

# MITAS Information and Reminders



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# MITAS Info and Reminders

## □ Updating MITAS

- 10<sup>th</sup> of each month
- Required throughout the compliance period, extended use period, and 3-year decontrol period
- Tenant Info Report (MITAS Rent Roll)
- Do not wait until AOCs are due or receipt of Notice of Inspection has been received to update the system

## □ MITAS Training

- Thursday, March 7<sup>th</sup>
- Recommended for **new** staff and **mandatory** for new management companies to Georgia
- As with 'all' MITAS requests, please send an email if you're interested in attending the training to **mitas@dca.ga.gov**

# MITAS Info and Reminders

- MITAS Upgrade
  - Installation testing should start in March
  
- HUD Data Submission
  - Congressional Mandate
  - Tenant Data Submitted – race, ethnicity, family composition, age and income
  
- Change of Management Access Approval
  - Access given **only** after change of management has been approved

# **MITAS**

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**NEW PROPERTY MANAGEMENT PORTAL**

# MITAS

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Property Management Portal

Highlights


- Property Management Single Sign On
- NAHMA Import Dashboard
- Updated Certification Screens
- Automated Compliance Testing upon Upload
- Compliance Reporting
- Document Upload and Download
- E-mail Notifications
- Form Printing

# MITAS LOGIN SCREEN

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MITAS Property Management Portal



**Login to your account**

Manager No:

Username:

Password:



# TENANT INFORMATION SCREEN

MITAS
MITAS Property Management Portal

[Home](#) > [Tenant Data](#)

Upload Tenant Data

New Certification

Change Certification

Delete Certification

**Current Property**

Property Number/Name: 0006 / CHATEAU APARTMENTS

*Please select a building and unit. Then select from options in the menu on the left.*

**Buildings and Units**

Building Number	BIN	Street Name	Unit Number
A	TX1997010123	2140 MAIN ST	A01
B	TX1997020212	2150 MAIN ST	A03
C	TX1997030312	2160 MAIN ST	A04
D	TX1997040412	2170 MAIN ST	A05
			A06

**Transactions**

Effective Date	Certification Type	Head Of Household	Status
1/1/2017	Recertification	SMITH, JULIE K	Processed
12/31/2016	Move Out	SMITH, JULIE K	Processed
1/1/2016	Move In	SMITH, JULIE K	Processed

**Tenant Data Uploads**

Upload Date	Upload Time	File	Import Date	Import Time	Report
No records to display.					

**Transaction Detail**

Effective Date: 1/1/2017      Tenant No: 1005  
 Certification Type: Recertification      Date Entered: 6/29/2018  
 Move-In Date: 1/1/2016      Seq: 1  
 Move-Out Date:      Household Size: 2  
 Next Recertification: 1/1/2018      Number Of Children: 0

**Rent / Utility**

Tenant Rent: \$340.00  
 Utility Allowance: \$125.00  
 Assistance: \$0.00      Type: Project Based Assistance  
 Extra Subsidy: \$0.00      Type:  
 Non Optional Charges: \$25.00  
 Contract Rent: \$340.00  
 Gross Rent: \$490.00  
 Total Tenant Payment: \$490.00

**Miscellaneous**

ADA Unit:       Live In Aid:       Farm Workers:   
 Mental Illness:       Special Needs:       Manager Unit:   
 HIV / AIDS:       Homeless:       Model Unit:   
 Domestic Violence:       Temporary Absent Head Of Household:

LIHTC Student Code:      Target: None  
 LIHTC Unit Designation: Not Specified      Disaster Relief Code: None  
 Processed Flag:      Processed

**Comments**

**Household Composition**



# NAHMA IMPORT DASHBOARD

Tenant Data Uploads						
Upload Date	Upload Time	File	Import Date	Import Time	Report	
6/19/2018	3:11 PM		6/19/2018	3:11 PM		
6/19/2018	2:50 PM	Description			Type	Bytes
		<a href="#">Park</a>			xml	64802

