



# Property Manager Guide

**Georgia DCA - The Mitas Group, Inc.**

Updated and Revised By Georgia DCA 7.21.11.

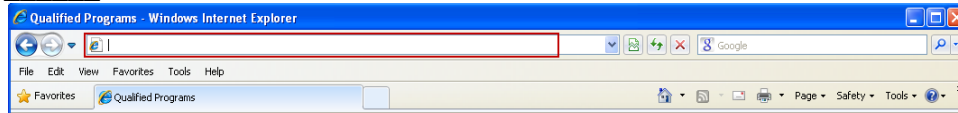


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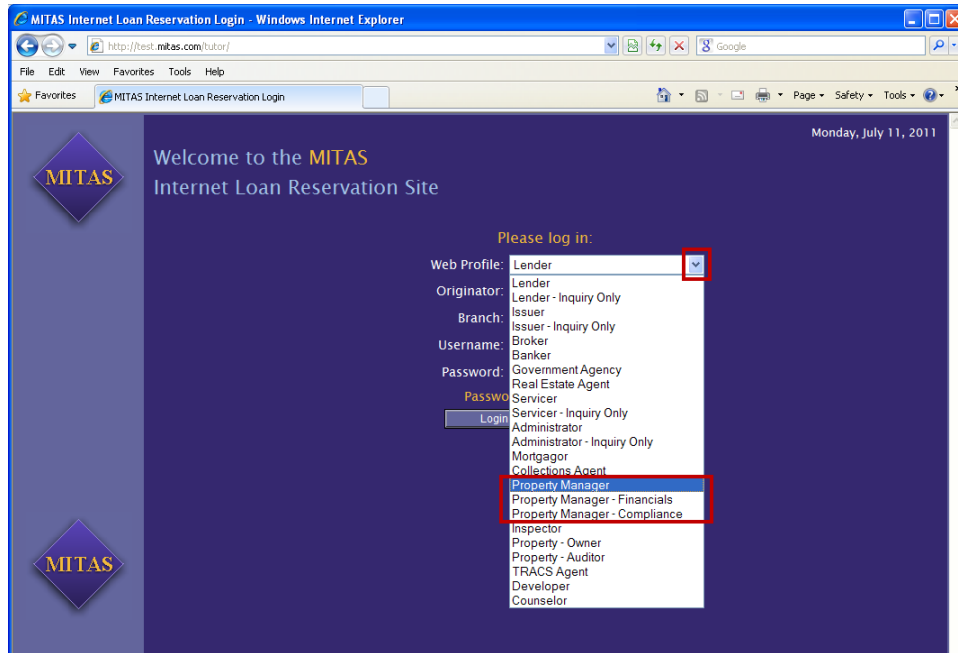
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**Important note: As you navigate through the Mitas screens, do not use the back button or arrow on the browser. Use the back button on the Mitas screens.**

## SYSTEM LOGIN




- Enter the web address to the MITAS portal as instructed by the Agency
- <https://www.mitas.com/gadca/>
- [www.mitas.com/propertymanagementtraining/](http://www.mitas.com/propertymanagementtraining/)



- Click the **Down Arrow**  in the “Web Profile” field to get to the list of log in options
- Click on one of the following options
  - **Property Manager** – This login has credentials for both the Financial and the Compliance sections *Note: this credential can create additional users*
  - **Property Manager – Financials** – *This log in is for Property Manager Financials only*
  - **Property Manager – Compliance** – This log in is for Property Manager Compliance only

