



Major Disasters Workflow Guide

Yardi Affordable

Getting Started

If an owner chooses to provide Emergency Housing Relief to a Displaced Individual that cannot establish eligibility for Section 42, it may disregard the income of the Displaced Individual's household during the Temporary Housing Period and the unit retains the status it had prior to occupancy by the Displaced Individual. The workflow in Yardi Affordable will be very similar to any other qualified household other than we are not verify income or assets for the MI certification.

To get started with the workflow for a Major Disaster Relief candidate, you will click on "Add Guest from the dashboard.

The screenshot shows the Yardi Voyager Community Manager Dashboard for Geneva Village. The dashboard is divided into several sections: Resident Activity, Unit Statistics, Traffic, and Open Batches. A red arrow points to the 'Add Guest' button in the 'Guests' section. The 'Add Guest' button is highlighted in red. The dashboard also includes a sidebar with navigation links and a top navigation bar with links like Home, Help, Monthly Procedures, Guests, Affordable, Analytics, and Sign Out.

Resident Activity	
Move In	0
Move Out	1
Deposit Accounting	1
On Notice	2
Incomplete Certs	24
Annual Certs Due	22
Unanswered Letters	0
Expiring Leases (120 days)	112
Scheduled Lease Renewals	0
Alerts	0
Scheduled Roommate Promotions	0

Unit Statistics	
Total Units	142
Leased Units	138 97.18%
Occupied Units	135 95.07%
Available Units	5 4.23%
Model/Down/Admin	0 0%
On Hold Units	0 0%
Unit Transfers	0

Traffic	
Prospect Pipeline	0
Today's Showings	0
PHA Waiting Lists	0
Pending Applications	3

Open Batches	
Charges	New Charge Batch
Receipts	New Receipt Batch
Payables	New Payable Batch

Prospect Workflow

YARDIVOYAGER

Home Help Monthly Procedures Guests Affordable Analytics Sign Out

Prospect Guest Card

First Name: JOHN MI Status: Prospect
Last Name: SMITH Property: a17
Address: 123 CYPRESS RD Unit Type: a173x250
City State Zip: PARADISE CA 95967 First Contact: Walk-In
Tel# Office-Home: (530) 555-5555 Agent: N/A
Cell#- Fax# Source: RELOCATOR SERVICE
DOB - DL#/State: Date: 12/03/2018
Email:
Notes:

Next

Guest Card

Enter all prospect guest card information as you would normally would.

Mandatory: Use the address at the time of major disaster.

YARDIVOYAGER

Home Help Monthly Procedures Guests Affordable Analytics Sign Out

Prospect Guest Card

First Name: JOHN MI Status: Prospect
Last Name: SMITH Property: p1885552
Address: 123 CYPRESS RD Unit Type: a173x250
City State Zip: PARADISE CA 95967 First Contact: Walk-In
Tel# Office-Home: (530) 555-5555 Agent: N/A
Cell#- Fax# Source: RELOCATOR SERVICE
DOB - DL#/State: Date: 12/03/2018
Email:
Notes:

Contacts Previous Next Screening

Preferences

Expected Move In: Bedrooms: 0 Desired Rent: 0

Amenity Preferences

Select: Amenity

Leasing Steps

Guest Card

Preferences

Occupants

Select Unit

Rental Options

Concessions

Application Form

Application Changes

Application Status

You will complete Preferences and Occupants as you normally would.

Compliance Workflow

Home Help Monthly Procedures Guests Affordable Analytics Sign Out

Prospect Guest Card Other Data ▼

First Name	JOHN x MI	Status	Prospect
Last Name	SMITH	Code	p1967875
Address	123 CYPRESS RD	Property	a17
Address		Unit Type	a173x250
City State Zip	PARADISE CA 95967	First Contact	Walk-In
Tel# Office-Home	(530) 555-5555	Agent	N/A
Cell# - Fax#		Source	REFERRAL - AGENCY
DOB - DL#/State		Result	
Email		Date	12/03/2018
Notes			

Leasing Steps

- [Guest Card](#)
- [Preferences](#)
- [Occupants](#)
- Select Unit**
- [Rental Options](#)
- [Concessions](#)
- [Application Form](#)
- [Application Charges](#)
- [Application Status](#)

Contacts Previous Next Cancel Guest Screening

Unit selection must be performed from the compliance side. Please click the Compliance command button and then select unit.

