



Property Details

You can access [Building Details](#), [Unit Information](#), [Add New Event](#), and [Utility Allowance](#) from this screen (see Site Diagram).

Property Details

The 'Property Details' screen is read-only. If there is incorrect information, please contact AHFA.

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Property Details

Test Development

AHFA

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Scattered Site: No

Program	Award Number	Award Date	Buildings	Units
CHDO HOME		7/25/2008	2	6
HOME		8/1/2008	0	6
Tax Credit		1/1/2006	2	6
Tenant Based Rental Assistance for Ex Offenders		8/8/1950	0	0

Restriction Type: Rent

Floating Units: False

Rental Assistance: N/A

Extended Use Dates:

Owner Certification Year: 2014

Owner Entity Information

Name AHFA

Tax ID Number

Address

Primary Owner Contact

City

Name

State

Email

Zip

Phone

Fax

Management Company

Name

Primary Management Contact

Address

Name

City

Email

State

Phone

Zip

Fax

On-Site Property Manager:

On-Site Phone:

Building Details

On the left-hand side of the 'Property Details' screen, the property selected is listed. Click on the next to the desired property. This will give a list of buildings. Click on the desired building (the building name, not the) to enter the [Building Details](#) screen.

Unit Information

Click on the next to desired building. This will show a list of units. If you click on the apartment name (not), you will be linked to the Unit Information screen. If you click on the next to the unit number, you can access the Add New Event screen by clicking on 'Add New Event'.

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- Test Development
 - Building One
 - 101
 - Add New Event
 - 102
 - 103
 - 104
 - 105
 - Building Three
 - Building Two

Errors

If there are errors for the property, there will be a message under 'Property Details'. (For example, "There are 46 errors for this property. Click to display."). Click on this link and you will be taken to the Property Errors screen to see a description of all property errors. The message does not discriminate between 'errors' and 'warnings'. When you go to the Property Errors screen, you will see a breakdown of the errors by event. Errors must be corrected. Warning should be corrected but are not mandatory to continue the process.

Utility Allowances

You can access the Utility Allowance screen from 'Property Details' by clicking on the 'Utility Allowance' button.

Finalize Year

At the end of the year, each property must be finalized. To start the finalization process, click on the 'Finalize Year' button. This will take you to the first of three screens that will guide you through the Finalization process.



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Export Events

To download the property events to an Excel spreadsheet, click 'Export Events'. This will take you to the [Export Events](#) screen.

Remove Property

If you no longer work at this property, it is possible to remove it from YOUR user list. It WILL NOT delete the property from the system. Simply click on 'Remove Property' and you will be asked if you are sure you want to remove this property. Click 'Yes' and you will be directed to the [Properties Listing](#) screen.



Property Errors

The Property Errors screen is accessed by clicking on the errors message under 'Property Details' in the Property Details screen. (see Site Diagram). You will see a breakdown of the errors by event. Any errors must be resolved before proceeding to finalize. Warnings should be corrected but are not mandatory to continue the process.

Property Details

There are 9 errors for this property. Click to display.

The property errors can be sorted by clicking on the column headings. To rectify an error, click on the 'Event' that you would like to correct. This will take you to the Unit Event screen where changes can be made and saved.

[Return to Property Detail](#)

Property Errors

Building	Unit	Description	Severity	Event
building one	1A	Utility Allowance Is Required.	Error	Move In - 01/12/2010
building one	1B	Income Exceeds County AMI Income Schedule	Warning	Move Out - 01/15/2010
building one	1B	Utility Allowance Is Required.	Error	Transfer In - 03/31/2010
building one	1C	Income Exceeds County AMI Income Schedule	Warning	Transfer Out - 01/15/2010
building one	1C	Income Exceeds County AMI Income Schedule	Warning	Transfer In - 01/15/2010
building one	1C	Utility Allowance Is Required.	Error	Transfer Out - 03/31/2010
building one	1D	Income Exceeds County AMI Income Schedule	Warning	Transfer Out - 01/15/2010
building one	1D	Utility Allowance Is Required.	Error	Transfer In - 01/15/2010
building one	2A	Utility Allowance Is Required.	Error	Move In - 03/29/2010



Properties Listing

You can view the properties assigned to you and the [Message Board](#) on this page.

The properties to which you have been assigned will be listed in the window. You will see the property name, status, Award Number, and the # of buildings & units and the Effective date. You can scroll up and down the list using the scrollbar to the right.

You can filter the list on the Property Name or Status by clicking the funnel  to the right of that category in the header. To filter by Property Name, click on the funnel and type in the property name or part of the property and hit the Enter key. To filter by Status, click on the funnel and select the status you want to limit the list to. You can filter the list on both items if you wish.

You can sort the list by any of the columns by clicking on the column name (Property Name, Status, etc.). It will sort in A-Z order when you click once and then Z-A order if you click again.

Click on the individual Property Name to Access [Property Details](#).

Properties Listing

765-474-5402

Properties Assigned to you:

Property Name 	Status 	Award Number	Num Buildings	Num Units	Eff Date 
	Active		19	192	2008
	Active		19	192	2007
	Active		19	192	2010
	Active		19	192	2009
	Monitoring		27	44	2008
	Finalized		27	44	2007
	Active		27	44	2010
	Active		27	44	2009
	Monitoring		1	0	2008
	Active		1	0	2007
	Active		1	0	2010
	Active		1	0	2009
	Active		1	0	2008

Message Board



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Status

A property can be in one of six status stages:

- Active – the property is open for the certification year.
- Property Review – the property is in the finalization process but can still be edited.
- Finalized – Property has been finalized for AHFA review. Editing is no longer possible.
- Monitoring and Resolution – AHFA reviews property before completion.
- Completed – finalization of property has been approved by AHFA and property has been closed for that certification year.

Message Board

Please check the Message Board regularly. Messages from AHFA will be posted here.



Request Add Property

To request access to additional properties, click 'Request another property' in the side menu while you are in the Owner Certification program.



Owner Certification Access

Property BIN Numbers

Add the BIN numbers for the properties you would like access to. Indicate whether or not you are the owner by checking the box before clicking "Add"

Award Or BIN Number	Owner	
<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
<input type="button" value="Submit"/>		

Enter the Property Award Number or BIN in the Properties box, check if you are the Owner of the property, then click 'Add'.

The program will then make sure that the Award/BIN is valid and if you have indicated that you are the owner, it will make sure an owner has not already been assigned.

If there are no problems, that award/BIN number will be listed and you may add additional award/BIN numbers if needed.

If you wish to remove an Award #/BIN from the list, click the 'Remove' button next to that Award#/BIN.

Once you have added all the properties, click on the 'Submit' button. This will transmit the request to AHFA for approval. Please allow 1-2 business days for approval on the property.