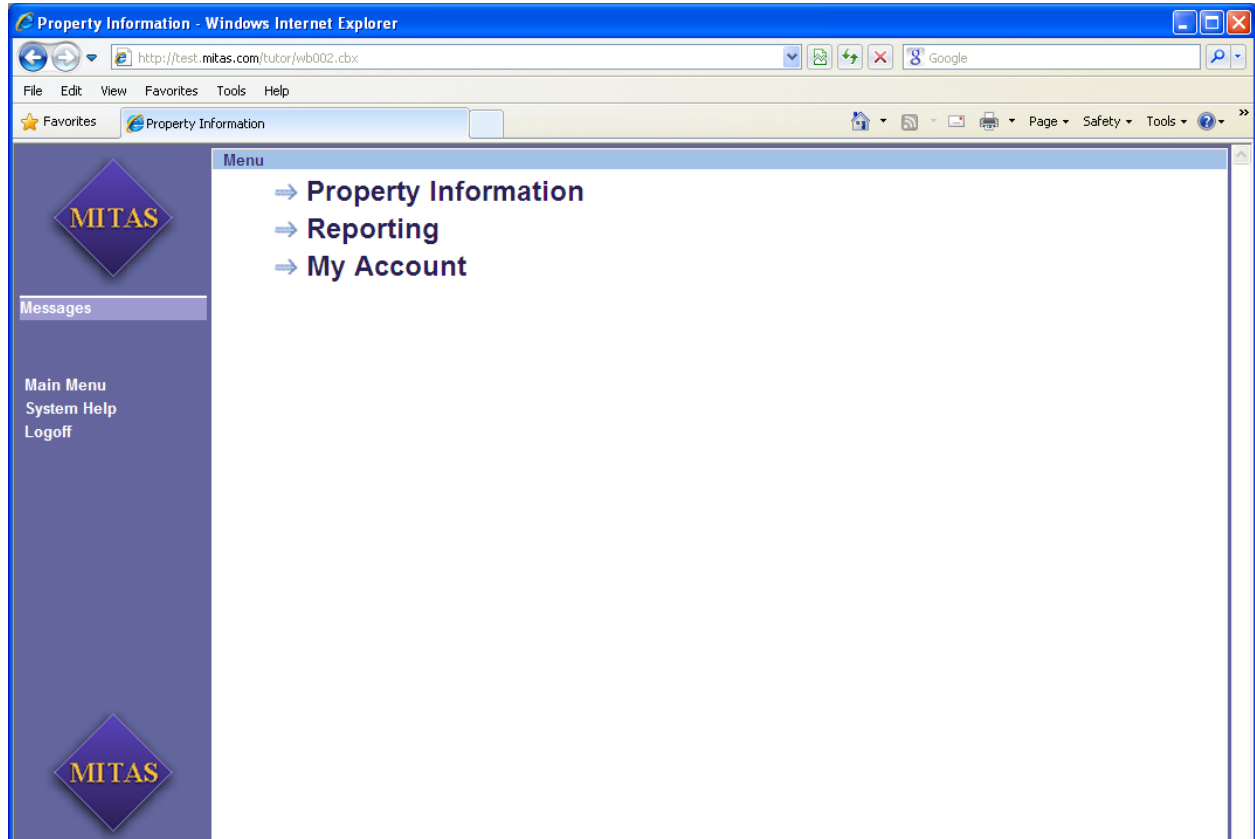
## System Login Con't.

After selecting you choice of Property Manager Options your screen will change to the view displayed above. Fill in the remaining fields

- **Property Manager Number** –This number is assigned by the Agency or the Property Manager.
  - **This is not the site id this is the company ID assigned with your credentials by DCA**
- **Username** – This is your unique username assigned by the Agency or the Property Manager.
- **Password** – This is your unique password, assigned by the Agency or the Property Manager and then depending on your security setting you may or may not have to create/rename your password.
- Click on the **Login** Button 

