



NJHMEFA TRAINING SERIES

- + • **MULTIFAMILY &
SUPPORTIVE HOUSING
LENDING PORTAL**

Downloading Forms – Uploading Documents

AGENDA



Downloading Forms



Project Documents



Uploading Documents to the Portal



Document Actions

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MULTIFAMILY and SUPPORTIVE HOUSING LENDING PORTAL



Project Forms and Documents

- All Project Forms and Documents will be submitted electronically
- NJHMFA will utilize the New Lending Portal for all Documents
- Documents are stored directly on your Project Application
- 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

Multifamily and Supportive Housing Lending Portal

Home MITAS Logout

Update Contact Info
New Application
Manage Applications
Manage Portal Users

NJHMFA TEST DEVELOPER (6)

Welcome to the Multifamily and Supportive Housing Lending Portal!

The Portal is designed to automate and streamline the loan application process for HMFA's Multifamily Rental Housing Financing Programs. The prospective housing developers can start, complete and electronically submit the loan application through this portal. Once the application is successfully submitted, the developers can monitor the application progress on the portal, upload any additional documents required to advance the application through its various stages from submission to completion.

Contact Information [Help](#)

Prospective Developer
999 Broad Street
Trenton, NJ 08976
(609) 555-1212 x: 0
email: PD@pd.com
 Send communications via email

Project Templates [Help](#)

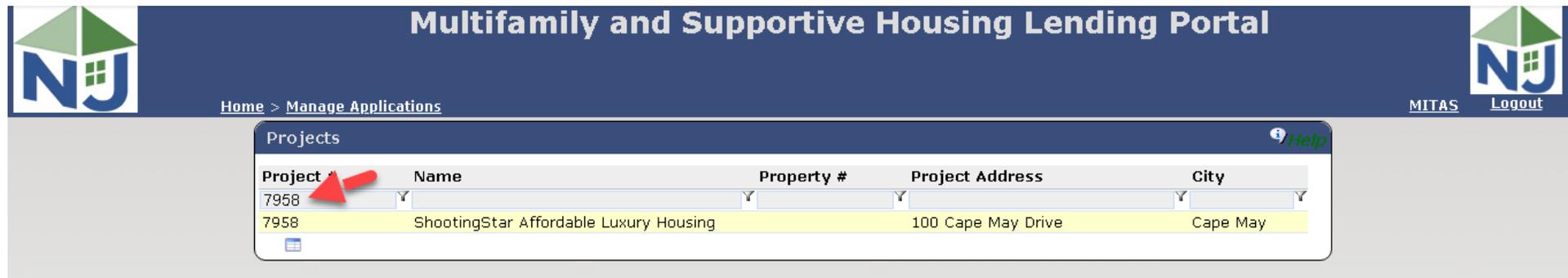
Project Type	Template Name	Ver #	
101-MF UNIAP PERM	MF PERM ONLY FORM 10	1	Download Template
102-MF UNIAP CONST PERM	MF CONST & PERM FORM 10	7	Download Template
103-MF CONDUIT PERM	MF CONDUIT PERM FORM 10	1	Download Template
104-MF CONDUIT CONSTR PERM	MF CONDUIT CONST & PERM FORM 10	1	Download Template
105-SN PERM ONLY	SN PERM ONLY FORM 10	1	Download Template
106-SN CONSTR PERM	SN CONST & PERM FORM 10	1	Download Template