Tenant Data Uploads						
Upload Date	Upload Time	File	Import Date	Import Time	Report	
6/19/2018	3:11 PM		6/19/2018	3:11 PM		
6/19/2018	2:50 PM		6/19/2018	2:50 PM		
		Description			Type	Pages
		<a href="#">NAHMA LIHTC-Data-Transfer Import</a>			pdf	1

Comments

Household Composition



# Tenant Certification Information

## MITAS Property Management Portal

Home > Tenant Data > Change Certification

### Change Certification

Property/Project: 0006 / CHATEAU APARTMENTS  
 Building No./BIN: A / TX1997010123  
 Unit No: A01

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#### 2. Certification

Certification Type: Recertification

Effective Date: 2/1/2018

Next Recertification: 2/1/2019 Household Size: 1

Unit Move In Date: 2/1/2017 Number of Children: 0

Unit Move Out Date:

LIHTC Student Code: Not a household comprised entirely of full-time students

LIHTC Unit Designation: Not Specified

Target: None

Disaster Code: None

Comment:

Handicapped:  Model:  Homeless:

ADA Unit:  Manager:  HIV/AIDS:

Mental Illness:  Live in Aid:  Temporary Absent Head Of Household:

Special Needs:  Farm Workers:  Domestic Violence:

HOME Designation:

#### 3. Rent, Utility and Assistance

Tenant Rent: \$325

Utility Allowance: \$125

Assistance Payments: \$0 Type: Missing or No Assistance

Extra Subsidy Amount: \$0 Type: \*

Non Optional Charges: \$30

Contract Rent: \$325

Gross Rent: \$480

Total Tenant Payment: \$480

#### 4. Household Members

Last Name	First Name	MI	Relationship	Birth Date	Gender	SSN	Student	Marital Status
WILLIAMS	JANE	N	Head Of Household	8/14/1940	Female	***-**-6789	<input type="checkbox"/>	Single

Member #: 1 Relationship: Head Of Household SSN: \*\*\*-\*\*-6789

Last Name: WILLIAMS Date of Birth: 8/14/1940 ARN:

First Name: JANE Age at Certification: 78 Has Disability:

Middle Initial: N Gender: Female Is Student:

Race: Other Marital Status: Single

##### Race Details:

- Asian  Native Hawaiian or Other Pacific Islander  Is Hispanic or Latino
- Asian Indian  Native Hawaiian  Cuban
- Chinese  Guamanian / Chamorro  Mexican
- Filipino  Samoan  Puerto Rican
- Japanese  Other Hawaiian  Other Ethnicity
- Korean
- Vietnamese  American Indian / Alaskan Native
- Other Asian Principal Tribe
- Black / African American  Declined to Provide
- White

#### 5. Household Income


Household Member	Type of Income	Amount	Asset Income:
WILLIAMS, JANE N (1)	Federal Wage	\$2,000.00	\$0.00
			Non Asset Income: \$2,000.00
			Imputed Asset Income: \$0.00
			Annual Income: \$2,000.00

#### 6. Household Assets

Household Member	Description	Cash Value	Annual Income	Status
WILLIAMS, JANE N (1)	Checking Account	\$300.00	\$0.00	0

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# UPLOAD AND DOWNLOAD DOCUMENTS

 > Property Documents

**Current Property**  
Property Number/Name: 412 / CHATEAU APARTMENTS

HOME		
Document Name	Download	Upload
HOME Annual Owner Certification	No Documents	<a href="#">Upload New</a>
HOME LURA	<a href="#">Download Most Recent</a>	

LIHTC		
Document Name	Download	Upload
LIHTC Annual Owner Certification	<a href="#">Download Most Recent</a>	<a href="#">Upload New</a>
LIHTC LURA	<a href="#">Download Most Recent</a>	
Physical Inspection Report	<a href="#">Download Most Recent</a>	
File Audit Report	<a href="#">Download Most Recent</a>	
Property Response to Findings		<a href="#">Upload New</a>