☒ Tax Credit
☐ HOME

Compliance

Click the Compliance button to begin Compliance Workflow

Compliance Workflow

YARDIVOYAGER

Home Help Monthly Procedures Guests Affordable Analytics Sign Out

MI Certification on 12/03/2018 (Ctrl 668235)

Screening has not been processed. Please complete screening.

Prospect Information

Code: p1885552 Property: a17 Lease Sign:
 Name: JOHN SMITH Unit: Lease From: 12/03/2018
 Address: 123 CYPRESS RD Status: Prospect Lease To: 06/30/2019
 Office: Move In: 12/03/2018
 City-State-Zip: PARADISE, CA 95967 Home: (530) 555-5555 Move Out:

Contacts Cancel Previous Next Occupancy Check Screening Override Screening

Members Income Assets Expense Household Info Verification Select Unit Validation

Lease From Date: 12/03/2018 ☒ 3 Bedrooms Only Bedrooms: 3
 Lease Term: 6 ☒ a17 Property Only
 Lease To Date: 06/30/2019 X ☐ Wait Units Only
 Move In Date: 12/03/2018 ☐ Model Units Only Refresh Units

You will change the Lease Term from 12 to 6, then click Tab on your keyboard to populate the Lease to Date. You will then select a unit for this prospect.

Bedrooms	Rent	Sqft	Date Available	Unit	Unit Type	Income Restriction	Rent Restriction	Unit Programs	Make Appt	Show Unit	Select Unit	Occupancy	Ready
3	695.00	1,093.00	11/08/2018	117	a173x250	50.00%	0.00%	TC HH		Show	Select	Vacant	NO
3	695.00	1,093.00	11/29/2018	118	a173x250	50.00%	0.00%	TC LH		Show	Select	Vacant	NO
3	695.00	1,093.00		253	a173x250	50.00%	0.00%	TC LH		Show	Applicant	YES	
3	695.00	1,093.00	11/01/2018	127	a173x250	50.00%	0.00%	TC LH		Show	Select	Vacant	YES
3	695.00	1,093.00		238	a173x250	50.00%	0.00%	TC HH		Show	Applicant	YES	

YARDIVOYAGER

Home Help Monthly Procedures Guests Affordable Analytics Sign Out

MI Certification on 12/03/2018 (Ctrl 668235)

Screening has not been processed. Please complete screening.

Prospect Information

Code: p1885552 Property: a17 Lease Sign:
 Name: JOHN SMITH Unit: 117 Lease From: 12/03/2018
 Address: 123 CYPRESS RD Status: Prospect Lease To: 06/30/2019
 Office: Move In: 12/03/2018
 City-State-Zip: PARADISE, CA 95967 Home: (530) 555-5555 Move Out:

Contacts Cancel Previous Done Occupancy Check Screening Override Screening

Members Income Assets Expense Household Info Verification Select Unit Validation

Tax Credit Compliance

Qualified Household

Certification Type	Effective Date	Max Income	Annual Income	Percent AMGI	Max Rent	Subsidy
MI	12/03/2018	\$24,000.00	\$0.00	0.00 %	\$778.00	\$0.00

HOME Compliance

Qualified Household

Certification Type	Effective Date	Max Income	Annual Income	Percent AMGI	Max Rent	Subsidy
MI	12/03/2018	\$23,900.00	\$0.00	0.00 %	\$1,065.00	\$0.00

Click on the Validation tab, then click on the Done button.

Prospect Workflow Continued

YARDI VOYAGER
Home Proration Calc Logout

Prospect Guest Card

Roles

PAYscan

Analytics

Reports

Residents

Unit Pricing

Charges

Payments

Payables

Setup

Work Orders

Asset

Administration

7S Training Videos

RENTmaximizer

First Name

JOHN

MI

Last Name

SMITH

Address

123 CYPRESS RD

City State Zip

PARADISE

CA

95967

Tel# Office-Home

(530) 555-5555

Cell# - Fax#

DOB - DL#/State

Email

Notes

Status

Prospect

Code

p1885552

Property

a17

Unit

117

Leasing Steps

Guest Card

Preferences

Occupants

Select Unit

Rental Options

Concessions

Application Form

Application Charges

Application Status

Complete Rental Options, Concessions, Application Form, Application Charges as you normally would

Contacts

Previous

Next

Cancel Guest

Quote

Screening

Rental Options

Expected Move In

12/03/2018

Lease From Date

12/03/2018

Lease Term (months)

6

Lease To Date

06/30/2019

Rentable Items and Options

Qty	Description	Rent	Amount	Reserve
-----	-------------	------	--------	---------

