

To: Owners and Managers of Affordable Housing in Georgia

From: Colin Ferguson, Compliance Training Coordinator

Regarding: Mitas Update

Memorandum

Thank you to everyone who has sent in their Mitas Data so far. We appreciate the hard work and time it took to compile all the information. We are closing in on the payoff: the ability to proof your compliance ahead of time, and less reporting and paperwork!

We have posted an updated list of submissions on the website. In the next week or so we will be sending notices to properties and owners who have not submitted the data. If your property is listed on the Mitas submission log, you should not get a letter. If you get one in error, please let us know. If data was submitted, but is not on the submission log, please contact us as quickly as possible.

We are in the process of uploading and reviewing data for accuracy. You may get calls or emails in the next 4 -6 weeks requesting updates. The quicker you get back to us, the quicker your site goes live! We will post updates as we progress. The first two years we are working on are 2006 and 2007.

We are also getting ready to start building the section of the database that will be accessed by owner, managers and compliance teams. In order to do this, we need each management company to designate a master user for the company. This person will create user name for each person at your company, AND be the person who we notify of problems once each site is up and running.

We also need to confirm who manages which sites and who the syndicator is for each site. We have created a small spread sheet called Mitas User – Mgmt Co List. You Can find it under Notices on the New, Events and Notices page. The sheet requires minimal information and should take very little time to complete. Please email your completed list to: compliance@dca.ga.gov on or before 4-1-2010. We will post the list for owner review before we go live.

Watch for an update in the next few weeks with a web-link to demos on Mitas and data entry.

For questions about this memorandum or Mitas, please contact Colin Ferguson, colin.ferguson@dca.ga.gov or Brandon Bruce Brandon.bruce@dca.ga.gov.

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