Certification On-Line Instructions:

All properties are reporting on an annual basis. Your report date has been set and you were notified throughout the year. If you are not sure of your new reporting period, please contact our office at 406-841-2840 and ask to speak to Bob, Mary P., or Todd.

Re-Certifications for 100% properties:

General Tab

Only fields needing information:

1. *Employment Type/Occupation:* Only if student status as changed
2. *Initial/new cert date:* Date tenant signed annual student form
3. *Rent Type:* If changed since last certification
4. *Unit Assistance Type:* If subsidy has changed status that you have been notified of at time of entry. DO NOT enter a future AR date. If it is RD please choose Other.
5. *HOH Special Population:* Leave blank unless status has changed.

Click update to save this information.

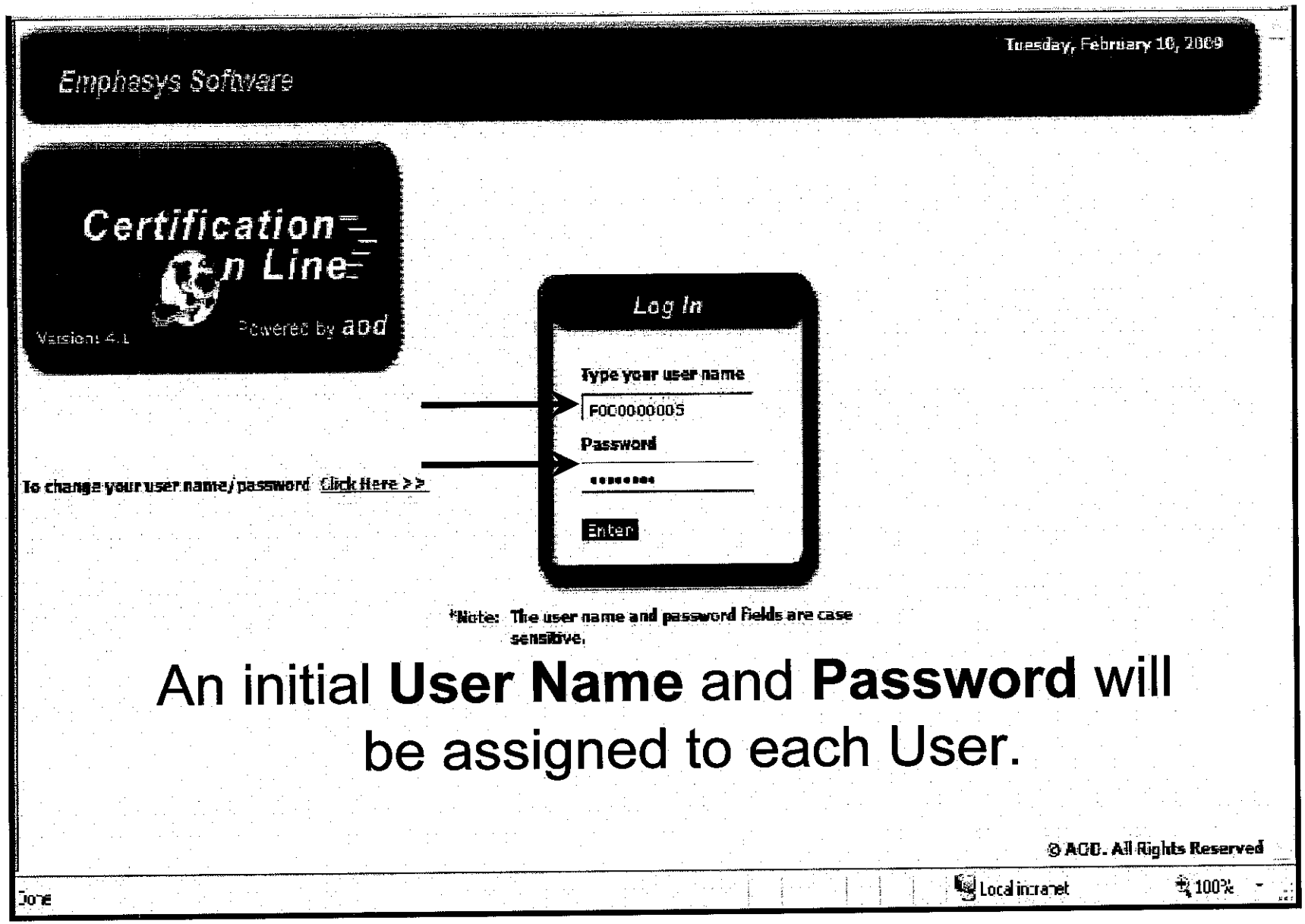
You do not need to change Household, Income, Assets, and Unit rent Tabs unless there is a change to any of this information. For instructions to update any of the above items, please see recertification's for mixed properties.