Select "Manage Applications" Menu Option

MANAGE APPLICATIONS

LISTING OF CURRENT APPLICATIONS

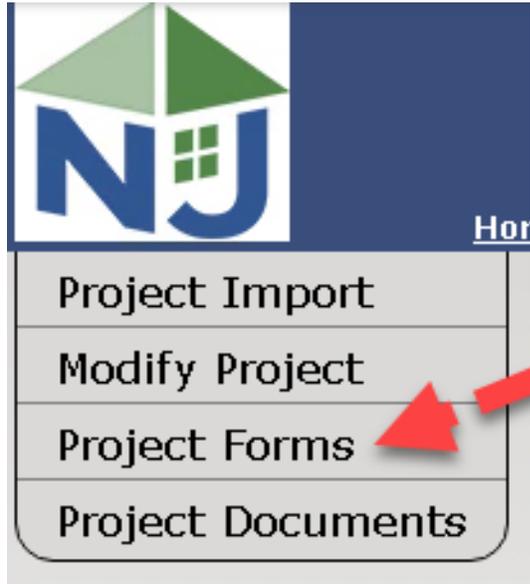
Select your application using Project Name or Number



The screenshot displays the 'Multifamily and Supportive Housing Lending Portal' interface. The header includes the NJ logo on the left, the portal title in the center, and the NJ logo, 'MITAS', and 'Logout' on the right. Below the header, a breadcrumb trail shows 'Home > Manage Applications'. The main content area features a 'Projects' table with a 'Help' icon in the top right corner. A red arrow points to the 'Project' column header. The table contains one row of data.

Project	Name	Property #	Project Address	City
7958	ShootingStar Affordable Luxury Housing		100 Cape May Drive	Cape May

PROJECT DETAILS

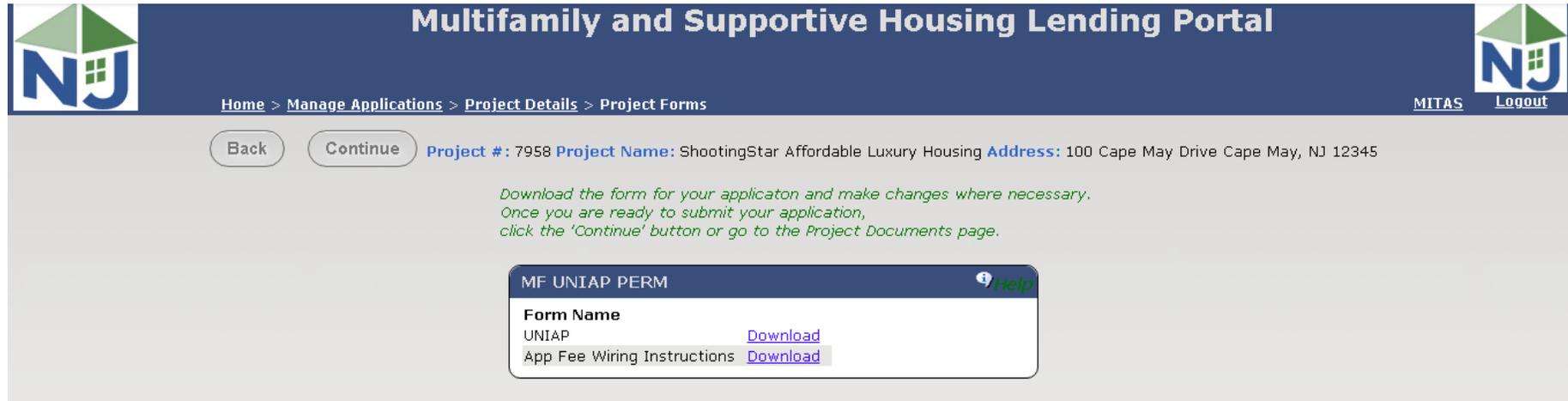


MENU OPTIONS

Project Forms

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

PROJECT FORMS



The screenshot shows the 'Multifamily and Supportive Housing Lending Portal' interface. At the top, there is a navigation bar with the NJ logo on the left and right, and the text 'Multifamily and Supportive Housing Lending Portal' in the center. Below the navigation bar, there is a breadcrumb trail: 'Home > Manage Applications > Project Details > Project Forms'. On the right side of the navigation bar, there are links for 'MITAS' and 'Logout'. Below the breadcrumb trail, there are two buttons: 'Back' and 'Continue'. To the right of the 'Continue' button, the project information is displayed: 'Project #: 7958 Project Name: ShootingStar Affordable Luxury Housing Address: 100 Cape May Drive Cape May, NJ 12345'. Below the project information, there is a green text instruction: 'Download the form for your application and make changes where necessary. Once you are ready to submit your application, click the 'Continue' button or go to the Project Documents page.' Below this instruction, there is a table with the following content:

MF UNIAP PERM	
Form Name	
UNIAP	Download
App Fee Wiring Instructions	Download

- NJHMFA will post useful Forms here.
- The UNIAP is a blank UNIAP Word Document for you to fill in.
- The Application Fee Wiring Instructions are auto populated with your Project information.
- The agency may add Forms here from time to time.



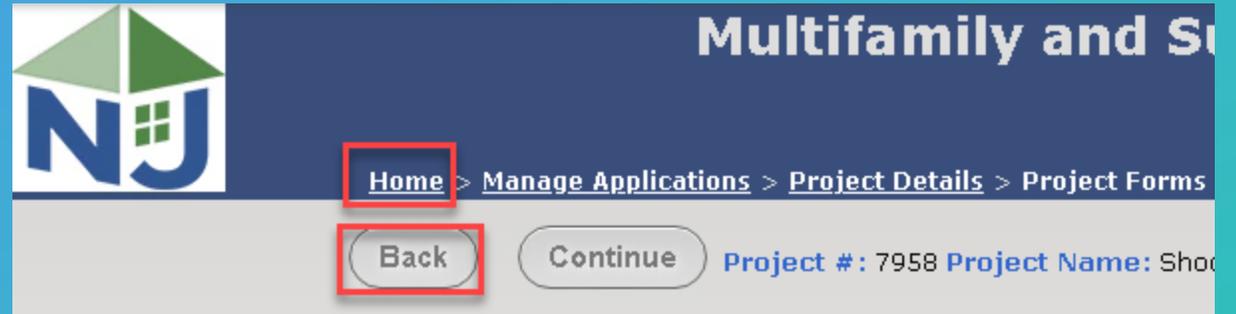
HOME SCREEN



NAVIGATION LINKS

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

The “Back” button will bring you back one page to the Project Details screen.



PROJECT DETAILS



MENU OPTIONS

Project Documents

- Upload Project Documents
- Completed forms are uploaded here as well as all required Project Documents
- Documents are organized by Project Milestone

PROJECT DOCUMENTS

Multifamily and Supportive Housing Lending Portal

[Home](#) > [Manage Applications](#) > [Project Details](#) > [Project Documents](#)

[Back](#)

[Continue](#)

Project #: 7958 **Project Name:** ShootingStar Affordable Luxury Housing **Address:** 100 Cape May Drive Cape May, NJ 12345

*Upload the finished document
by clicking the 'Select' button.*

MF UNIAP PERM Help			
 Document Name		Download	Upload
UNIAP Part I Application		Latest	<input type="button" value="Upload"/>
Project Narrative and Scope of Work		Latest	<input type="button" value="Upload"/>
General Site Location Map		Latest	<input type="button" value="Upload"/>
Resume for Sponsor		Latest	<input type="button" value="Upload"/>
Evidence of Site Control - Deed		Latest	<input type="button" value="Upload"/>
Evidence of Site Control - Option Agreement (if applicable)		[No Documents]	<input type="button" value="Upload"/>
Evidence of Site Control - Contract of Sale (if applicable)		Latest	<input type="button" value="Upload"/>
Site Control - Redevelopment Agreement (if applicable)		[No Documents]	<input type="button" value="Upload"/>
Site Control - Ground Lease (if applicable)		Latest	<input type="button" value="Upload"/>
Site Control - Condominium Association By-laws		[No Documents]	<input type="button" value="Upload"/>



PROJECT 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.



FORM & DOCUMENT ACTIONS



Agency Notifications

Your wiring instructions that you download are customized to you and the project application that you are updating.

They will automatically save to your project on the agency side as you generate them on the Portal.