Unit Rent

695.00

Deposit

0.00

Quoted Rent

0.00

Lease expiration count

Application Status

YARDIVOYAGER

Home Help Monthly Procedures Guests Affordable Analytics Sign Out

Prospect Guest Card Other Data ▾

First Name: JOHN MI Status: Applied
Last Name: SMITH Code: p1885552
Address: 123 CYPRESS RD Property: a17
City State Zip: PARADISE CA 95967 Unit: 117
Tel# Office-Home: (530) 555-5555 Unit Type: a173x250
Cell# - Fax# First Contact: Walk-In
DOB - DL#/State: Agent: N/A
Email: Source: RELOCATOR SERVICE
Date: 12/03/2018
Notes:

Leasing Steps
[Guest Card](#)
[Preferences](#)
[Occupants](#)
[Select Unit](#)
[Rental Options](#)
[Concessions](#)
[Application Form](#)
[Application Charges](#)
Application Status

Contacts Previous Quote Screening

Application Status

Action	Date	Agent
Submit Application	12/03/2018	

Ledger Assign Unit **Approve** Deny Cancel

Override Screening Edit TIC Edit HOME Adjust Move-In Date

Approve the application as you normally would.

YARDIVOYAGER

Home Help Monthly Procedures Guests Affordable Analytics Sign Out

Prospect Guest Card Other Data ▾

First Name: JOHN MI Status: Approved
Last Name: SMITH Code: p1885552
Address: 123 CYPRESS RD Property: a17
City State Zip: PARADISE CA 95967 Unit: 117
Tel# Office-Home: (530) 555-5555 Unit Type: a173x250
Cell# - Fax# First Contact: Walk-In
DOB - DL#/State: Agent: N/A
Email: Source: RELOCATOR SERVICE
Date: 12/03/2018
Notes:

Leasing Steps
[Guest Card](#)
[Preferences](#)
[Occupants](#)
[Select Unit](#)
[Rental Options](#)
[Concessions](#)
[Application Form](#)
[Application Charges](#)
Application Status

Contacts Previous Quote Screening

Application Status

Action	Date	Agent
Submit Application	12/03/2018	
Application Approved	12/03/2018	

Ledger Assign Unit **Execute Lease** Cancel Connect Utilities

Override Screening Edit TIC Edit HOME Adjust Move-In Date

Execute Lease as you normally would.

Completing the MI Cert

Resident Functions Data Reports

First Name	JOHN	MI	Resident ID	t0573984
Last Name	SMITH		Property	a17
Address	123 CYPRESS RD		Unit	117
			Prospect	p1885552
City/State/Zip	PARADISE	CA 95967	Status	Future
Email			Legal	N/A
Alt. Email			Payment Method	Any
Office			NSF Count	0
Home	(530) 555-5555		Late Count	0
FAX				

Click on the MI cert

Edit Close Help

Affordable Lease Info Deposit Info Lease Charges Other Info Personal Info

Tax Credit Data							
Cert Type	Effective Date	Max Rent	Rent	Util Allow.	Tenant Rent	Subsidy	Edit
MI Print	12/03/2018	778	778	83	695	0	Edit

Change the Next AR Date

https://www.yardipca.com/?Id=668236 - Yardi Systems, Inc. - Tax Credit Certification - Internet Explorer

Tax Credit Certification Functions Data Reports

Passed Validation

Resident Information Ctrl#668236

Code	0573984	Property	a17	Lease Sign	12/03/2018
Name	JOHN SMITH	Unit	117	Lease From	12/03/2018
Address	123 CYPRESS RD	Status	Future	Lease To	06/30/2019
		Office		Move In	12/03/2018
City-State-Zip	PARADISE, CA 95967	Home	(530) 555-5555	Move Out	

Save Print Help HUD 4350.3

Basic Household Notice Dates

Critical Dates

Certification Type	MI=Move-In
Effective Date	12/03/2018
Next Annual Recert	11/08/2019
Project Move In	12/03/2018
Date Completed	

Rent Information

Tenant Rent	695.00
Utility Allowance	83
Other Non Optional Charges	0.00
Less: Utility Reimbursement	0
Total Rent	778.00
Maximum Rent	778

NAHMA Fields

Unit Code	117
Bedrooms	3
Income Restriction %	50.00
Rent Restriction %	50.00
Income Limit being used	50% a17
Household Type	
Special Status	
Federal Subsidy Type	Not Applicable
Non-Federal Subsidy Type	
Is Self Certified?	<input type="checkbox"/>

Change to Next Annual Recert date to the date that the Temporary Housing Period ends. Then click Save.

