



NJHMEFA TRAINING SERIES

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

How To Pay Your Application Fee

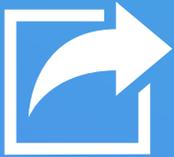
AGENDA



Application Fees and Finance Layers



Wiring Instructions Forms



Confirmation Receipt Document



Provider Actions

MULTIFAMILY and SUPPORTIVE HOUSING LENDING PORTAL



Paying Your Application Fees

- Application Fees will be automatically calculated on the Portal
- Make sure you choose all Funding Programs on the New Application Screen
- View your Applications Fees and Finance Layers on Project Details Screen
- Download the Project Wiring Instructions
- Wire the Fees to the Agency
- Upload the Confirmation Receipt
- Notify the Agency with the Provider Actions Bubble



MANAGE APPLICATIONS

LISTING OF CURRENT APPLICATIONS



Select your application entering your Project Number or Name



Multifamily and Supportive Housing Lending Portal



[Home](#) > [Manage Applications](#)

[MITAS](#)

[Logout](#)

Projects Help				
Project #	Name	Property #	Project Address	City
07980				
07980	ShootingStar Luxury Apartments		100 Cape May Drive	Cape May

PROJECT DETAILS SCREEN



Project Bubbles

Project Team HOME SCREEN Help

Owner: William Johnson

Application Status Help

App Submission in Progress

Provider Actions Help

[I have paid my application Fees.](#)

Fees Help

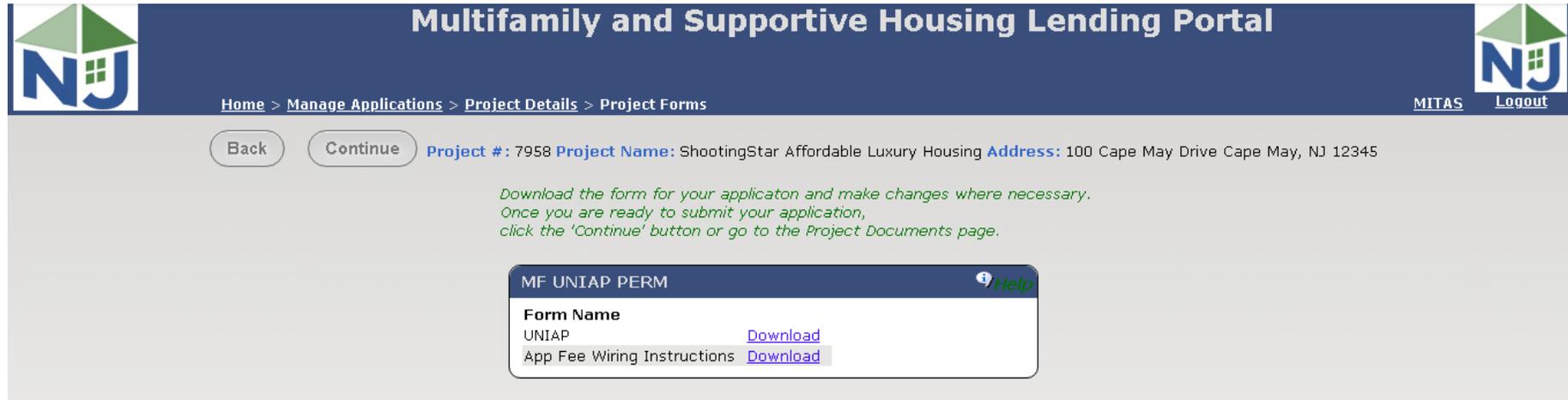
Fee Type	Description	Description 2	Status	Amount	Paid	Remaining
DUE FROM AFFILIATES(1303)	Fee for project: 07980	MF Traditional Financing	Billed	\$5,000.00	\$0.00	\$5,000.00
DUE FROM AFFILIATES(1303)	Fee for project: 07980	SN Housing Trust Fund	Billed	\$1,000.00	\$0.00	\$1,000.00

Finance Layers Help

No records selected.

Finance Layer	Program	Active
1	150-MF Traditional Financing	<input checked="" type="checkbox"/>
2	152-SN Housing Trust Fund	<input checked="" type="checkbox"/>

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 'MITAS Logout' on the right. Below the navigation bar, a breadcrumb trail reads 'Home > Manage Applications > Project Details > Project Forms'. Two buttons, 'Back' and 'Continue', are visible. The main content area displays project information: 'Project #: 7958 Project Name: ShootingStar Affordable Luxury Housing Address: 100 Cape May Drive Cape May, NJ 12345'. A green instruction text states: '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 is a table titled 'MF UNIAP PERM' with a 'Help' icon. The table lists two forms: 'UNIAP' and 'App Fee Wiring Instructions', each with a 'Download' link.

