Instruction Guide For

On-Site Managers

Automatic Posting
Income & Rent Test
Detail Format
# TABLE OF CONTENTS

1. How Do I Log In? . . . . . . . . . . 1
   1A First Time Log-in . . . . . . . . . . 2

2. Navigating the System . . . . . . . . . . 3

3. List of Projects Assigned . . . . . . . . . . 4

4. Annual Owner Certification . . . . . . . . . . 5
   A. Completing the Form . . . . . . . . . . 5
   B. Printing the Form . . . . . . . . . . 9
   C. Internet Submission . . . . . . . . . . 10

5. Buildings Sub-Menu . . . . . . . . . . 11

6. Units Sub-Menu . . . . . . . . . . 13
   A. Unit Definition . . . . . . . . . . 14
      1. Create a New Unit . . . . . . . . . . 15
      2. Update an Existing Unit . . . . . . . . . . 16
      3. Delete a Unit . . . . . . . . . . 17

7. Tenant Processes . . . . . . . . . . 18
   A. New Certifications and Re-certifications . . . . . . . . . . 18
      A-1 Head of Household Information . . . . . . . . . . 19
      A-2 Household Information . . . . . . . . . . 20
      A-3 Income . . . . . . . . . . 22
      A-4 Assets . . . . . . . . . . 25
      A-5 Unit Rent . . . . . . . . . . 27
   B. Income and Rent Test . . . . . . . . . . 29
   C. Printing the Tenant Certification Form . . . . . . . . . . 30
   D. Mark Unit as Ready to Submit . . . . . . . . . . 31
   E. View or Modify Current Certification . . . . . . . . . . 32
   F. Delete a Tenant Certification . . . . . . . . . . 33
   G. Move-out a Resident . . . . . . . . . . 34
   H. Tenant Unit Transfer . . . . . . . . . . 35
   I. Submission of Occupancy Data . . . . . . . . . . 36

8. Reports . . . . . . . . . . 39

9. Other Information . . . . . . . . . . 41
   A. Change Report Period . . . . . . . . . . 41
   B. Upload Building Data . . . . . . . . . . 42
   C. COL Upload Error Explanations . . . . . . . . . . 48
1. How do I log-in?

Enter into the address box of your internet browser, the address that the Agency provides and Enter.

This is the Log-In screen.

PLEASE NOTE: The first time you log into the system, you will be taken to a second log-in screen. Please see the next page, 1A, for further information.

After entering the name and password you received from your Management Company, click on the red Enter button or press Enter on your PC keyboard.

You are now logged into the Certification On-Line (COL) reporting system. The Project List displays the projects that have been assigned to you.
1-A. First Log-In Is Different

The first time you log into the Certification On-Line reporting system, you will use the User Name and Password assigned by your Management Company.

After you enter that User Name and Password, you will be taken to a second screen (see above).

On this screen you need to enter a new ‘User Name’ and a new ‘Password’.

**PLEASE NOTE:** You will be taken to this screen on the first time only to allow you to establish codes known only to you.

When you have entered the required information, click on the red Enter key or press Enter on your PC keyboard.
2. Navigating the System

The System consists of one main function bar, and the main menu bar, *Projects*, with two submenu bars, *Buildings* and *Units*.

- **Project Documents**
  Takes you to the screen where you can upload documents to send to the Agency.

- **Contact Us**
  Opens your E-Mail Program to send messages to Agency person assigned to the project.

- **Home**
  Takes you back to the main screen that contains a list of all the projects assigned to you.

- **Main Functions Bar**
  - **User Management**
    Takes you to a page where you can manage on-site managers and locked projects.
  - **Log Out**
    The system automatically logs you out and ensures that no one uses your connection to COL without your knowledge.

- **Main Menu**
  - **Projects**
    - Import All Building Data
    - Annual Owner Certs
    - Proceed to Buildings
  - **Buildings**
    - Upload Building Certs
    - View Details
    - Change Report Period
    - Upload Tenant Certs
    - Proceed to Units
    - Reports
    - Close
  - **Units**
    - Unit Definition
    - Income & Rent Test
    - New Tenant Cert / Rs. Cert
    - View / Modify Current Tenant Cert
    - Delete Tenant Certs
    - Moveout
    - Unit Transfer
    - Apply All Units
    - Close

- **Link to Agency Website**
  Takes you to the Agency’s website.
3. List of Projects Assigned to You

All properties assigned to the Manager are listed.

All of the properties that are assigned to your User Name will be displayed here. They are listed by the LIHTC Project ID number. Next to the ID number is displayed the name and address of the property.

In the boxes next to the address is listed the status of the Annual Owner Certification for the current reporting period. Now it displays 'Not Submitted' and the date field shows 00/00/00. This will be updated to “Submitted” and the date each time the Annual Owner Certification is submitted to the Agency.

To select a property, click on the circle next to the Project ID of the property.

At the top right hand corner of the Projects Main Menu are two buttons:
A. Annual Owner Certs; and
B. Proceed to Buildings

The Annual Owner Certs button takes you to the form that the Owner is required to submit to the Agency on an annual basis.

The Proceed to Buildings button takes you to the Buildings sub-menu. From here the functions relating to tenant data begins.
4. Annual Owner Certification

A. Completing the form

At the top right hand corner of the Projects box are two buttons:

a. Annual Owner Certs; and
b. Proceed to Buildings

To access the Annual Owner Certification, first click on the circle next to the correct project. Then click on the ‘Annual Owner Certs’ button.

The Annual Owner Certification form is ready for completion. The property information is automatically entered into the fields on the first three lines.

The first entry you will make on this screen is to enter the **beginning and ending dates** of the reporting period you want to submit. You need enter only the numbers without any separating marks. For example, 010109. The numbers will then be converted to 01/01/2009.

There are **16 questions** the owner is required to answer. Each question has a default marking. To change the answer, click on the circle next to the correct answer.

To move through the page, you can use the **Tab** key on your PC keyboard or place your cursor on the blue vertical bar on the right side of the screen moving it up or down.

Question number 16 addresses whether or not there has been a change in Ownership, or in the contact person for either the Ownership entity or Property Management. **If no changes have occurred**, leave the circle next to **No Change** clicked.

**If a change has occurred**, click on the circle next to **Change**.
When Change is selected, three options appear. Click on the appropriate choice.

1. The Ownership Transfer button will take you to the Transfer of Ownership screen.

To enter the information, click on the first white box. You can use the Tab key in addition to your mouse to move through the page.

When complete, click on the Update button. You will return to the Annual Owner Certification screen.
2. The **Owner Contact Change** button will take you to the Change Owner Contact screen.

![Owner Contact Change Screen](image)

- To enter the information, click on the first white box. You can use the **Tab** key in addition to your mouse to move through the page.
- When complete, click on the **Update** button. You will return to the Annual Owner Certification screen.

3. The **Management Contact Change** button will take you to the Change in Manager Contact screen.

![Management Contact Change Screen](image)

- To enter the information, click on the first white box. You can use the **Tab** key in addition to your mouse to move through the page.
- When complete, click on the **Update** button. You will return to the Annual Owner Certification screen.
If you wish to stop at this point and not print or submit the form click on the **Update** button. You will return to the **Projects** menu, where you began.

If you don’t want to save the information, click on the **Close** button. You will return to the **Projects** menu, where you began.
B. Printing the Form

The completed Annual Owner Certification form can now be printed. To print the form, click on the **Annual Owner Cert Form** button.

The completed form will display in a view window for review. If everything is correct, click on the **Print** button in the top right hand corner of the page. This will send the form to your printer.

The completed form can now be executed and notarized (if required by your Agency). Please send the executed original to the Agency and keep a copy for your files.
C. Internet Submission of Annual Owner Certification

**PLEASE NOTE:** Only the Management Company or Owner can submit the Annual Owner Certification Form.

To submit the Annual Owner Certification, click on the **Submit** button.

A pop-up box will verify by asking if you are sure you want to submit the form. If you are ready, click on the **OK** button. If you are not ready, click on the **Cancel** button.

If your Agency has chosen to receive email notifications, when you click on **Yes**, an email window will open. The “To” and “Subject” lines are already filled in. There is no need to add anything more. Click on the **Send** button. The Agency will be notified that your Annual Owner Certification has been sent.

You will be returned to the **Projects** menu. Shortly you will receive a notice saying that your report has been received.

The Annual Owner Cert Status box now shows **Submitted**, and the **date of submission**.

**PLEASE NOTE:** The Annual Owner Certification is to be filed annually, even if Occupancy Data is submitted more frequently.
5. **Buildings Sub-Menu**

- At the top right hand corner of the *Projects* main menu box are two buttons:
  a. Annual Owner Certs; and
  b. Proceed to Buildings

- To access the section that deals with the tenant certification process, click on the circle next to the correct project. Then click on the **Proceed to Buildings** button.

- You will be taken to the *Buildings* sub-menu.

- All of the buildings in the selected project will be displayed. The buildings are listed in order by IRS Building Identification Number (the “BIN”).

At the top of the *Buildings* sub-menu are seven buttons:

a. **Upload Building Data**;

b. **View Details**;

c. **Change Report Period**

d. **Submit Tenant Certs**;

e. **Proceed to Unit**;

f. **Reports**; and

g. **Close**

a. **Upload Building Data**- This button will be discussed in Section 8-B.
b. **View Details** – This button takes you to the Building Detail Information screen. This allows you to view the specific information for each building. First click next to the correct building. Then click on the **View Details** button.

