Asset Management Reporting System (AMRS)
History of AMRS

• Initial Development began in 2003
• 1st Module – Budget Module
• 2004 Management Innovation: Operations Management Award From NCSHA
• 2004 – Become a Global Asset Management System
History of AMRS Cont.:

- 2006 – Rent Increase Module Added
- 2007 – R4R Module Added
- 2009 – Operating Reserve, Insurance Claim, and Contacts Modules Added
- 2010 – TCAP/TCR Module Added
- 2013 – Compliance Module Added
Fun Facts

- Budget Submitted 2004 – 360; 2015 – 550
- AFS Submitted 2005 – 575; 2014 – 725
- Average 273 rent increase submissions/yr.
- Average 1100 R4R requests/yr.
System Setup

- Property is added to AMRS after Firm Commitment is issued – under construction.
- Property is **Activated** for compliance once lease up commences.
- Username and passwords are issued by Scott Hanak.
- Occupancy username and password is issued once lease up commences.
- Financial username and password is provided once the first financial statement becomes due.
Welcome to the login page for entering and updating your project's budget, financial, occupancy, and key management information.

User Name: 
Password: 
LOGIN

(User Names and Passwords are case sensitive)
Forget Password?

System Requirements:
- Internet Explorer 5.0 or higher
- Cookies must be enabled. Follow [these] directions for help.
- Java Client must be installed and functioning. Follow [these] directions for help.
- Popups must be enabled for https://amrs.mhdc.com

If you have any problems or questions about this site please click [here] for contact information

https://amrs.mhdc.com
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Tools/Internet Options/Privacy/Pop-up Blocker Settings/add AMRS to allowed sites
Forgot Password

(User Names and Passwords are case sensitive)

Forgot Password?
System Help

User Name: 
Password: 
LOGIN

(User Names and Passwords are case sensitive)
Forgot Password?

If you have any problems or questions about this site please click [here] for contact information

Contact Information

MHDC

MHDC Budget / Audited Financials Coordinator - Scott Hanak
Phone: (314) 877-1379
E-mail: shanak@mhdcc.com

MHDC Occupancy System Coordinator - Scott Hanak
Phone: (314) 877-1379
E-mail: shanak@mhdcc.com
Welcome to the login page for entering and updating your project's budget, financial, occupancy, and key management information.

User Name: 
Password: 

(LOGIN)

(User Names and Passwords are case sensitive)

Forget Password?

System Requirements:

- Internet Explorer 5.0 or higher
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https://amrs.mhdc.com
MHDC Asset Management Reporting System

Welcome to the home page for entering and updating your project's financial information. If you have any problems or questions about this site please click [here] for contact information.

- Occupancy
- Utility Allowance
- Contacts
- Maintenance
- Support
Maintenance Module
Maintenance Module

General Data Maintenance
- View Project Information
- Upload Project Photos
- View Gross Potential Rent / Enter Market Rents
### Project Info

<table>
<thead>
<tr>
<th>Name:</th>
<th>[Redacted]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MHOIC Number:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Address:</td>
<td>Saint Louis, MO</td>
</tr>
<tr>
<td>City:</td>
<td>Saint Louis City</td>
</tr>
<tr>
<td>State:</td>
<td>MO</td>
</tr>
<tr>
<td>Zip:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td># of Units:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td># of Buildings:</td>
<td>Urban / Rural</td>
</tr>
<tr>
<td>Region:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Congressional District:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Census Tract:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Req'd Reserve/Units:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Debt Coverage Ratio:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Management Fees:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Low Income Housing Tax Credit (only):</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Project Status:</td>
<td>5.50% of Gross Rents</td>
</tr>
<tr>
<td>Require Audit Statement:</td>
<td>No</td>
</tr>
<tr>
<td>Active:</td>
<td>Yes</td>
</tr>
<tr>
<td>For Profit:</td>
<td>Yes</td>
</tr>
<tr>
<td>Organization Type:</td>
<td>Rehab</td>
</tr>
<tr>
<td>HUD:</td>
<td>Multi-Story / Elevator</td>
</tr>
<tr>
<td>Initial Equity:</td>
<td>Family</td>
</tr>
<tr>
<td>Initial Mortgage:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Construction Type:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Building Type:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Development Type:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Funding Types:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Participating Lender:</td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

### Project Owner Info

| Owner: | [Redacted] |

### Management Company Info

| Name: | [Redacted] |
| Address: | [Redacted] |
| City: | St. Louis, MO |
| State: | MO |
| Zip: | [Redacted] |
Upload Project Photo

Please upload photos of property.

At this time, MHDC is requesting two (2) photos of each property. One (1) photo of the front elevation, and one (1) photo of the signage.

Front Elevation Example: Front Elevation
Signage Example: Signage

To upload files, please click "Browse..." to locate and select the photo you want to upload, and then click on the "Upload" button.

Image Type: Front Elevation
Sign

[UPLOAD]

There are currently no photos loaded.

[DONE] [CANCEL]
Reasons for Picture Denial

- Wrong photo for the title (i.e., signage photo for elevation.)
- Photo not clear or fuzzy.
- Wrong property name for signage.
- A rendering instead of a physical photo of property.
Upload Project Photo

All photos are uploaded. Contact MHDC with questions.

<table>
<thead>
<tr>
<th>Thumbnail</th>
<th>Photos Uploaded</th>
<th>Upload Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>elevation.jpg</td>
<td>6/13/2008 2:10:02 PM</td>
</tr>
<tr>
<td></td>
<td>sign.jpg</td>
<td>6/13/2008 2:13:02 PM</td>
</tr>
</tbody>
</table>

**DONE**  **CANCEL**

Denied Photos

<table>
<thead>
<tr>
<th>Photo</th>
<th>Upload Time</th>
<th>Denied Time</th>
<th>Denied Reason(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>There are currently no photos denied</td>
</tr>
</tbody>
</table>
The rent grid is for rents APPROVED. Anticipated rents should not be entered. Additionally, the rent grid captures the Gross Potential Rent Revenue. The rents should reflect the APPROVED rents and the date they were APPROVED versus what is actually being collected from each tenant. The difference between the two should be captured in the Vacancies - 5200 section (i.e. Rental Concessions) of the Income Statement.

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Expiration Date</th>
<th>Number of Bedrooms</th>
<th>Square footage</th>
<th>Number of Units</th>
<th>Rent Controlling Authority</th>
<th>Monthly Rent Amount</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/2013</td>
<td>-</td>
<td>2</td>
<td>850</td>
<td>5</td>
<td>HOME</td>
<td>$340.00</td>
<td>MHDC Approved</td>
</tr>
<tr>
<td>2/1/2013</td>
<td>-</td>
<td>2</td>
<td>850</td>
<td>15</td>
<td>MHDC</td>
<td>$380.00</td>
<td>MHDC Approved</td>
</tr>
<tr>
<td>2/1/2013</td>
<td>-</td>
<td>3</td>
<td>1050</td>
<td>3</td>
<td>HOME</td>
<td>$435.00</td>
<td>MHDC Approved</td>
</tr>
<tr>
<td>2/1/2013</td>
<td>-</td>
<td>3</td>
<td>1050</td>
<td>9</td>
<td>Tax Credit</td>
<td>$435.00</td>
<td>MHDC Approved</td>
</tr>
</tbody>
</table>

**Totals:**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>32</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>$151,440.00 - Current Calculated GPR</strong></td>
</tr>
</tbody>
</table>
# Gross Potential Rent

The rent grid is for rents APPROVED. Anticipated rents should not be entered. Additionally, the rent grid captures the Gross Potential Rent should reflect the APPROVED rents and the date they were APPROVED versus what is actually being collected from each tenant. The difference should be captured in the Vacancies - 5200 section (i.e. Rental Concessions) of the Income Statement.

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Expiration Date</th>
<th>Number of Bedrooms</th>
<th>Square footage</th>
<th>Number of Units</th>
<th>Rent Controlling Authority</th>
<th>Monthly Rent Amount</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/2013</td>
<td>-</td>
<td>2</td>
<td>850</td>
<td>5</td>
<td>HOME</td>
<td>$340.00</td>
<td>MHDC Approved</td>
</tr>
<tr>
<td>2/1/2013</td>
<td>-</td>
<td>2</td>
<td>850</td>
<td>15</td>
<td>MHDC</td>
<td>$380.00</td>
<td>MHDC Approved</td>
</tr>
<tr>
<td>2/1/2013</td>
<td>-</td>
<td>3</td>
<td>1050</td>
<td>3</td>
<td>HOME</td>
<td>$435.00</td>
<td>MHDC Approved</td>
</tr>
<tr>
<td>2/1/2013</td>
<td>-</td>
<td>3</td>
<td>1050</td>
<td>9</td>
<td>Tax Credit</td>
<td>$435.00</td>
<td>MHDC Approved</td>
</tr>
</tbody>
</table>

**Totals:**

|                |                |                    |                |                |                          |                   | $151,440.00 - Current Calculated GPR |

---

**Toggle Future Rent Details**

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Expiration Date</th>
<th>Number of Bedrooms</th>
<th>Square footage</th>
<th>Number of Units</th>
<th>Rent Controlling Authority</th>
<th>Monthly Rent Amount</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No rows entered</td>
</tr>
</tbody>
</table>

