



MITAS TRAINING SERIES

OWNER PORTAL

How to Change a Property Manager

AGENDA



Owners Manage what Property Management Company is assigned to each Property



Only Owners can change the management company

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HOME SCREEN

Select a Property

Select "Property Manager" in the Menu

NJHMFA Owner Portal

Home Lisa Mitas Logout

Property Manager (highlighted)

Tenant Data

Property Forms

Property Documents

Program Requirements

Reports

Welcome to the NJHMFA Owner Portal

Property Owner Details [Help](#)

Number: 4
Name: ABC Ownership Group

Mailing Address

Lisa Mitas
123 Main Street
Dallas, TX 75071
Main: 800-555-1212

Please select a property. Click on a heading to sort the list. Then click an option from the menu on the left.

Managed Properties [Help](#)

Number	Name	Location Address	City	State	Assigned Staff
07970	Highland Gardens	456 Main Street	Hackensack	NJ	Mitas - Lisa Kocsis
07971	Westgate Village	987 Westgate Drive	Hackensack	NJ	Mitas - Lisa Kocsis
07972	Stanton Meadows	8778 Stanton Drive	Hackensack	NJ	Mitas - Lisa Kocsis

Property Information [Help](#)

Property Number/Name: 07970 / Highland Gardens
Property Address: 456 Main Street
Hackensack, NJ 07601
Contact Phone 1: (800)555-1212
Contact Phone 2: (000)000-0000
Fiscal Year End: 00/00
Fax: (000)000-0000

PROPERTY MANAGER SCREEN

This screen displays the current Property Manager for the Property

To change the Property Manager, select the REMOVE blue link.



NJHMFA Owner Portal

 [Home](#) > [Property Manager](#)  [Lisa Mitas](#) [Logout](#)

Property Manager Details [Help](#)

Number: 6346	Mailing Address
Name: ABC Management Company	 ABC Management Company
Assigned Staff: 0	124 Main Street
Remove	Dallas, TX 75071
	Main: 800-555-1212

PROPERTY MANAGER SCREEN

This is how the screen will look once you remove the Property Manager.

If you have removed the Manager in error, contact NJHMFA.



PROPERTY MANAGER SCREEN

To change the Property Management Company, go to Property Forms and download the forms required by the agency.

After you have completed the forms, go to Property Documents and upload them.



HOME SCREEN



NAVIGATION LINKS

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



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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

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

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THANK YOU