You do not need to print out a COL TIC.

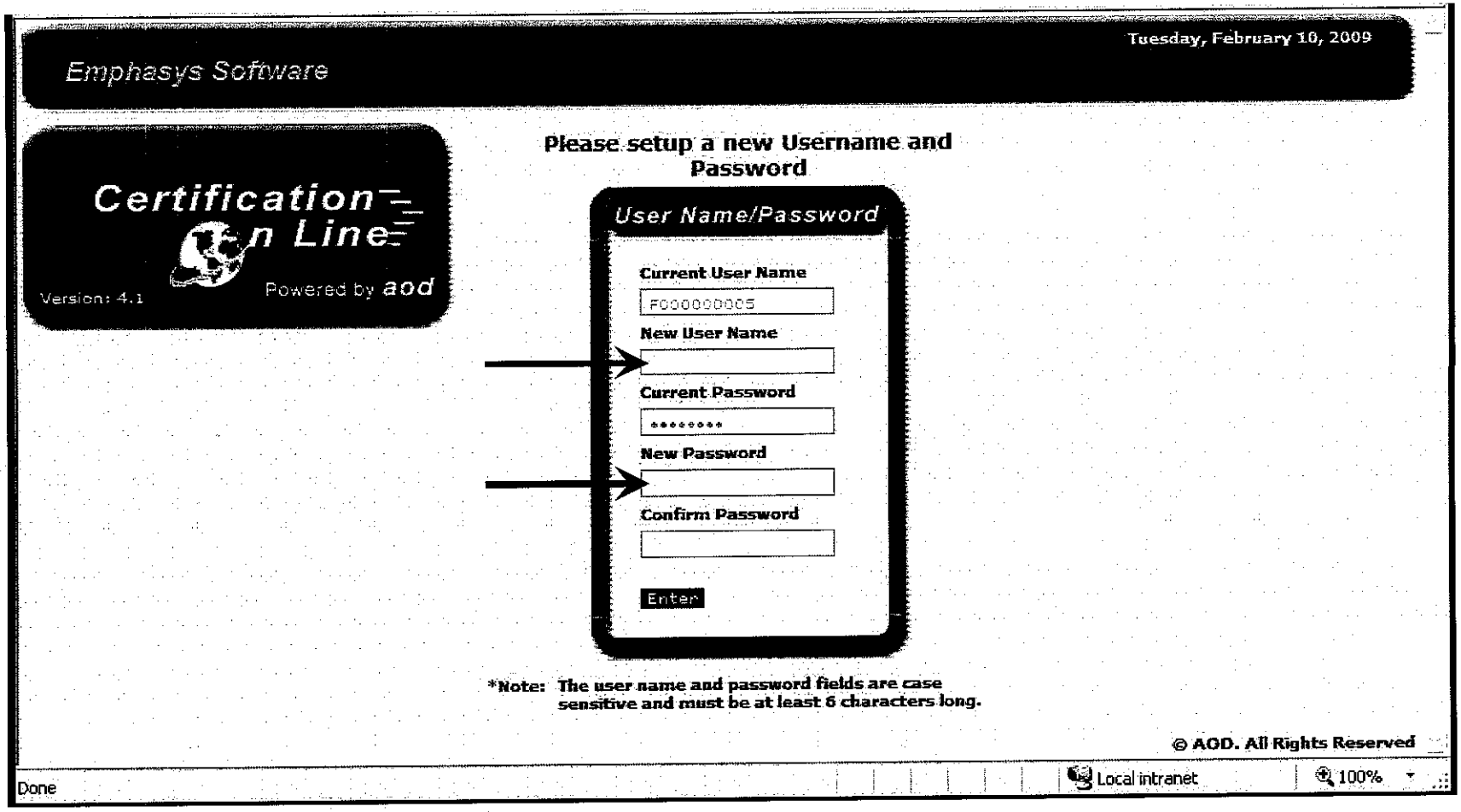
Sept. 2013

Welcome To Training For Online Certification Reporting (COL)