---

**Toggle Historical Rent Details**

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Expiration Date</th>
<th>Number of Bedrooms</th>
<th>Square footage</th>
<th>Number of Units</th>
<th>Rent Controlling Authority</th>
<th>Monthly Rent Amount</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/14/2004</td>
<td>1/31/2013</td>
<td>2</td>
<td>850</td>
<td>5</td>
<td>HOME</td>
<td>$330.00</td>
<td>MHDC Approved from 2013</td>
</tr>
<tr>
<td>6/14/2004</td>
<td>1/31/2013</td>
<td>2</td>
<td>850</td>
<td>15</td>
<td>MHDC</td>
<td>$370.00</td>
<td>MHDC Approved from 2013</td>
</tr>
<tr>
<td>6/14/2004</td>
<td>1/31/2013</td>
<td>3</td>
<td>1050</td>
<td>9</td>
<td>Tax Credit</td>
<td>$425.00</td>
<td>MHDC Approved from 2013</td>
</tr>
<tr>
<td>6/14/2004</td>
<td>1/31/2013</td>
<td>3</td>
<td>1050</td>
<td>3</td>
<td>HOME</td>
<td>$425.00</td>
<td>MHDC Approved - form 2013</td>
</tr>
</tbody>
</table>

---

**SAVE AND CLOSE**
# Support Module

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="calculator.png" alt="Calculator" /></td>
<td>Budget</td>
</tr>
<tr>
<td><img src="house-dollar.png" alt="House with Dollar Sign" /></td>
<td>Rent Request</td>
</tr>
<tr>
<td><img src="dollar.png" alt="Dollar Sign" /></td>
<td>AFS</td>
</tr>
<tr>
<td><img src="money-bag.png" alt="Money Bag" /></td>
<td>Owner Distribution</td>
</tr>
<tr>
<td><img src="tools.png" alt="Wrench and Screwdriver" /></td>
<td>Replacement Reserve</td>
</tr>
<tr>
<td><img src="folder-dollar.png" alt="Folder with Dollar Sign" /></td>
<td>Archived Statements</td>
</tr>
<tr>
<td><img src="bed.png" alt="Bed" /></td>
<td>Occupancy</td>
</tr>
<tr>
<td><img src="light-bulb.png" alt="Light Bulb" /></td>
<td>Utility Allowance</td>
</tr>
<tr>
<td><img src="contacts.png" alt="Contacts Icon" /></td>
<td>Contacts</td>
</tr>
<tr>
<td><img src="fire.png" alt="Fire" /></td>
<td>Insurance Claims</td>
</tr>
<tr>
<td><img src="piggy-bank.png" alt="Piggy Bank" /></td>
<td>Operating Reserve</td>
</tr>
<tr>
<td><img src="home-graph.png" alt="Home with Graph" /></td>
<td>TCAP / TCR</td>
</tr>
<tr>
<td><img src="tools.png" alt="Wrench and Screwdriver" /></td>
<td>Maintenance</td>
</tr>
<tr>
<td><img src="question-mark.png" alt="Question Mark" /></td>
<td>Support</td>
</tr>
<tr>
<td><img src="checkmark.png" alt="Checkmark" /></td>
<td>Compliance</td>
</tr>
</tbody>
</table>
Contacts Module
Contacts Module Requirements

• Ownership Information – GP/LP info.
• Management Information – must assign six roles.
  – Primary Contact
  – Regional Contact
  – Financial Contact
  – Leasing Agent
  – Compliance Contact
  – Occupancy Contact
Contacts Module Requirements

- **Important** – MHDC can only discuss/provide information to the owners and six management contacts with assigned roles.
- Emails and notices are sent by MHDC to contacts according to their role assignments.
- Contacts must be certified by management.
Contacts Module

Contact Maintenance

Project Name: [Redacted]
Project Number: [Redacted]
Ownership Name: [Redacted]
Ownership TIN#: [Redacted]

Please Note: Contacts listed below must match the Exhibit L property data sheet on file with MHDC. Any changes to the contacts should be accompanied with a new Exhibit L mailed to MHDC. The Exhibit L worksheet can be found at the following links --> Excel or PDF

Partnership Contacts

Company Name: [Redacted]
Contact Name: [Redacted]
Address: P.O. Box 248
Phone: [Redacted]
Email: [Redacted]
TIN #: [Redacted]

Roles: General Partner

Company Name: [Redacted]
Contact Name: [Redacted]
Address: P.O. Box 248
Phone: [Redacted]
Email: [Redacted]

Roles: Limited Partner
Contacts Module
Removing a Contact’s Role

Unselect the checkmark for the role to be removed
Adding a Contact’s Role
Adding a Management Contact
Removing a Management Contact

<table>
<thead>
<tr>
<th>Management Contacts</th>
<th>Add Management Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: [Redacted]</td>
<td>view correspondences</td>
</tr>
<tr>
<td>Address: P.O. Box 1004</td>
<td>Roles:</td>
</tr>
<tr>
<td>Phone: [Redacted]</td>
<td>Primary Contact</td>
</tr>
<tr>
<td>Email:</td>
<td>Regional Contact</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Edit Contact
- Delete Contact
Changing a Management Company
AMRS Reporting Deadlines

• Occupancy – Due by 10\textsuperscript{th} of each month
• Utility Allowance – Due Quarterly
• Budgets – Due by November 15
• Rent Increases – Due by December 31
• AFS – Due by March 31
• TCAP/TCR – Due by 25\textsuperscript{th} of each month
Archived Statements Module

MHDC Asset Management Reporting System
Welcome to the home page for entering and updating your project's financial information. If you have any problems or questions about this site please click [here] for contact information.

St. Louis Brewery Apts
MHDC 294-050 MHTC/RS

[Icons for various modules including Budget, Rent Request, AFS, Owner Distribution, Archived Statements, Replacement Reserve, Occupancy, Utility Allowance, Contacts, Insurance Claims, Operating Reserve, TCAP / TCR, Maintenance, Support, and Compliance.]
Archived Statements Module

**Archived Budget Reports**
- Budget Year: 2007
- Report: Budget Worksheet
- Options: Budget Worksheet, Project Explanations, Approved Budget Worksheet

**Archived Audited Financial Statement Reports**
- Audit Year: 2006
- Report: View Audited Financial Statement
- Options: View Audited Financial Statement

Buttons:
- Run Report
- Cancel
Occupancy Module
Occupancy Module

Property Occupancy Data Entry

Data is for June of 2015 for Apts (MHDC #) 

This form allows you to enter occupancy information.

Submission Period: 6/2015

Occupancy History (Last 12 months reported)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>96%</td>
<td>93%</td>
<td>94%</td>
<td>93%</td>
<td>93%</td>
<td>93%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>94%</td>
<td>96%</td>
<td>93%</td>
<td>91%</td>
<td>91%</td>
<td>91%</td>
</tr>
</tbody>
</table>

Bedroom Count

<table>
<thead>
<tr>
<th>Bedroom Count</th>
<th>Total Units</th>
<th>Vacant Units</th>
<th>Occupied %</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>3</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>1</td>
<td>64</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>2</td>
<td>61</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>3</td>
<td>12</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>4</td>
<td>0</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>5</td>
<td>0</td>
<td>0</td>
<td>NA</td>
</tr>
<tr>
<td>6</td>
<td>0</td>
<td>0</td>
<td>NA</td>
</tr>
<tr>
<td>ALL</td>
<td>140</td>
<td>0</td>
<td>NA</td>
</tr>
</tbody>
</table>

Do You Have A Waiting List?

- Yes
- No

If Yes, how many people are on the waiting list? 0

Submit Cancel Print
Occupancy Below 85%

• Your total occupancy is below 85%. Please explain why.
• What steps are being taken to boost occupancy?
• How many move-outs occurred during the month, and why?
• How many phone calls and inquiries were received during the month?
• How many applications were received during the month?
## Occupancy Below 85%

### Your total occupancy is below 85%. Please explain why.
- Several residents in legal moved out/evicted

### What steps are being taken to boost occupancy?
- Advertising & specials

### How many move-outs occurred during the month, and why?
- 10, 6 evictions, 2 management notices, 2 tenant initiated

### How many phone calls/inquires were received during the month?
- 82 phone calls & 55 walk-ins

### How many applications were received during the month?
- 9 tax credit & 20 HUD

---

### Do You Have A Waiting List?
- [ ] Yes
- [x] No

**If Yes, how many people are on the waiting list?**

**Status (Pending/Approved/Disapproved):**

- Pending
Utility Allowance Module
Utility Allowance Requirements

• Must be submitted Quarterly.
  o 1/1 – 3/31
  o 4/1- 6/30
  o 7/1- 9/30
  o 10/1 – 12/31
• Must be submitted for each bedroom size.
• Indicate the Source and dollar amount.
Utility Allowance Entry

### Utility Allowance Quarterly Reporting

Utility Allowance Entry Page For: [Redacted]

<table>
<thead>
<tr>
<th>Bedroom Type</th>
<th>Source</th>
<th>Unit Type</th>
<th>Previous Allowance</th>
<th>Monthly Utility Allowance</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit 1BR</td>
<td>Local PHA</td>
<td>Walk-up Apartment</td>
<td>$150.00</td>
<td>Copy Previous</td>
<td></td>
</tr>
<tr>
<td>Edit 2BR</td>
<td>Local PHA</td>
<td>Walk-up Apartment</td>
<td>$180.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Certified By: [Redacted]  
Confirmation Date: 7/5/2015

Phone Number: [Redacted]  
Email: [Redacted]

[Submit & Confirm]  
[Cancel]
Editing Utility Allowance Data

### Utility Allowance Quarterly Reporting

**Q3/2015 Utility Allowances:**

<table>
<thead>
<tr>
<th>Bedroom Type</th>
<th>Source</th>
<th>Unit Type</th>
<th>Previous Allowance</th>
<th>Monthly Utility Allowance</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1BR</td>
<td>Local PHA</td>
<td>Walk-up Apartment</td>
<td>$150.00</td>
<td>$190.00</td>
<td></td>
</tr>
<tr>
<td>2BR</td>
<td>Local PHA</td>
<td>Walk-up Apartment</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Certified By: [Redacted]

Confirmation Date: 7/6/2015

Phone Number: [Redacted]

Email: [Redacted]

---

**Project:** [Redacted]

**Period:** Q3 / 2015

**Bedroom Type:** 1BR

**Unit Type:** Walk-up Apartment

**Monthly Utility Allowance:** [Redacted]

Enter total monthly utilities paid by the TENANT.

