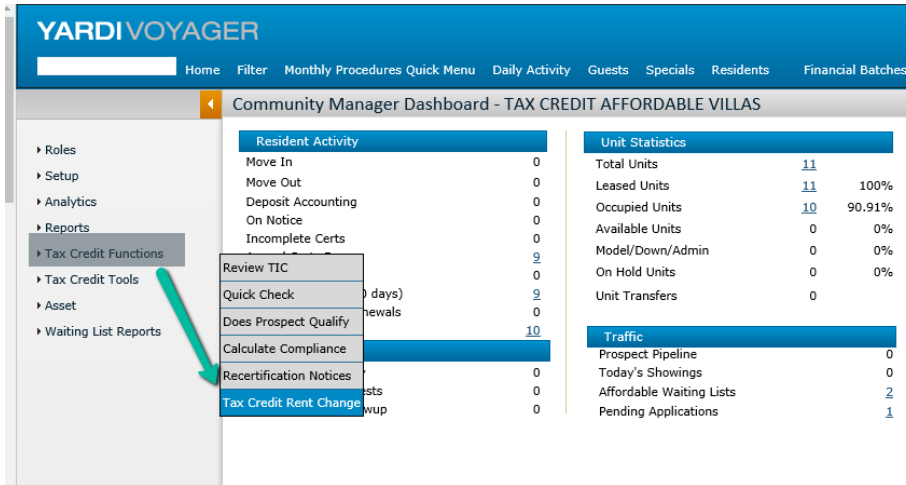


## Yardi Affordable Tax Credit Rent Change

### Updating Market Rents

1. From your Tax Credit Onsite role you will go to Tax Credit Functions>Tax Credit Rent Change.



2. In the filter screen please only enter data in the blue required fields and the "New Market Rent" field. Market rents will be updated one unit type at a time. The effective date will be the date specified by the newest APM. Site staff will only update the "New Market Rent" field. "New Utility Allowance" will be updated by your Compliance Specialist. The "New Utility Allowance" should always be blank. Once you have completed the required fields click the Display button.

The screenshot shows the 'Tax Credit Rent Change' filter screen. The 'Tenant Filter' section has several fields: 'Property' (tc1), 'Unit Type' (tc12X160), 'Building', and 'Unit'. The 'Tenant' section has 'Effective Date' (03/01/2021), 'New Utility Allowance', and 'New Market Rent' (3250). The 'New Tenant Rent' section has three dropdown menus: 'Create IR for UA Change' (No), 'Adjust Later Changes' (Yes), and 'Ignore Subsidized Residents' (No). A red arrow points from a text box to the 'Display' button.

The answers indicated will be the default answers to be used.

3. All units associated with the unit type will display. The far right columns will show the Current Market Rent followed by what the New Market Rent. Once it is confirmed the information

displayed is correct, you will click the Post button to update the Market Rents.

Tax Credit Rent Change

Tenant Filter

Property

tc1

Tenant

New Tenant Rent

Unit Type

tc12X160

Effective Date

03/01/2021

Create IR for UA Change

No

Building

New Utility Allowance

Adjust Later Changes

Yes

Unit

New Market Rent

3250

Ignore Subsidized Residents

No

Display

Post

PDF

Excel

Clear

Help

Summary

Unit History

Tenant Type	Tenant	Comments	Certification (* = New)	Current Tenant Rent	New Tenant Rent	Current Utility Allowance	New Utility Allowance	Current Other Non-Optional Charges	Current Total Rent	New Total Rent	Max Rent	Current Market Rent	New Market Rent
101 - View Unit History													
TC	MINNIE HOUSE (10000990)	No certifications exist on or after 03/01/2021. Only unit and unit history will be updated.				120.00	120.00					3,206.00	3,250.00
202 - View Unit History													
TC	DONALD DUCK (10000992)	No certifications exist on or after 03/01/2021. Only unit and unit history will be updated.				120.00	120.00					3,206.00	3,250.00
204 - View Unit History													
TC	MISS PIGGY (10000994)	No certifications exist on or after 03/01/2021. Only unit and unit history will be updated.				120.00	120.00					3,206.00	3,250.00
301 - View Unit History													
TC	FOGHORN LEGHORN (10000996)	No certifications exist on or after 03/01/2021. Only unit and unit history will be updated.				120.00	120.00					3,206.00	3,250.00
302 - View Unit History													
TC	DAFFY DUCK (10000997)	No certifications exist on or after 03/01/2021. Only unit and unit history will be updated.				120.00	120.00					3,206.00	3,250.00
303 - View Unit History													
TC	RICK SANCHEZ (10000998)	No certifications exist on or after 03/01/2021. Only unit and unit history will be updated.				120.00	120.00					3,206.00	3,250.00