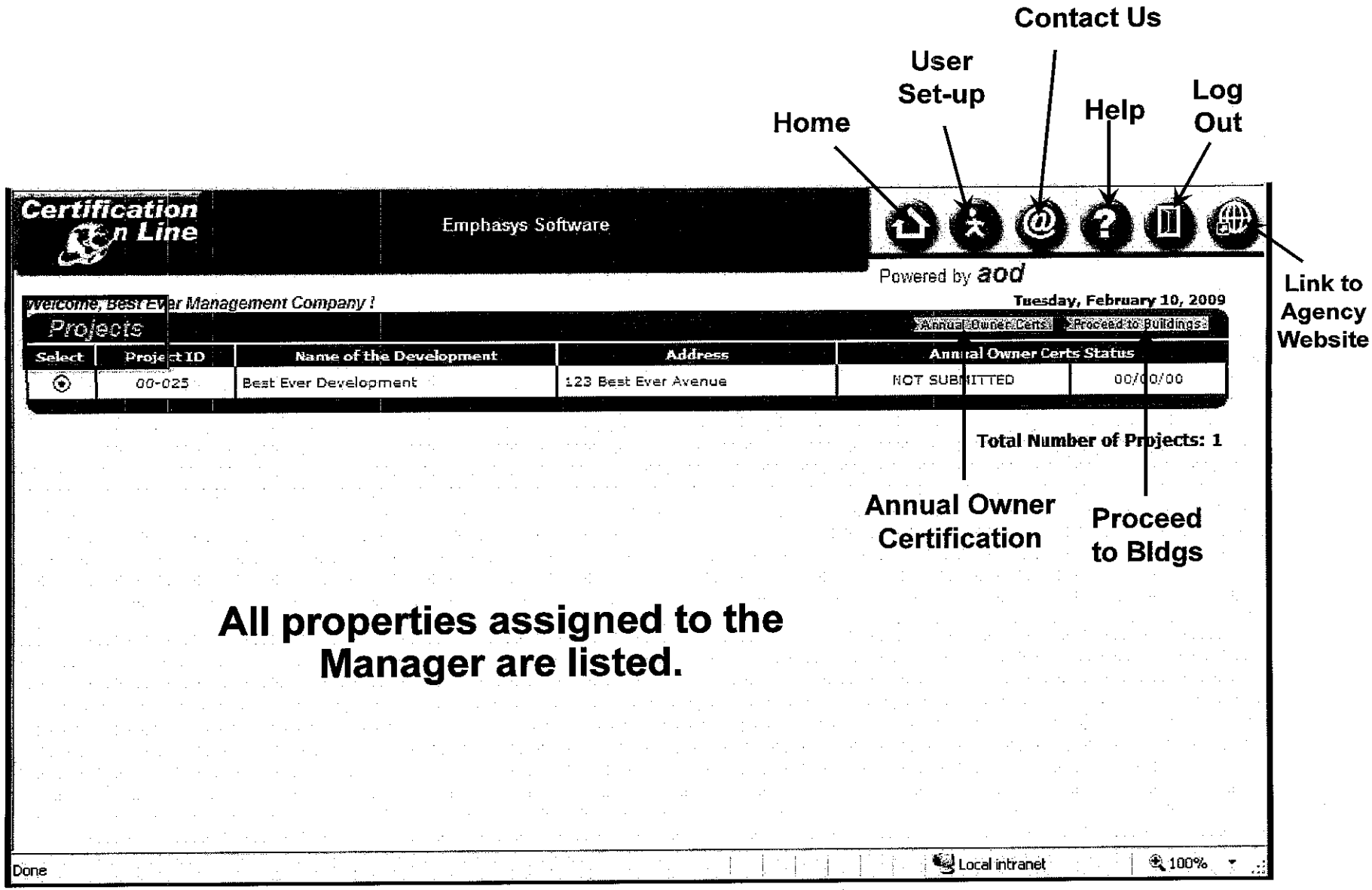
On-Site Manager



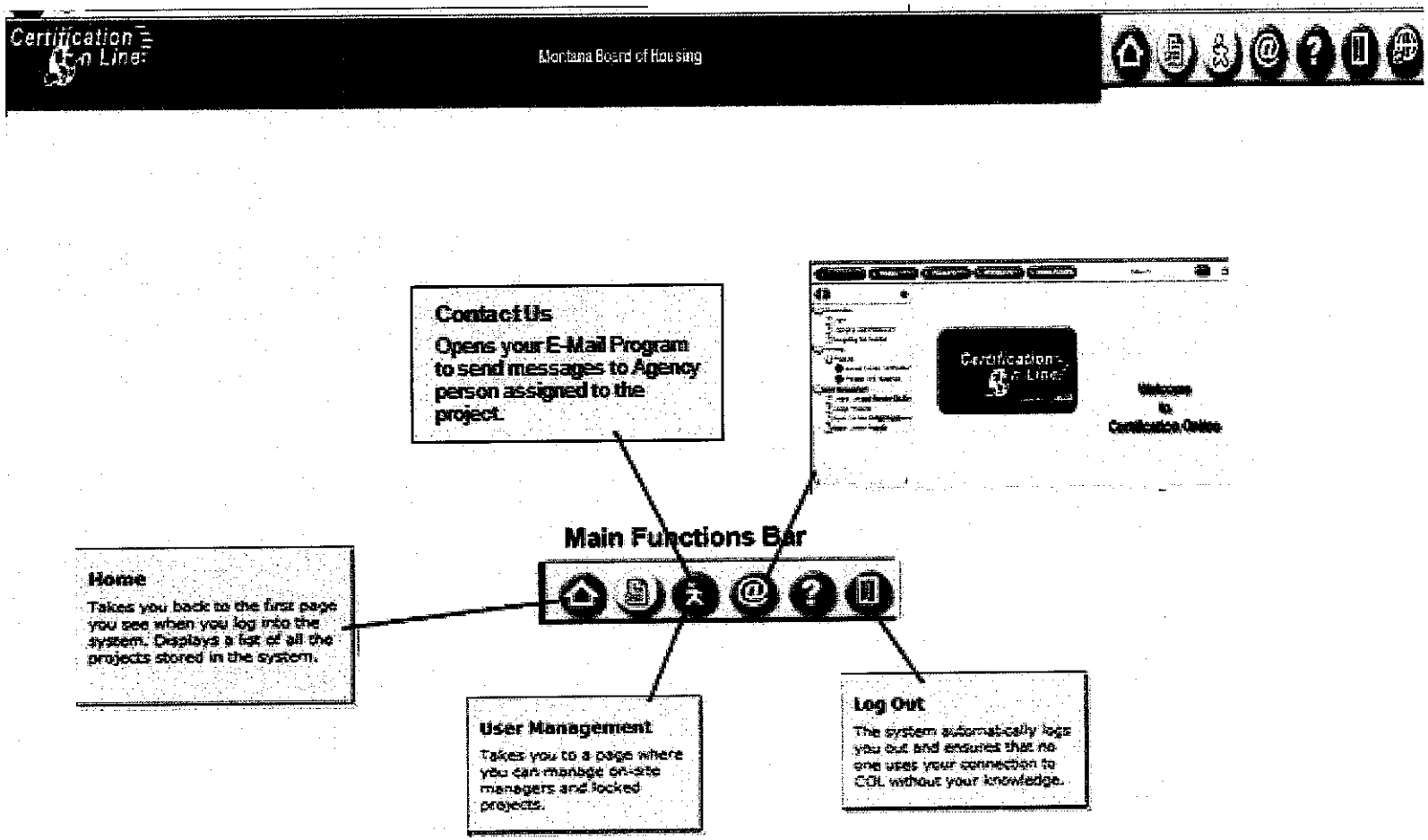
An initial **User Name** and **Password** will be assigned to each User.



A new **User Name** and **Password** must be chosen at initial log in.