**Source:** Local PHA

**Comments:**

---

[Submit & Confirm] [CANCEL]
Utility Allowance Entry – Unit Type Choices

- Multi-Family
- Duplex
- Walk-up Apartment
- Elevator Building
- Single Family Detached Unit
- Single Story Row Unit
- Townhouse-Two Row Unit
Utility Allowance Entry – Sources

- RD
- HUD
- Local PHA
- Utility Provider Estimate
- Energy Consumption Model
- HUD Utility Schedule Model
Utility Allowance Errors

- Confusion on the time frame for the submission quarter being requested.
- Incorrect entry of UA amount.
- Forgetting the submission deadline.

Note: Currently, more noncompliance citations are issued for untimely UA submission than for any other compliance area.
Utility Allowance Tips

• Create reoccurring reminder on office calendar.

• If utilities are 100% owner paid – email MHDC so requirement can be waived; otherwise, $0 UA must be submitted Quarterly.

• Report no earlier than the 3rd day of a new Quarter.
Scenario: First quarter submission period ends on Saturday, 3/31 and you forgot to enter the property’s UA for the 1st quarter. You enter the UA information on Monday, April 2.

Question: On Monday, April 2, is the property noncompliant? At what point is the property considered noncompliant for not reporting quarter 1’s UA?
Utility Allowance Tips Cont....

Answer:
Since the quarter ended on a Saturday, the property has until the COB on Monday April 2 to enter the UA information for Quarter 1. It is important to note that entering the UA on Monday April 2 only counts for Quarter 1.

Under this scenario, Quarter 2’s submission period is technically April 3 – June 30. The property can submit Quarter 2’s UA information beginning on April 3.
AFS Module

- Budget
- Rent Request
- AFS
- Owner Distribution
- Replacement Reserve
- Archived Statements
- Occupancy
- Utility Allowance
- Contacts
- Insurance Claims
- Operating Reserve
- TCAP / TCR
- Maintenance
- Support
- Compliance
AFS Submission Requirements

- Annual Financial Statements (AFS) are due no later than 90 days after fiscal year-end.
- A 30 day extension may be requested for extenuating circumstances (extension approval is not automatic).
- Failure to submit AFS will result in your property being placed on MHDC’s Non-Compliance list. MHDC will not process replacement reserve withdrawals, rent increases etc. until the issue is resolved.
AFS Submission Process

- After login, system prompts help users determine the type and number of required schedules to enter.
- Financial data consistent with the AFS is entered into the system using MHDC’s Chart of Accounts.
- The Final AFS (no “Draft”) is to be uploaded into the AMRS system. The Final AFS must be signed by the Auditor, and the Certificates signed by the Owner and the Management Agent.
AFS Review

• MHDC staff will review the AFS and communicate any questions generated from the review to the Financial Contact.
• The Property will be given a due date for receipt of responses.
• When the AFS review is complete, MHDC will notify the property by issuing a closing letter.
AFS Module

Historical Financial Statement Submission

Enter My 2014 Financial Statement Submission
**NOTE**
You must check to see that your contact information is up to date before submitting your audited financial statement. Please click the button below to update your information.

[REVIEW CONTACT INFO]

2014 Audited Financial Statement for [Redacted] Apartments II
(Updated 7/8/2015)

[General Information] [Edit Statements] [Delete AFS]
## AFS General Information

### Audited Financial Statement Entry

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Fiscal Year Begin Date</td>
<td>1/1/2014</td>
</tr>
<tr>
<td>Fiscal Year End Date</td>
<td>12/31/2014</td>
</tr>
<tr>
<td>Auditor Information</td>
<td></td>
</tr>
<tr>
<td>Firm Name</td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td></td>
</tr>
<tr>
<td>Contact Title</td>
<td></td>
</tr>
<tr>
<td>Contact Address</td>
<td></td>
</tr>
<tr>
<td>Contact City</td>
<td></td>
</tr>
<tr>
<td>Contact State</td>
<td></td>
</tr>
<tr>
<td>Contact Zip</td>
<td></td>
</tr>
<tr>
<td>Contact Phone</td>
<td></td>
</tr>
<tr>
<td>Contact Email</td>
<td></td>
</tr>
<tr>
<td>Report Type</td>
<td>Unqualified Audit</td>
</tr>
<tr>
<td>Related Party</td>
<td></td>
</tr>
<tr>
<td>Financial Statements</td>
<td></td>
</tr>
<tr>
<td>Included</td>
<td>Yes</td>
</tr>
<tr>
<td>Going Concern Paragraph</td>
<td>No</td>
</tr>
<tr>
<td>Compliance and Internal Control</td>
<td>Yes</td>
</tr>
<tr>
<td>Material Weaknesses or Reportable Conditions</td>
<td>No</td>
</tr>
<tr>
<td>Schedule of Audit</td>
<td></td>
</tr>
<tr>
<td>Findings</td>
<td>No</td>
</tr>
<tr>
<td>Insurance Claims</td>
<td>No</td>
</tr>
<tr>
<td>Experiencing Reduction</td>
<td>No</td>
</tr>
</tbody>
</table>

---

The above table outlines the financial statement details for a specific project, including the auditor information and various financial facts. The report indicates an unqualified audit with specific yes/no responses to questions regarding related party transactions, going concern, compliance, material weaknesses, and insurance claims.
AFS Module

* Denotes required fields.
Requires valid amount entry. If no value then enter 0.
AFS Module

Financial Statement Upload

Uploaded financial statements should include the following:
- Auditor Report
- Balance Sheet
- Income Statement
- Statement of Partners Equity
- Statement of Cash Flows
- Footnotes
- Schedule of Funds Held
- Related Party Transactions
- Notes Payable
- Surplus Cash Statement
- Schedule of Replacement Reserves
- Schedule of Residual Receipts
- Reportable Conditions Letter

Allowed file types: .pdf

To upload a financial statement, please click "Browse..." to locate and select the document you want to upload, and then click on the "Upload" button.

Upload

Documents Uploaded | Document Type | Upload Time
--- | --- | ---
There are currently no audited financial files loaded.
How to Prepare

• Attend scheduled training sessions
• Convert existing chart of accounts to the required MHDC/HUD chart of accounts
• Consult with your auditor on conversion of account groupings
AFS Submission Tips

• Help bubbles provide definitions and additional information for data entry fields. Use the Tab or mouse to move between fields.

• A value must be entered in all fields with red asterisks *. If a numerical field with an * has no balance in the AFS, enter zero. Fields without an * may be left blank.
AFS Submission Tips cont.

• Most data should be entered as positive amounts. AMRS will convert positive amounts to negative where applicable (i.e., Vacancies).

• The exception is “Net Loss,” which can be entered as a negative number:
AFS Submission Tips cont.

- To return to a previous screen use the “Jump Back” feature. The user must then “Check Totals” to verify accuracy, and select “Next” to continue.

- Be careful to provide accurate data when entering Notes Payable detail, which flows to other AMRS reports.
• MHDC requires the submission of AFS’s signed by the auditor and by the parties responsible for the information presented in the financial statements.

• The uploaded AFS must contain Certifications signed by both the Mortgager and by the Managing Agent.
• Once the AFS has been uploaded the user will be taken to a “Congratulations!” page that states that it has been successfully sent to MHDC.

• An MHDC reviewer will email the primary contact with any questions and provide a response due date. When the review is done a letter to this effect will be issued.
Requesting Surplus Cash

• Requests for surplus cash are reviewed after MHDC has closed out the AFS review and issued a letter to this effect.
• If there is surplus cash available a system prompt will ask the property if they wish to request a distribution. Tax Credit Only properties will not be prompted.
Requesting Surplus Cash Cont.

- All requests are made via the Owner Distribution Module in the AMRS System.
- MHDC will provide the property with a letter stating the amount of surplus cash available for distribution after completing the surplus cash review.
### Surplus Cash

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cash</td>
<td>$8,368</td>
</tr>
<tr>
<td>2. Tenant subsidy vouchers due for period covered by financial statement</td>
<td>$</td>
</tr>
<tr>
<td>3. Other (Describe)</td>
<td>$</td>
</tr>
<tr>
<td>AFS Online Reporting System</td>
<td></td>
</tr>
<tr>
<td>(a) Total Cash (Add Lines 1, 2 and 3)</td>
<td>$8,368</td>
</tr>
<tr>
<td>4. Accrued mortgage interest payable</td>
<td>$</td>
</tr>
<tr>
<td>5. Delinquent mortgage principal payments</td>
<td>$</td>
</tr>
<tr>
<td>6. Delinquent deposits to reserve for replacements</td>
<td>$</td>
</tr>
<tr>
<td>7. Accounts payable (due within 30 days)</td>
<td>$</td>
</tr>
<tr>
<td>8. Loans and Notes payable (due within 30 days)</td>
<td>$</td>
</tr>
<tr>
<td>9. Deficient Tax Insurance or MIP Escrow Deposits</td>
<td>$</td>
</tr>
<tr>
<td>10. Accrued expenses (not escrowed)</td>
<td>$</td>
</tr>
<tr>
<td>11. Prepaid Rents</td>
<td>$</td>
</tr>
<tr>
<td>12. Tenant security deposits liability</td>
<td>$6,545</td>
</tr>
<tr>
<td>13. Other (Describe)</td>
<td>$</td>
</tr>
<tr>
<td>(b) Less Total Current Obligations (Add Lines 4 through 13)</td>
<td>$6,545</td>
</tr>
<tr>
<td>(c) Surplus Cash (Deficiency) (Line (a) minus Line (b))</td>
<td>$1,823</td>
</tr>
</tbody>
</table>
Requesting a Distribution from the AFS Module

Selecting “OK” takes the user directly from the AFS Module to the Owner Distribution Module. Selecting “Cancel” does not prevent you from requesting a distribution. Requests can be submitted by accessing the Owner Distribution Module until December 31.
Owner Distribution Module
Owner Distribution Dashboard

- Allows user to view previous distribution requests submitted and approved by MHDC.
- Lists the amounts available, requested, and approved.
- New Request can be entered and submitted.
- Also provides the status of the current distribution request.
### Owner Distribution Dashboard

#### Distribution Requests - In Progress (Not Submitted for Review)

<table>
<thead>
<tr>
<th>Request #</th>
<th>AFS Year</th>
<th>Request Date</th>
<th>Available Amount</th>
<th>Request Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No Existing Distribution Requests Found.

