



## Building Details

### Navigating the Property Details

Once you have selected a specific property to view details, you can navigate the property's building, units, and events using the listing on the side panel:

The image shows three screenshots of a web application's side panel navigation menu, illustrating how to navigate through property details. Each screenshot includes a 'Return to Property Listing' link at the top.

- First Screenshot:** Shows the menu with '102-04 S Elder' expanded. A red arrow points to the plus icon next to '102-04 S Elder' with the text: "To see the buildings for the property, expand the view."
- Second Screenshot:** Shows the menu with '102-04 S Elder' expanded and 'building one' expanded. A red arrow points to the plus icon next to 'building one' with the text: "Expand the building to see its units and events."
- Third Screenshot:** Shows the menu with '102-04 S Elder' expanded, 'building one' expanded, and units '1A' and '1B' expanded. A red arrow points to the plus icon next to '1A' with the text: "To see the unit events, expand the unit."

A fourth screenshot shows the menu with '102-04 S Elder' expanded, 'building one' expanded, and units '1A' and '1B' expanded. A red arrow points to the 'Add New Event' link with the text: "Double-click 'Add New Event' to add an event. Double-click an event to view its details."

You can double-click the building, unit, or event to view the specifics.

The building details will show you the information about the building such as the name of the building, address, in-service date, and unit information. Some of the information can be modified in this screen (if you have the proper role). Once changes have been made, click 'Update' to save your changes.



Return to Property Listing  
 Manage Users  
 View Documents  
 Test Development  
 Building One  
 101  
 102  
 103  
 104  
 105  
 Building Three  
 Building Two

### Building Details

Building One  
 1232 Downtown  
 Montgomery AL 36177  
 County Montgomery  
 Placed In Service Date 12/1/2007  
 Owner Pays Utilities

BIN IN-06-99999  
 Unit Count 5  
 Actual Unit Count 5  
 Applicable Fraction 0.00

Notes:

[Update](#)

Unit Name	Num Bedrooms	Sq Footage	AMI Percent	Unit Status
<a href="#">101</a>	2 Bedroom	750	60%	Vacant
<a href="#">102</a>	2 Bedroom	750	40%	Occupied
<a href="#">103</a>	2 Bedroom	750	60%	Occupied
<a href="#">104</a>	2 Bedroom	750	40%	Occupied
<a href="#">105</a>	2 Bedroom	750	60%	Vacant

[Add New Unit](#)

From the Building Details screen, you can access [Import Spreadsheet](#), [Unit Details](#), and [Add New Event](#).

### View/Add Unit Information

On the lower half of the Building Detail screen, you can see the units for the building. Click on the 'Add New Unit' button and you will be directed to the Unit Information screen where you can enter unit details and funding for the unit. You can also click on the unit name to view its details.

Units must be set up before you can enter tenant events or upload a spreadsheet of tenant events. When you set up units, the unit name must exactly match the date in the spreadsheet or the spreadsheet will not upload.

### Tenant Events

- **Importing a Spreadsheet**

If the building does not yet have any tenant events for the certification year, the 'Import Spreadsheet' link will be available. Before clicking on the 'Import Spreadsheet' link, verify that your 'AHFA Unit Count' and 'Actual Unit Count' numbers match. Once verified, click on the 'Import Spreadsheet' link to take you to the Import Spreadsheet screen.

- **Adding a New Event**

You can add a new event by clicking the Add New Event item under the appropriate unit in the side navigation panel.



## Unit Details

The Unit Information screen can be reached through Properties Listing, clicking on the desired property, then the building in which the unit is found. In the Building Details screen, choose the unit that needs to be updated or click 'Add New Unit' if the Unit Name is not in the list.

[Return to Property Listing](#)

[Manage Users](#)

[View Documents](#)

Test Development

Building One

Building Three

Building Two

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[Add New Event](#)

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### Unit Information

Unit Name

Number Of Bedrooms

Square Footage

AMI Percentage

Unit Identity

Status Date

Status

[Add Funding](#)

Funding Program	Start Date	End Date
HOME	02/25/0014	

[Update](#)

Information regarding the unit is entered here. It will only have to be done once for each unit. If changes are made click the 'Update' button to save the changes.

Funding for the unit is also displayed. Click on the 'New Funding' button to add a funding program for the unit. A new row will appear in the funding list. Select a funding program from the list, type in a start date or select from the calendar, enter an end date if appropriate.



[Add Funding](#)

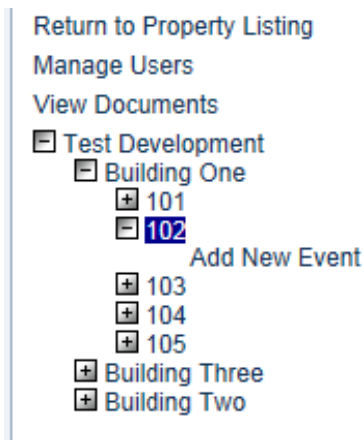
Funding Program	Start Date	End Date
Tax Credit HOME	02/25/0014	

[Update](#)


## Unit Events

The 'Unit Events' screen allows you to record move-ins, move-outs, re-certifications, vacancies, or transfers out for a particular unit.

