P.O. Box 242967
Montgomery, AL 36124-2967

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ALABAMA HOUSING FINANCE AUTHORITY

Event Details – How to enter a tenant event.

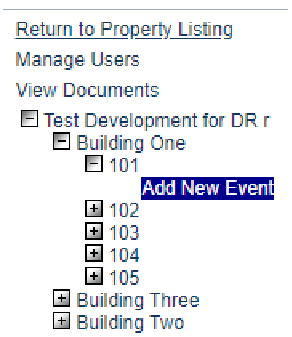
The "Event Details" screen allows you to record move-ins, move-outs, re-certifications, vacancies, or transfer outs for a particular unit.

To access Event Details, 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 the 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.

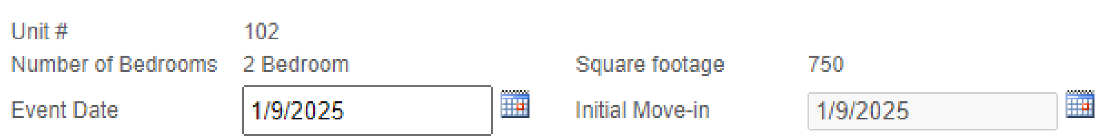
Click on the "Add New Event" to enter the "Event Details" screen.



Enter Tenant Event Information

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

The 1st item 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.



You will then select the event type. Type of events include Move In, Move Out, Recertify, Transfer Out, Adjustment.

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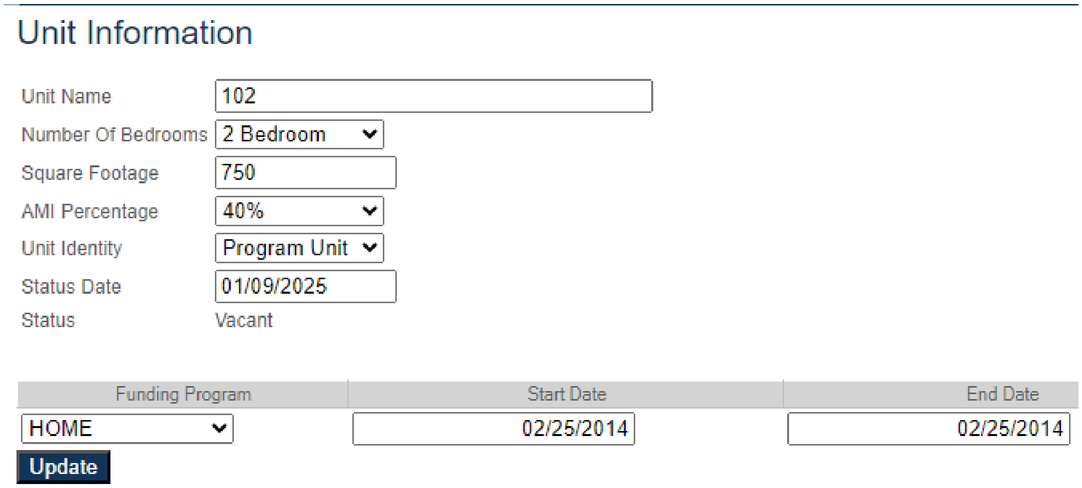
The Unit Identity will be automatically filled in based upon the set-up for this unit on the Unit Information screen.



Unit Information

Unit Name	102
Number Of Bedrooms	2 Bedroom
Square Footage	750
AMI Percentage	40%
Unit Identity	Program Unit
Status Date	01/09/2025
Status	Vacant

Funding Program	Start Date	End Date
HOME	02/25/2014	02/25/2014

Update

If you select the “Move In” option under “Event Type”, you must enter information in all of the open cells.

- Choose utility allowance, once chosen the amount will appear in the “Allowance Amount” cell
- You must enter the gross income in the “Total Household Income” and the “Household Income at Move-in” cells
- Choose the Rent Level % and Income Level %
- Enter the tenant paid rent in the “Tenant Rent Portion” cell
- Enter the federal rental assistance amount in the “Federal Rental Assist Amount” cell
- Choose a “Special Needs Code”
- Enter the non-federal rental assist amount in the “Non-Federal Rental Assist Amount” cell
- Choose a Rental Assist Type
- Enter the household member size into the “HH Member Count” cell
- Choose a Rental Assist Source
- Select an answer in the “All Student House” cell
- Enter the number of full-time students in the “Student Count” cell
- Select Funding Program(s)
    - Choose all active programs for the project
- Choose an answer in the “Student Status Exemption” cell
- If necessary, enter a note in the “Notes” cell
- Check the box beside “Live-in Caretaker” if the household has a live-in caretaker

Note: Do not select a Rental Assistance Source without a Rental Assistance Amount.

