



Tenant Data Upload HS020

Training Guide

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Integral to Your Business

All newly funded properties are to complete an Upload Spreadsheet to populate the building and unit data into the Mitas system. This Instruction Guide has been compiled to help in the completion of the Upload Spreadsheet. Each column of the spreadsheet has been defined. **Please DO NOT reformat the spreadsheet in any way.** If you have any questions or concerns please contact the DCA Mitas Administrator.

Building and Unit Data

- A. BIN No – This column is for the Building Identification Number. You must enter the IRS approved BIN number. The format for this data is the State abbreviation followed by the last two digits of the calendar year the initial Tax Credit was reserved, and a five (5) digit number.

Example: GA040101

NOTE: GADCA will not accept any other format of the Building Identification Number.

If the BIN number is not available, please leave blank and let the DCA Mitas Administrator know.

- B. Unit No – The Unit Number is unique to this Unit in this Building. This is a ten (10) digit *Alpha/Numeric* value. This is not a street address and should not contain any spaces.

Example: 10, 10A, 10-A

- C. NoBedrooms – Number of Bedrooms. This is a *Numeric* field only. The only acceptable numbers are 0, 1, 2, 3, 4, and 5. For all Units with more than 5 bedrooms you must place a 5 in this field. UHC will not accept “Letter” designations such as “S” for Studio or “SRO” for Single Room Occupancy. For these designations you must place a “0” in this field.

- D. SqFoot – Square Footage. This is a *numeric* value expressing the square footage of the Unit.

- E. AccessUnit – Accessible Unit. Is this Unit specifically designated as a Handicapped Accessible Unit. This field must be Y=yes, N=no or leave Blank. Anything else in this field will cause the data to be misrepresented. NA, N/A or Not Applicable will not be accepted.

NOTE: Columns A through E are mandatory fields. These columns must be provided for each Unit. Columns F through AN is for Tenant Data. If your management company can provide a NAHMA standard (.xml) formatted file, the columns F through AN do not need to be provided. You may simply provide a NAHMA file after successful creation of your spreadsheet with columns “A” through “E” completed.

Tenant Data

You will need to provide all data on all tenants who resided in your property. You are required to submit only one (1) line of data for each Tenant.

All of the required Tenant Data for each Tenant is on one (1) line as explained below:

- F. HH-Name – Head of Household Name. Georgia DCA would like First Name Last Name. Last Name, First Name is acceptable but for consistency please try to enter the information “First Name Last Name”.
There are special circumstances where we will accept First Initial, Last Name. Please receive prior approval before submitting your information in this format.
- G. Soc-No – Social Security Number. Please provide all 9 digits of the SSN. Dashes are OK but are not required. Either way is acceptable.
- H. DateOfBirth – Date of Birth. This is the Date of Birth of the Head of Household. The proper format for this field is MM/DD/YYYY.
Example: 04/15/1964
- I. MoveInDate – Move In Date. This is the initial move in of the Tenant. The proper format for this field is MM/DD/YYYY. This field should not be Blank for any reason. This field is required for MARKET units.
Example: 04/15/1964
- J. MoveOutDate – Move Out Date. This is the Date the Tenant moved out of the Unit. The proper format for this field is MM/DD/YYYY. This field is required for MARKET units.
Example: 04/15/1964
- K. MI-NumHHSize – Move In Number in Household. At Move In, this is the total number of persons living in the Unit including Head of Household.
- L. MI-NumChildren- Move In Number of Children. At the time of Move In the Total number of children under the age of 18 living in the Unit.
- M. MI-Income – Move In Income. The Gross Income at time of Move In.
- N. MI-Ten-Rent – Move In Tenant Rent. The Tenant paid portion of the rent at time of Move In.
- O. MI-Util-Allow – Move In Utility Allowance. This field represents any Utility Allowance that the Tenant received at time of Move In. If there was not an allowance at time of Move In this field needs to be left Blank or insert a “0”.
- P. MI-Subsidy – Move In Subsidy. This is the amount of Subsidy that the Tenant received at time of Move In. If there was not a Subsidy at time of Move In this field needs to be left Blank or insert a “0”.
- Q. MI-NonOpt – Move In Non Optional fees. This field is used for any and all fees that are required to lease the Unit.

