At any point before or after you are entering certifications, you can use the Income & Rent Test button to verify that a household is below the maximum allowable income and rent limits set for the unit. Note: When calculating these maximums, COL does not take into account any of the deeper targeting AMI percentage levels at a property. On this screen, the system calculates only the maximum allowable limits based upon
the largest AMI percentage permissible at the property.
To enter a new move-in certification or an existing tenant recertification, click on the New Tenant Certs button.
This is the layout of the page where you can enter Tenant Income Certifications (TICs). Start by entering the dates of the reporting period in the upper left (these fields will already be updated if you entered your reporting period for the entire building using the Change Report Period button earlier as instructed).
If you would like to stop at any time during the process before submitting to MSHDA and return to your entries later, remember to click the top Update button.
Next, click on the General Information button along the left side of the screen and proceed to enter all Head of Household information. Note: If entering a new move-in TIC, the Initial/New Cert Date box should match the Move-In Date box.
Click on the Household button. Members may be added, deleted, or updated here.
For all units with more than one resident, enter all other member information. When finished entering each person, remember to click Update to save your changes.
The Income button is next. Here, income for each household member may be added, updated, or deleted.
Within Income, the Calculate button opens a window to assist with annual income if needed. When finished, remember to click Update to save your changes.
The Assets button is where all household assets must be entered. Use the New, View/Update, and Delete buttons to make all entries and modifications.
Fill in all of the information boxes. You can select the Member Name, Type of Asset, and Verification Source by clicking on the dropdown menus. When finished, remember to click Update.
The last tab is Unit Rent. The different components of total gross rent are entered here.
Reminder: If you would like to stop at any time during the process before submitting to MSHDA and return to your entries later, remember to click the top Update button.
When you are ready to return to your saved work, click the View/Update Current Tenant Cert button. This will access the information for (re)certifications-in-progress.
Upon completion of all entries for the unit, use the Tenant Income Cert Form button to print the completed TIC.
This screen acts as a print preview of the document. To print, click the Print button in the upper right-hand corner.
When the recert is complete, check the box marked Ready to Submit, then click Update. This returns you to the Units page. Note: The image of the envelope should now show as closed when you go back in to view the TIC.
To delete a tenant certification, select a tenant and click on the Delete Tenant Certs button.
Only certifications entered in the current reporting period can be removed.
Be very sure before you click OK.
To move-out an existing tenant, click on the Moveout button.
Enter the move-out data, then click on the Update button.
To transfer a tenant into another unit, click on the Unit Transfer button.
Select the building and unit from the dropdown windows and enter the applicable information, then click on the Update button.
You can easily track which units are complete. Each individual unit can be marked to say Ready to Submit throughout the entry process, or the Ready All Units button may be used at the end when all units within one building are completed. When all units in all buildings are completed, proceed to the Submission to MSHDA section of this presentation.