



# MITAS TRAINING SERIES

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# PROPERTY MANAGER PORTAL

How to Enter Tenant Data

# AGENDA



Property Managers enter and maintain Tenant Data



New Certifications



Change\Correct Certifications



Upload Tenant Data – NAHMA Formatted File

# PROPERTY MANAGER PORTAL



## Tenant Data Entry

- Upload – NAHMA Formats 4.0 – 7.0
- NAHMA Version 8.0 Coming Soon
- Manually Enter Tenant Information
- Manually Correct Tenant Information



# HOME SCREEN

Select a Property

Select "Tenant Data" Menu Option

**NJHMFA Property Portal**

Home Lisa Kocsis [Logout](#)

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

*LIHTC COMPLIANCE MONITORING*  
NJHMFA Contact e-mail [lihtc@njhmfa.gov](mailto:lihtc@njhmfa.gov)  
Highlight a Property and Select an option in the Menu.

*FORECLOSURE INTERVENTION FUND*  
NJHMFA Contact Number (609) 278-7437  
[foreclosureinterventionfund@njhmfa.gov](mailto:foreclosureinterventionfund@njhmfa.gov)  
Please only enter properties with available funds in your account.  
Please choose the "New Sheriff Sale Property" button on the left hand side of this screen to begin.

**Property Manager Details** [Help](#)

**Number:** 6346  
**Name:** ABC Management Company  
**Assigned Staff:** 0

**Mailing Address**  
ABC Management Company  
124 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  
**Fax:** (000)000-0000  
**Fiscal Year End:** 00/00

[Compliance Forms and Documents](#) [Send an Email to Helpdesk](#)

# TENANT DATA

## New Certification

- Select A Building
- Select A Unit

**NJHMFA Property Portal**

Home > Tenant Data

Upload Tenant Data  
**New Certification**  
Change Certification

Current Property  
Property Number/Name: 07970 / Highland Gardens

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
001	NJ2000001	456 Highland Garden Drive	A
			B
			C
			D

Transactions

Effective Date	Certification Type	Head Of Household	Status

No records to display.

Tenant Data Uploads

Upload Date	Upload Time	File	Import Date	Import Time	Report

No records to display.

# TENANT DATA

## New Certification

- Select A Building
- Select A Unit
- Choose A Certification Type
- Enter the Effective Date
- Continue

**NJHMFA Property Portal**

Home > Tenant Data > New Certification

Lisa Kocsis Logout

New Certification  
Property/Project: 07970 / Highland Gardens

Back Continue

### 1. Select a Unit

Building Number	BIN	Street Name	Unit Number
001	NJ2000001	456 Highland Garden Drive	A
			B
			C
			D

### Unit History

Effective Date	Certification Type	Head Of Household	Status
No records to display.			

### 2. Choose a Certification Type and enter new certification Effective Date

Certification Type: Recertification

Effective Date:

Back Continue

# TENANT DATA

## New Certification

- Entire Transaction on one screen
- Follow the Bubbles in number order
- Look for Pencil Icons to Edit Data
- Green Check Mark will Save
- Red X will Cancel
- Adjust your Browser for sizing
- Continue

**NJHMFA Property Portal**

> **New Certification**

Back Continue

**New Certification**

Property/Project: 07970 / Highland Gardens  
Building No/BIN: 001 / NJ2000001  
Unit No: A

**2. Certification**

Certification Type: Move In  
Effective Date: 1/1/2023  
Next Recertification: 1/1/2024  
Unit Move In Date: 1/1/2023  
Unit Move Out Date:  
LIHTC Student Code: NA  
Affordable Unit Designation: Not Specified  
Target: \* (0)  
Disaster Code: (0)  
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:

Household Size: 0  
Number of Children: 0

**3. Rent, Utility and Assistance**

Tenant Rent: \$0  
Utility Allowance: \$0  
Assistance Payment: \$0 Type: \* (0)  
Extra Subsidy Amount: \$0 Type: \* (0)  
Non Optional Charges: \$0  
Contract Rent: \$0  
Gross Rent: \$0  
Total Tenant Payment: \$0

**4. Qualified Programs**

HS Program	Inc. AMI%	Max. Income	Rent AMI%	Max. Rent
Tax Credits	0	\$0.00	0	\$0.00

Back Continue

**5. Household Members**

Last Name	First Name	MI	Relationship	Birth Date	Gender	SSN	Student	Marital Status
No records to display.								

Household Member data not found.