In order for us to distinguish this household as a Major Disaster Relief household in our reporting, we will need to make selections for Household Type and Special Status under NAHMA Fields.

https://www.yaropa.com/rid=00020 - yarai Systems, Inc. - Tax Credit Certification - Internet Explorer

Tax Credit Certification Functions Data Reports

Passed Validation

Resident Information

Code 10573984 Property a17 Lease Sign 12/03/2018 Ctrl#668236

Name JOHN SMITH Unit 117 Lease From 12/03/2018

Address 123 CYPRESS RD Status Future Lease To 06/30/2019

City-State-Zip PARADISE, CA 95967 Home (\$30) 555-5555 Move In 12/03/2018

Save Delete Help HUD \$350.3 Family Info Link To HOME

Basic Household Notice Dates

Critical Dates

Certification Type MI=Move-In

Effective Date 12/03/2018

Next Annual Recert 12/01/2019

Project Move In 12/03/2018

Date Completed

Rent Information

Tenant Rent 695.00

Utility Allowance 83

Other Non Optional Charges 0.00

Less: Utility Reimbursement 0

Total Rent 778.00

Maximum Rent 778

Market Rent 695

Subsidy 0.00

Unit Information

Unit Code 117

Bedrooms 3

Income Restriction % 50.00

Rent Restriction % 50.00

Income Limit being used 50% a17

NAHMA Fields

Household Type

Special Status

Federal Subsidy Type Not Applicable

Non-Federal Subsidy Type

Is Self Certified?

Created at 12/06/2018 2:47 PM by mpearsal Modified at 12/06/2018 2:47 PM by mpearsal

NAHMA Fields

Household Type

Special Status

Federal Subsidy Type

Non-Federal Subsidy Type

Is Self Certified?

DS - Displaced

EL - Elderly

FA - Family

HO - Homeless

RC - RCAC

SN - Special Needs

NAHMA Fields

Household Type

Special Status

Federal Subsidy Type

Non-Federal Subsidy Type

Is Self Certified?

AL - Assisted Living

BI - Brain Injury

BW - Battered Women

D - Disabled

DD - Developmental Disabled

DI - Displaced Individual(s)

DR - Drug Dependency

DV - Victims of Domestic Violence

E - Elderly

E55 - Elderly 55 and Over

E62 - Elderly 62 and Over

EA - Elderly Amenities

ES - Elderly Set Aside

F - Family

H - Handicapped

HIV - Aids/HIV Related Illness

HL - Homeless

HO - Hollman

J - Joint Custody

MI - Mental Illness

O - Other

S - Fulltime Student

SR - Single Room Occupancy

TP - Teen Pregnancy/Parenting

U - Undesignated

FWH - Farm Worker Housing

ND - Not Disabled

Closing Certification

Tax Credit Certification Functions ▾ Data ▾

Passed Validation

Resident Information Ctrl#668236

Code	<u>t0573984</u>	Property	<u>a17</u>	Lease Sign	12/03/2018
Name	JOHN SMITH	Unit	<u>117</u>	Lease From	12/03/2018
Address	123 CYPRESS RD	Status	Future	Lease To	06/01/2019
		Office		Move In	12/03/2018
City-State-Zip	PARADISE, CA 95967	Home	555-5555	Move Out	

Save Delete Help HUD 4350.3 Family Info Link To HOME

Basic **Household** **Notice Dates**

Critical Dates

Certification Type	MI=Move-In ▾
Effective Date	12/03/2018
Next Annual Recert	12/01/2019
Project Move In	12/03/2018
Date Completed	12/03/2018

Unit Information

Unit Code	
Bed Rooms	
Income Restriction %	
Rent Restriction %	
Income Limit being used	

Rent Information

Tenant Rent	695.00
Utility Allowance	83
Other Non Optional Charges	0.00
Less: Utility Reimbursement	0
Total Rent	778.00
Maximum Rent	778
Market Rent	695
Subsidy	0.00

NAHMA Fields

Household Type	
Special Status	
Federal Subsidy Type	
Non-Federal Subsidy Type	
Is Self Certified?	