![View Details button](image)

This is a view only screen. You cannot enter any information here. If there are errors in the information shown on the screen, contact the Agency.

![Building Compliance Status](image)

- The information displayed in the Building Compliance Status box is current as of the **last reporting period**.
- To exit this screen and return to the **Buildings** sub-menu, click on the **Close** button.

c. **Change Report Period** – This button will be discussed later in Section 8.

d. **Submit Tenant Certs** – This button will be discussed later in Section 6-H.

e. **Proceed to Units** – This button will be discussed later in Section 5.

f. **Reports** – This button will be discussed later in Section 7.
6. **Units Sub-Menu**

To access the **Units** sub-menu, click on the “**Proceed to Units**” button on the **Buildings** sub-menu bar.

![Certification on Line](image)

You will be taken to the **Units** sub-menu. All of the units in the selected building are listed here. The units are displayed in order by unit number.

![Units sub-menu](image)

At the top of the **Units** sub-menu are eight buttons:

a. **Unit Definition**;

b. **Income & Rent Test**

c. **New Tenant Cert/Recert**;

d. **View/Modify Current Tenant Cert**;

e. **Delete Tenant Cert**

f. **Move out**;

g. **Unit Transfer**

h. **Ready All Units**; and

i. **Close**
a. Unit Definition

The Unit Definition screen gives you a detailed look at the units in the building. First click next to the correct unit. Then click on the Unit Definition button.

At the top right hand corner of the Unit Definition box are four buttons:
1. New;
2. View/Update;
3. Delete; and
4. Close
1. Create a New Unit

To create a new unit, click on the New button.

Create the unit by entering information in both the Unit Description box and the Unit Designation box.

To enter the information, click on the white boxes. You can use the Tab key in addition to your mouse to move through the page.

To choose a Unit Type, click on the down arrow to display the list. Highlight the unit type.

Select one or more Unit Designations, as appropriate. Click on the box next to the appropriate designation(s). Click on the box next to each restriction the unit could ever have, not just the current restriction. For example, if the property has restrictions for LIHTC, HOME and Other (Other is for any restriction not identified), click on the boxes next to that name. For HOME, also identify if this is a fixed or floating unit.

Click on the blue Update button to save the information or on the Cancel button to reject any changes.
2. **Update Existing Unit**

To make changes to an *existing* unit, click on the circle next to the correct unit.

Click on the **View/Update** button.

The information can be changed in either the Unit Description box and/or the Unit Designation box.

To change the information, click on the white boxes next to the item. You can use the **Tab** key in addition to your mouse to move through the page.

To choose a Unit Type, click on the down arrow to display the list. Highlight the unit type.

Select one or more Unit Designations, as appropriate. Click on the box next to the appropriate designation(s). Click on the box next to each restriction the unit could **ever** have, not just the current restriction. For example, if the property has restrictions for LIHTC, HOME and Other (Other is for any restriction not identified), click on the boxes next to that name. For HOME, also identify if this is a fixed or floating unit.

If the **unit number** is incorrect, click on the white box next to Unit Number Correction.

Enter the **new** unit number.

Click on the blue **Update** button.
3. Delete a Unit

To delete an existing unit, click on the circle next to the unit number.

Click on the 'Delete' button.

You will be asked to confirm the deletion. If yes, click on the OK button. If no, click on the Cancel button.

Be sure this is what you want to do before clicking OK. The unit and any tenant history cannot be retrieved after it is deleted.
7. Tenant Processes

A. New Certifications and Recertifications

To process a new tenant certification, **both for a new tenant and to recertify an existing tenant**, click on the **New Tenant Cert** button.

![New Tenant Cert](image)

This will take you to the Tenant Certification screen.

At the top right hand corner of the Tenant Certification box are four buttons:

1. **Update**;
2. **Income & Rent Test**
3. **Tenant Income Cert form** – This button will be discussed in B below; and
4. **Close**

If the white boxes next to New Reporting Period are blank, enter the **beginning and ending dates of the reporting period** that you are working with. You need enter only the numbers without any separating marks. For example, 010109 will then be converted to 01/01/2009.
On the left hand side of the screen, under the Tenant Certification box is another box that contains five blue bars:

A-1. **General Information**;
A-2. **Household**;
A-3. **Income**;
A-4. **Assets**; and
A-5. **Unit Rent**.

**A-1. Head of Household Information**

Click on the first blue bar, ‘**General Information**’.

This will take you to the Head of Household Basic Data screen. This screen contains three boxes:

1. Head of Household Basic Data;
2. Head of Household Basic Data 2; and
3. Additional Household Data
To enter the information, click on the white boxes. You can use the Tab key in addition to your mouse to move through the page.

To choose from a drop down box, click on the down arrow, then highlight the answer.

When complete, click on the Update button.

**Please Note:** Some boxes (Type of Certification, Last Certification and Family Size) are grayed out and will not allow you to enter data. These boxes will be populated with information from other screens.

**A-2. Household**

Click on the second blue bar **Household**.

This will open the Household Composition Toolbar. There are three buttons on the toolbar:
1. **New**;
2. **View/Update**; and
3. **Delete**.

**1. Add a New Household Member**

To add a new household member, click on the New button.
To enter the information, click on the white boxes. You can use the Tab key in addition to your mouse to move through the boxes.

Click on the blue Update button.

Each additional household member is displayed on the Household Composition toolbar as they are entered and the total number of household members shown in the white box, 'Family Size'.

If there are full-time students in the unit, the number shows in the white box, ‘Full-Time Students’.

2. Update Household Member

To make changes to an existing household member click on the circle next to the correct member then click on the View/Update button.
To change the information, click on the white boxes containing the information. You can use the Tab key in addition to your mouse to move through the page.

Click on the blue Update button.

3. Delete a Household Member

To delete an existing household member, click on the circle next to the correct member then click on the Delete button.

You will be asked to confirm the deletion. If yes, click on the OK button. If no, click on the Cancel button.

Be sure this is what you want to do before clicking OK. The household member cannot be retrieved after it is deleted.

To exit the Household section, click on one of the other blue bars or the Update button at the top of the Tenant Certification screen.

A-3. Income

Click on the third blue bar Income.
This will open the Household Income Toolbar. There are three buttons on the toolbar:

1. **New**;
2. **View/Update**; and
3. **Delete**.

### 1. Add a New Source of Income

To add a new source of income, click on the **New** button.

To enter the information, click on the white boxes. You can use the **Tab** key in addition to your mouse to move through the boxes.

The Annual Income can be entered or calculated.

The blue ‘**Calculate**’ button opens up a window to assist you in the calculation of annual income.

A. Click on the white boxes to enter the specifics of the wages.
B. Click on the down arrow to open a list of different pay frequencies. Highlight to choose the frequency and click.
C. When the “Pay Rate” is hourly the “Hours per year” defaults to 2080 (full time hours) but can be changed.
D. When the information is complete, click on the blue ‘Apply’ button to enter the number into the ‘Annual Income’ box.

Click on the blue Update button.

Each income entry is displayed on the Household Income toolbar as they are entered and the total Annual Income is shown.

Please Note: When a recertification is done, if the source of income is the same, do not enter it again. This will cause the income to be counted twice. Use View/Update to update the existing source of income with the new amount and verification information.

2. Update Source of Income

To make changes to an existing source of income click on the circle next to the correct member then click on the View/Update button.

To change the information, click on the white boxes containing the information. You can use the Tab key in addition to your mouse to move through the page.

Click on the blue Update button.
3. Delete a Source of Income

To delete an existing source of income, click on the circle next to the correct member then click on the Delete button.

You will be asked to confirm the deletion. If yes, click on the OK button. If no, click on the Cancel button.

Be sure this is what you want to do before clicking OK. The source of income cannot be retrieved after it is deleted.

To exit the Income section, click on one of the other blue bars or the Update button at the top of the Tenant Certification screen.

A-4. Assets

Click on the fourth blue bar Assets.

This will open the Household Assets Toolbar. There are three buttons on the toolbar:

1. New;
2. View/Update; and
3. Delete.
1. Add a New Asset

To add a new asset, click on the New button.

To enter the information, click on the white boxes. You can use the Tab key in addition to your mouse to move through the boxes.

Click on the blue Update button.

Each asset entry is displayed on the Household Assets toolbar as they are entered and the total Annual Asset Income is shown.

Please Note: The Household Assets toolbar will display the larger of the actual interest entered and the HUD imputed interest calculation.

2. Update an Asset

To make changes to an existing asset click on the circle next to the correct member then click on the View/Update button.
To change the information, click on the white boxes containing the information. You can use the **Tab** key in addition to your mouse to move through the page.

Click on the blue **Update** button.

### 3. Delete an Asset

To delete an existing asset, click on the circle next to the correct member then click on the **Delete** button.

You will be asked to confirm the deletion. If yes, click on the **OK** button. If no, click on the **Cancel** button.

**Be sure this is what you want to do before clicking OK. The asset cannot be retrieved after it is deleted.**

To exit the Asset section, click on one of the other blue bars or the Update button at the top of the Tenant Certification screen.

### A-5. Unit Rent

Click on the fifth blue bar **Unit Rent**.
This will take you to the Unit Rent screen. The different components of Gross Rent are listed here.

To enter the information, click on the white boxes. You can use the **Tab** key in addition to your mouse to move through the page.

**Rent Change Date:** If the rent for the unit is changed at a time **other than the time of certification**, enter that date here, otherwise, leave it blank.