You will get the following screen

## Main Menu Screen



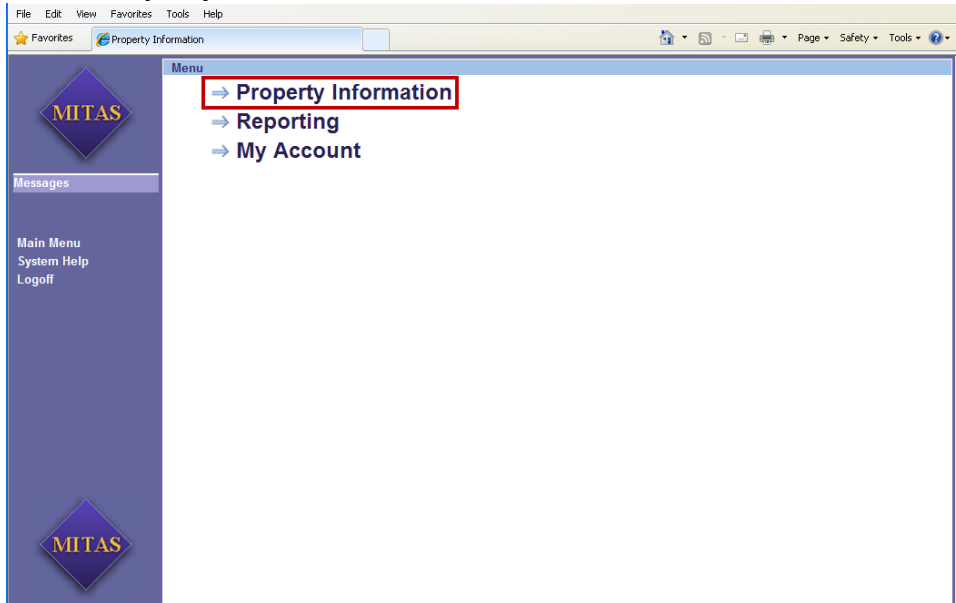
On the menu bar on the left you will have the following

- **“Messages”** block Messages. If there are any messages from the Agency, they will appear here as a marquis. This will only appear while you are at the Main Menu level. Once you select an entry from the menu, this block will change to a “Screens” block Screens and the screen that you are on will appear underneath.
- **Main Menu** – Click this at anytime and you will return to this screen,
- **System Help** – Click this to get System Help
- **Logoff** – Click here when you are ready to logoff

The Main Menu in the Center of the page has three options

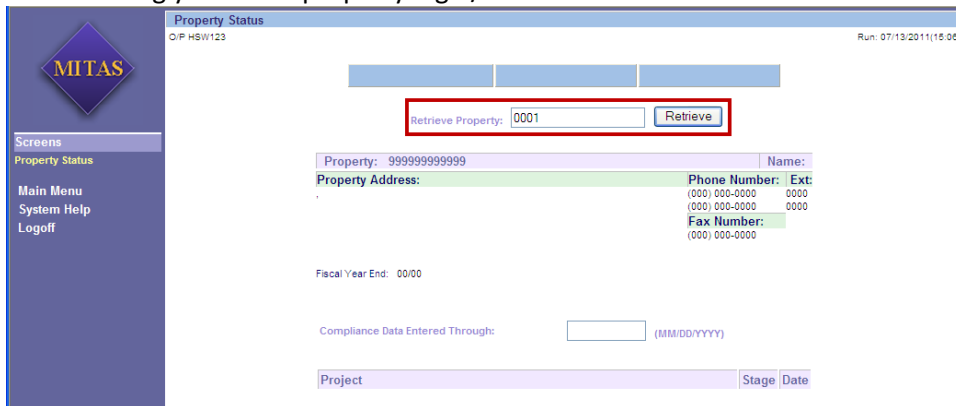
- **Property Information** – This is where you access the properties so that you can enter or edit information
- **Reporting** – This is where you run the reports from
- **My Account** – This is where your user information is maintained (or if you are a manager and are responsible for maintaining other employees information) including login password information.