**6. Household Income**

Household Member	Type of Income	Amount	Asset Income
No records to display.			
			Non Asset Income: \$0.00
			Imputed Asset Income: \$0.00
			Annual Income: \$0.00

**7. Household Assets**

Household Member	Description	Cash Value	Annual Income	Status
No records to display.				

# TENANT DATA

## New Certification

- Completed Cert
- Enter Qualified Program Bubble
- Asset Update coming soon with NAHMA 8.0
- Greyed Out fields autocalculate
- **Affordable Unit Designation Required**

- **Continue**
- **SUBMIT**

**NJHMFA Property Portal**

Tenant Data > New Certification

New Certification

Property/Project: 07970 / Highland Gardens  
Building No./BIN: 001 / NJ2000001  
Unit No: A

### 2. Certification

Certification Type: Move In

Effective Date: 1/1/2023

Next Recertification: 1/1/2024

Unit Move In Date: 1/1/2023

Unit Move Out Date:

LIHTC Student Code: NA

Affordable Unit Designation: Low Income Unit

Target: \* (0)

Disaster Code: (0)

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:

### 5. Household Members

Last Name	First Name	MI	Relationship	Birth Date	Gender	SSN	Student	Marital Status
Williams	Bob	J	Head Of Household	7/24/1966	Male	***-**-6789	<input type="checkbox"/>	Single

Member #: 1

Last Name: Williams

First Name: Bob

Middle Initial: J

Race: White

Relationship: Head Of Household

Date of Birth: 7/24/1966

Age at Certification: 56

Gender: Male

Marital Status: Single

SSN: \*\*\*-\*\*-6789

ARN:

Has Disability:

Is Student:

Veteran Status: \* (0)

**Race Details:**

Asian

Asian Indian

Chinese

Filipino

Japanese

Korean

Vietnamese

Other Asian

Black / African American

White

Native Hawaiian or Other Pacific Islander

Native Hawaiian

Guamanian / Chamorro

Samoan

Other Hawaiian

American Indian / Alaskan Native

Principal Tribe:

Declined to Provide

**Ethnicity:**

Is Hispanic or Latino

Cuban

Mexican

Puerto Rican

Other Ethnicity

### 3. Rent, Utility and Assistance

Tenant Rent: \$800

Utility Allowance: \$100

Assistance Payment: \$0

Extra Subsidy Amount: \$0

Non Optional Charges: \$0

Contract Rent: \$800

Gross Rent: \$900

Total Tenant Payment: \$900

Type: \* (0)

Type: \* (0)

### 6. Household Income

Household Member	Type of Income	Amount	Asset Income
Williams, Bob J (1)	Federal Wage	\$2,000.00	\$0.00

Non Asset Income: \$2,000.00

Imputed Asset Income: \$0.00

Annual Income: \$2,000.00

### 4. Qualified Programs

HS Program	Inc. AMI%	Max. Income	Rent AMI%	Max. Rent
Tax Credits	60	\$64,300.00	60	\$900.00

### 7. Household Assets

Household Member	Description	Cash Value	Annual Income	Status
No records to display.				

# TENANT DATA

## New Certification

- Same list of Transaction Types

2. Choose a Certification Type and enter new

Certification Type: Move In

Effective Date:

Back Continue

Description
Move In
Move Out
Unit Transfer
Unit Swap
Recertification
Interim Certification
Initial Certification
Gross Rent Change
Termination
Self Certification

# TENANT DATA

## New Certification

- Transaction will automatically process with submission
- If you do not submit, transaction will not be accepted, and a date of 12/31/9999 will display in date entered
- To finish the transaction, select Change Certification.

**NJHMFA Property Portal**

Home > Tenant Data

Upload Tenant Data  
New Certification  
Change Certification

**Current Property**  
Property Number/Name: 07970 / Highland Gardens  
*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
001	NJ2000001	456 Highland Garden Drive	A
			B
			C
			D

**Transactions**

Effective Date	Certification Type	Head Of Household	Status
1/1/2023	Move In	Williams, Bob J	Processed

**Tenant Data Uploads**

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

**Transaction Detail**

Effective Date: 1/1/2023  
Certification Type: Move In  
Move-In Date: 1/1/2023  
Move-Out Date:  
Next Recertification: 1/1/2024

Tenant No: 389777  
Date Entered: 1/25/2025  
Seq: 0  
Household Size: 1  
Number Of Children: 0

**Rent / Utility**

Tenant Rent:	\$800.00	
Utility Allowance:	\$100.00	
Assistance:	\$0.00	Type: *
Extra Subsidy:	\$0.00	Type: *
Non Optional Charges:	\$0.00	
Contract Rent:	\$800.00	
Gross Rent:	\$900.00	
Total Tenant Payment:	\$900.00	