Contact Us
User Set-up
Home
Help
Log Out
Certification On Line
Emphasys Software
Powered by aod
Link to Agency Website
Welcome, Best Ever Management Company !
Tuesday, February 10, 2009
Projects
Annual Owner Certs
Proceed to Buildings
Select
Project ID
Name of the Development
Address
Annual Owner Certs Status
00-025
Best Ever Development
123 Best Ever Avenue
NOT SUBMITTED
00/00/00
Total Number of Projects: 1
Annual Owner Certification
Proceed to Bldgs
All properties assigned to the Manager are listed.
Done
Local intranet
100%

Navigating COL



Main Menu

1

Annual Owner Certifications

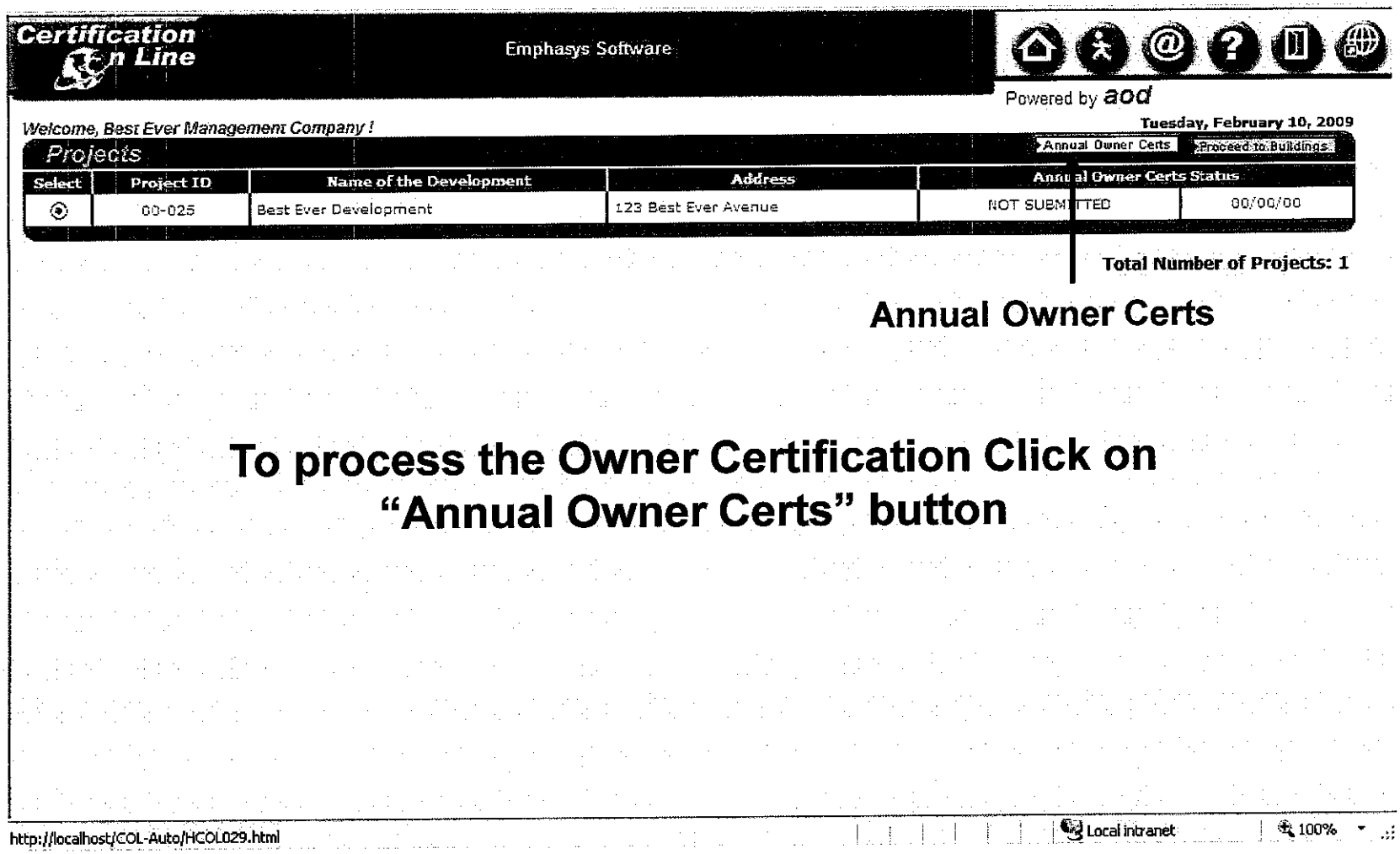
Takes you to a page that allows you to populate the Annual Owner Certification Form for a selected Project and submit it to the Agency.