## Property Information Screen



- Click on Property Information

This will bring you to the property login/retrieval screen



- Enter the property number
- Click on the **Retrieve** Button 
-

### Property Status

Property Status  
O/P HSW123
Run: 07/13/2011:15:08

Financials	Transactions	Transactions Upload
Process Transactions	Error Log	Wait List
Forms	User Access	Address Maintenance
TIC		

Retrieve Property:

Property: 0001	Name: PROPERTY 0001
<b>Property Address:</b> OAK PARK PROPERTIES 1575 VIRGINIA PARKWAY ALLEN, TX 75555	<b>Phone Number: Ext:</b> (000) 000-0000 0000 (000) 000-0000 0000
	<b>Fax Number:</b> (000) 000-0000

Fiscal Year End: 07/31

Compliance Data Entered Through:  (MM/DD/YYYY)

Project	Stage	Date
<b>0002-1 the Project No under Property 0001</b>		
	Commitment	01/01/2009
	Drawdown	02/01/2011
<b>1 Phase I</b>		
	Application	02/15/2002
	Drawdown	03/25/2002
	Internal Loan Committee	04/15/2002
	20 Threshold and Inventory	04/15/2002
	30 Scoring Review	04/26/2002
	Award Recommendation	05/30/2002
	Closing	06/12/2002
	TC Regulatory Agrmt Executed	06/15/2002
	80% Construction Complete	04/01/2003
	100% Construction Complete	06/01/2003
	Compliance/Monitoring	07/01/2003
	Final Cost Cert	08/15/2003
	8609	09/01/2003
	TC Affordability Term Expired	01/01/2004
	Underwriting	01/01/2011
<b>100 Phase III</b>		
<b>2 Phase II</b>		
	Drawdown	05/15/2002
	Internal Loan Committee	05/30/2002
	TC Affordability Term Expired	12/31/2003
<b>3 Refinance Phase I &amp; II</b>		
	TC Affordability Term Expired	12/31/2003
<b>4 Phase III</b>		
	TC Affordability Term Expired	12/31/2002
<b>41 Phase II</b>		
<b>5 Refinance Phase I &amp; II</b>		
	Application	01/01/2010

All of the Property information will be displayed

**Transactions**

Property Status  
O/P HSW123 Run: 07/13/2011(15:08)

Financials	<b>Transactions</b>	Transactions Upload
Process Transactions	Error Log	Wait List
Forms	User Access	Address Maintenance
TIC		

Retrieve Property: 0001

Property: 0001 Name: PROPERTY 0001

Property Address: OAK PARK PROPERTIES  
1575 VIRGINIA PARKWAY  
ALLEN, TX 75555

Phone Number: (000) 000-0000  
Ext: 0000

Fax Number: (000) 000-0000

Fiscal Year End: 07/31

Compliance Data Entered Through: 01/05/2010 (MM/DD/YYYY)

- Click on the "Transaction" Box

Tenant Transaction  
O/P HSW205 Run: 07/13/2011(15:30)

Property: 0001 Name: PROPERTY 0001

Building: 01  
Unit: 1

Effective Date	Certification Type	Tenant Name	SSN	Status
12/01/2011	Transfer In	Doe, John X	123456789	Not-Processed
12/01/2011	Transfer Out	Doe, John	000000000	Not-Processed
11/01/2011	Move In	Doe, John	000000000	Not-Processed
10/01/2011	Move Out	Chen, Smith I	333224444	Not-Processed
09/01/2011	Move In	Chen, Smith I	333224444	Not-Processed
05/01/2010	Transfer Out	Doe, John X	123456789	Not-Processed
04/01/2010	Recertification	Doe, John X	123456789	Not-Processed
03/01/2010	Recertification	Doe, John X	123456789	Not-Processed
02/01/2010	Recertification	Doe, John X	123456789	Not-Processed
01/01/2010	Move In	Doe, John X	123456789	Not-Processed

Chose the appropriate building and unit number

- Click the **Down Arrow** to drop down and select a building
- Click the **Down Arrow** to drop down and select a unit
- Click on Retrieve List -

Tenant Transaction  
O/P HSW205 Run: 07/13/2011(15:43)

