# PROPERTY MANAGER PORTAL

Downloading Forms – Uploading Documents

# AGENDA

Downloading Forms

Property Documents

Uploading Documents to the Portal

Document Actions

# 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] | Upload | |
| Owners Certification 2024 | Latest | Upload | |
| Maintenance Fees 2024 | [No Documents] | Upload | |
| Special Needs 2024 | [No Documents] | Upload | |
| Spreadsheet 2024 | [No Documents] | Upload | |
| Utility Allowance 2024 | [No Documents] | Upload | |
| Social Services 2024 | [No Documents] | Upload | |
| Project Status Form 2024 | Latest | ✔ Upload | Add Page |
| Y15 Status Report 2024 | [No Documents] | Upload | |
| Acquisition/Rehab Acknowledgement Form 2024 | [No Documents] | Upload | |
| New Property Checklist Form 2024 | [No Documents] | Upload | |
| Annual Compliance Package Check List Form 2024 | [No Documents] | Upload | |

# PROPERTY DOCUMENTS

**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

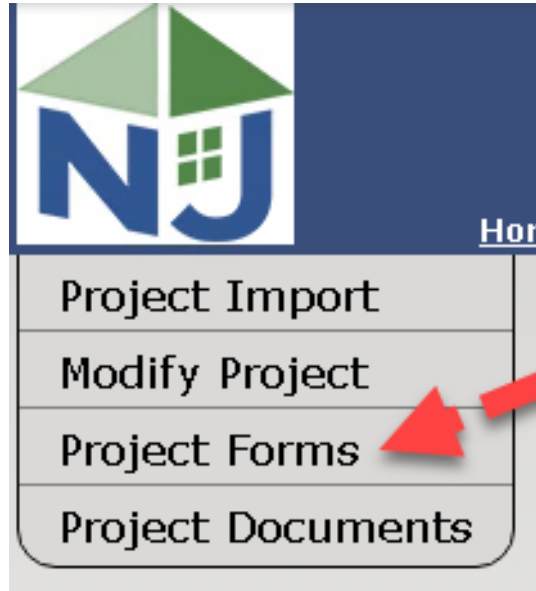Latest     Older — Select "Older" to see all uploaded documents of this type.

# 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 may post specific forms from time to time.

- Most forms will continue to be stored on the agency web site.

Compliance Forms and Documents    Send an Email to Helpdesk

# 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.

# 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.

**MITAS**

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

# THANK YOU