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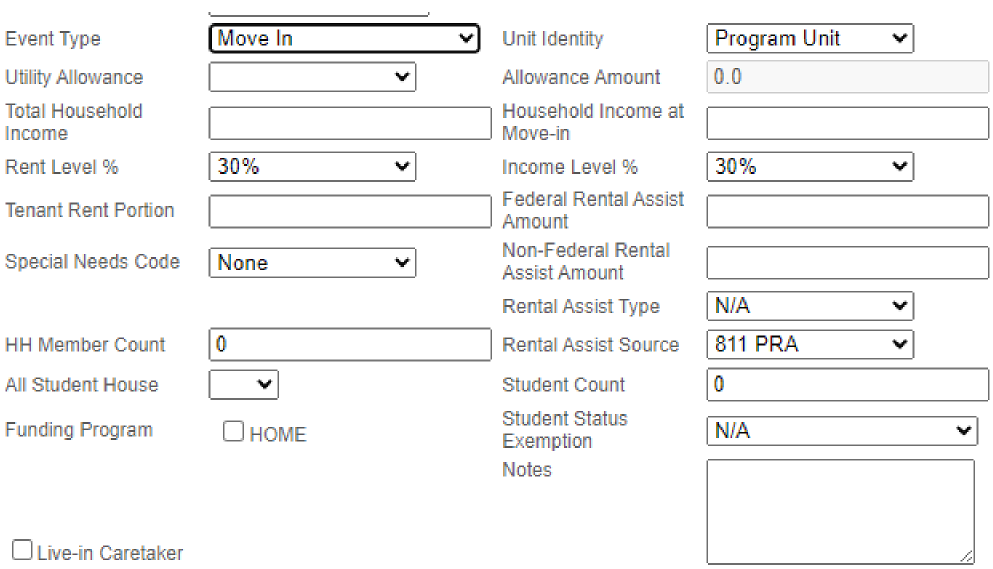

Event Type	Move In	Unit Identity	Program Unit
Utility Allowance		Allowance Amount	0.0
Total Household Income		Household Income at Move-in	
Rent Level %	30%	Income Level %	30%
Tenant Rent Portion		Federal Rental Assist Amount	
Special Needs Code	None	Non-Federal Rental Assist Amount	
		Rental Assist Type	N/A
HH Member Count	0	Rental Assist Source	811 PRA
All Student House		Student Count	0
Funding Program	HOME	Student Status Exemption	N/A
		Notes	
Live-in Caretaker			

Based on the event type choice, previously entered tenant information will appear, and other cells will open so that new information can be entered.

Recertify and Adjustment Event Types:

- The Household Income at Move-in will appear if it was entered on the Move In tenant event
- The Household Members listed on the previous Tenant Event will appear.

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If you select “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.

Building Details

Building One
1232 Downtown
Indianapolis IN 46206
County: Marion
Placed In Service Date: 12/1/2007
Owner Pays Utilities: ☑
Notes:

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

Update

Unit Name	Num Bedrooms	Sq Footage	AMI Percent	Unit Status
101	2 Bedroom	750	60%	Occupied
102	2 Bedroom	750	40%	Vacant
103	2 Bedroom	750	60%	Occupied
104	2 Bedroom	750	40%	Occupied
105	2 Bedroom	750	60%	Vacant

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	Transfer Out	Unit Identity	Program Unit
Transfer to Building		Unit	
Utility Allowance	Butler PHA	Allowance Amount	93.00

A Transfer In event type will automatically appear in the new unit.

Unit #	102		
Number of Bedrooms	2 Bedroom	Square footage	750
Event Date	1/9/2025	Initial Move-in	12/1/2014
Event Type	Transfer In	Unit Identity	Program Unit

You must update the following:

- Choose the utility allowance
- 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 % and Income Level % will default to the % from the previous unit.
- Enter the Tenant Rent Portion and the Rental Assistance information (amount, type, and source).
- Select the applicable Special Needs Code (elderly, disabled, etc.)

Utility Allowance		Allowance Amount	0
Total Household Income	20000.00	Household Income at Move-in	20000.00
Rent Level %	60%	Income Level %	60%
Tenant Rent Portion	0.00	Federal Rental Assist Amount	0.00
Special Needs Code	None	Non-Federal Rental Assist Amount	0.00
		Rental Assist Type	N/A
HH Member Count	1	Rental Assist Source	N/A

- Enter the number of members in the household and the applicable student information.
- Select the funding program(s) that apply to this unit.

HH Member Count	1	Rental Assist Source	N/A
All Student House	No	Student Count	0
Funding Program	☑ HOME	Student Status Exemption	N/A

Add or delete household members

To add a new household member, click on "Add Member". Enter each member's information 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 / Student Status	Last Name / Relationship	SSN / Race and Ethnicity	Birth Date / Special Needs	Current Income / Gender	
Jim	Smith	***-**-1111	4/29/1980	20000.00	
Non-Student	Head of Household	D - Not disclosed	None	Male	
		☐ Hispanic Or Latino			
					Delete

Add Non-Asset Income

Enter the income information for each member of the household that provides income by clicking “Add Non-Asset Income”.

- Choose the name of the household member.
- Enter income amount in the appropriate cell from the income categories (employment or wages, social security/SSI, pensions, public assistance, other income).

Add Non-Asset Income

INCOME OTHER THAN ASSETS		
Member	Employment or Wages Social Security / SSI Pensions Public Assistance Other Income	Income other than Assets
Totals:	$0.00 $0.00 $0.00 $0.00 $0.00	$0.00

Add Asset Income

Click on “Add Asset Income” to get started.

- If the income from assets is less than or equal to the yearly income limitation, then enter the total of actual income earned from all assets.
- If the income from assets is greater than the yearly imputed income limitation, then enter the information for each member that has an asset.

Add Asset Income

INCOME FROM ASSETS - LESS THAN OR EQUAL TO INCOME LIMITATION	
Enter Total of ACTUAL INCOME earned from all Assets	0.00

INCOME FROM ASSETS (Greater than Imputed Income Limitation)							
Member	Type of Asset	Current/Disposed	NNPP/Real/Tax Relief	Cash Value of Asset	Actual/Imputed	Annual Income from Asset	
Jim Smith		C	NNPP		Actual		Delete
Totals:				$0.00		$0.00	

Calculate Total Household Income & Member Income

Once you have entered the non-asset income and asset income, click “Calculate Total Household Income & Member Income”.

Calculate Total Household Income & Member Income

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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 if the year has not been finalized.

Update

Delete This Event