Property: 0001 Name: PROPERTY 0001

Building: 12  
Unit: 1

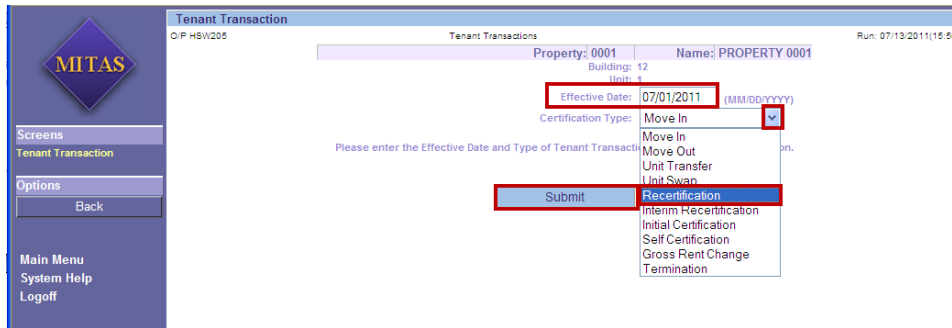
Effective Date	Certification Type	Tenant Name	SSN	Status
01/07/2007	Move In	david	000000000	Not-Processed
01/01/2005	Move Out	michael	000000000	Not-Processed
01/01/2005	Move Out	michael	000000000	Not-Processed

You can at this point

- Edit a exiting record if the status is still a status of "Not-Processed" by clicking on the "Effective Date"
- Enter a new transaction for this unit by selecting "New Transaction"



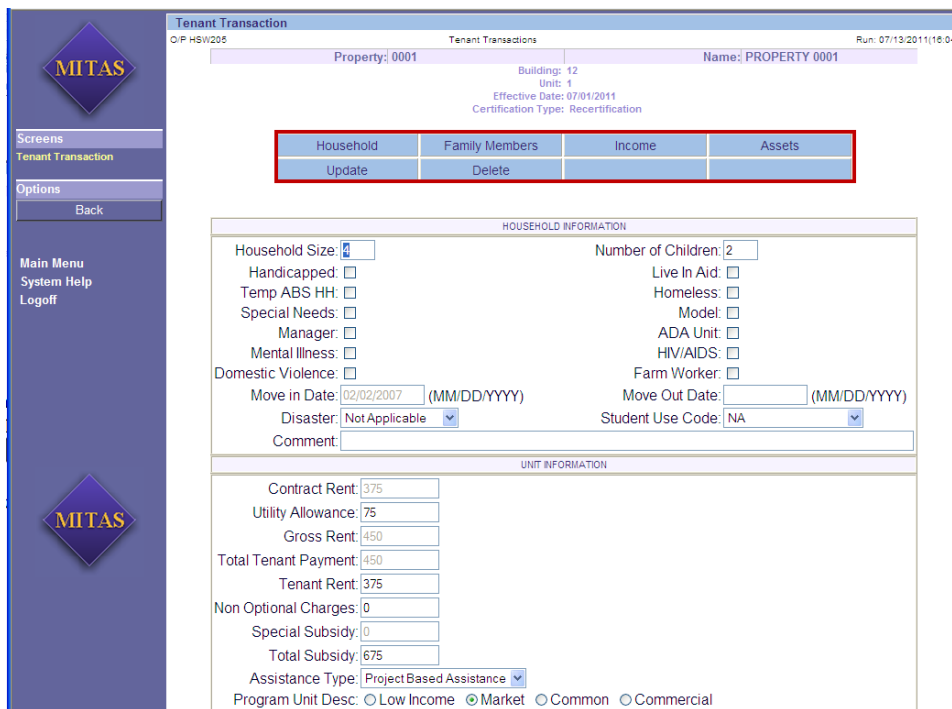
### New Transaction



To enter a new transaction for a tenant/unit

- Enter the effective date of the transaction
- Click the **Down Arrow** to drop down and select a certification type
  - In this example we will use "Recertification"
- **This Screen is also where you will enter terminations (I.E. Evictions)**
- Click on the Submit Button

You will get the following screen



The "Household Information" and "Unit Information" will be displayed

You will have 6 options "buttons" to choose from (this would also be the same view (screen) that you would get had you chose to edit an existing record that had not been processed).