Enter the
date
completed
then click
Save

Complete Move In

YARDIVOYAGER

Home Help Monthly Procedures Guests Affordable Analytics Sign Out

Resident

Functions Data Reports

Adjust Move In Dates

Assign Unit

Cancel Move In

Quick Charge

Move In

Move In Calculator

Prorate Calculator

Legal

Board Member

Move Out Estimator

Screening

Utility Billing Move Out Estimator

First Name

JOHN

Last Name

SMITH

Address

123 CYPRESS RD

City/State/Zip

PARADISE CA

Email

Alt. Email

Office

Home

(530) 555-5555

FAX

Payment Method

Any

NSF Count

0

Late Count

0

Edit

Close

Help

Affordable

Lease Info

Deposit Info

Lease Charges

Other Info

Personal Info

Tax Credit Data

Cert Type	Effective Date	Max Rent	Rent	Util Allow.	Tenant Rent	Subsidy	Edit	
MI	Print	12/03/2018	778	778	83	695	0	View

Roles

Setup

Administration

Analytics

Reports

50059 Functions

50059 Tools

TRACS

Tax Credit Functions

Tax Credit Tools

HOME Functions

HOME Tools

Rural Dev Functions

Rural Dev Tools

Charges

Receivables

In order to track your Major Disaster Relief households, we have created a report in SQL named Disaster Relief. From your FPI Onsite role, use the following path:

YARDI VOYAGER

Home Proration Calc Logout

Community Manager Dashboard - GENEVA VILLAGE

Wednesday, December 12, 2018

Prop/List

Add Guest

Leasing Specials [Daily Activity](#)

Hot Sheet [Monitor Reports](#)

New PO [New Svc. Req.](#)

Print Letters [Tax Credit Quick Check](#)

Open Batches

[Charges](#) [New Charge Batch](#)

[Receipts](#) [New Receipt Batch](#)

[Payables](#) [New Payable Batch](#)

Resident Activity

Move In	0
Move Out	1
Deposit Accounting	1
On Notice	2

Unit Statistics

Total Units	142	
Leased Units	139	97.89%
Occupied Units	136	95.77%
Available Units	5	3.52%
Model/Down/Admin	0	0%
On Hold Units	0	0%
Unit Transfers	0	

Traffic

Prospect Pipeline	0
Today's Showings	0
PHA Waiting Lists	0
Pending Applications	3

Property - Residential

- Unit [29](#)
- Resident [117](#)
- Receivables [5](#)
- Traffic [0](#)
- Registers [3](#)
- Work Orders [391](#)
- Unit Assets [0](#)
- Renters Insurance
- Collections
- KW
- Vendor
- Misc Reports
- SQL Reports**

Dashboard | Person Search

Jump To Today Day Week **2 Week** Month

Disaster Relief Report


YARDIVOYAGER

Home Proration Calc Logout

SQL Reports

- Roles
- PAYscan
- Analytics
- Reports
- Residents
- Unit Pricing
- Charges
- Payments

Report Name	File Name
Disaster.Relief	
Disaster.Relief	rs_aff_Disaster.Relief.txt



YARDIVOYAGER

Home Proration Calc Logout

Disaster.Relief

- Roles
- PAYscan
- Analytics
- Reports
- Residents
- Unit Pricing
- Charges
- Payments
- Payables
- Setup
- Work Orders

Property: a17 GENEVA VILLAGE

Unit:

Tenant:

Cert:

Effective Date: 12/01/2018 -to- 12/31/2018

Destination: Screen

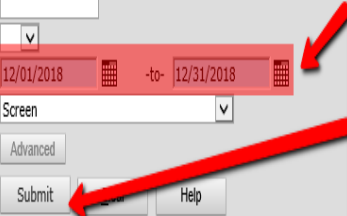
Advanced

Submit

Help

File or Code: rs_aff_Disaster.Relief.txt

In this filter screen enter a Move In date range of that you want to capture. Then click Submit.



Disaster Relief Report

YAGER

Home Help Monthly Procedures Guests Affordable Analytics Sign Out

Site Search



Units with Displaced Individual(s) in the Special Status column will indicate the Major Disaster Relief units. The address at the time of disaster will also populate.