**Miscellaneous**

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

LIHTC Student Code: \_\_\_\_\_ Target: \*  
 LIHTC Unit Designation: Low Income Unit  
 Processed Flag: Processed Disaster Relief Code: \_\_\_\_\_

**Comments**

**Household Composition**

Household Member	Relationship	Birth Date	Age	SSN	Student	Marital Status	Veteran
Williams, Bob J (1)	Head Of Household	7/24/1966	56	***-**-6789	<input type="checkbox"/>	Single	<input type="checkbox"/>

**Household Income**

Household Member	Type of Income	Amount	Annual Income
Williams, Bob J (1)	Federal Wage	\$2,000.00	\$2,000.00
			Non Asset Income \$2,000.00
			Asset Income \$0.00
			Imputed Asset Income \$0.00

**Household Assets**

Household Member	Description	Cash Value	Annual Income	Status
No records to display.				

**Program Compliance**

HS Program	Inc. AMI%	Max. Income	Rent AMI%	Max Rent
Tax Credits	60	64300.00	60	900.00

# Upload Tenant Data



NAHMA Versions  
4,5,6, and 7

8 Coming soon

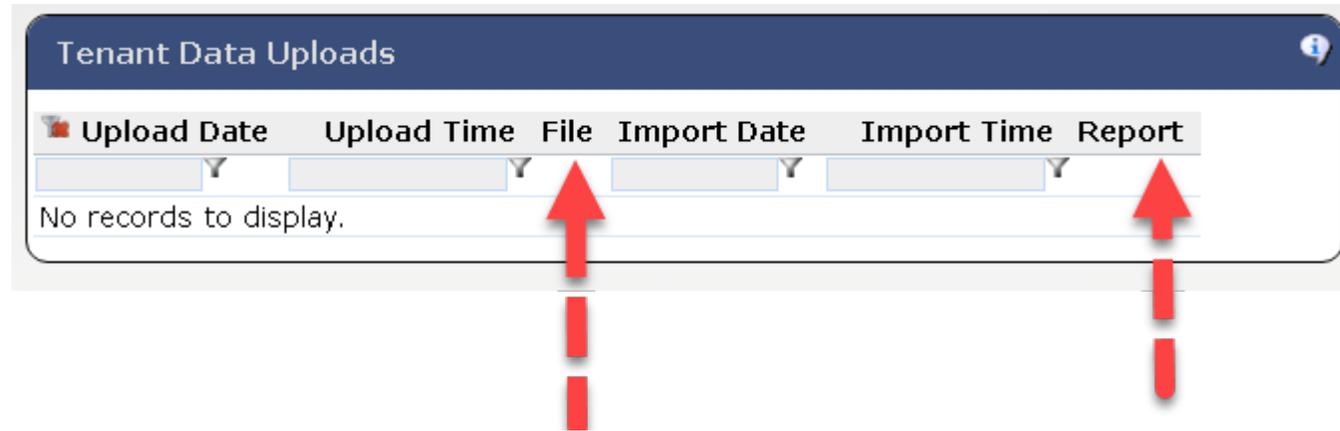
Current Property

Property Number/Name: 07970 / Highland Gardens

Tenant Data Upload ?

- Please select the NAHMA XML file to upload.
- Click the Upload button to upload the data file.
- Repeat steps 1. and 2. for all your data files, or click the Go Back button to return to the previous screen.

# Upload Tenant Data



Check the Error Report

File Cabinets will contain the saved XML file and the error report.

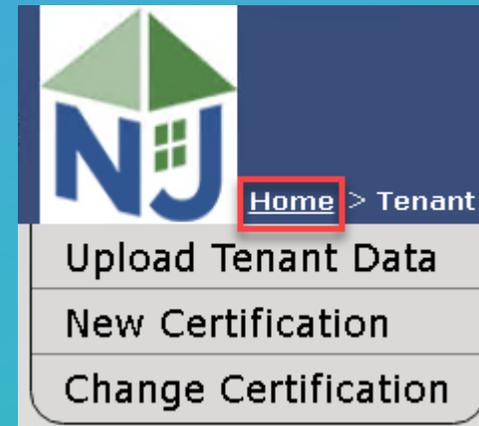
Error reports are important. Your submission may be rejected, or single transactions may be rejected.

# HOME SCREEN



## NAVIGATION LINKS

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



# 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



## **ENTERING A TENANT CERTIFICATION**

Manually Enter a Tenant Certification



## **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