- |                |  |
|----------------|--|
| Household      | - Select Household to edit or update the Household Information                         |
| Family Members | - Select Family Member to edit or update the Family Information                        |
| Income         | - Select to insert a new or edit an existing Income Record                             |
| Assets         | - Select to insert a new or edit an existing Asset Record                              |
| Update         | - Select Update after you have entered the new information into the appropriate fields |
| Delete         | - Select Delete to delete and entire record  |

## Household Screen

Tenant Transaction			
Property: 0001		Name: PROPERTY 0001	
Building: 12 Unit: 1 Effective Date: 07/01/2011 Certification Type: Recertification			
Household	Family Members	Income	Assets
Update	Delete		
HOUSEHOLD INFORMATION			
Household Size: <input type="text" value="2"/>	Number of Children: <input type="text" value="2"/>		
Handicapped: <input type="checkbox"/>	Live In Aid: <input type="checkbox"/>		
Temp ABS HH: <input type="checkbox"/>	Homeless: <input type="checkbox"/>		
Special Needs: <input type="checkbox"/>	Model: <input type="checkbox"/>		
Manager: <input type="checkbox"/>	ADA Unit: <input type="checkbox"/>		
Mental Illness: <input type="checkbox"/>	HIV/AIDS: <input type="checkbox"/>		
Domestic Violence: <input type="checkbox"/>	Farm Worker: <input type="checkbox"/>		
Move in Date: <input type="text" value="02/02/2007"/> (MM/DD/YYYY)	Move Out Date: <input type="text"/> (MM/DD/YYYY)		
Disaster: <input type="text" value="Not Applicable"/>	Student Use Code: <input type="text" value="NA"/>		
Comment: <input type="text"/>			
UNIT INFORMATION			
Contract Rent: <input type="text" value="1,050"/>			
Utility Allowance: <input type="text" value="75"/>			
Gross Rent: <input type="text" value="450"/>			
Total Tenant Payment: <input type="text" value="450"/>			
Tenant Rent: <input type="text" value="375"/>			
Non Optional Charges: <input type="text" value="0"/>			
Special Subsidy: <input type="text" value="0"/>			
Total Subsidy: <input type="text" value="675"/>			
Assistance Type: <input type="text" value="Project Based Assistance"/>			
Program Unit Desc: <input type="radio"/> Low Income <input checked="" type="radio"/> Market <input type="radio"/> Common <input type="radio"/> Commercial			

Editable fields are

- Household Size
- Handicapped
- Temp ABS HH
- Special Needs
- Manager
- Mental Illness
- Domestic Violence
- Disaster
- Number of Children
- Live in Aid
- Homeless
- Model
- ADA Unit
- HIV/AIDS
- Farm Worker
- Move Out Date
- Student Use Code
- Comments
- Utility Allowance
- Tenant Rent
- Non Optional Charges
- Total Subsidy
- Assistance Type
- Program Unit Description

## Family Members


Tenant Transaction			
Property: 0001		Name: PROPERTY 0001	
Building: 12		Unit: 1	
Effective Date: 07/01/2011			
Certification Type: Recertification			
Household	Family Members	Income	Assets
Update	Delete		
FAMILY COMPOSITION			
FAMILY MEMBER 1			
First Name:	David	Middle Initial:	
Last Name:	Mills		
Date of Birth:	07/14/1964 (MM/DD/YYYY)	Sex:	Please Select
Social Security Number:	555-55-5555	Alien Registration Number:	
Relationship to Head of Household:	H Head of Household	Disabled:	<input type="checkbox"/>
Race:	White	Hispanic or Latino:	<input type="checkbox"/>
Marital Status:	Married	Fulltime Student:	<input type="checkbox"/>
FAMILY MEMBER 2			
First Name:	Donna	Middle Initial:	
Last Name:	Mills		
Date of Birth:	06/01/1967 (MM/DD/YYYY)	Sex:	Female
Social Security Number:	666-66-6666	Alien Registration Number:	
Relationship to Head of Household:	S Spouse	Disabled:	<input type="checkbox"/>
Race:	White	Hispanic or Latino:	<input type="checkbox"/>
Marital Status:	Married	Fulltime Student:	<input type="checkbox"/>

