

#	Report Name	Report Type	Report Path	Filter Details	Description
AFFORDABLE RENT ROLL REPORTS					
1	Affordable Unit Vacancy	Analytic	Analytics > Affordable Reports	Property Code/Date Range/Report Type/Summarize by	Shows the number of days and vacancy loss within the date range entered. This report can be used to track physical vacancy.
2	Gross Potential Rent	Analytic	Analytics > Affordable Reports	Property Code/Date Range/Report Type/Summarize by	Rent and Subsidy charges/adjustments as well as Concessions, Write offs are detailed on this report. Economic Vacancy is calculated as follows: Potential Rent - Actual Rent- Actual Subsidy + Utility Reimbursement - Rent Adjustments - Subsidy Adjustments = Economic Vacancy
3	Rent Roll	Analytic	Analytics > Affordable Reports	Property Code/Date/Report Type/Summarize by	Provides unit occupancy and shows the latest certifications. Also includes program type assigned to each unit.
4	Rent Roll with Lease Charges	Analytic	Analytics > Affordable Reports	Property Code/Date Range/Report Type/Summarize by	Provides listing of rent-charge and leasing info. Leasing info includes market rent, deposits and amount owed.
5	FPI Subsidy Rent Roll	Reports- FPI_ONSITE role	Reports>Unit>FPI Subsidy Rent Roll	Property Code/Rent Account 5120-111/Date, Month/Sort by	This report provides Loss/Gain to Lease, Rent and Subsidy charges, Vacancy and Market rent.
RECEIVABLE REPORTS					
6	Receivable Aging Detail	Analytic	Analytics > Receivable Reports	Property Code/Date/Report Type/Summarize by/HUD Subsidies (Exclude, Only, Include)	Provides detailed listing of outstanding charges and prepayments. Report can be ran to exclude, only or include HAP (Rental Subsidy) in either Summary or Detail.
7	Receivable Aging Summary	Analytic	Analytics > Receivable Reports	Property Code/Date/Report Type/Summarize by/HUD Subsidies (Exclude, Only, Include)	Provides a summary of outstanding charges and prepayments. Report can be ran to exclude, only or include HAP (Rental Subsidy) in either Summary or Detail.
8	Tenant Delinquency	Analytic	Analytics > Receivable Reports	Property Code/Date/Report Type/Summarize by/HUD Subsidies (Exclude, Only, Include)	Provides Tenant delinquency amounts and includes contact phone numbers .

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COMPLIANCE REPORTS - 50059 Only					
9	50059s Without Owner Signatures	Analytic	Analytics > Compliance Reports	Property Code/Date Range/Report Type/Summarize by	Listing of household 50059 certs that do not have the owner signature date recorded.
10	50059 Current Income Category	Analytic	Analytics>Compliance Reports	Property Code/Cert eff date/Report Type/Summarize by	Includes the income category of each resident and the total percentage of residents in each income category.
11	Utility Reimbursement	Analytic	Analytics > Compliance Reports	Property Code/Date/Report Type/Summarize by	Shows amount paid to the household to compensate for expenses that the household pays for utilities
12	HUD form 50059 (202D)	Reports	Reports> 50059 Reports> Print 50059 202D	Report Type/Property Code/Tenant/Effective Dates	Display and print all documents in the 50059 full pack.
13	Special Claims Status	Analytic	Analytics>Compliance Reports>Special Claims Status	Property/Report Type	This report displays information about submitted and unsubmitted special claims. You can generate the report to monitor the number and status of special claims in process.
14	Sec-8 Income Targeting	Analytic	Analytics > Compliance Reports	Property Code/Date Range/Report Type/Summarize by	Shows income category information for residents with new move-in or initial certifications within selected date range.
15	Repayment Agreement Detail	Reports	Reports>50059 Reports>Repayment Agreement Detail	Property Code/Contract/Tenant/Agreement Status	Provides listing of Repayment Agreements, including balances and status
COMPLIANCE REPORTS					
16	Unit mapping	Analytic	Analytics > Compliance Reports	Property Code/Report Type/Summarize By	Listing of unit income restrictions and rent restriction percentages. Info includes unit type, size and housing program status.
17	Certification Count	Analytic	Analytics>Compliance Reports	Property Code/Effective dates/Report Type/Summarize by	Provides a total of 50059 certs within selected date range. Totals are links to details about certs included in the total.
18	Certification Listing	Analytic	Analytics>Compliance Reports	Property Code/Date/Report Type/Summarize by	List of certifications according to your selected filter criteria. Property, unit, tenant and cert type codes are links to their Voyager screens