**PLEASE NOTE:** **Projects that have received a Certification Waiver:** Since the tenants will not be certified again after the first or second year, that date will not change. **So every time the rent is changed, the date of the rent change must be entered in the Rent Change Date field.**

**Mandatory Charges:** Any cost, other than rent and utilities that is **required to be paid** as a condition to occupy the unit.

When complete, click on **Update** button at the top of the Tenant Certification screen. That will save all of the tenant information entered and will return you be taken back to the **Units** sub-menu.
B. **Income & Rent Test**

Now that all of the tenant information has been entered, you can verify that the tenant is within the income and rent limits of the agency.

Click on the **Income & Rent Test** button at the top of the Tenant Certification Screen.

A new window will open with the status of the income and rent. If the income and/or rent are above the indicated limits, the status will be in **Red**, if below the indicated limits, the status will be in **Green**.

Click on the **Close** button to exit the window.
C. Printing the Tenant Income Certification form

The completed Tenant Income Certification form can now be printed. To print the form, click on the Tenant Income Cert Form button.

The completed Tenant Income Certification form is displayed in a view window for review. If the form is correct, click on the button in the upper right hand corner of the window.
D. Mark Unit(s) as Ready to Submit

This resident certification is now complete. Each unit must be checked as Ready to Submit before a building can be sent to the Agency.

To mark the unit as complete, click on the white box next to the ‘Ready to Submit’ box.

The open envelope image will change to a closed envelope.

To exit this screen, click on the blue ‘Update’ button.

On the Units sub-menu, at the right hand side, there is a ‘Ready to Submit’ column. This unit now displays ‘Yes’.

On the Units sub-menu there is a ‘Ready all Units’ button. When you click on this button, all of the units in that building are marked as Ready to Submit.
E. View or Modify Current Certification

To view or update a certification for an existing resident, click on the 'View/Modify Current Tenant Cert' button.

This process allows you to view and/or update information for an existing tenant. The screens are the same as those used to process a new certification or recertification.

**PLEASE NOTE:** Re-certifications for existing tenants **must** be processed using the ‘New Tenant Cert’ button.
F. Delete a Tenant Certification

- To choose the unit, click on the circle next to the unit number.

- To delete a tenant certification, click on the ‘Delete Tenant Cert’ button.

- Only resident certifications in the current reporting period can be deleted.

- A list of certifications for the resident is displayed. The certifications in the current reporting period are darker. Choose the certification you want to delete by placing the cursor on the desired entry.

- To delete the selected entry, click on the ‘Delete’ button at the right hand corner of the (Re)Certifications box.

- You will be asked, “Are you sure you want to delete this certification? If yes, click on the ‘OK’ button. If no, click on the ‘Cancel’ button.

- Be sure this is what you want to do before clicking ‘OK’. The certification cannot be retrieved after it is deleted.
G. **Move out a Resident**

- To choose the unit to work with, click on the circle next to the unit number.

![Image](image_url)

- To move-out an existing resident, click on the `Move-Out` button.

- A blue box, ‘Move-out Data’, will open.

![Image](image_url)

- To enter the information, click on the white boxes.

- When complete, click on the ‘Update’ button.
**H. Unit Transfer**

- To choose the unit to work with, click on the circle next to the unit number.

- To transfer an existing resident to another unit, click on the 'Unit Transfer' button.

- A blue box, ‘Unit Transfer Data’, will open.

- To enter the information, click on the white boxes. You can use the ‘Tab’ key in addition to your mouse to move through the page.

- When complete, click on the ‘Update’ button.

- The original move-date and unit number is displayed under Additional Household Data of the new unit.
I. Submission of Occupancy Data

**PLEASE NOTE:** Only the Management Company can submit Tenant Certifications.

On the **Units** sub-menu, you can easily track which units are ready for submission. At the right hand side of the Units box, the ‘Ready for Submission’ column shows either ‘Yes’ or ‘No’.

If any of the units displays ‘No’ and you are sure the tenant information is complete, you can mark all units as “Ready to Submit” by clicking on the ‘Ready All Units’ button.

To return to the **Buildings** sub-menu click on the ‘Close’ button.

All units must be complete before a building can be submitted to the Agency.

When all of the units in the building are complete, the first box in the ‘Tenant (re)Cert Status column will display ‘Ready’. This building is now ready to submit.
To submit the Occupancy Data for the building, click on the ‘Submit Tenant Certs’ button.

A pop-up box will ask if you are sure you want to submit to the Agency. If you are ready, click on the ‘OK’ button. If you are not ready, click on the ‘Cancel’ button.

The building will begin the testing process automatically. A “Please Wait ... System is Working” screen will be displayed while the compliance test is taking place.

The results of the testing process will display as follows:

1. “In Compliance” - The Report Submission Status screen will display “In Compliance” after each restriction type processed;
2. “Out of Compliance” - The Report Submission Status screen will display “Out of Compliance” next to the restriction that failed. When this occurs, the manager no longer will have access to the building; and

3. If any errors occur during the compliance testing process, the Report Submission Status screen will display; (1) "Data Validation Errors were found during the process... Please contact Agency" and/or (2)"Data File Errors were found during the process... Please contact Agency."

Each restriction is tested separately, so it is possible for one restriction to be “In Compliance” and another restriction to be “Out of Compliance”.

If the building tests as “Out of Compliance”, the file will need to be evaluated by your Agency and you will not have access to the building. You will be contacted after it is reviewed. The ‘Tenant (Re)Cert Status box will display ’Submitted’ and the date.

If the building tests as “In Compliance”, you may now begin entering data for the new reporting period.
8. Reports

There are two reports in Certification On-Line. To access the reports, click on the ‘Reports’ button.

The LIHTC Annual Occupancy Report provides the ability to print the tenant activity for the current reporting period.

The report will show only the units that have had activity since the end of the last reporting period. To include all of the units in the report, click on the “Include units without recent activity” box.

To display only the last 4 digits of the tenant social security number, click on the “Show only last 4 digits of SSN in reports” box.
The Household Income & Rent Limits Status report provides the ability to see the rent and income status of all the units in a building together.

The income and rent status for each tenant is displayed. If any are above the allowed limits, the status will appear in **Red**.

To display only the last 4 digits of the tenant social security number, click on the “Show only last 4 digits of SSN in reports box.”
9. Other Information

A. Change Report Period

If an incorrect reporting period is entered, it can be corrected. The Change Report Period process is accessed from the Buildings sub-menu. Click on the Change Report Period button.

That will take you to the Change Report Period screen. The current reporting period is the default, but can be changed.

To change the reporting period, click on the first date box.

Enter the correct start date and hit the Tab key to move to the next box. Enter the correct ending date and click on the Update button.

Then click on the close box. You will be returned to the Buildings sub-menu.
B. Upload Building Data

The ‘Upload Building Data’ process enables property managers that use property management software to transfer the tenant transaction data (move-ins, move-outs, (re)certifications and unit transfers) to the Certification On-Line reporting system.

The Upload Building Data process is accessed from the **Buildings** sub-menu. Click on the ‘Upload Building Data’ button.

![Upload Building Data Screen](image)

This will take you to the Upload Building Data Screen.

![XML File Upload](image)

Click on the ‘Browse’ button. This opens your computer files directory. Locate the XML file that you want to upload and highlight the file. Then click on the Open button. The file path will show in the XML file window.

You can overwrite existing data in COL and replace it with the new XML data. To activate this process, click on the Overwrite Existing Unit Activity box to place a check mark in the box.

If you do not want to overwrite existing data, leave the Overwrite Existing Unit Activity box blank.

Click on the ‘Upload’ button.
If errors are detected in the XML file, you will get the Upload Status box with the message, “Errors found in your file. Click on Click here to see Error Log.” An explanation of the error messages can be found at the end of this section.

Click on OK. This will take you to the Error Log Main Screen.

Here you can choose to download or print the file, or close.
To download the file, click on the Download button.

Follow the instructions on the pop-up window.

Go back to the property management software and correct the errors listed in the Error Log.

Return to the Upload Building Data Screen and repeat the Upload process.
From the successful Upload Status box, you can print TIC forms for all tenant transactions uploaded.

To complete the process, click on the OK button. This will return you to the Buildings submenu.

All of the tenant information for the covering period is now in COL.
Before the tenant information can be submitted to your agency, all of the units must be marked as “Ready to Submit”. To do that, proceed to the **Units** sub-menu.

To access the **Units** sub-menu, click on the circle next to the building then click on the ‘**Proceed to Units**’ button on the **Buildings** sub-menu bar.

On the far right of the menu bar is a button called ‘**Ready All Units**’.

Click on the ‘**Ready All Units**’ button. This will mark all of the units in the chosen building as “Ready to Submit”.

See Section 6 for further information on the submission process.
**ERROR MESSAGES GENERATED BY THE XML FILE UPLOAD PROCESS**

1. **Error Log:** "No Records found in Upload File ... Please call Software Provider"
   **Explanation:** The XML File is empty. It was created without data.

2. **Error Log:** "Missing Project ID"
   **Explanation:** At least one record in the XML File has an empty Project ID field.

3. **Error Log:** "Missing or Invalid Building ID"
   **Explanation:** At least one record in the XML File has an empty or an invalid value in the Building ID field. The correct format is: 2-digit State (string), 2-digit Year (numeric) and 5-digit building number (numeric). Example: XX9900011

4. **Error Log:** "Missing Unit ID"
   **Explanation:** At least one record in the XML File has an empty Unit ID field.