#### Distribution Requests - Submitted

<table>
<thead>
<tr>
<th>Request #</th>
<th>AFS Year</th>
<th>Request Date</th>
<th>Available Amount</th>
<th>Request Amount</th>
<th>Approved Amount</th>
<th>MHDC Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2040</td>
<td>2014</td>
<td>4/8/2015</td>
<td>$24,203</td>
<td>$24,203</td>
<td></td>
<td>Not Reviewed</td>
</tr>
<tr>
<td>1653</td>
<td>2013</td>
<td>3/20/2014</td>
<td>$32,810</td>
<td>$32,810</td>
<td>$32,810</td>
<td>Approved</td>
</tr>
<tr>
<td>1553</td>
<td>2012</td>
<td>4/22/2013</td>
<td>$16,545</td>
<td>$16,545</td>
<td>$15,568</td>
<td>Approved</td>
</tr>
<tr>
<td>1302</td>
<td>2011</td>
<td>5/8/2012</td>
<td>$60,841</td>
<td>$60,841</td>
<td>$60,841</td>
<td>Approved</td>
</tr>
</tbody>
</table>

Create a new Distribution Request

[ADD NEW REQUEST] [CANCEL]
### Submitting a Distribution Request

#### Distribution Requests - In Progress (Not Submitted for Review)

<table>
<thead>
<tr>
<th>Request #</th>
<th>AFS Year</th>
<th>Request Date</th>
<th>Available Amount</th>
<th>Request Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No Existing Distribution Requests Found.

#### Distribution Requests - Submitted

<table>
<thead>
<tr>
<th>Request #</th>
<th>AFS Year</th>
<th>Request Date</th>
<th>Available Amount</th>
<th>Request Amount</th>
<th>Approved Amount</th>
<th>MHDC Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Request / View Request</td>
<td>1653</td>
<td>2013</td>
<td>3/20/2014</td>
<td>$32,810</td>
<td>$32,810</td>
<td>Approved</td>
</tr>
<tr>
<td>Review Request / View Request</td>
<td>1553</td>
<td>2012</td>
<td>4/22/2013</td>
<td>$16,545</td>
<td>$16,545</td>
<td>Approved</td>
</tr>
<tr>
<td>Review Request / View Request</td>
<td>1302</td>
<td>2011</td>
<td>5/8/2012</td>
<td>$60,841</td>
<td>$60,841</td>
<td>Approved</td>
</tr>
</tbody>
</table>

---

**Create a new Distribution Request**

- [ADD NEW REQUEST]
- CANCEL
Submitting a Distribution Request

Distribution Earned but Unpaid
From Surplus Cash (Maximum allowable distribution)

Requested Distribution Amount
- Partner Distribution
- Surplus Cash Payable to MHDC
- Incentive Management Fees
- Asset Management Fees
- General Partner Admin Fees (excluding distributions)
- Limited Partner Admin Fees
- Accrued Interest (Payable from Surplus Cash)
- Developer Fees
- Principal Reduction of Surplus Cash Notes
- Advances from Affiliates
- Operating Deficit Loan
- Other

Total: $ 2012

CHECK TOTAL
SAVE SUBMIT CANCEL
Budget Module

- Budget
- Rent Request
- AFS
- Owner Distribution
- Replacement Reserve
- Archived Statements
- Occupancy
- Utility Allowance
- Contacts
- Insurance Claims
- Operating Reserve
- TCAP / TCR
- Maintenance
- Support
- Compliance
Budget Module

Budget Approval
Enter My 2015 Budget Submission

***NOTE***
You must check to see that your contact information is up to date before submitting your income statements. Please click the button below to update your information.

[REVIEW CONTACT INFO]
Budget Module

***NOTE***
You must check to see that your contact information is up to date before submitting your income statements. Please click the button below to update your information.

REVIEW CONTACT INFO

ENTER GROSS POTENTIAL RENT GRID

ADD AUDITED FINANCIAL STATEMENT

Reports for

View Prior Year's Budget Worksheet
View Prior Year's Explanations

Submission Complete
Budget Module – Enter PY AFS

***NOTE***
You must check to see that your contact information is up to date before submitting your income statements. Please click the button below to update your information.

- REVIEW CONTACT INFO
- ENTER GROSS POTENTIAL RENT GRID
- ADD AUDITED FINANCIAL STATEMENT

Reports for [Redacted] Apts)
- View Prior Year's Budget Worksheet
- View Prior Year's Explanations

Submission Complete: 20%
Budget Module – Add Current YTD Expenses

**NOTE:**
You must check to see that your contact information is up to date before submitting your income statements. Please click the button below to update your information.

![Review Contact Info]

**ENTER GROSS POTENTIAL RENT GRID**

Income Statements for [Name]
Statement of Profit/Loss for FY 2013

View AFS Entry

**ADD 2014 CURRENT YEAR EXPENSES**

![Submit Complete]

**Budget Entry Income Statements Entry for [Name]**

This is the income statement entry page for [Name].

Please double-check your dates before saving. Dates will not be able to be changed once saved. Statements will need to be deleted and re-entered if dates are incorrect.

<table>
<thead>
<tr>
<th>Project</th>
<th>Statement Type</th>
<th>Current FY Expenses 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1/1/2014</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9/30/2014</td>
</tr>
</tbody>
</table>

DONE CANCEL
**Budget Module – Add Current YTD Expenses**

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5120</td>
<td>$2,356,344.00</td>
</tr>
<tr>
<td>5121</td>
<td>$</td>
</tr>
<tr>
<td>5140</td>
<td>$</td>
</tr>
<tr>
<td>5170</td>
<td>$</td>
</tr>
<tr>
<td>5180</td>
<td>$10,168.00</td>
</tr>
<tr>
<td>5190</td>
<td>$</td>
</tr>
<tr>
<td>5191</td>
<td>$</td>
</tr>
<tr>
<td>5192</td>
<td>$</td>
</tr>
<tr>
<td>5193</td>
<td>$</td>
</tr>
<tr>
<td>5194</td>
<td>$</td>
</tr>
</tbody>
</table>

Page Total: $2,346,178.00

*Denotes required fields.*
Budget Module – Add Current YTD Expenses

### Admin. Expenses - 6200

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Account Number</th>
<th>Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conventions, Meetings &amp; Training</td>
<td>6203</td>
<td>$220.00</td>
</tr>
<tr>
<td>Management Consultants</td>
<td>6204</td>
<td>$</td>
</tr>
<tr>
<td>Advertising and Marketing</td>
<td>6210</td>
<td>$13,507.00</td>
</tr>
<tr>
<td>Other Renting Expense (Requires Breakdown)</td>
<td>6250</td>
<td>$</td>
</tr>
<tr>
<td>Office Salaries (Requires Breakdown)</td>
<td>6310</td>
<td>$27,562.00</td>
</tr>
<tr>
<td>Office Expenses (Requires Breakdown)</td>
<td>6311</td>
<td>$29,145.00</td>
</tr>
<tr>
<td>Office or Model Apartment Rent</td>
<td>6312</td>
<td>$</td>
</tr>
<tr>
<td>Leased Furniture</td>
<td>6313</td>
<td>$</td>
</tr>
<tr>
<td>Management Fee/Bookkeeping/Accounting Services</td>
<td>6320</td>
<td>$137,127.00</td>
</tr>
<tr>
<td>Manager or Superintendent Salaries</td>
<td>6330</td>
<td>$44,410.00</td>
</tr>
<tr>
<td>Administrative Rent Free Unit</td>
<td>6331</td>
<td>$21,984.00</td>
</tr>
<tr>
<td>Legal Expenses - Project</td>
<td>6340</td>
<td>$16,466.00</td>
</tr>
<tr>
<td>Audit Expenses</td>
<td>6350</td>
<td>$6,760.00</td>
</tr>
<tr>
<td>Telephone Expense</td>
<td>6360</td>
<td>$</td>
</tr>
<tr>
<td>Bad Debts</td>
<td>6370</td>
<td>$</td>
</tr>
<tr>
<td>Miscellaneous Administrative Expenses (Requires Breakdown)</td>
<td>6390</td>
<td>$8,591.00</td>
</tr>
</tbody>
</table>

Page Total: $339,852.00

*Denotes required field*
Note: Any amount labeled with a vague or unclear description (i.e. miscellaneous, other, etc.) greater than $500, will require additional follow-up and correspondence from MHDC before the budget is approved. Please provide clear descriptions and accurate breakout information accordingly.