Example: Renter’s Insurance or Parking fees.

If there are no Non Optional fees leave this field Blank or insert a “0”.

R. LastRecertDate – Last Recertification Date. This is the date of the current tenant’s last recertification. Only the LAST RECERTIFICATION needs to be listed. The proper format for this field is MM/DD/YYYY. If the current tenant has been in the Unit less than one (1) year this field should be left blank.

Note: Do not put an “N/A” or any letters in this field.

S. IsSelfCert – Is Self Certification. This field is directly referring to column “R”. This field is only for 100% Properties who use a Self Recertification. Y/N or Blank. A Self Certification is an unverified certification from the tenant.

Columns “T” through “Z” refer to the Tenant’s Annual Recertification.

T. AR-NumHHSIZE – Annual Recertification Number of Household Size. At Recertification, this is the total number of persons living in the Unit including Head of Household.

U. AR-NumChildren - Annual Recertification, Number of Children. At the time of Recertification, this is the Total number of children under the age of 18 living in the Unit.

V. AR-Income - Annual Recertification, Income. This is the Gross Income at time of Recertification.

W. AR-Ten-Rent - Annual Recertification, Tenant Rent. The Tenant’s paid portion of the rent at time of Recertification.

X. AR-Util-Allow - Annual Recertification, Utility Allowance. This field represents any Utility Allowance that the Tenant received at time of Recertification. If there was not an allowance at time of Recertification this field needs to be left Blank or insert a “0”.

Y. AR-Subsidy - Annual Recertification, Subsidy. This is the amount of Subsidy that the Tenant received at time of Recertification. If there was not a Subsidy at time of Recertification this field needs to be left Blank.

Z. AR-NonOpt - Annual Recertification, Non Optional Fees. This field is used for any and all fees that are required to lease the Unit at recertification.

Example: Renter’s Insurance or Parking fees.

If there are no Non Optional fees leave this field Blank or insert a “0”.

AA. Unit-Desc – Unit Description. The only acceptable entries in this field are “LI” and “Market”. All other entries or if left blank will cause an error.

AB. NumStudents – Number of Students. This field reflects the Number of “Qualified” students living in the Unit. If there are none this column should be left blank or insert a “0”.

Columns “AC” through “AK” refer to Set-aside’s as outlined by your Regulatory Agreement or “LURA”. If they are not specified as a Set-aside, leave these Columns Blank. (*These are not questions to be asked of the tenant.*)

AC. ADA – American with Disabilities Act.

AD. SpecialNeeds – Special Needs.

AE. Homeless – Homeless.

AF. ASL – Assisted Living

AG. MentalIllness – Mental Illness.

AH. DomViolence – Domestic Violence or Battered Women.

AI. DevDisabled – Developmentally Disabled.

AJ. HIV-AIDS – HIV-AIDS.

AK. FARM – Farm Workers Housing.

AL. Race – Race. This field should only reflect the NAHMA Race Codes. The NAHMA Race codes are:

1. "A" - Asian
2. "AI" - American Indian/Alaskan Native
3. "B" - Black/African American
4. "NA" - Not Available
5. "NH" - Native Hawaiian/Other Pacific Islander
6. "O" - Other
7. "W" - White

Do not enter any other Race Codes. “NA” is acceptable in this field and indicates that this information is not reported or was not collected.

AM. Hispanic – Hispanic Ethnicity. If the Tenant is of Hispanic descent place a “Y” for yes or an “N” or leave Blank for no.

AN. Manager-Unit – Manager Unit. This column designates if this unit is a Manager or “Super” Unit. The proper entry in this field is “Y” for yes. You may enter a “N” for no or leave blank.

Note: If the Tenant living in the Manager Unit is a Low Income tenant, please enter the Tenant Information and label the Unit “LI”.

If the Tenant living in the Manager Unit is NOT a Low Income tenant, please label the Unit as “Market” and all of the Tenant Information can be left Blank.