5. **Error Log:** "Project ID Not Found in HFA Database"
   **Explanation:** At least one record in the XML File has a Project ID value which does not match the existing Project IDs in the COL System for that Property Manager. The incorrect Project ID value is displayed on the error log.

6. **Error Log:** "Building ID Not Found in HFA Database"
   **Explanation:** At least one record in the XML File has a Building ID value which does not match the existing Building IDs in the COL System for that Property Manager. The incorrect Building ID value is displayed on the error log.

7. **Error Log:** "Unit ID Not Found in HFA Database"
   **Explanation:** At least one record in the XML File has a Unit ID value which does not match any of the existing Unit IDs in the COL System for that building. The incorrect Unit ID value is displayed on the error log.

8. **Error Log:** "Missing or Invalid Report Period Starting Date"
   "Missing or Invalid Report Period Ending Date"
   **Explanation:** The building’s Reporting Period Starting Date and/or Reporting Period Ending Date is either empty or contain non-numeric or invalid characters.

9. **Error Log:** "Invalid Unit Bedroom Size"
   **Explanation:** At least one unit record in the XML File has an empty or non-numeric bedroom size value. The Unit ID with the invalid bedroom size is displayed on the error log.

10. **Error Log:** "Missing or Invalid Unit Square Footage"
    **Explanation:** At least one unit record in the XML File has an empty or non-numeric unit square footage value. The Unit ID with the invalid square footage is displayed on the error log.
11. **Error Log:** "Invalid Unit Type"
    **Explanation:** At least one unit record in the XML File has an empty or non-numeric unit type value. The Unit ID with the invalid unit type is displayed on the error log.

12. **Error Log:** "Unit Type Code Not Found in HFA Database"
    **Explanation:** At least one unit record in the XML File has a Unit Type code which does not exist in the COL System. The Unit ID with the invalid unit type code is displayed on the error log. Please refer to the attached list of valid category codes expected by the COL System.

13. **Error Log:** "Invalid Y/N Response for Tax Credit Program Type"
    "Invalid Y/N Response for HOME Program Type"
    "Invalid Y/N Response for HOME Fixed Unit Type"
    "Invalid Y/N Response for HOME Floating Unit Type"
    "Invalid Y/N Response for Tax Exempt Program Type"
    "Invalid Y/N Response for AHDP Program Type"
    "Invalid Y/N Response for Other Program Type"
    **Explanation:** These flags are located in the Unit Definition screen in COL. At least one unit record in the XML File was found to have an invalid value for the flag(s). The only valid values are: "Y" or "N" or "y" or "n". The Unit ID with the invalid Y/N Response(s) is displayed on the error log.

14. **Error Log:** "Missing or Invalid Move-in Date"
    **Explanation:** At least one unit record in the XML File has a Move-in Date which is either empty or contains non-numeric or invalid characters. The Unit ID with the invalid Move-in Date is displayed on the error log.

15. **Error Log:** "Transferred FROM Unit and Unit ID fields must not be the same"
    "Transferred TO Unit and Unit ID fields must not be the same"
    **Explanation:** The XML File contains a Unit Transfer record in which the “FROM” and “TO” units have the same Unit ID. The “TO” Unit ID is displayed on the error log.

16. **Error Log:** "Transferred FROM Unit ID Not Found in HFA Database"
    "Transferred TO Unit ID Not Found in HFA Database"
    **Explanation:** The XML File contains a Unit Transfer record in which the “FROM” and/or “TO” Unit ID do not exist in the COL System. The “FROM” and/or “TO” Unit IDs are displayed on the error log.

17. **Error Log:** "Missing or Invalid Old Unit Move-in Date"
    **Explanation:** The XML File contains a Unit Transfer record in which the Move-in Date of the Old unit (“FROM” unit) is either empty or contains non-numeric or invalid characters.
18. **Error Log:** "Missing or Invalid Move-out Date of Unit Transfer"

**Explanation:** The XML File contains a Unit Transfer record in which the Move-out Date of the Old unit ("FROM" unit) is either empty or contains non-numeric or invalid characters.

19. **Error Log:** "Invalid Move-out Date"

**Explanation:** The XML File contains a Move-out record in which the Move-out Date field is either empty or contains non-numeric or invalid characters. The Unit ID with the invalid Move-out Date is displayed on the error log.

20. **Error Log:** "Move-out Date must be greater than Move-in Date"

**Explanation:** The XML File contains a Move-out record in which the Move-out Date of the tenant is prior to the Move-in Date. The Unit ID with the invalid Move-out Date is displayed on the error log.

21. **Error Log:** "Transfer Date must be greater than Move-in Date"

**Explanation:** The XML File contains a Unit Transfer record in which the Transfer/Move-out Date of the tenant is prior to the Move-in Date. The Unit ID with the invalid Transfer/Move-out Date is displayed on the error log.

22. **Error Log:** "Missing or Invalid Last Certification Date"

**Explanation:** At least one occupied unit record in the XML File has a Certification Date which is either empty or contains non-numeric or invalid characters. The Unit ID with the invalid Certification Date is displayed on the error log.

23. **Error Log:** "Invalid Y/N Response for Initial Certification"

**Explanation:** At least one unit record in the XML File was found to have an invalid value for the "Tenant Initial Certification" flag. The only valid values are: "Y" or "N" or "y" or "n". The Unit ID with the invalid Y/N Response is displayed on the error log.

24. **Error Log:** "Invalid Y/N Response for Non-Qualified Student"

**Explanation:** At least one unit record in the XML File was found to have an invalid value for the "Non-Qualified Student Household" flag. The only valid values are: "Y" or "N" or "y" or "n". The Unit ID with the invalid Y/N Response is displayed on the error log.

25. **Error Log:** "Missing or Invalid Family size"

**Explanation:** The XML File contains a unit record in which the Family Size field is either empty or contains non-numeric or invalid characters. The Unit ID with the invalid Family Size is displayed on the error log.

**NOTE:** This error message is only given on projects which are submitting their tenant data in "Summary" format (only head of household data). The system calculates the family size when "Detail" format.
26. **Error Log:** "Invalid Number of FT Students"
   **Explanation:** The XML File contains a unit record in which the Number of Full-Time Students field contains non-numeric or invalid characters. The Unit ID with the invalid Number of Full-Time Students is displayed on the error log.
   **NOTE:** This error message is only given on projects which are submitting their tenant data in “Summary” format (only head of household data). The system calculates the family size when “Detail” format.

27. **Error Log:** "Invalid Total Family Income Amount"
   **Explanation:** The XML File contains a unit record in which the Total Family Income Amount field contains non-numeric or invalid characters. The Unit ID with the invalid Total Family Income Amount is displayed on the error log.
   **NOTE:** This error message is only given on projects which are submitting their tenant data in “Summary” format (only head of household data). The system calculates the Total Family Income Amount when “Detail” format.

28. **Error Log:** "Invalid Total Family Asset Income Amount"
   **Explanation:** The XML File contains a unit record in which the Total Family Asset Income Amount field contains non-numeric or invalid characters. The Unit ID with the invalid Total Family Asset Income Amount is displayed on the error log.
   **NOTE:** This error message is only given on projects which are submitting their tenant data in “Summary” format (only head of household data). The system calculates the Total Family Asset Income Amount when “Detail” format.

29. **Error Log:** "Invalid Targeted/Special Population Type"
   **Explanation:** The XML File contains a unit record in which the Household’s Population Type field contains non-numeric or invalid characters. The Unit ID with the invalid Targeted/Special Population Type is displayed on the error log.

30. **Error Log:** "Targeted/Special Population Type Code Not Found in HFA Database"
    **Explanation:** At least one unit record in the XML File has a Household’s Population Type code which does not exist in the COL System. The Unit ID with the invalid population type code is displayed on the error log. Please refer to the attached list of valid category codes expected by the COL System.

31. **Error Log:** "Invalid Unit Assistance Type"
    **Explanation:** The XML File contains a unit record in which the Unit Assistance Type field contains non-numeric or invalid characters. The Unit ID with the invalid Unit Assistance Type is displayed on the error log.
32. **Error Log:** "Unit Assistance Type Code Not Found in HFA Database"
**Explanation:** At least one unit record in the XML File has a Unit Assistance Type code which does not exist in the COL System. The Unit ID with the invalid unit assistance type code is displayed on the error log. Please refer to the attached list of valid category codes expected by the COL System.

33. **Error Log:** "Invalid Owner-Designated Restriction Type"
**Explanation:** The XML File contains at least one unit record in which the Owner-Designated Restriction Type code field contains non-numeric or invalid characters. The expected values are $1$ = “Low Income” or $2$ = “Market Rate”. The Unit ID with the invalid Owner-Designated Restriction Type is displayed on the error log.

34. **Error Log:**
   - "Invalid Y/N Response for LIHTC Income Restriction Met at 60%"
   - "Invalid Y/N Response for LIHTC Income Restriction Met at 50%"
   - "Invalid Y/N Response for LIHTC Income Restriction Met at 40%"
   - "Invalid Y/N Response for LIHTC Income Restriction Met at 30%"
   - "Invalid Y/N Response for LIHTC Income Restriction Met at Other %"
**Explanation:** At least one unit record in the XML File was found to have an invalid value for the flag(s). The only valid values are: Null or "Y" or "N" or "y" or "n". The Unit ID with the invalid Y/N Response(s) is displayed on the error log.