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

Required Application Documents for your Project Type and Program Funding must be uploaded **before** you will be able to submit your application.

PROJECT DOCUMENTS

Required Documents for your Project Type and Program Funding will be organized by **Milestone**.

Your Required Documents list will *grow* as your application is being approved by the agency. Each Milestone you meet will require more document uploads.



- Application Documents
- Commitment Documents
- Modification Documents
- Bond Sale Documents
- Loan Closing Documents
- Post Closing Documents

The screenshot shows a web application interface. At the top left is a logo with a green house icon and the letters 'NJ' in blue. To the right of the logo is a dark blue header with the text 'Home > Manage Applications'. Below the header is a list of required documents. The first item, 'COMMITMENT - Construction Docs and Project Manual', is highlighted with a yellow box. Other items include 'COMMITMENT - Architect's Certification and Drawing Li', 'COMMITMENT - Architect's Errors and Omissions Policy,', 'COMMITMENT - Geotechnical Engineering Report (Soils1', 'COMMITMENT - Survey (2 sealed originals to Sponsor,N', 'COMMITMENT - Availability of Utility Services', 'COMMITMENT - Letter from Utility Company confirming', 'COMMITMENT - Executed AIA Form of Construction Cor', 'COMMITMENT - Evidence of ability to obtain Permanent', 'BOND SALE - Current Operations Agreement - Sponsorin', 'BOND SALE - DRAFT Operating Agreement with All Exhib', 'BOND SALE - Certificate of Good Standing', and 'BOND SALE - Evidence of Availability of Tax Credits'.

PROJECT DOCUMENTS

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

The screenshot shows the official website of the New Jersey Housing and Mortgage Finance Agency. At the top, there is a navigation bar with the NJ logo and the text "New Jersey Housing and Mortgage Finance Agency". Below this is a menu with options like Home, About, ERMA, Consumers, Lenders, Developers, Asset Management, Information Resources, and Contact Us. The main content area is titled "Multifamily Programs" and contains a grid of informational cards. A red box highlights the card titled "Construction Only Financing and Construction and Permanent Financing Document Checklist". Other cards include "Important General Information for Multifamily Developers", "Current Multifamily Pooled Bond Interest Rates", "Multifamily Rental Financing Program Underwriting Guidelines", "Affordable Housing Gap Subsidy (AHGS) Program", "Multifamily Rental Financing Program Operating Expenses", "Permanent Take-Out Financing Document Checklist", "Conduit Program Documents", "Multifamily Appendix", "9% Tax Credit Project Rate Lock Program Guidelines", and "Affordable Housing Production Fund Program (AHPF) and Affordable Housing Production Fund Set Aside Program (AHPFSA) Guidelines".

The screenshot shows a vertical sidebar menu on a website. At the top is the NJ logo and a "Home" link. Below are several menu items: "Update Contact Info", "New Application", "Manage Applications", and "Manage Portal Users". A large red arrow points downwards from the "Manage Applications" area towards a link at the bottom of the sidebar labeled "Multifamily Programs".

NJHMFA 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 USER ACCOUNTS

Learn to login to the portal and create accounts for others on your staff.



STARTING A NEW APPLICATION

Create a *new* application in the Portal.



UPDATING AN EXISTING APPLICATION

Upload documents for existing applications.

NJHMFA TRAINING SERIES



HOW TO PAY YOUR APPLICATION FEES

Learn about the Portal form you can download with your writing instructions and how to let agency staff know that you have paid your fee.



SUBMITTING A COMPLETED APPLICATION

Learn about the Portal audits for submitting a completed application. We will review what to look for and potential submission errors.



UNDERWRITING SPREADSHEET TEMPLATES – THE NEW FORM10

Review the new Form10 and learn about the portal audits that will check each underwriting spreadsheet. Learn to submit a complete spreadsheet that will pass the audits.



CONTACT THE MULTIFAMILY DIVISION AT
NJHMFA_Multifamily@njhmfa.gov WITH QUESTIONS

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THANK YOU