Annual Student/Rent update

All properties are reporting on an annual basis. Please contact our office at 406-841-2840 and ask to speak to Bob, Rena, or Todd if you have any questions.

Due by anniversary of the move-in date

General Tab
Only fields needing information:
1. *Employment Type/Occupation:* Only if student status has changed.
2. *Initial/new cert date:* Anniversary of move in date
3. *Rent type*: If changed since last certification
4. *Unit Assistance Type:* If subsidy has changed status since last certification.
5. *HOH Special Population:* Leave blank unless status has changed.

Unit Rent Tab
(If no change to tenant paid portion/or subsidy amount you can skip this section)
1. *Rent Change Date*: No new rent date is to be entered unless there is a scheduled rent increase.
   a. *No Voucher*: Example: Recert completed on 1/18/13 but rent to increase on 2/1/13. 2/1/13 is the rent change date to be entered.
   b. *Voucher change*: Rent change date is the certification or effective date on determination letter from housing provider.
2. *Tenant Paid Rent*: Monthly tenant paid portion of rent
3. *Mandatory Charges*: Any charge that is required by the property. Inquire with your company if unsure.
4. *Rent Subsidy*: If known at time of recertification.
   a. **If falls outside the period DO NOT ENTER**. If the entire or portion of the household was to vacate the unit you will not be able to delete it once it has been posted.
   Utility Allowance: Enter only if paid by tenant. This amount must match what is listed on the right hand side of the box.

Click update to save this information.

You do not need to enter any information in the Income, Assets, and Unit Rent Tabs unless there is a change; such as adding or removing household members. For instructions to update any of these, please see recertification's for mixed properties.

COL instructions updated January 2014