   **NOTE:** These flags are located in the “PART V. DETERMINATION OF INCOME ELIGIBILITY” section of the Tenant Income Certification Form (TIC). These fields are not being stored in COL’s database and for that reason the upload process does NOT require a value to be provided; however, if a value is provided, the process will make sure that they contain the correct format.

35. **Error Log:** "Invalid Y/N Response for Household Income Over 140%"
**Explanation:** At least one unit record in the XML File was found to have an invalid value for the “Household Income Over 140%” flag. The only valid values are: "Y" or "N" or "y" or "n". The Unit ID with the invalid Y/N Response is displayed on the error log.
36. **Error Log:** "Invalid Y/N Response for HOME Income Restriction Met at 50%"
    "Invalid Y/N Response for HOME Income Restriction Met at 60%"
    "Invalid Y/N Response for HOME Income Restriction Met at 80%"
    "Invalid Y/N Response for HOME Over Income"
    "Invalid Y/N Response for TaxExempt Income Restriction Met at 50%"
    "Invalid Y/N Response for TaxExempt Income Restriction Met at 60%"
    "Invalid Y/N Response for TaxExempt Over Income"
    "Invalid Y/N Response for AHDP Income Restriction Met at 50%"
    "Invalid Y/N Response for AHDP Income Restriction Met at 80%"
    "Invalid Y/N Response for AHDP Over Income"
    "Invalid Y/N Response for Other Program Income Restriction % (1)"
    "Invalid Y/N Response for Other Program Income Restriction % (2)"
    "Invalid Y/N Response for Other Program Over Income"

**Explanation:** At least one unit record in the XML File was found to have an invalid value for the flag(s). The only valid values are: Null or "Y" or "N" or "y" or "n". The Unit ID with the invalid Y/N Response(s) is displayed on the error log.

**NOTE:** These flags are located in the “PART VIII. PROGRAM TYPE” section of the Tenant Income Certification Form (TIC). These fields are not being stored in COL’s database and for that reason the upload process does NOT require a value to be provided; however, if a value is provided, the process will make sure that they contain the correct format.

37. **Error Log:** "Invalid Household Phone Number"

**Explanation:** The XML File contains a unit record in which the Household Phone Number field contains non-numeric or invalid characters. The Unit ID with the invalid Phone Number is displayed on the error log.

38. **Error Log:** "Invalid Head of Household Work Phone Number"

**Explanation:** The XML File contains a unit record in which the Head of Household Work Phone Number field contains non-numeric or invalid characters. The Unit ID with the invalid Work Phone Number is displayed on the error log.

39. **Error Log:** "Invalid Household Race Code"

**Explanation:** The XML File contains a unit record in which the Household Race Code contains non-numeric or invalid characters. The Unit ID with the invalid Household Race Code is displayed on the error log.

40. **Error Log:** "Household Race Code Not Found in HFA Database"

**Explanation:** At least one unit record in the XML File has a Household Race code which does not exist in the COL System. The Unit ID with the invalid race code is displayed on the error log. Please refer to the attached list of valid category codes expected by the COL System.
41. Error Log: "Invalid Household Ethnicity Code"
Explanation: The XML File contains a unit record in which the Household Ethnicity Code contains non-numeric or invalid characters. The Unit ID with the invalid Household Ethnicity Code is displayed on the error log.

42. Error Log: "Household Ethnicity Code Not Found in HFA Database"
Explanation: At least one unit record in the XML File has a Household Ethnicity code which does not exist in the COL System. The Unit ID with the invalid ethnicity code is displayed on the error log. Please refer to the attached list of valid category codes expected by the COL System.

43. Error Log: "Invalid SSN of Head of Household"
Explanation: The XML File contains at least one unit record in which the Head of Household Social Security Number field contains non-numeric or invalid characters. The correct format is: 9 numeric digits. Example: 608012245. The Unit ID with the invalid SSN is displayed on the error log.

44. Error Log: "Missing Name of Head of Household"
Explanation: The XML File contains at least one unit record in which the Head of Household Name field is empty. The Unit ID with the missing head of household name is displayed on the error log.

45. Error Log: "Missing or Invalid Birthdate of Head of Household"
Explanation: The XML File contains at least one unit record in which the Head of Household Birthdate field is either empty or contains non-numeric or invalid characters. The Unit ID with the missing/invalid head of household birth date is displayed on the error log.

46. Error Log: "Invalid Marital Status Code of Head of Household"
Explanation: The XML File contains at least one unit record in which the Head of Household Marital Status Code field contains non-numeric characters. The Unit ID with the invalid head of household marital status code is displayed on the error log.

47. Error Log: "Marital Status Code of Head of Household Not Found in HFA Database"
Explanation: At least one unit record in the XML File has a Head of Household Marital Status code which does not exist in the COL System. The Unit ID with the invalid marital status code is displayed on the error log. Please refer to the attached list of valid category codes expected by the COL System.

48. Error Log: "Invalid Sex Code of Head of Household"
Explanation: The XML File contains at least one unit record in which the Head of Household Sex Code field contains non-numeric characters. The Unit ID with the invalid head of household sex code is displayed on the error log.
49. **Error Log:** "Sex Code of Head of Household Not Found in HFA Database"
    **Explanation:** At least one unit record in the XML File has a Head of Household Sex code which does not exist in the COL System. The Unit ID with the invalid sex code is displayed on the error log. Please refer to the attached list of valid category codes expected by the COL System.

50. **Error Log:** "Invalid Employment Type Code of Head of Household"
    **Explanation:** The XML File contains at least one unit record in which the Head of Household Employment Type Code field contains non-numeric characters. The Unit ID with the invalid head of household employment type code is displayed on the error log.

51. **Error Log:** "Employment Type Code of Head of Household Not Found in HFA Database"
    **Explanation:** At least one unit record in the XML File has a Head of Household Employment Type code which does not exist in the COL System. The Unit ID with the invalid employment type code is displayed on the error log. Please refer to the attached list of valid category codes expected by the COL System.

---

Section for Detailed Tenant Data Collection
(Information for all household members is collected)

---

52. **Error Log:** "Invalid SSN of Household Member XX"
    **Explanation:** The XML File contains at least one unit record in which the Social Security Number field, of the specified household member, contains non-numeric or invalid characters. The correct format is: 9 numeric digits. **Example:** 608012245. The Unit ID with the invalid SSN is displayed on the error log.

53. **Error Log:** "Missing or Invalid Relationship of Household Member XX"
    **Explanation:** The XML File contains at least one unit record in which the Relationship Code field, of the specified household member, is either empty or contains non-numeric or invalid characters. The Unit ID with the invalid relationship code is displayed on the error log.

54. **Error Log:** "Missing Birthdate of Household Member XX"
    **Explanation:** The XML File contains at least one unit record in which the Birthdate field, of the specified household member, is either empty or contains non-numeric or invalid characters. The Unit ID with the invalid birth date is displayed on the error log.

    **NOTE:** "Unborn Child" Relationship is excluded from this validation.
ERROR MESSAGES GENERATED BY THE XML FILE UPLOAD PROCESS

55. **Error Log:** "Relationship Code of Household Member **XX** Not Found in HFA Database"
**Explanation:** At least one unit record in the XML File contains a Household Member Relationship code which does not exist in the COL System. The Unit ID with the invalid relationship code is displayed on the error log. Please refer to the attached list of valid category codes expected by the COL System.

56. **Error Log:** "Invalid Marital Status Code of Household Member **XX**"
**Explanation:** The XML File contains at least one unit record in which the Marital Status Code field, of the specified household member, contains non-numeric or invalid characters. The Unit ID with the invalid marital status code is displayed on the error log.

57. **Error Log:** "Marital Status Code of Household Member **XX** Not Found in HFA Database"
**Explanation:** At least one unit record in the XML File contains a Household Member Marital Status code which does not exist in the COL System. The Unit ID with the invalid marital status code is displayed on the error log. Please refer to the attached list of valid category codes expected by the COL System.

58. **Error Log:** "Invalid Sex Code of Household Member **XX**"
**Explanation:** The XML File contains at least one unit record in which the Sex Code field, of the specified household member, contains non-numeric or invalid characters. The Unit ID with the invalid sex code is displayed on the error log.

59. **Error Log:** "Sex Code of Household Member **XX** Not Found in HFA Database"
**Explanation:** At least one unit record in the XML File contains a Household Member Sex code which does not exist in the COL System. The Unit ID with the invalid sex code is displayed on the error log. Please refer to the attached list of valid category codes expected by the COL System.

60. **Error Log:** "Invalid Employment Type Code of Household Member **XX**"
**Explanation:** The XML File contains at least one unit record in which the Employment Type Code field, of the specified household member, contains non-numeric or invalid characters. The Unit ID with the invalid employment type code is displayed on the error log.

61. **Error Log:** "Employment Type Code of Household Member **XX** Not Found in HFA Database"
**Explanation:** At least one unit record in the XML File contains a Household Member Employment Type code which does not exist in the COL System. The Unit ID with the invalid employment type code is displayed on the error log. Please refer to the attached list of valid category codes expected by the COL System.
ERROR MESSAGES GENERATED BY THE XML FILE UPLOAD PROCESS

62. Error Log: "Missing or Invalid Income Source XX Member#"
Explanation: The XML File contains at least one unit record in which the Family Member# field, of the specified income source, is either empty or contains non-numeric or invalid characters. The only valid values for the family member# field are: 1, 2, 3, 4, 5, 6, 7, 8 and 9. The Unit ID with the invalid family member# is displayed on the error log.