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Salaries</td>
<td></td>
</tr>
<tr>
<td>Resident Manager</td>
<td>$</td>
</tr>
<tr>
<td>Leasing Clerk</td>
<td>$27,582.00</td>
</tr>
<tr>
<td>Billing / Accounting Clerk</td>
<td>$</td>
</tr>
<tr>
<td>Bonus</td>
<td>$</td>
</tr>
<tr>
<td>Contract Labor</td>
<td>$</td>
</tr>
<tr>
<td>Asst Manager</td>
<td>$</td>
</tr>
<tr>
<td>Contract Labor</td>
<td>$</td>
</tr>
<tr>
<td>Courtesy Officer</td>
<td>$</td>
</tr>
</tbody>
</table>

Calculated Total:
$27,582.00
$27,582.00

ADD ROW  CALCULATE TOTALS
Budget Module – Add Current YTD Expenses

- After Current YTD expenses are entered, the system will calculate and determine variances between the PY Audit and Current YTD Expenses. These variances will be identified and management will be asked to provide further explanation in the system.
Budget Module – Add Current YTD Expenses

Budget Entry Homepage for [Apartment Name]
This is the income statement listing page for [Apartment Name]

Back to Project Listing

***NOTE***
You must check to see that your contact information is up to date before submitting your income statements. Please click the button below to update your information.

REVIEW CONTACT INFO

ENTER GROSS POTENTIAL RENT GRID

Income Statements for [Apartment Name]
Statement of Profit/Loss for FY 2013
Complete AFS Entry
View Date Range Edit Worksheet Mark Complete Delete Statement
Current FY Expenses 2014
Budget Module – Proposed Budget Expenses

• Repeat Steps for Proposed Budget.
  ➢ Enter date range - date range will be for a Full Year.
  ➢ Follow expense entry wizard for each account.
  ➢ Provide breakdown schedules for required accounts.
  ➢ Provide Explanations for variances between Annualized Current Year to Date and Proposed Budget Amounts.

• Mark Statement Complete.
Ways to Avoid Further Follow Up Questions

• Make sure explanations are clear and detailed.

• Avoid using Miscellaneous accounts as a catch all.

• Explain full change in the amount.

• Make sure explanations pertain to the correct year.

• Use the required chart of accounts.

• Breakout 90% of all miscellaneous balances.
Ways to Avoid Further Follow Up Questions

Example of a Good Explanation

Budget Scenario: Budget projects $10,000 for Insurance. Insurance was $3,000 in the previous year.

Explanation: Insurance quote shows a $4,000 increase for the upcoming year. Additionally, due to the recent floods in the surrounding area management has decided to purchase additional coverage which is estimated to be $3,000 more.
Budget Module

Budget Entry Homepage for [Blank] Apartments

- Back to Project Listing
- **NOTE**
  - You must check to see that your contact information is up to date before submitting your income statements.
  - Please click the button below to update your information.
- REVIEW CONTACT INFO
- ENTER GROSS POTENTIAL RENT GRID

Income Statements for [Blank] Apartments
- Statement of Profit/Loss for FY 2013
- Current FY Expenses 2014
- Budget Submitted for FY 2015

- View APS Entry
- View Date Range Edit Worksheet
- Delete Statement
- View Date Range Edit Worksheet
- Delete Statement

SUBMIT COMPLETED INCOME STATEMENTS

Submission Complete
Budget Submission Time Saving Tips

- Start with the prior year audit and note the accounts used.
- Group Current Year to Date Expenses similar to the accounts used in the audit.
- Group proposed budget expenses similar to the accounts used in the audit.
- Provide detailed explanations for variances.
## Blank Budget Worksheet

### Income and Expense Projections

<table>
<thead>
<tr>
<th>Description of Account</th>
<th>MHDC Acct. No.</th>
<th>Statement of Profit/Loss for FY</th>
<th>Current FY Expenses (months)</th>
<th>Budget Submitted for FY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rental Income 5100</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent Revenue - Gross Potential</td>
<td>5120</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenant Assistance Payments</td>
<td>5121</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent Revenue - Stores and Commercial</td>
<td>5140</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garage and Parking Spaces</td>
<td>5170</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flexible Subsidy Income</td>
<td>5180</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Rent Revenue (see attachment)</td>
<td>5190</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excess Rent</td>
<td>5191</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent Revenue / Insurance</td>
<td>5192</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Claims Revenue</td>
<td>5193</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retained Excess Income</td>
<td>5194</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Rent Revenue Potential at 100% Occupancy</strong></td>
<td>5100T</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Vacancies 5200</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apartments</td>
<td>5220</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stores and Commercial</td>
<td>5240</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Rental Concessions</td>
<td>5250</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Vacancies - Rents Loss to Lease</td>
<td>5260</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garage and Parking Spaces</td>
<td>5270</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous (see attachment)</td>
<td>5280</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Source](http://www.mhdc.com/program_compliance/accounting/budgets.htm)
Rent Increase Module
Rent Increase Submission Window

• Rent increase requests can be submitted October 1 through December 31.
• Properties wanting a January 1 effective date must submit the rent increase request to MHDC by November 15.
• Properties wanting a February 1 effective date must submit the rent increase request to MHDC by December 15.
Rent Increase Submission
Requirements – MHDC Loan

- Proposed new rents
- Submitted AFS
- Submitted budget
- Current Rent Roll
- Three comparables for each BR size
- Current Utility Allowance
- Past six month occupancy history
- Copy of signed Exhibit A-21 – Notice to Residents
Rent Increase Submission Requirements – Tax Credit Only

- Proposed new rents
- Current Rent Roll
- Current Utility Allowance
- Copy of signed Exhibit A-21 – Notice to Residents
Rent Increase Caps

- Family properties - 7% maximum increase

- Elderly – based on previous year COLA%
  - 2015 COLA 1.7% = 2% (2016 Rent Increase submission)
  - 2014 COLA 1.5% = 2%
  - 2013 COLA 1.7% = 2%
  - 2012 COLA 3.6% = 4%
Rent Increase Submission Module - MHDC sets rents for properties involved in the MHDC Fund Balance, Low Income Housing Tax Credit Compliance, and HOME programs. This module will allow rent increase requests to be submitted to MHDC electronically.

Properties will now have the option to submit their rent increase requests electronically either during the on-line budget submission process or during the normal rent increase window. Rent increase requests submitted with the on-line budget will be reviewed at the same time MHDC reviews the property's budget, and all requests will be reviewed in the order rent increases are received. The new process will not change the property's effective date. The effective date will still need to be at least one year from the effective date of your last rent increase. MHDC will no longer accept mailed rent increase requests.

Requests are permitted once per year, and MHDC will notify each property of their request status by letter. After submission is completed, a summary of the request may be viewed from the main menu by utilizing the "Rent Increase Submission" link. Please allow 30 days for rent increase to be processed.

AFS Submission Date: 6/20/2014
Budget Submission Date: 11/14/2014
Proposing New Rents

Rents may be increased per unit type to a maximum of 7% annually per unit type for non-elderly properties or the Social Security COLA adjustment % for elderly properties and maintain compliance with the Section 42 rent limits. The Social Security COLA% can be found on MHDC’s website [www.mhdc.com](http://www.mhdc.com). The increase will be effective as of the date of execution by MHDC and will remain in effect for one year. Also, note that according to Missouri law, tenants must receive 30 day notification prior to any rent increase. Please explain in detail why an increase in excess of 7% or the Social Security COLA adjustment % is needed in the comments box below. MHDC may need to request further information.

Unit breakout and rent amounts were taken from the property’s Land Use Restriction Agreement (LURA), Regulatory Agreement, or the most current MHDC approved Schedule II. Please contact MHDC if any discrepancies are noted.

Note: If a property has tenants with Section 8 vouchers, MHDC must have documentation of the currently approved Section 8 voucher rents if they are higher than the approved LIHTC rent. The documentation may be in the form of a copy of the lease or a letter from the Housing Authority, but it must be signed and show an effective date. Please upload all Section 8 documentation during the Rent Roll and Section 8 upload.

<table>
<thead>
<tr>
<th>Bedroom Type</th>
<th># of Units</th>
<th>Rent Type</th>
<th>Current Rents</th>
<th>Requested Rents</th>
<th>% Increase</th>
<th>$ Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 BR</td>
<td>6</td>
<td>Market</td>
<td>$758.00</td>
<td>$788.00</td>
<td>4%</td>
<td>$30.00</td>
</tr>
<tr>
<td>2 BR</td>
<td>23</td>
<td>Tax Credit 60%</td>
<td>$704.00</td>
<td>$732.00</td>
<td>4%</td>
<td>$28.00</td>
</tr>
<tr>
<td>3 BR</td>
<td>8</td>
<td>Market</td>
<td>$873.00</td>
<td>$908.00</td>
<td>4%</td>
<td>$35.00</td>
</tr>
<tr>
<td>3 BR</td>
<td>31</td>
<td>Tax Credit 60%</td>
<td>$813.00</td>
<td>$846.00</td>
<td>4%</td>
<td>$33.00</td>
</tr>
<tr>
<td>4 BR</td>
<td>3</td>
<td>Market</td>
<td>$1,008.00</td>
<td>$1,048.00</td>
<td>4%</td>
<td>$40.00</td>
</tr>
<tr>
<td>4 BR</td>
<td>11</td>
<td>Tax Credit 60%</td>
<td>$911.00</td>
<td>$947.00</td>
<td>4%</td>
<td>$36.00</td>
</tr>
</tbody>
</table>

Comments

[None]
Entering Rent Comparables

Comparables should be provided for EACH bedroom type.

ADD COMPARABLE INFORMATION

No comparables entered.

Comments are required if three comparables are not used.

