# MITAS Information and Reminders



## MITAS Info and Reminders

## Updating MITAS

- □ 10<sup>th</sup> of each month
- Required throughout the compliance period, extended use period, and 3year 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**

NEW PROPERTY MANAGEMENT PORTAL

# **MITAS**

Property Management Portal

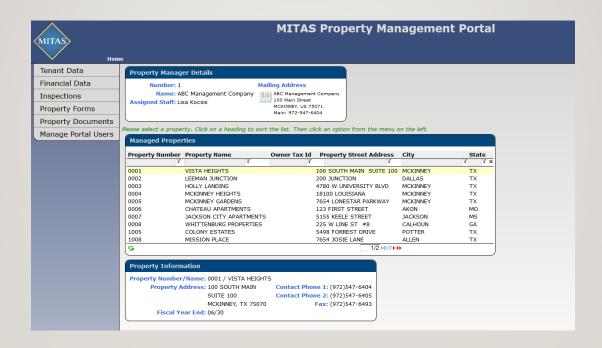
Highlights

- 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**



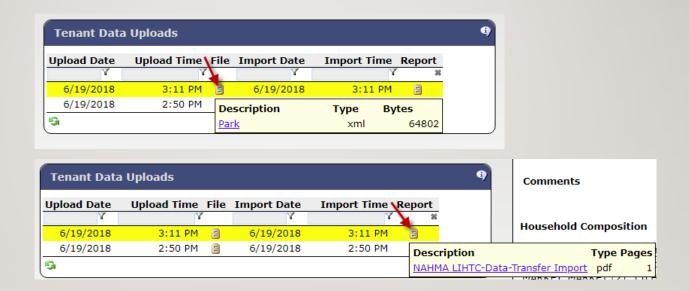
### MAIN PROPERTY MANAGEMENT SCREEN



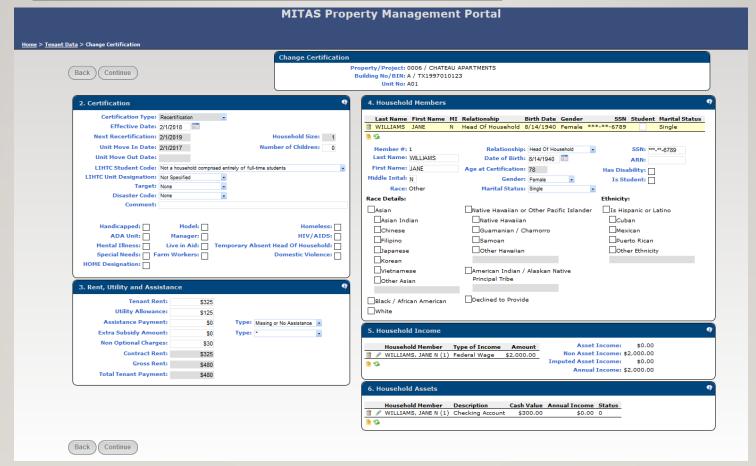
## **TENANT INFORMATION SCREEN**

MITAS	MITAS Property M	anagement Portal
Home > Tenant Data		
Upload Tenant Data	Current Property	Transaction Detail
New Certification	Property Number/Name: 0006 / CHATEAU APARTMENTS	Effective Date: 1/1/2017 Tenant No: 1005
Change Certification	Please select a building and unit. Then select from options in the menu on the left.	Certification Type: Recertification Date Entered: 6/29/2018  Move-In Date: 1/1/2016 Seq: 1
Delete Certification	Buildings and Units	Move-Out Date: Household Size: 2 Next Recertification: 1/1/2018 Number of Children: 0
	Building Number BIN   Street Name   Unit Number	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
	Effective Date Certification Type Head Of Household Status  Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y	Miscellaneous  ADA Unit:
	Y Y Y X No records to display.	Household Composition

### NAHMA IMPORT DASHBOARD



#### **Tenant Certification Information**



## **UPLOAD AND DOWNLOAD DOCUMENTS**