63. Error Log: "Income Source XX Member# greater than the Family Size"
Explanation: The XML File contains at least one unit record in which the Family Member# field, of the specified income source, is greater than the family size of that household. Example: A household composed of 4 family members is submitting an income source belonging to family member #6. This will be invalid. The Unit ID with the invalid family member# is displayed on the error log.

64. Error Log: "Missing or Invalid Income Type XX"
Explanation: The XML File contains at least one unit record in which the Income Type Code, of the specified income source, is either empty or contains non-numeric or invalid characters. The Unit ID with the invalid income type code is displayed on the error log.

65. Error Log: "Income Type Code for Income Source XX Not Found in HFA Database"
Explanation: At least one unit record in the XML File contains an Income Type code which does not exist in the COL System. The Unit ID with the invalid income type code is displayed on the error log. Please refer to the attached list of valid category codes expected by the COL System.

66. Error Log: "Invalid Income Source Amount XX"
Explanation: The XML File contains at least one unit record in which the Income Source Amount field, of the specified income source, contains non-numeric or invalid characters. The Unit ID with the invalid income source amount is displayed on the error log.

67. Error Log: "Missing or Invalid Income Verification Type XX"
Explanation: The XML File contains at least one unit record in which the Income Verification Type Code, of the specified income source, is either empty or contains non-numeric or invalid characters. The Unit ID with the invalid income verification type code is displayed on the error log.

68. Error Log: "Income Verification Type Code for Income Source XX Not Found in HFA Database"
Explanation: At least one unit record in the XML File contains an Income Verification Type code which does not exist in the COL System. The Unit ID with the invalid income verification type code is displayed on the error log. Please refer to the attached list of valid category codes expected by the COL System.
69. **Error Log:** "Missing or Invalid Income Verification Date XX"
**Explanation:** The XML File contains at least one unit record in which the Income Verification Date field, of the specified income source, is either empty or contains non-numeric or invalid characters. The Unit ID with the invalid income verification date is displayed on the error log.

70. **Error Log:** "Missing or Invalid Asset Source XX Member#"
**Explanation:** The XML File contains at least one unit record in which the Family Member# field, of the specified asset source, is either empty or contains non-numeric or invalid characters. The only valid values for the family member# field are: 1, 2, 3, 4, 5, 6, 7, 8 and 9. The Unit ID with the invalid family member# is displayed on the error log.

71. **Error Log:** "Asset Source XX Member# greater than the Family Size"
**Explanation:** The XML File contains at least one unit record in which the Family Member# field, of the specified asset source, is greater than the family size of that household. Example: A household composed of 4 family members is submitting an asset source belonging to family member #6. This will be invalid. The Unit ID with the invalid family member# is displayed on the error log.

72. **Error Log:** "Missing or Invalid Asset Type XX"
**Explanation:** The XML File contains at least one unit record in which the Asset Type Code, of the specified asset source, is either empty or contains non-numeric or invalid characters. The Unit ID with the invalid asset type code is displayed on the error log.

73. **Error Log:** "Asset Type Code for Asset Source XX Not Found in HFA Database"
**Explanation:** At least one unit record in the XML File contains an Asset Type code which does not exist in the COL System. The Unit ID with the invalid asset type code is displayed on the error log. Please refer to the attached list of valid category codes expected by the COL System.

74. **Error Log:** "Invalid Asset Source Interest Rate XX"
**Explanation:** The XML File contains at least one unit record in which the Asset Source Interest Rate field, of the specified asset source, contains non-numeric or invalid characters. The correct format is: 3 numeric digits plus 4 decimals. Example: 999.9999. The Unit ID with the invalid asset source interest rate is displayed on the error log.

75. **Error Log:** "Invalid Asset Source Amount XX"
**Explanation:** The XML File contains at least one unit record in which the Asset Source Amount field, of the specified asset source, contains non-numeric or invalid characters. The Unit ID with the invalid asset source amount is displayed on the error log.
ERROR MESSAGES GENERATED BY THE XML FILE UPLOAD PROCESS

76. **Error Log:** "Missing or Invalid Asset Cash Value Amount XX"
    **Explanation:** The XML File contains at least one unit record in which the Asset Cash Value Amount field, of the specified asset source, is either empty or contains non-numeric or invalid characters. The Unit ID with the invalid asset cash value amount is displayed on the error log.

77. **Error Log:** "Missing or Invalid Asset Verification Type XX"
    **Explanation:** The XML File contains at least one unit record in which the Asset Verification Type Code, of the specified asset source, is either empty or contains non-numeric or invalid characters. The Unit ID with the invalid asset verification type code is displayed on the error log.

78. **Error Log:** "Asset Verification Type Code for Asset Source XX Not Found in HFA Database"
    **Explanation:** At least one unit record in the XML File contains an Asset Verification Type code which does not exist in the COL System. The Unit ID with the invalid asset verification type code is displayed on the error log. Please refer to the attached list of valid category codes expected by the COL System.

79. **Error Log:** "Missing or Invalid Asset Verification Date XX"
    **Explanation:** The XML File contains at least one unit record in which the Asset Verification Date field, of the specified asset source, is either empty or contains non-numeric or invalid characters. The Unit ID with the invalid asset verification date is displayed on the error log.

---

End of Detailed Tenant Data Collection Section

---

80. **Error Log:** "Invalid Rent Change Date"
    **Explanation:** The XML File contains at least one unit record in which the Rent Change Date field contains non-numeric or invalid characters. The Unit ID with the invalid rent change date is displayed on the error log.

81. **Error Log:** "Invalid Tenant Paid Rent Amount"
    **Explanation:** The XML File contains at least one unit record in which the Tenant Paid Rent Amount field contains non-numeric or invalid characters. The Unit ID with the invalid tenant paid rent amount is displayed on the error log.

82. **Error Log:** "Invalid Mandatory Charge Amount"
    **Explanation:** The XML File contains at least one unit record in which the Mandatory Charge Amount field contains non-numeric or invalid characters. The Unit ID with the invalid mandatory charge amount is displayed on the error log.
83. **Error Log:** "Invalid Subsidy Amount"
**Explanation:** The XML File contains at least one unit record in which the Subsidy Amount field contains non-numeric or invalid characters. The Unit ID with the invalid subsidy amount is displayed on the error log.

84. **Error Log:** "Invalid Utility Allowance Amount"
**Explanation:** The XML File contains at least one unit record in which the Utility Allowance Amount field contains non-numeric or invalid characters. The Unit ID with the invalid utility allowance amount is displayed on the error log.

85. **Error Log:** "Invalid Y/N Response for Rent Restriction Met at 60%"
"Invalid Y/N Response for Rent Restriction Met at 50%"
"Invalid Y/N Response for Rent Restriction Met at 40%"
"Invalid Y/N Response for Rent Restriction Met at 30%"
"Invalid Y/N Response for Rent Restriction Met at Other %"
**Explanation:** At least one unit record in the XML File was found to have an invalid value for the flag(s). The only valid values are: Null or "Y" or "N" or "y" or "n". The Unit ID with the invalid Y/N Response(s) is displayed on the error log.

**NOTE:** These flags are located in the “PART VI. RENT” section of the Tenant Income Certification Form (TIC). These fields are not being stored in COL’s database and for that reason the upload process does NOT require a value to be provided; however, if a value is provided, the process will make sure that they contain the correct format.

86. **Error Log:** "Invalid Percentage for Rent Restriction Met at Other %"
**Explanation:** At least one unit record in the XML File was found to have an invalid Percentage value for the “Rent Restriction Met at Other %” field (PART VI. RENT section of the TIC Form). Field was found to contain non-numeric or invalid characters or a percentage figure > 100. The Unit ID with the invalid percentage is displayed on the error log.

87. **Error Log:** "Missing Unit Transfer Move-in record in Unit XXXXX"
**Explanation:** The XML File contains a Unit “Transfer OUT” record; however, the new unit’s “Transfer IN” record is missing in the XML File. The Unit ID with the missing transfer-in record is displayed on the error log.

88. **Error Log:** "Unit Transfer Move-in record in Unit XXXXX has an invalid Old Unit ID"
"Unit Transfer Move-in record in Unit XXXXX has an invalid Old Unit Move-in Date"
**Explanation:** A The XML File contains a Unit “Transfer IN” record in which the OLD Unit ID and/or old unit’s Move-in Date does not match the values in the Unit “Transfer OUT” record. The Unit ID with the invalid information is displayed on the error log.
ERROR MESSAGES GENERATED BY THE XML FILE UPLOAD PROCESS

88. Error Log: "Reporting Period does not match current Reporting Period at HFA"
Explanation: The Building's Report Period in the XML File does not match the current Reporting Period in the AOD/COL System for that same building.

89. Error Log: "Report End Date must be greater than Report Start Date"
Explanation: The XML File contains an invalid Reporting Period date range. The Start Date of the reporting period is greater than the End Date. This will be invalid.

90. Error Log: "Report Start Date must be greater than Last Report End Date" or "Report End Date must be greater than Last Report End Date"
Explanation: The XML File contains an invalid Reporting Period date range. Both the Start and End dates of the reporting period must be greater than the Last Report End Date processed by the HFA. Example: If the Last Report End Date processed by the HFA is 12/31/2004, then the new Reporting period must begin on 01/01/2005 or after.

91. Error Log: "No Compliance Reporting Frequency found... Please contact Agency"
Explanation: This is NOT a problem in the XML File. The Project is missing the Compliance Reporting Frequency in the HFA’s backend system. The XML Upload cannot proceed any further until the HFA user has defined the frequency for Owner Reports (in the Project's Compliance Monitoring Guidelines screen).