Comparable Name:
Estimated Distance: (miles)
City:
County:
MHDC Recommended Comparables

SAVE CANCEL
## Six Month Occupancy History

### Enter Occupancy Statistics

<table>
<thead>
<tr>
<th>Month</th>
<th>Project Entered</th>
<th>MHDC Calculated</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>97.37%</td>
<td>97%</td>
</tr>
<tr>
<td>September</td>
<td>97.37%</td>
<td>97%</td>
</tr>
<tr>
<td>August</td>
<td>97.37%</td>
<td>97%</td>
</tr>
<tr>
<td>July</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>June</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>May</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Please enter occupancy statistics for the prior six months. MHDC will compare entered statistics against monthly reporting statistics when evaluating the rent increase request.
### Current Utility Allowance

#### Q4/2014 Utility Allowances:

<table>
<thead>
<tr>
<th>Bedroom Type</th>
<th>Source</th>
<th>Unit Type</th>
<th>Monthly Utility Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1BR</td>
<td>Local PHA</td>
<td>Elevator Building</td>
<td>$57.00</td>
</tr>
<tr>
<td>2BR</td>
<td>Local PHA</td>
<td>Elevator Building</td>
<td>$74.00</td>
</tr>
</tbody>
</table>

**Certified By:**  [Redacted]
**Confirmation Date:** 11/14/2014
**Phone Number:** 417-447-6303
**Email:**  [Redacted]
Rent Roll & Section 8 Upload

Please upload a current rent roll, a copy of Exhibit A-21 Notice to Residents of Management’s Intention to Submit a Rent Increase Request to MHDC for Approval, and any applicable Section 8 documentation. All rent rolls must contain unit number, bedroom type, rent amount, and rent type.

The Exhibit A-21 Notice document can be found --> HERE

To upload, please click "Browse..." to locate and select the document you want to upload, and then click on the "Upload" button.

<table>
<thead>
<tr>
<th>Documents Uploaded</th>
<th>Document Type</th>
<th>Upload Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>rent roll.xlsx</td>
<td>XLSX File</td>
<td>11/14/2014 5:48:58 PM</td>
</tr>
</tbody>
</table>
Certification

Rent Request Certification

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

* All Fields are required

Name: [Redacted]
Date: 3/1/2015
Email Address: [Redacted]
Phone Number: [Redacted]
Requested Effective Date: 3/1/2015
Tenants Notified of Increase: Yes

Back to Request Review
Requested Effective Date

Scenario 1: Current Schedule II dated December 11, 2013 has a rent increase effective date of April 1, 2014. The property submits their proposed 2015 rent increase on October 31, 2014.

Question: When is the effective date of the new rent increase, if approved?
Requested Effective Date

Answer: April 1, 2015
Requested Effective Date

Scenario 2: Current Schedule II dated December 11, 2013 has a rent increase effective date of April 1, 2014. The property submits their proposed 2016 rent increase on October 31, 2015.

Question: When is the effective date of the new rent increase, if approved?
Requested Effective Date

Answer: January 1, 2016
Reasons for Processing Delays

• Missing or unsigned Exhibit A-21.
• Missing rent roll.
• Submitting an outdated or incomplete rent roll.
• Requesting an increase greater than 7% or more than previous year COLA.
• Missing three comparables for each BR size.
• Submitting request after November 15 or December 15 cutoff dates.
• Request was not certified and fully submitted in AMRS
Proof of Submission

Subject: Rent Increase Submission Confirmation

Congratulations!

Your Rent Increase request for [Project Name] has been successfully sent to MHDC for review. MHDC processes rent increases in effective date order. Missouri law requires tenants receive a least 30 days notification before any rent increase. MHDC recommends the property to notify their tenants of a possible rent increase at the time the increase is submitted to MHDC for approval. Therefore, once the property receives MHDC’s approval, the request can be implemented once the new effective date is set to begin. MHDC may reduce or deny a property’s rent increase, but will not increase rents higher than the requested amount. Thank you for your full cooperation during this process.
Replacement Reserve Module
R4R Dashboard

- History of submissions started but not yet submitted to MHDC.
- History of submissions sent to MHDC for review
- Status of MHDC’s review.
- Indication that MHDC is waiting on the property to provide additional information.
- Copy of the Useful Life Schedule.
- Add New Requests.
- Request R4R suspension of Monthly Deposit.
### R4R Dashboard

#### Replacement Reserve Requests - In Progress (Not Submitted for Review)

<table>
<thead>
<tr>
<th>Request #</th>
<th>Request Type</th>
<th>Request Description</th>
<th>Request Date</th>
<th>Request Amount</th>
<th>Approved Amount</th>
<th>MHDC Status</th>
<th>Status Changed</th>
<th>Waiting on Property Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>8326</td>
<td>Reimbursement Request</td>
<td>Repairs made to parking lot of [redacted]</td>
<td>7/31/2014</td>
<td>$4,025.00</td>
<td>$4,025.00</td>
<td>Approved</td>
<td>9/15/2014</td>
<td></td>
</tr>
<tr>
<td>8327</td>
<td>Reimbursement Request</td>
<td>Repairs made to fix back flow in boiler room</td>
<td>8/1/2014</td>
<td>$612.50</td>
<td>$612.50</td>
<td>Approved</td>
<td>8/26/2014</td>
<td></td>
</tr>
<tr>
<td>8841</td>
<td>Reimbursement Request</td>
<td>[redacted] Pest treated 10 units for bedbugs</td>
<td>11/21/2014</td>
<td>$9,950.00</td>
<td>$9,950.00</td>
<td>Approved</td>
<td>1/5/2015</td>
<td></td>
</tr>
</tbody>
</table>

#### Replacement Reserve Requests - Submitted

- Add New Request
- Back to Main Menu
- View Useful Life Schedule
- Request Suspension of Monthly Deposit
Submitting a New Request

<table>
<thead>
<tr>
<th>Request #</th>
<th>Request Type</th>
<th>Request Description</th>
<th>Request Date</th>
<th>Request Amount</th>
<th>Approved Amount</th>
<th>MHDC Status</th>
<th>Status Changed</th>
<th>Waiting on Property Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>8326</td>
<td>Reimbursement Request</td>
<td>Repairs made to parking lot of [harma]</td>
<td>7/31/2014</td>
<td>$4,025.00</td>
<td>$4,025.00</td>
<td>Approved</td>
<td>9/15/2014</td>
<td></td>
</tr>
<tr>
<td>8327</td>
<td>Reimbursement Request</td>
<td>Repairs made to fix back flow in boiler room</td>
<td>8/1/2014</td>
<td>$612.50</td>
<td>$612.50</td>
<td>Approved</td>
<td>8/26/2014</td>
<td></td>
</tr>
<tr>
<td>8841</td>
<td>Reimbursement Request</td>
<td>Rottler Pest treated 10 units for bedbugs</td>
<td>11/21/2014</td>
<td>$9,950.00</td>
<td>$9,950.00</td>
<td>Approved</td>
<td>1/5/2015</td>
<td></td>
</tr>
</tbody>
</table>

[Buttons: ADD NEW REQUEST, BACK TO MAIN MENU, VIEW USEFUL LIFE SCHEDULE, REQUEST SUSPENSION OF MONTHLY DEPOSIT]
Submitting a New Request

Replacement Reserve Request Submission

What type of request are you making?

You must choose a Request Type to continue.

- Reimbursement Request
- Advance Review

NEXT CANCEL
Submitting a New Request

Replacement Reserve Request Submission

Request Information
Brief Request Description: Striping and sealing of parking lot
Processing Instructions:

Contact Information
Contact Name:
Company:
Address:
Address 2:
City / State:
Phone:

NEXT  RETURN TO SUMMARY PAGE
Submitting a New Request
Paying a Vendor Directly
Adding Multiple Items to a Request

```
Replacement Reserve Request Submission

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description of Work</th>
<th>Vendor Name</th>
<th>Pay Vendor Direct</th>
<th>Age of Items</th>
<th>Location (Unit #)</th>
<th>Invoice #</th>
<th>Check #</th>
<th>Amount Claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>19499</td>
<td>Pictures of Playground Equipment</td>
<td>Pictures</td>
<td>False</td>
<td>10</td>
<td>Playground</td>
<td>Various</td>
<td>Pictures</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total Amount Claimed: $0.00
```
Uploading Documents

Replacement Reserve Request Upload

Allowed file types: .pdf, .png, .jpg

To upload files, please click "Browse..." to locate and select the document you want to upload, and then click on the "Upload" button.

Upload

Documents Uploaded | Document Type | Upload Time
--- | --- | ---
Play ground Pic 1.jpg | JPEG Image | 10/29/2012 11:18:49 AM
Play ground Pic 2.jpg | JPEG Image | 10/29/2012 11:19:13 AM
Play ground Pic 3.jpg | JPEG Image | 10/29/2012 11:19:52 AM

NEXT CANCEL
Completing the Request

Replacement Reserve Request Submission

Certification

Name: 
Email: 
Company: 
Date: 7/7/2015 12:06:04 PM

I certify that: The age of the replaced items listed in this request are true and that at MHDC's request appropriate documentation will be made available.

COMPLETE REQUEST  CANCEL
Proof of Submission

To:
- Primary Contact
- Regional Contact
- Financial Contact
- General Partner

Subject: Replacement Reserve Submission Confirmation

Body:
Congratulations!

Your Replacement Reserve Request for [Project Name] has been successfully sent to MHDC for review. MHDC’s policy is to process complete Replacement Reserve requests within the next 30 days. Incomplete submissions will be given 3 days to correct, and will be subsequently denied. Thank you for your full cooperation during this process.
Processing Timeline

• Requests are processed in the order they are received by MHDC.