Editable fields are

- First Name
- Middle Initial
- Last Name
- Date of Birth
- Sex
- Social Security Number
- Alien Registration Number
- Relationship to Head of Household
- Disabled
- Race
- Hispanic or Latino
- Marital Status
- Fulltime Student

**Income**

Household Member	Source of Income	Amount
Mills, David	B Own Business	78,000.00
Please Select	Please Select	
Please Select	Please Select	
Please Select	Please Select	
Please Select	Please Select	
Please Select	Please Select	
Please Select	Please Select	
Please Select	Please Select	
Please Select	Please Select	
Please Select	Please Select	
Please Select	Please Select	
Please Select	Please Select	
Please Select	Please Select	
Please Select	Please Select	
Please Select	Please Select	
Please Select	Please Select	

On the Income screen two of the three fields that are editable are accessed by clicking on the **Down Arrow**  to drop down.

- Household Member
- Source of Income – This is a prebuilt table
- Amount

Family Member	(F) Type of Asset	Ownership Percentage	(G) Imputed	(H) Cash Value	Annual Interest or Dividend Percentage	(I) Annual Income
Please Select			<input type="checkbox"/>			
Please Select			<input type="checkbox"/>			
Please Select			<input type="checkbox"/>			
Please Select			<input type="checkbox"/>			
Please Select			<input type="checkbox"/>			
Please Select			<input type="checkbox"/>			

Editable fields are

- Family Member
- Type of Asset
- Ownership Percentage
- Imputed
- Cash Value
- Annual Interest or Dividend Percentage
- Annual Income

# NAHMA FILE Upload

Property Status  
O/P HSW123 Run: 07/13/2011(15:08)

Financials	Transactions	<b>Transactions Upload</b>
Process Transactions	Error Log	Wait List
Forms	User Access	Address Maintenance
TIC		

Retrieve Property:

Property: 0001 Name: PROPERTY 0001

<b>Property Address:</b> OAK PARK PROPERTIES 1575 VIRGINIA PARKWAY ALLEN, TX 75555	<b>Phone Number:</b> (000) 000-0000 <b>Ext:</b> 0000 <b>Fax Number:</b> (000) 000-0000
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Fiscal Year End: 07/31

Compliance Data Entered Through:  (MM/DD/YYYY)

To upload a **NAHMA** file

- Click on the "Transaction Upload" Box

The following screen will appear.

Data Upload  
O/P HSW198 Run: 07/13/2011(15:21)

Please follow these steps: 1. Create a data file (Example: 'C:\uploads\datafile.bt').  
2. Select the data type of the created data file.  
3. Enter the path and the name of the created data file.  
4. Click the "Upload!" button. The file will be copied to our server, of which you will receive confirmation.  
5. Click the "Process Now" button to load the information and you will be presented with a link to a processing errors report. You still need to verify the data as some fields may not be contained in the data file.

Select Data Type:

Enter the path and file name to upload:

- Click on the **Browse** Button 
  - Navigate to where you have the file saved
  - Select the file
- Click on the **Upload** Button

## Completing Your Session

When you have entered your data and are ready to log off, please update the screen showing the date through which all transactions have been entered

### Important Notes:

**Do not use the back button or arrow on the browser. Use the back button on the Mitas screen.**

**Turn off your Pop-up blocker(s) especially if you are doing a NAHMA Upload**

Check out FAQ regularly by going to our website:

<http://www.dca.ga.gov/housing/HousingDevelopment/programs/complianceNews.asp>

Questions or problems should go through your Mitas User for your company.