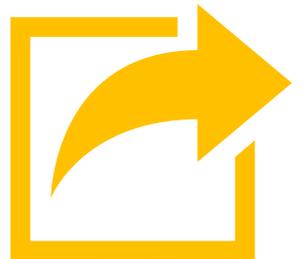
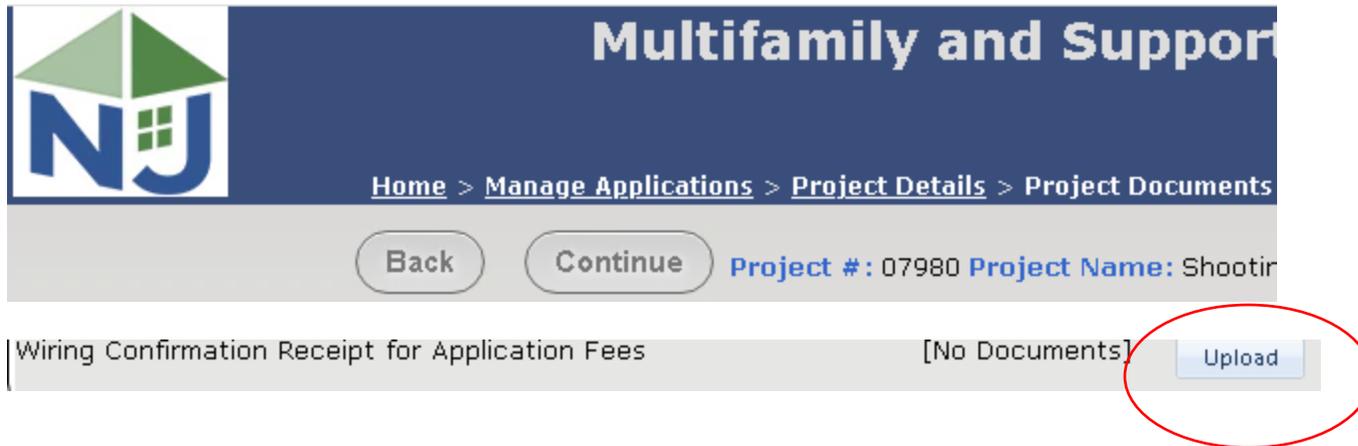
Form Name	
UNIAP	Download
App Fee Wiring Instructions	Download

- The Application Fee Wiring Instructions are auto populated with your Project information.
- Download the Wiring Instructions from this page.
- Wire your application fees to the agency.
- Come back to the Portal to submit your Confirmation Receipt.



UPLOAD PROJECT DOCUMENTS

- Upload Confirmation Receipt on Project Documents Screen
- Use the Back button to return to the Project Details Screen



PROJECT DETAILS



PROVIDER ACTIONS

- After you have uploaded your Confirmation Receipt, select the [blue link](#) to notify the agency.

The screenshot displays a web application interface for project details. At the top, there are navigation buttons for 'Back' and 'Instructions', followed by project information: 'Project #: 07980', 'Project Name: ShootingStar Luxury Apartments', and 'Address: 100 Cape May D'. Below this, there are three main sections:

- Project Team:** A dark blue header with a 'Help' icon. Below it, a white box contains the text 'Owner: William Johnson'. A mouse cursor is pointing at the 'Owner' text.
- Application Status:** A dark blue header with a 'Help' icon. Below it, a white box contains the text 'App Submission in Progress'.
- Provider Actions:** A dark blue header with a 'Help' icon. Below it, a white box contains a blue underlined link: '[I have paid my Application Fees.](#)' A red dashed arrow points to this link.

RECEIPT OF FEES

WHEN
CAN I
SUBMIT
MY APP?

1

Agency is notified by you that fees have been paid on the Portal.

2

Agency staff check and verify receipt of wire.

3

Agency staff post the payment.

4

Project Details Screen will show payment of fees and any remaining due.

You will be able to SUBMIT your application after you have paid all fees and the portal reflects that payment.

PROJECT DETAILS SCREEN



Fees i Help						
Fee Type	Description	Description 2	Status	Amount	Paid	Remaining
DUE FROM AFFILIATES(1303)	Fee for project: 7968	Fee for MF Traditional Financi	Billed	\$5,000.00	\$5,000.00	\$0.00
DUE FROM AFFILIATES(1303)	Fee for project: 7968	Fee for SN Housing Trust Fund	Billed	\$1,000.00	\$1,000.00	\$0.00

- Once you select the blue link that you have paid, the link will disappear.
- Once your receipt has posted, you will see it as “paid”.
- The SUBMIT button will error if you have any remaining due on any fee for this application.



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



UPLOADING DOCUMENTS – DOWNLOADING FORMS

Learn to submit required Project documents and how to download the latest forms.



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



THANK YOU