• Requests are processed within 30 days of the submission date into the AMRS system.
### Useful Life Schedule

#### Replacement Reserve Requests - In Progress (Not Submitted for Review)

<table>
<thead>
<tr>
<th>Request #</th>
<th>Request Type</th>
<th>Request Description</th>
<th>Request Date</th>
<th>Request Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5285</td>
<td>Advanced Review</td>
<td></td>
<td>6/19/2012</td>
<td>$0.00</td>
</tr>
<tr>
<td>5864</td>
<td>Reimbursement Request</td>
<td>Copy of Bank Statement for 3 requests</td>
<td>10/29/2012</td>
<td>$12.00</td>
</tr>
<tr>
<td>5865</td>
<td>Reimbursement Request</td>
<td>Pictures of Playground Equipment</td>
<td>10/29/2012</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### Replacement Reserve Requests - Submitted

<table>
<thead>
<tr>
<th>Request #</th>
<th>Request Type</th>
<th>Request Description</th>
<th>Request Date</th>
<th>Request Amount</th>
<th>Approved Amount</th>
<th>MHDC Status</th>
<th>Status Changed</th>
<th>Waiting on Property Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>4647</td>
<td>Reimbursement Request</td>
<td>Striping and sealing of parking lot</td>
<td>12/20/2011</td>
<td>$6,971.50</td>
<td>$6,971.50</td>
<td>Approved</td>
<td>1/18/2012</td>
<td></td>
</tr>
<tr>
<td>5861</td>
<td>Reimbursement Request</td>
<td>Purchase of Playground Equipment</td>
<td>10/29/2012</td>
<td>$11,007.00</td>
<td>$11,007.00</td>
<td>Approved</td>
<td>11/21/2012</td>
<td></td>
</tr>
<tr>
<td>5862</td>
<td>Reimbursement Request</td>
<td>Shipment of New Playground Equipment</td>
<td>10/29/2012</td>
<td>$693.00</td>
<td>$693.00</td>
<td>Approved</td>
<td>11/21/2012</td>
<td></td>
</tr>
<tr>
<td>5863</td>
<td>Reimbursement Request</td>
<td>Installation of Playground Equipment</td>
<td>10/29/2012</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
<td>Approved</td>
<td>11/21/2012</td>
<td></td>
</tr>
<tr>
<td>5867</td>
<td>Reimbursement Request</td>
<td>Painting of Buildings</td>
<td>10/29/2012</td>
<td>$13,860.00</td>
<td>$13,860.00</td>
<td>Approved</td>
<td>11/21/2012</td>
<td></td>
</tr>
<tr>
<td>6115</td>
<td>Reimbursement Request</td>
<td>Purchase of Vent Hood Fire Stops</td>
<td>12/17/2012</td>
<td>$1,908.76</td>
<td>$1,908.76</td>
<td>Approved</td>
<td>1/22/2013</td>
<td></td>
</tr>
<tr>
<td>6116</td>
<td>Reimbursement Request</td>
<td>Replace Sofa and Chair in Rental Office</td>
<td>12/17/2012</td>
<td>$1,903.52</td>
<td>$1,903.52</td>
<td>Approved</td>
<td>1/22/2013</td>
<td></td>
</tr>
</tbody>
</table>

**Navigation Options:**
- ADD NEW REQUEST
- BACK TO MAIN MENU
- VIEW USEFUL LIFE SCHEDULE
- REQUEST SUSPENSION OF MONTHLY DEPOSIT
## Useful Life Schedule

### Missouri Housing Development Commission

Replacement Reserves

Useful Life Schedule

<table>
<thead>
<tr>
<th>Capital Items</th>
<th>Estimated Useful Life</th>
<th>MHDC Useful Life</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exterior</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asphalt Seal Coating</td>
<td>3-5</td>
<td>3</td>
</tr>
<tr>
<td>Asphalt Resurface</td>
<td>10-25</td>
<td>10</td>
</tr>
<tr>
<td>Basketball/Tennis Courts</td>
<td>15-20</td>
<td>15</td>
</tr>
<tr>
<td>Compactors</td>
<td>15-20</td>
<td>15</td>
</tr>
<tr>
<td>Concrete - Driveways/Walks/Curbs</td>
<td>15-30</td>
<td>15</td>
</tr>
<tr>
<td><strong>Decks</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PVC</td>
<td>20-50</td>
<td>20</td>
</tr>
<tr>
<td>Wood (Paint/Seal at 5 yrs)</td>
<td>10-15</td>
<td>10</td>
</tr>
<tr>
<td><strong>Doors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entry doors</td>
<td>10-25</td>
<td>10</td>
</tr>
<tr>
<td>Garage Doors</td>
<td>10-15</td>
<td>10</td>
</tr>
<tr>
<td>Patio Doors</td>
<td>10-15</td>
<td>10</td>
</tr>
<tr>
<td>Storm/Screen doors</td>
<td>7-15</td>
<td>7</td>
</tr>
<tr>
<td>Dumpster</td>
<td>10-15</td>
<td>10</td>
</tr>
<tr>
<td>Dumpster Enclosure (Paint at 5yrs)</td>
<td>10-15</td>
<td>10</td>
</tr>
<tr>
<td>Exterior Painting</td>
<td>5-10</td>
<td>5</td>
</tr>
</tbody>
</table>
Request Suspension of Monthly Deposit
Request Suspension of Monthly Deposit

Replacement Reserve Suspension Request File Upload
Apts (MHDC #...)

Please upload a list of capital repairs and deferred maintenance needed within the next 24 months including the expected costs and the source(s) to cover the expenses.

To upload files, please click "Browse..." to locate and select the document you want to upload, and then click on the "Upload" button.

<table>
<thead>
<tr>
<th>Documents Uploaded</th>
<th>Document Type</th>
<th>Upload Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are currently no replacement reserve request documents loaded.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NEXT  CANCEL
Reasons for Processing Delays

- Property did not fill out the Reserve for Replacement Request form correctly (missing useful life information, unit location, description of work.)
- Property did not submit the required supporting documentation (copies of invoices, bids, cancelled checks, and pictures.)
- Property’s current inspection has not been closed.
- Property has been placed in Non-Compliance.
Reasons for Denial

- Property’s reserve for replacement balance is below the 24 month minimum.
- Replaced item is not eligible per MHDC’s list of eligible items.
- The replaced item has not reached its useful life as determined by MHDC.
- Invoice date is over a year old.
R4R Submission Tips

• Submit up to 25 line items per request.
• Provide detailed explanations for items not listed on the useful life schedule.
• Make sure the supporting documents (i.e., invoices and check copies) match the request.
• Scan supporting documents in the same order as the AMRS request.
• Respond to MHDC questions within 48 hours.
• Have new staff contact MHDC by phone or email with questions or brief training.
Insurance Claim Module
Insurance Claim Module

### Insurance Claim Notifications

<table>
<thead>
<tr>
<th>Notification #</th>
<th>Type of Loss</th>
<th>Loss Description</th>
<th>Date of Loss</th>
<th>Claim Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Existing Requests Found.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Insurance Claim Requests - In Progress (Not Submitted for Review)

<table>
<thead>
<tr>
<th>Notification #</th>
<th>Type of Loss</th>
<th>Loss Description</th>
<th>Date of Loss</th>
<th>Request #</th>
<th>Certification Name</th>
<th>Claim Count</th>
<th>Claim Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Existing Requests Found.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Insurance Claim Requests - Submitted

<table>
<thead>
<tr>
<th>Notification #</th>
<th>Type of Loss</th>
<th>Loss Description</th>
<th>Date of Loss</th>
<th>Request #</th>
<th>Claim Amount</th>
<th>Certification Name</th>
<th>MHDC Status</th>
<th>Status Changed</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Existing Requests Found.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [ADD NEW NOTIFICATION](#)
Notification of Loss

### Notification of Loss Information

- **Date of Loss:** 4/6/2011
- **Type of Loss:** Other
- **Other Type of Loss:** Car crash
- **Description:** Car crashed into building
- **Insurance Provider:** [Redacted]
- **Total Amount Claimed:** 20000

### Items Affected

<table>
<thead>
<tr>
<th>Units Affected</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Building</td>
<td>New mason exterior walls and flooring</td>
</tr>
<tr>
<td>Community Building, and units 5 and 6</td>
<td>New windows</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Add Item</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Units Affected:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Items:</th>
</tr>
</thead>
</table>
Adding a New Request

<table>
<thead>
<tr>
<th>Notification #</th>
<th>Type of Loss</th>
<th>Loss Description</th>
<th>Date of Loss</th>
<th>Claim Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>Other</td>
<td>car crashed into building</td>
<td>4/8/2011</td>
<td>$30,000.00</td>
<td>Waiting for Review</td>
</tr>
</tbody>
</table>

Insurance Claim Notitions

Insurance Claim Requests - In Progress (Not Submitted for Review)

Insurance Claim Requests - Submitted

No Existing Requests Found.

ADD NEW NOTIFICATION  |  ADD NEW REQUEST  |  BACK TO MAIN MENU
Adding a New Request

Please select the Notification of Loss for this Claim Request.

You must choose an existing Notification of Loss or create a new one to continue.

Notification of Loss: 4/15/2010: Other - Car struck side of building and mason exterior wall was heavily damaged
Adding a New Request

Insurance Claim Information

- Description: Building exterior, HVAC unit, and interior wall of Apt 119 damaged
- Units Affected: 119
- Claim Amount: $2432.23
- Vendor Name: [Redacted]
- Pay Vendor Directly: Yes
- Vendor Address: [Redacted]
- Vendor City: [Redacted]
- Vendor State: Missouri
- Vendor Zip: [Redacted]
- Invoice Number: [Redacted]
- Check Number: [Redacted]
- Narrative: Please pay insurance claim. 100% of work is complete. Total claim was $27,432. $8,000 was our deductible. Property realizes they must pay deductible and any additional costs out of pocket.