92. Error Log: "Report End Date must be 12/31"
"Report End Date must be 3/31 or 6/30 or 9/30 or 12/31"
"Report End Date must be 6/30 or 12/31"
Explanation: The XML File contains a Reporting Period End Date format which does not match the compliance reporting frequency defined by the HFA for that Project. Compliance Report frequencies are: “Bi-Annually”, “Annually”, “Semi-Annually”, “Quarterly” and “Monthly”. Reporting Period Ending Date must meet the pre-defined MM\DD format.

93. Error Log: "Move-in Date cannot be older than prior Move-in Date"
Explanation: The XML File contains at least one unit record in which the Move-in Date is older than (overlaps with) the current tenant’s Move-in Date. The Unit ID with the incorrect move-in date is displayed on the error log.

NOTE: If the Move-in Date in the XML File is correct, then you can eliminate this message simply by checking the “Overwrite existing Unit Activity” checkbox on the XML Upload HTML page of the AOD/COL System.
94. **Error Log:** "Prior Tenant Move-out record is Missing ... Cannot process new Move-in"

**Explanation:** The XML File contains at least one unit record in which there is a new "Move-in" record; however, the "Move-out" record of the previous tenant is missing in the XML File. A Move-out record containing the previous tenant's move-out date must be provided before a new Move-in can be processed. The Unit ID with the missing move-out date is displayed on the error log.

95. **Error Log:** "(Re)Cert Date cannot be older than the Last Cert processed by the Agency"

**Explanation:** The XML File contains at least one unit record in which the tenant's (Re)Certification Date is older (overlaps) than the last certification tested for compliance and posted by the HFA on the previous Owner's Report submitted. The Unit ID with the incorrect re-certification date is displayed on the error log.

96. **Error Log:** "(Re)Certification Date cannot be older than Last Cert Date"

**Explanation:** The XML File contains at least one unit record in which the (Re)Certification Date is older than (overlaps with) the most current tenant's Certification Date. The Unit ID with the incorrect re-certification date is displayed on the error log.

**NOTE:** If the (Re)Certification Date in the XML File is correct, then you can eliminate this message simply by checking the “Overwrite existing Unit Activity” checkbox on the XML Upload HTML page of the AOD/COL System.

97. **Error Log:** "Rent Change Date cannot be older than prior Rent Change Date"

**Explanation:** The XML File contains at least one unit record in which the Rent Change Date is older than (overlaps with) the current unit's Rent Change Date. The Unit ID with the incorrect rent change date is displayed on the error log.

98. **Error Log:** "Move-out Date must fall within the Reporting Period"

**Explanation:** The XML File contains at least one Move-out record in which the Move-out Date falls outside (before or after) the current Reporting Period. In other words, the Move-out event is either incorrect or it belongs to a different Reporting Period. The Unit ID with the incorrect move-out date is displayed on the error log.

99. **Error Log:** "Transfer Date must fall within the Reporting Period"

**Explanation:** The XML File contains at least one "Transfer-out" record in which the Move-out/Transfer Date falls outside (before or after) the current Reporting Period. In other words, the Unit Transfer event is either incorrect or it belongs to a different Reporting Period. The Unit ID with the incorrect move-out/transfer date is displayed on the error log.
100. **Error Log:** "Transfer Date must be greater than Move-in Date"
    **Explanation:** The XML File contains a “Transfer-out” record in which the Move-out/Transfer Date of the tenant is prior to the Move-in Date. The Unit ID with the invalid Transfer Date is displayed on the error log.

101. **Error Log:** "Missing Matching Transfer-IN Record for Building XX-99-9999, Unit XXXXXX"
    **Explanation:** The XML File contains a “Transfer-out” record in which the Move-out/Transfer Date and/or the tenant Certification Date are missing or do not match the Move-in/Transfer-IN and Tenant Certification record. The Building ID and Unit ID of the Transfer-out record are displayed on the error log.

100. **Error Log:** "Missing Matching Transfer-OUT Record for Building XX-99-9999, Unit XXXXXX"
    **Explanation:** The XML File contains a “Transfer-in” record in which the Move-in/Transfer Date and/or the tenant Certification Date are missing or do not match the Move-out/Transfer-OUT and Tenant Certification record. The Building ID and Unit ID of the Transfer-in record are displayed on the error log.
<table>
<thead>
<tr>
<th>Table Name</th>
<th>Code</th>
<th>Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UNIT TYPES</strong></td>
<td>0001</td>
<td>Apartment</td>
</tr>
<tr>
<td></td>
<td>0002</td>
<td>Townhome</td>
</tr>
<tr>
<td></td>
<td>0003</td>
<td>Detached</td>
</tr>
<tr>
<td></td>
<td>0004</td>
<td>Semi-detached/Twin/Duplex</td>
</tr>
<tr>
<td></td>
<td>0005</td>
<td>Manufactured Home</td>
</tr>
<tr>
<td></td>
<td>0006</td>
<td>SRO</td>
</tr>
<tr>
<td></td>
<td>0007</td>
<td>Highrise</td>
</tr>
<tr>
<td></td>
<td>0008</td>
<td>Special Needs</td>
</tr>
<tr>
<td></td>
<td>0009</td>
<td>Single Family Home</td>
</tr>
<tr>
<td></td>
<td>0099</td>
<td>Other</td>
</tr>
<tr>
<td><strong>SPECIAL POPULATION TYPES</strong></td>
<td>0001</td>
<td>Disabled</td>
</tr>
<tr>
<td></td>
<td>0002</td>
<td>Elderly</td>
</tr>
<tr>
<td></td>
<td>0003</td>
<td>Family</td>
</tr>
<tr>
<td></td>
<td>0004</td>
<td>Handicapped</td>
</tr>
<tr>
<td></td>
<td>0005</td>
<td>Homeless</td>
</tr>
<tr>
<td></td>
<td>0006</td>
<td>Undesignated</td>
</tr>
<tr>
<td></td>
<td>0007</td>
<td>Battered Women</td>
</tr>
<tr>
<td></td>
<td>0008</td>
<td>Developmental Disabled</td>
</tr>
<tr>
<td></td>
<td>0009</td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td>0010</td>
<td>Brain Injury</td>
</tr>
<tr>
<td></td>
<td>0011</td>
<td>Drug Dependency</td>
</tr>
<tr>
<td></td>
<td>0012</td>
<td>Aids/HIV Related Illness</td>
</tr>
<tr>
<td></td>
<td>0013</td>
<td>Mental Illness</td>
</tr>
<tr>
<td></td>
<td>0014</td>
<td>Teen Pregnancy/Parenting</td>
</tr>
<tr>
<td></td>
<td>0015</td>
<td>Victims of Domestic Violence</td>
</tr>
<tr>
<td></td>
<td>0016</td>
<td>Single Room Occupancy</td>
</tr>
<tr>
<td></td>
<td>0017</td>
<td>Hollman</td>
</tr>
<tr>
<td></td>
<td>0018</td>
<td>Elderly Set Aside</td>
</tr>
<tr>
<td></td>
<td>0019</td>
<td>Elderly Amenities</td>
</tr>
<tr>
<td></td>
<td>0020</td>
<td>Assisted Living</td>
</tr>
<tr>
<td></td>
<td>0030</td>
<td>Elderly 62 and Over</td>
</tr>
<tr>
<td></td>
<td>0031</td>
<td>Elderly 55 and Over</td>
</tr>
<tr>
<td><strong>UNIT RENTAL ASSISTANCE TYPES</strong></td>
<td>0003</td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td>0004</td>
<td>No Assistance</td>
</tr>
<tr>
<td></td>
<td>0005</td>
<td>Project-Based</td>
</tr>
<tr>
<td></td>
<td>0006</td>
<td>Tenant-Based</td>
</tr>
<tr>
<td><strong>RACE</strong></td>
<td>0011</td>
<td>White</td>
</tr>
<tr>
<td></td>
<td>0012</td>
<td>Black/African American</td>
</tr>
<tr>
<td></td>
<td>0013</td>
<td>Asian</td>
</tr>
</tbody>
</table>
### EXPECTED CATEGORY CODE VALUES OF THE COL SYSTEM