19	Scheduled Annual Recertification's	Analytic	Analytics > Compliance Reports	Property Code/Report Type/Summarize By/Pending Certs Within/Program Type	Provides detail about households due for annual recertification based on filter selection.
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COMPLIANCE REPORTS (continued)					
20	Certification Review	Reports	Reports > Affordable Reports > Certification Review	Property Code/Tenant/Status/Date	Provides a listing of certifications as of a specific date.
21	Recertification Report	Reports	Reports > Affordable Reports > Recertification Report	Property Code/Date Range	Shows residents due for annual recertification within selected number of days.
22	Ethnicity and Racial Data Form	Reports	Reports > Affordable Reports > Ethnicity and Racial Data Form	Property Code/Tenant Code	Document the racial and ethnic background of applicants and residents. HUD and RD require owners to gather this information.
23	Mismatched Tenant vs Certification Move-In Dates	Reports	Reports > Affordable Reports > Move-In Date Mismatch	Property Code	Provides a review of households for whom the move-in date on the Resident screen does not match the effective date of the move-in certification.
24	Move Out Date Mismatch	Reports	Reports > Affordable Reports > Move Out Date Mismatch	Property Code	Provides a review of households for whom the move out date on the Resident screen does not match the effective date of the move out certification.
COMPLIANCE REPORTS - LIHTC/RD ONLY					
25	Max Rent Audit Report (TC)	Analytic	Analytics>Compliance Reports	Property Code/Date/Report Type/Summarize by	Shows the most recent certs, the gross rent tenant contribution and tax credit max rent.
26	Affordable RD GTC/TC Max Rent Audit Report	Reports	Rural Development Reports>RD GTC/TC Max Rent Audit Report	Property Code/Date/Show	Shows the most recent certs, the gross rent tenant contribution and max rent.
COMPLIANCE REPORTS - RD ONLY					
27	MINC 3560-8 Transmission Status	Analytic	Analytics > Compliance Reports	Property Code/Date Range/Report Type/Summarize By	Shows the MINC transmission status of Rural Development certifications.
28	Other RA Listing	Analytic	Analytics > Compliance Reports	Property Code/Report Type/Summarize By	Provides report listing households with housing assistance other than Rural Development RA.

