



# MITAS TRAINING SERIES

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## OWNER PORTAL

Downloading Forms – Uploading Documents

# AGENDA



Downloading Forms



Property Documents



Uploading Documents to the Portal



Document Actions

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# PROPERTY MANAGER PORTAL



## Property Forms and Documents

- All Property Forms and Documents will be submitted on the Portal
- Documents are stored directly on your Property
- You can see the documents you previously uploaded
- You can see what documents you are missing
- Agency staff are notified when you upload



# HOME SCREEN



**Select a Property**

**Select “Property Documents” Menu Option**

# PROPERTY DOCUMENTS

## Current Property

Property Number/Name: 07970 / Highland Gardens

## Tax Credits

 Document Name	Download	Upload
Audited Financials 2024	[No Documents]	<input type="button" value="Upload"/>
Owners Certification 2024	<a href="#">Latest</a>	<input type="button" value="Upload"/>
Maintenance Fees 2024	[No Documents]	<input type="button" value="Upload"/>
Special Needs 2024	[No Documents]	<input type="button" value="Upload"/>
Spreadsheet 2024	[No Documents]	<input type="button" value="Upload"/>
Utility Allowance 2024	[No Documents]	<input type="button" value="Upload"/>
Social Services 2024	[No Documents]	<input type="button" value="Upload"/>
Project Status Form 2024	 <a href="#">Latest</a>	<input checked="" type="checkbox"/> <input type="button" value="Upload"/> <input type="button" value="Add Page"/>
Y15 Status Report 2024	[No Documents]	<input type="button" value="Upload"/>
Acquisition/Rehab Acknowledgement Form 2024	[No Documents]	<input type="button" value="Upload"/>
New Property Checklist Form 2024	[No Documents]	<input type="button" value="Upload"/>
Annual Compliance Package Check List Form 2024	[No Documents]	<input type="button" value="Upload"/>

# PROPERTY DOCUMENTS

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**Upload**

Upload

Select to Upload a Document

**Download**

[Latest](#)

Select to download your latest uploaded Document

[No Documents]

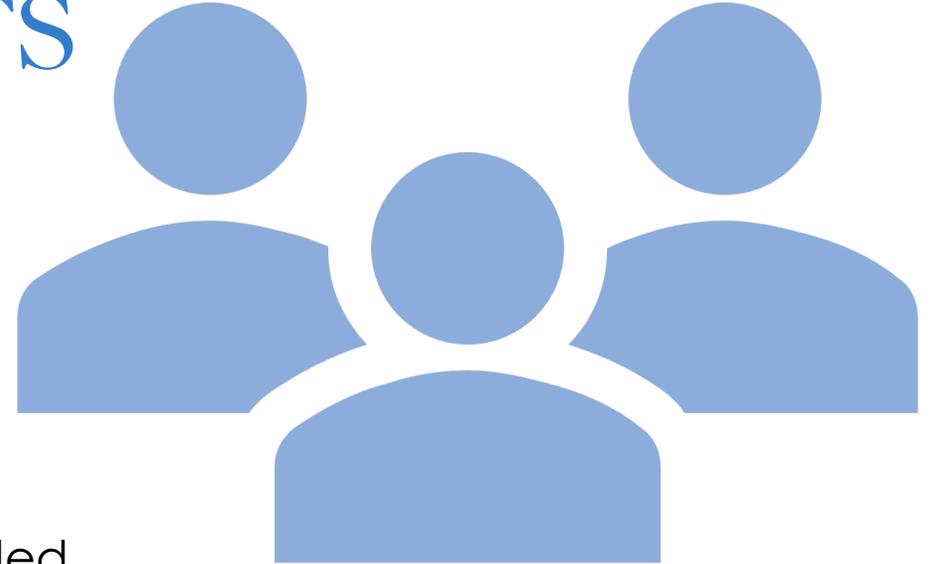
This means **no** documents have been uploaded

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[Latest](#)

[Older](#)

Select "Older" to see all uploaded documents of this type.



# HOME SCREEN



## NAVIGATION LINKS

The “Home” link in the upper left side of the Portal will always bring you back to your Home Page.



# PROPERTY FORMS



## MENU OPTIONS

### Property Forms

- Download NJHMFA Forms
- Completed forms are uploaded to the Portal under **Property Documents**
- Some forms are blank and some are auto populated

# PROPERTY FORMS

- NJHMFA will post Forms here for changing the Property Management Company.
- The agency may add Forms here from time to time.
- Upload completed forms to the Property Documents.

# HOME SCREEN



## NAVIGATION LINKS

The “Home” link in the upper left side of the Portal will always bring you back to your Home Page.



# FORM & DOCUMENT ACTIONS



## **Agency Notifications**

When you upload documents, agency staff is notified by the Portal.

Document uploads on the Portal are immediately viewable by agency staff.

# PROPERTY DOCUMENTS

To get assistance about your Required Documents, visit the link on the **Home Screen** which lists more information about agency requirements.



## New Jersey Housing and Mortgage Finance Agency

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## Compliance

The Compliance division is responsible for monitoring all properties with tax credit financing in the State of New Jersey. The HMFA requires annual owner compliance certifications by January 31.

In compliance with the Federal Tax code, the HMFA conducts annual file and physical inspections for 20% of the 66,000 units it monitors for 1/3 of the projects in its portfolio. Infractions are reported to the Internal Revenue Service, which, in its discretion, may conduct tax audits. Such audits may result in tax credit recapture and imposition of tax penalties.

### Attention Tax Credit Property Owners

- [Download the Compliance Monitoring Manual](#)
  - [Approved Tax Credit Certifications](#)
  - [Tax Credit Analyst Assignment List](#) - if you have any questions.
  - [Click here to view the information due to HMFA](#) no later than January 31, 2025
  - [Click here to view the Income Limits, Max Rents and Utility Allowance](#)
  - [Click here to access previous Owner Certifications of Compliance](#)
- [Mitas Web Application](#) please access using Microsoft Edge, Chrome or Firefox. Mitas User accounts are only active for 90 days. Each Mitas User must log into the system at least every 89 days to avoid account deactivation.
    - [NAHMA File Issues](#) [click here](#).

Home

- Tenant Data
- Property Forms
- Property Documents
- Program Requirements
- Reports
- Manage Portal Users

[Compliance Forms and Docu](#)

# MITAS TRAINING SERIES

These are the other videos available for this Portal. Please watch all of them before calling NJHMFA staff with your questions.



## **HOW TO LOGIN AND CREATE NEW USERS**

New User Setup and Giving Access to Property Data



## **VIEWING TENANT CERTIFICATIONS**

Viewing all Tenant Certifications



## **REMOVING A PROPERTY MANAGEMENT COMPANY**

Remove the current Property Management Company and submit the required documentation for the New Property Management Company

# MITAS TRAINING SERIES



## **UPLOADING DOCUMENTS – DOWNLOADING FORMS**

Learn to submit required Property documents and how to download the latest forms



## **HOW TO RUN REPORTS**

How to run reports and export data.



# ANNOUNCEMENTS

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- WE WILL SEE YOU AT THE WEBINAR COMING SOON!
- CONTACT ?????????????????? WITH QUESTIONS

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# THANK YOU