Disaster Relief

Excel

PDF

Property=a17 AND Effective Date=12/01/2018-12/31/2018

Property	Unit	Bedrooms	Tenant	First Last	Cert	Effective Date	Special Status	Address1	City	State	Zip
a17	140	3	t0118146	FRANCISCO RAMIREZ	AR	12/21/2018		1550 W. CHURCH 140	FRESINO	CA	93706
a17	117	3	t0573984	JOHN SMITH	MI	12/03/2018	Displaced Individual(s)	123 CYPRESS RD	PARADISE	CA	95967
a17	162	3	t0415291	NEDELIA GUADARRAMA	AR	12/19/2018		2533 W MCKINLEY SPC 237	FRESINO	CA	93728
a17	271	3	t0118441	MARIA VILLEGAS	AR	12/18/2018		1550 W. CHURCH 271	FRESINO	CA	93706
a17	129	4	t0407794	ASHLEY ESTRADA	AR	12/08/2018					
a17	166	4	t0509038	SANDRA GARCIA	AR	12/04/2018		1221 N. PEACH AVE. 145	FRESINO	CA	93727

If a Natural Disaster Households decides to remain in the unit after the Temporary Housing Period ends, they will need to now qualify for the unit.
We will need to create an Initial Certification (IC)

Resident

Functions Data Reports

i Move in has been posted

First Name JOHN MI Resident ID t0580745
Last Name SMITH Property a17
Address 1550 E. CHURCH 117 Unit 117
City/State/Zip FRESNO CA 93706 Prospect p1937405
Status Current
Email N/A
Alt. Email Any
Office 0
Home (530) 555-5555 0
FAX

Edit Close Help

Affordable Lease Info Deposit Info Lease Charges Other Info Personal Info

Tax Credit Data

Cert Type	Effective Date	Max Rent	Rent	Util Allow.	Tenant Rent	Subsidy	Edit
MI	12/03/2018	778	778	83	695	0	View

Click on the MI to get to the Compliance Summary screen.

Yardi Systems, Inc. - Tax Credit Certification - Internet Explorer

Tax Credit Certification

Functions Data Reports

Passed Validation

Resident Information

Code t0580745 Property a17
Name JOHN SMITH Unit 117
Address 1550 E. CHURCH 117 Status Current
City-State-Zip FRESNO, CA 93706 Home (530) 555-5555

Lease From 12/03/2018
Lease To 12/31/2019
Move In 12/03/2018
Move Out

Annual Recert 3899
Interim Recert 018

Help HUD 4350.3 Family Info Link To HOME

Basic Household Notice Dates

Creating an IC

Interim Recertification Date

Submit

Cancel

The effective date will be the anticipated date that you will receive Karen Graham approval for the file

Creating an IC

Yardi Systems, Inc. - Tax Credit Certification - Internet Explorer

Tax Credit Certification Functions Data Reports

Passed Validation

Resident Information Ctrl#683902

Code	t0580745	Property	a17	Lease Sign	12/03/2018
Name	JOHN SMITH	Unit	117	Lease From	12/03/2018
Address	1550 E. CHURCH 117	Status	Current	Lease To	12/31/2019
City-State-Zip	FRESNO, CA 93706	Office		Move In	
		Home	(530) 555-5555	Move Out	

Save Delete Help HUD 4350.3 Family

Basic Household Notice Dates

Critical Dates

Certification Type	MI=Move-In IC=Initial Cert AR=Annual Recert IR=Interim Recert
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Unit Information

Unit Code	117
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You will need to change the Certification Type from and IR to and IC=Initial Certification

Yardi Systems, Inc. - Tax Credit Certification - Internet Explorer

Tax Credit Certification Functions Data Reports

Passed Validation

Resident Information Ctrl#683902

Code	t0580745	Property	a17	Lease Sign	12/03/2018
Name	JOHN SMITH	Unit	117	Lease From	12/03/2018
Address	1550 E. CHURCH 117	Status	Current	Lease To	12/31/2019
City-State-Zip	FRESNO, CA 93706	Office		Move In	12/03/2018
		Home	(530) 555-5555	Move Out	

Save Delete Help HUD 4350.3 Family Info

Basic Household Notice Dates

Critical Dates

Certification Type	IC=Initial Cert
Effective Date	06/14/2019
Next Annual Recert	06/14/2020
Project Move In	12/03/2018
Date Completed	

Unit Information

Unit Code	117
Bedrooms	3
Income Restriction %	50.00
Rent Restriction %	50.00
Income Limit being used	50% a17

You will need to change the Next Annual Recert date to coincide with the IC effective Date. Then click Save

Creating an IC

1. Once you have made these modifications to the Compliance Summary screen, you will complete the Compliance workflow to initially qualify the household.
2. If your final Karen Graham approval date does not match the effective date you entered, you will need to contact your Compliance Specialist to change the effective date.
3. Once you have completed the IC with a date completed, you will create a 6 month lease renewal beginning on the effective date of the IC.