To access Unit Events, from the Properties Listing screen, choose the property that the unit is in. On the left hand side of the Property Details screen, click on the  next to the building that the unit is in. This will show a list of all units in that building. Finally, click on the  next to the desired unit and a list of events for that unit will appear. Each event is visible under the unit number on the left hand side of the screen. The most recent event will appear at the top of the list. If there are no events, only 'Add New Event' will appear. Click on the 'Add New Event' to enter the 'Unit Events' screen.



### Enter Unit Event Information

Once in the Unit Event screen, the event information can be entered. Note: the  indicates the page is updating. Do not enter information until it is gone.

The first items on the page include the unit information. Select the date of the event. If this is a Move-in Event, you will need to select the move-in date; otherwise, it will already be filled in.

Unit #	102		
Number of Bedrooms	2 Bedroom	Square footage	750
Event Date	<input type="text" value="2/25/2014"/>	Initial Move-in	<input type="text" value="2/25/2014"/>

You will then select the event-type. Type of events include Move-in, Move-out, Re-certify, Transfer-Out, Composition Update, Rent Update, and Student Update.

The Unit Identity will be automatically filled in based upon the set-up for this unit on the Unit Details screen.



# ALABAMA HOUSING FINANCE AUTHORITY

*Come on home, Alabama.*

If you select the 'Transfer Out' Option under 'Event Type', you will also need to select the Building and Unit to which they are transferring. If no units appear in the drop down list, there are no vacant units in that building. Verify unit stats in the Building Details screen.

You will need to select the appropriate Utility Allowance. Your choices will be limited to the allowances that you have set up for this property and unit-type. The 'Allowance Amount' will be filled in with the amount set up as Tenant-paid.

Event Type	<input type="text" value="Transfer Out"/>	Unit Identity	<input type="text" value="Program Unit"/>
Transfer to Building	<input type="text"/>	Unit	<input type="text"/>
Utility Allowance	<input type="text"/>	Allowance Amount	<input type="text" value="0.0"/>

Enter the Total Household Income. The Household income at Move-in will automatically fill in based upon what was entered in the Move-in event; however, it can be adjusted if needed. The Rent Level percentage and Income Level percentage will default to ??????????????????????????. Enter the Tenant Rent Portion and the Rental Assistance info (Amount, type, and source). Select the applicable Special Needs Code (Elderly, Disabled, etc.)

Total Household Income	<input type="text" value="16500.00"/>	Household Income at Move-in	<input type="text" value="15000.00"/>
Rent Level %	<input type="text" value="50%"/>	Income Level %	<input type="text" value="50%"/>
Tenant Rent Portion	<input type="text" value="0.00"/>	Federal Rental Assist Amount	<input type="text" value="0.00"/>
Special Needs Code	<input type="text" value="None"/>	Non-Federal Rental Assist Amount	<input type="text"/>
HH Member Count	<input type="text" value="2"/>	Rental Assist Type	<input type="text" value="Tenant Based"/>
		Rental Assist Source	<input type="text" value="N/A"/>

Enter the number of members in the household and the applicable student info. Select the funding programs that apply to this unit. If more than one, hold down the CTRL key on the keyboard and select the funding programs from the list.

HH Member Count	<input type="text" value="2"/>	Rental Assist Source	<input type="text" value="N/A"/>
All Student House	<input type="text"/>	Student Count	<input type="text" value="0"/>
Funding Program	<input type="checkbox"/> Tax Credit <input type="checkbox"/> HOME	Student Explanation	<input type="text" value="N/A"/>
		Notes	<input type="text"/>



**Add or Delete Members**

To add a new household member, click on ‘New Member’. At the minimum, you must enter the last name of the Head of Household. Each member’s information is comprised of two rows. If you need to delete a member, use the Delete button to the right of that member’s information.

**Add Member**

HOUSEHOLD MEMBERS					
First Name	Last Name	SSN	Birth Date	Current Income	
Student Status	Relationship	Race and Ethnicity	Special Needs	Gender	
First Name	Last Name		1/1/1980	10000.00	
Non-Student <input type="button" value="v"/>	Head of Household <input type="button" value="v"/>	W - White <input type="button" value="v"/>	Disabled <input type="button" value="v"/>	Female <input type="button" value="v"/>	<input type="button" value="Delete"/>
		<input type="checkbox"/> Hispanic Or Latino			
			2/26/2014	0.00	
N/A <input type="button" value="v"/>	None of the above <input type="button" value="v"/>	D - Not disclosed <input type="button" value="v"/>	None <input type="button" value="v"/>	N/A <input type="button" value="v"/>	<input type="button" value="Delete"/>
		<input type="checkbox"/> Hispanic Or Latino			

**Save Information**

Once you have entered the information, click the Update button to validate and save the event information. If you need to delete an event use the Delete This Event button. You can delete an event as long as the year has not been finalized.