29	RA Compliance	Analytic	Analytics > Compliance Reports	Property Code/Date/Report Type/Summarize by	Shows information about residents who either receive or do not receive Rural Development rental assistance.
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WAITING LIST REPORTS					
30	Waiting List	Analytic	Analytics > Compliance Reports	Property Code/Date/Report Type/Summarize by/BR Size/Show on list/Show Moved in/Show Removed	Lists households on a property's waiting list as of a specified date.
31	Waiting List History	Analytic	Analytics>Compliance Reports	Property Code/Date/Report Type/Summarize by/Bedroom size/Show	Displays households on waiting list within selected date range. Prospect names and addresses are included.
32	Waiting List Demographics	Analytic	Analytics>Compliance Reports	Property Code/Date/Report Type/Summarize by/Bedroom size/Show	Displays the wait list as of a specified date. When prop has multiple programs, the report shows the prospects position for each program.
33	Waiting List History Demographics	Analytic	Analytics > Compliance Reports	Property Code/Date Range/Report Type/Summarize by/BR Size/Show 'On List/Show 'Moved in'/Show 'Removed'	Shows the households on the waiting list within a specified date range. Includes demographic information about the heads of households on the waiting list. It omits household waiting list positions.
INCOME LIMITS ADMINISTRATION REPORTS					
34	Listing of Income Limits by Property	Reports	Reports>Affordable Reports>Income Limits - Property	Property Code	Provides a report listing of Income Limits used for Property generated.
35	Excess Income Report	Reports	Reports (Top Menu)>50059 Reports>Excess Income	Property Code/Date/Rent Charge/EI Charge	Displays excess income sorted by each unit.
MISC AFFORDABLE REPORTS					
36	Birthday Search	Reports	Reports > Affordable Reports > Birthday Report	Property Code/Status/Birthday Month/Day	Listing of Residents birthdays for selected dates
37	Age Listing (Over 18 Report/HUD EIV)	Reports	Reports > Affordable Reports > Age Listing	Property/Between Age/And Age	Provides list of Residents with the noted age range
38	Unit Activity Report	Reports	Reports > Affordable Reports > Unit Activity	Property Code/Action Eff Date Range/Program/Report Type/Show unsigned certs	Lists the most recent event for each household occupying a unit, within the selected date range

39	Unit Transfer Report	Reports	Reports > Affordable Reports > Unit Transfer Report	Property Code/Date Range/Report Type	Provides list of unit transfers within selected date range
40	Mailing Address Verification Report	Reports	Reports > Affordable Reports > Mailing Address Verification	Property Code/Date Range	Compares the address on the Resident screen and the address on the Unit screen.
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TAX CREDIT REPORTS					
41	Unit Vacancy Rule Log	Reports	Reports > Tax Credit Reports > UVR Log	Property Code/UVR Satisfied	Displays the LIHTC Unit Vacancy Rule Log for a selected property
42	Next Available Unit Rule Log	Reports	Reports > Tax Credit Reports > NAUR Log	Property Code/Building/NAUR Satisfied	Tracks NAUR for projects that apply NAUR according to extra set-asides for units instead of applying NAUR exclusively by IRS rules.
43	TIC Statistical Review	Reports	Reports > Tax Credit Reports > TIC Statistics	Property Code/Building/Status/Report Type/Sort	Provides information about the characteristics of your LIHTC households.
44	Tax Credit State Reports	Reports	Reports > Tax Credit Reports > State PSR Report	Property Code/Date Range/State/Report	Project State Report that a state periodically requires to monitor the performance of housing projects and determine compliance with housing program rules.
45	Period Project Status Report	Reports	Reports > Tax Credit Reports > HTC Project Status Report	Property Code	Shows the households that occupied the as of the report-end date and whether the unit is an LIHTC or Market unit. The report includes unit income, rent restrictions, head of household information, move in information and recertification information.
46	Tax Credit Project Status Report	Reports	Reports > Tax Credit Reports > HTC Project Period Report	Property Code/Effective dates/%/#/Rent by	State report showing information such as move in income, utility allowances, tax credit unit rent changes and other information required by a state agency.
AFFORDABLE REPORTS - COMPLIANCE SPECIALIST USE ONLY					
47	NAHMA XML Interface	Reports	Reports > Tax Credit Reports > NAHMA XML Interface	Property Code/Date Range/ Include IR	Provides fields on Member, Income and Asset screens for recording information during the qualification process that is needed for tax credit state reports.

48	FPI Affordable Monthly Event Log	Reports	Reports>Property-Residential	Property Code/Start Date/End Date	A summary of the certification activity for the month, Property set aside summary and Past Due Recert status.
MANY OF THE COMMONLY USED REPORTS CAN ALSO BE QUICKLY ACCESSED BY NAVIGATING TO THE 'MONTHLY PROCEDURES QUICK MENU' ON THE TOP MENU OF THE YARDI DASHBOARD.					