[Buttons: Save, Save and Add Another Claim, Cancel]
Adding a New Request

Notification of Loss Information:
Description: Car struck side of building and mason exterior wall was heavily damaged
Total Claim Amount (All requests / claims): $27,432.23

Insurance Claims for this Request

<table>
<thead>
<tr>
<th>Claim Description</th>
<th>Units</th>
<th>Amount</th>
<th>Vendor</th>
<th>Edit Claim</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building exterior, HVAC unit; and interior wall of Apt 119 damaged</td>
<td>119</td>
<td>$27,432.23</td>
<td>[Redacted] of St. Charles</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

ADD CLAIM

NEXT  CANCEL
Uploading Documents

Please upload Claim Documents, Invoices, Cancelled Checks and Pictures.

To upload files, please click "Browse..." to locate and select the document you want to upload, and then click on the "Upload" button.

**Documents Uploaded** | **Document Type** | **Upload Time**
---|---|---

[Remove]
Completing the Request

Mortgagor / Management Certification

Name: [Input Field]
Email: [Input Field]
Company: [Input Field]
Date: 3/24/2011 8:54:50 AM

Is all work per the notification claim complete?  ○ Yes  ○ No
Repair Completion Date: [Input Field]

I certify that: The age of the insurance claim items listed in this request are true and that at MMDC’s request appropriate documentation will be made available.

[Complete Request]  [Cancel]
Insurance Claim Submission Tips

• Submit one notification and multiple requests against that notification if it calls for multiple payments.

• Indicate “Final Notification” when last payment is to be made.

• Remember to upload all documents (i.e. photos, invoices instead of estimates, copies of checks) if reimbursement is desired.

• Ensure proper endorsement of checks
Proper Check Endorsement

A check should be endorsed by the payee. In most cases, the payee is an entity and not an individual. Thus an authorized individual must endorse by virtue of their position in the entity. For example, “Bob Jones” endorses checks for ABC, LP. The endorsement would read “ABC, LP by Bob Jones (signature)(typed/printed name) its Fiscal & Accounting Manager.”
Operating Reserve Module
Operating Reserve Module

Operating Reserve Request Submission

Select an existing Operating Reserve Request or create new.

Operating Reserve Requests - In Progress (Not Submitted for Review)

<table>
<thead>
<tr>
<th>Request #</th>
<th>Contact Name</th>
<th>Company</th>
<th>Request Date</th>
<th>Request Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No Existing Operating Reserve Requests Found.

Operating Reserve Requests - Submitted

<table>
<thead>
<tr>
<th>Request #</th>
<th>Contact Name</th>
<th>Company</th>
<th>Request Date</th>
<th>Request Amount</th>
<th>Approved Amount</th>
<th>MHDC Status</th>
<th>Waiting on Property Info</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No Submitted Operating Reserve Requests Found.

Create a new Operating Reserve Request

ADD NEW REQUEST  |  CANCEL
Operating Reserve Module

Contact Name: 
Company: 
Address: 
City: 
State: [Select State] 
Zip Code: 
Telephone: 

SAVE AND CONTINUE  CANCEL
Operating Reserve Module

Enter eligible items for this Operating Reserve Request.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Pay Vendor Directly</th>
<th>Description</th>
<th>Item Type</th>
<th>Unit Number</th>
<th>Invoice Number</th>
<th>Check Number</th>
<th>Amount Claimed</th>
</tr>
</thead>
</table>

No Existing Operating Reserve Request Items Found.
Operating Reserve Module

Enter eligible items for this Operating Reserve Request.

Operating Reserve Item Information:
- Vendor:
- Pay Vendor Directly?: Yes/No
- Description:
- Item Type:
- [Select Item]
- Other Description:
- Unit Number:
- Invoice Number:
- Check Number:
- Amount Claimed: $
- Additional Description:

[Select Item]
- Office Set-Up
- Business License
- Advertising
- Utilities
- Management Fees
- Telephone Expenses
- Administrative & Maintenance Payroll
- Maintenance Stock Up Expenses
- Insurance
- Taxes
- Audit Expense
- Other

SAVE CANCEL
Operating Reserve Module

Enter eligible items for this Operating Reserve Request.

Operating Reserve Item Information:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Pay Vendor Directly</th>
<th>Description</th>
<th>Item Type</th>
<th>Unit Number</th>
<th>Invoice Number</th>
<th>Check Number</th>
<th>Amount Claimed</th>
</tr>
</thead>
</table>

No Existing Operating Reserve Request Items Found.
Operating Reserve Module

Operating Reserve File Upload

Please upload Invoices, Cancelled Checks and Pictures.

To upload files, please click "Browse..." to locate and select the document you want to upload, and then click on the "Upload" button.

Documents Uploaded

Document Type

Upload Time

There are currently no operating reserve documents loaded.
Operating Reserve Module
Operating Reserve Submission Tips

- Make sure internal financial statements are included.
- Submitted backup (i.e., invoices and check copies) must be scanned in the same order as the AMRS entry.
- Make sure the backup uploaded matches the AMRS request.
Compliance Module
Compliance Module

Compliance
- Review Inspection History
- Compliance Reporting Logs
- Program Compliance Forms
# Review Inspection History

<table>
<thead>
<tr>
<th>Inspection Date</th>
<th>Physical</th>
<th>Management</th>
<th>File</th>
<th>Occupancy</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/10/2014</td>
<td>Above Average</td>
<td>Above Average</td>
<td>Satisfactory</td>
<td>Superior</td>
<td>Closed</td>
</tr>
<tr>
<td>10/18/2013</td>
<td>Satisfactory</td>
<td>Satisfactory</td>
<td>Satisfactory</td>
<td>Superior</td>
<td>Closed</td>
</tr>
<tr>
<td>12/11/2012</td>
<td>Satisfactory</td>
<td>Above Average</td>
<td>Above Average</td>
<td>Superior</td>
<td>Closed</td>
</tr>
</tbody>
</table>

[BACK TO COMPLIANCE INSPECTION MENU]
## Compliance Reporting Logs

### Compliance Report List

<table>
<thead>
<tr>
<th>Report Year</th>
<th>Exhibit A</th>
<th>Exhibit H</th>
<th>Exhibit J</th>
<th>Exhibit J-1</th>
<th>Exhibit K</th>
<th>Exhibit L</th>
<th>AFHMP HUD 935-2A</th>
<th>AFHMP HUD 935-2B</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>12/12/2013</td>
<td>Not Submitted</td>
<td>Not Submitted</td>
<td>Not Submitted</td>
<td>12/13/2013</td>
<td>Not Submitted</td>
<td>Not Submitted</td>
<td>Not Submitted</td>
</tr>
</tbody>
</table>

[BACK TO REPORT REVIEW MENU]
TCAP/TCR Module
TCAP/TCR Module
Project: [redacted]
Period: 6/2015

Have you filed any insurance claims or received any insurance proceeds during this period? * [Yes/No]

Are you experiencing a reduction in taxes (e.g. tax abatement, TIF, similar abatement)? * [Yes/No]

How many tenants have been evicted this month or are in the process? *

How many move ins or outs have there been? *

Reasons for move outs: *

How many police calls have been made? *

NEXT  CANCEL
## TCAP/TCR Module

### Balance Sheet

**Balance Sheet - Assets**

<table>
<thead>
<tr>
<th>Description of Account</th>
<th>Acct. No</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash - Operations</td>
<td>1120</td>
<td>$</td>
</tr>
<tr>
<td>Construction Cash Account</td>
<td>1121</td>
<td>$</td>
</tr>
<tr>
<td>Cash - Entity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenant Accounts Receivable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allowance for Doubtful Accounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable - HUD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts &amp; Notes Receivable - Operating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts &amp; Notes Receivable - Entity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable - Interest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Reduction Payment Receivable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-Term Investments - Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-Term Investments - Entity</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 5100 - Rental Income

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Account Number</th>
<th>Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent Revenue - Gross Potential</td>
<td>5120</td>
<td>$</td>
</tr>
<tr>
<td>Tenant Assistance Payments</td>
<td>5121</td>
<td>$</td>
</tr>
<tr>
<td>Rent Revenue - Stores and Commercial</td>
<td>5140</td>
<td>$</td>
</tr>
<tr>
<td>Garage and Parking Spaces</td>
<td>5170</td>
<td>$</td>
</tr>
<tr>
<td>Flexible Subsidy Income</td>
<td>5180</td>
<td>$</td>
</tr>
<tr>
<td>Miscellaneous Rent Revenue</td>
<td>5190</td>
<td>$</td>
</tr>
<tr>
<td>Excess Rent</td>
<td>5191</td>
<td>$</td>
</tr>
<tr>
<td>Rent Revenue / Insurance</td>
<td>5192</td>
<td>$</td>
</tr>
<tr>
<td>Special Claims Revenue</td>
<td>5193</td>
<td>$</td>
</tr>
</tbody>
</table>
TCAP/TCR Module

Uploaded TCAP/TCR statements should include the following:
- Balance Sheet
- Income Statement
- AP Aging
- Cash Flow Summary
- Notes Payable
- Surplus Cash Statement

Allowed file types: .pdf

To upload a file, please click "Browse..." to locate and select the document you want to upload, and then click on the "Upload" button.

**Documents Uploaded** | **Document Type** | **Upload Time**
--- | --- | ---
There are currently no files loaded.

- [Upload]
- [Next]
- [Cancel]
TCAP/TCR Module

TCAP Statement for period: 3/2011

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

* All Fields are required

Name: 
Date: 4/25/2011
Email Address: 
Phone Number: 

[Submit TCAP/TCR Statement]