<table>
<thead>
<tr>
<th>Table Name</th>
<th>Code</th>
<th>Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RACE</strong></td>
<td>0014</td>
<td>American Indian/Alaskan Native</td>
</tr>
<tr>
<td></td>
<td>0015</td>
<td>Native Hawaiian/Other Pacific Islander</td>
</tr>
<tr>
<td></td>
<td>0016</td>
<td>American Indian/Alaskan Native &amp; White</td>
</tr>
<tr>
<td></td>
<td>0017</td>
<td>Asian &amp; White</td>
</tr>
<tr>
<td></td>
<td>0018</td>
<td>Black/African American &amp; White</td>
</tr>
<tr>
<td></td>
<td>0019</td>
<td>A. Indian/Alaskan Native &amp; B./African A.</td>
</tr>
<tr>
<td></td>
<td>0020</td>
<td>Other Multi-Racial</td>
</tr>
<tr>
<td></td>
<td>0099</td>
<td>Not Available</td>
</tr>
<tr>
<td><strong>ETHNICITY</strong></td>
<td>0001</td>
<td>Hispanic or Latino</td>
</tr>
<tr>
<td></td>
<td>0002</td>
<td>Non Hispanic or Latino</td>
</tr>
<tr>
<td></td>
<td>0099</td>
<td>Not Available</td>
</tr>
<tr>
<td><strong>MARITAL STATUS</strong></td>
<td>0001</td>
<td>Divorced</td>
</tr>
<tr>
<td></td>
<td>0002</td>
<td>Married</td>
</tr>
<tr>
<td></td>
<td>0003</td>
<td>Separated</td>
</tr>
<tr>
<td></td>
<td>0004</td>
<td>Single</td>
</tr>
<tr>
<td></td>
<td>0005</td>
<td>Unmarried</td>
</tr>
<tr>
<td></td>
<td>0006</td>
<td>Unmarried Couple</td>
</tr>
<tr>
<td></td>
<td>0007</td>
<td>Widowed</td>
</tr>
<tr>
<td><strong>SEX</strong></td>
<td>0001</td>
<td>Female</td>
</tr>
<tr>
<td></td>
<td>0002</td>
<td>Male</td>
</tr>
<tr>
<td><strong>EMPLOYMENT TYPES</strong></td>
<td>0001</td>
<td>FT Student, Title IV Assisted</td>
</tr>
<tr>
<td></td>
<td>0002</td>
<td>FT Student, Job Training Program</td>
</tr>
<tr>
<td></td>
<td>0003</td>
<td>FT Student, Married/Joint Returns</td>
</tr>
<tr>
<td></td>
<td>0004</td>
<td>FT Student, Single Parent With Dependent</td>
</tr>
<tr>
<td></td>
<td>0005</td>
<td>FT Student, No Special Conditions</td>
</tr>
<tr>
<td></td>
<td>0006</td>
<td>Not Employed</td>
</tr>
<tr>
<td></td>
<td>0007</td>
<td>Retired</td>
</tr>
<tr>
<td></td>
<td>0008</td>
<td>Self Employed</td>
</tr>
<tr>
<td></td>
<td>0009</td>
<td>Agriculture</td>
</tr>
<tr>
<td></td>
<td>0010</td>
<td>Business/Office</td>
</tr>
<tr>
<td></td>
<td>0011</td>
<td>Technical/Professional</td>
</tr>
<tr>
<td></td>
<td>0012</td>
<td>Industrial/Manufacturing</td>
</tr>
<tr>
<td></td>
<td>0013</td>
<td>Government/Public Service</td>
</tr>
<tr>
<td></td>
<td>0014</td>
<td>Skilled/Specialized</td>
</tr>
<tr>
<td></td>
<td>0015</td>
<td>Not Skilled/Unskilled</td>
</tr>
<tr>
<td></td>
<td>0016</td>
<td>Homemaker</td>
</tr>
<tr>
<td></td>
<td>0099</td>
<td>Other, Not Full Time Student</td>
</tr>
<tr>
<td><strong>RELATIONSHIP</strong></td>
<td>0001</td>
<td>Head of Household</td>
</tr>
<tr>
<td></td>
<td>0002</td>
<td>Spouse</td>
</tr>
</tbody>
</table>
### Expected Category Code Values of the COL System

<table>
<thead>
<tr>
<th>Table Name</th>
<th>Code</th>
<th>Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RELATIONSHIP</td>
<td>0003</td>
<td>Child/Stepchild</td>
</tr>
<tr>
<td></td>
<td>0004</td>
<td>Foster Child</td>
</tr>
<tr>
<td></td>
<td>0005</td>
<td>Parent/Parent-In-Law</td>
</tr>
<tr>
<td></td>
<td>0006</td>
<td>Roommate</td>
</tr>
<tr>
<td></td>
<td>0007</td>
<td>Sibling/Sibling-In-Law</td>
</tr>
<tr>
<td></td>
<td>0008</td>
<td>Live-In Attendant</td>
</tr>
<tr>
<td></td>
<td>0009</td>
<td>Significant Other</td>
</tr>
<tr>
<td></td>
<td>0010</td>
<td>Grandparent/Grandparent-In-Law</td>
</tr>
<tr>
<td></td>
<td>0011</td>
<td>Grandchild</td>
</tr>
<tr>
<td></td>
<td>0012</td>
<td>Unborn Child</td>
</tr>
<tr>
<td></td>
<td>0098</td>
<td>Other Family Related</td>
</tr>
<tr>
<td></td>
<td>0099</td>
<td>Other</td>
</tr>
<tr>
<td>INCOME TYPES</td>
<td>0001</td>
<td>Wages</td>
</tr>
<tr>
<td></td>
<td>0002</td>
<td>Business Income</td>
</tr>
<tr>
<td></td>
<td>0003</td>
<td>Social Security/Pensions</td>
</tr>
<tr>
<td></td>
<td>0004</td>
<td>Public Assistance</td>
</tr>
<tr>
<td></td>
<td>0005</td>
<td>Interest/Dividends/Trusts</td>
</tr>
<tr>
<td></td>
<td>0006</td>
<td>Alimony/Child Support</td>
</tr>
<tr>
<td></td>
<td>0007</td>
<td>Annuities/Periodic Payments</td>
</tr>
<tr>
<td></td>
<td>0008</td>
<td>Student Subsistence Allowance</td>
</tr>
<tr>
<td></td>
<td>0009</td>
<td>Unemployment</td>
</tr>
<tr>
<td></td>
<td>0010</td>
<td>Overtime</td>
</tr>
<tr>
<td></td>
<td>0011</td>
<td>Commission/Bonus</td>
</tr>
<tr>
<td></td>
<td>0012</td>
<td>Child Support</td>
</tr>
<tr>
<td></td>
<td>0013</td>
<td>Tip Income</td>
</tr>
<tr>
<td></td>
<td>0099</td>
<td>Other</td>
</tr>
<tr>
<td>INCOME VERIFICATION SOURCES</td>
<td>0001</td>
<td>Employer Verification</td>
</tr>
<tr>
<td></td>
<td>0002</td>
<td>Check Stubs/Earning Statement</td>
</tr>
<tr>
<td></td>
<td>0003</td>
<td>Tax Returns - Individuals</td>
</tr>
<tr>
<td></td>
<td>0004</td>
<td>Tax Returns - Business</td>
</tr>
<tr>
<td></td>
<td>0005</td>
<td>Accountant/CPA Statement</td>
</tr>
<tr>
<td></td>
<td>0006</td>
<td>Benefits Provider Verification</td>
</tr>
<tr>
<td></td>
<td>0007</td>
<td>Separation/Divorce Settlement</td>
</tr>
<tr>
<td></td>
<td>0008</td>
<td>Payer/Benefactor Affidavit</td>
</tr>
<tr>
<td></td>
<td>0009</td>
<td>Bank/Trustee Verification</td>
</tr>
<tr>
<td></td>
<td>0010</td>
<td>Attorney's Statement</td>
</tr>
<tr>
<td></td>
<td>0011</td>
<td>Copy of Benefits/Payment Check</td>
</tr>
<tr>
<td></td>
<td>0012</td>
<td>Not Verified</td>
</tr>
<tr>
<td></td>
<td>0099</td>
<td>Other</td>
</tr>
</tbody>
</table>
## EXPECTED CATEGORY CODE VALUES OF THE COL SYSTEM

<table>
<thead>
<tr>
<th>Table Name</th>
<th>Code</th>
<th>Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSET TYPES</strong></td>
<td>0001</td>
<td>Cash/Demand Deposit Accounts</td>
</tr>
<tr>
<td></td>
<td>0002</td>
<td>CDs/Time Deposits</td>
</tr>
<tr>
<td></td>
<td>0003</td>
<td>Marketable Securities</td>
</tr>
<tr>
<td></td>
<td>0004</td>
<td>IRA/Keogh Account</td>
</tr>
<tr>
<td></td>
<td>0005</td>
<td>Retirement/Pension Fund</td>
</tr>
<tr>
<td></td>
<td>0006</td>
<td>Real Estate, Equity</td>
</tr>
<tr>
<td></td>
<td>0007</td>
<td>Gems/Jewelry</td>
</tr>
<tr>
<td></td>
<td>0008</td>
<td>Coins/Stamp Collections</td>
</tr>
<tr>
<td></td>
<td>0009</td>
<td>Art/Antiques</td>
</tr>
<tr>
<td></td>
<td>0010</td>
<td>Automobiles - Antique</td>
</tr>
<tr>
<td></td>
<td>0011</td>
<td>Lump Sum Receipts (Not Income)</td>
</tr>
<tr>
<td></td>
<td>0012</td>
<td>Trust/Available Principal</td>
</tr>
<tr>
<td></td>
<td>0099</td>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ASSET VERIFICATION SOURCES</strong></th>
<th>0001</th>
<th>Account/Earnings Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0002</td>
<td>Bank/Tax Assessment</td>
</tr>
<tr>
<td></td>
<td>0003</td>
<td>Qualified Appraisal</td>
</tr>
<tr>
<td></td>
<td>0004</td>
<td>Accountant's Affidavit</td>
</tr>
<tr>
<td></td>
<td>0005</td>
<td>Owners Affidavit</td>
</tr>
<tr>
<td></td>
<td>0006</td>
<td>Published Market Standards</td>
</tr>
<tr>
<td></td>
<td>0007</td>
<td>Not Verified</td>
</tr>
<tr>
<td></td>
<td>0008</td>
<td>Bank's Affidavit</td>
</tr>
<tr>
<td></td>
<td>0099</td>
<td>Other</td>
</tr>
</tbody>
</table>