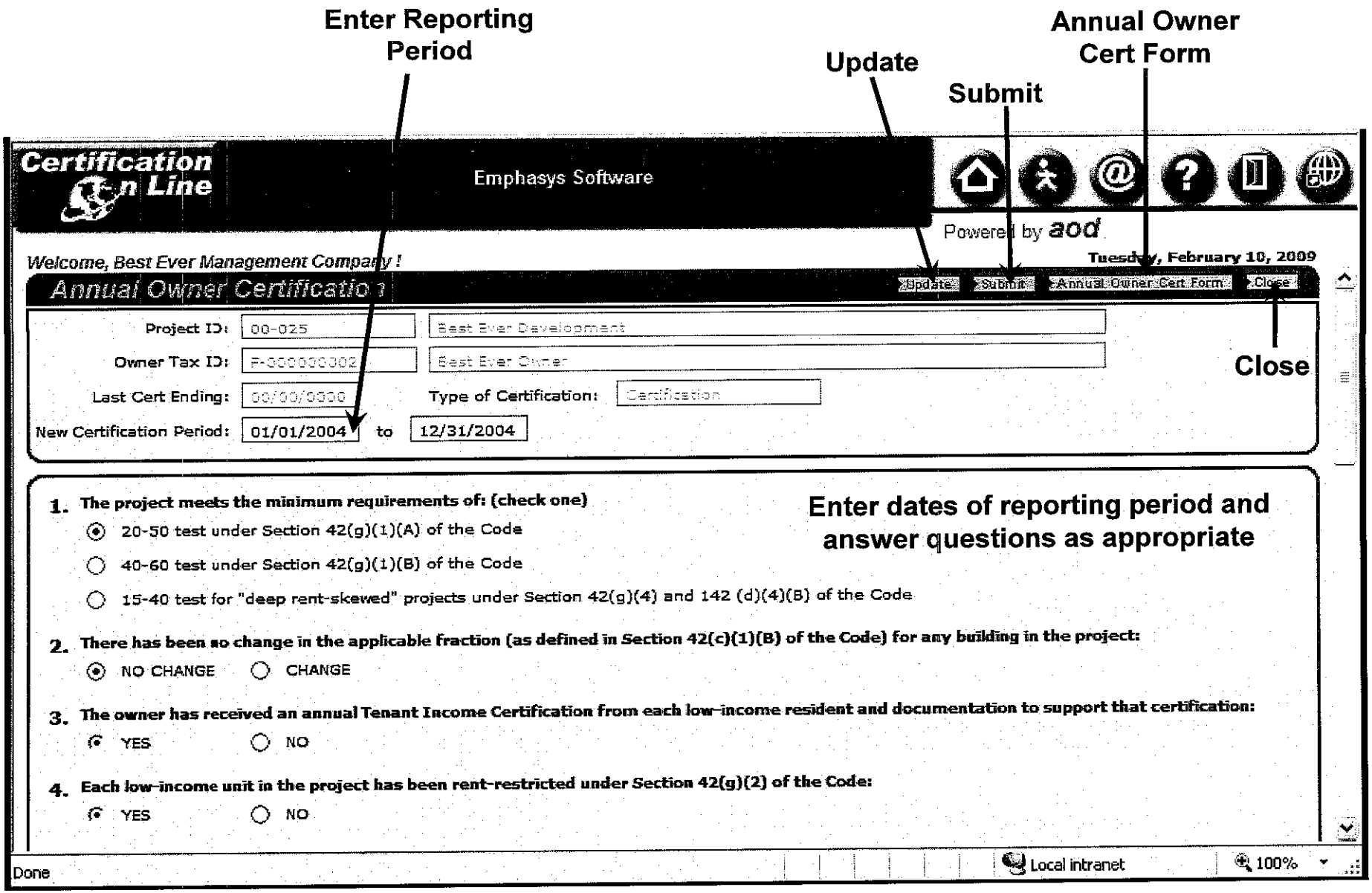
Proceed to Buildings

Takes you to a page that displays all buildings related to the project selected.

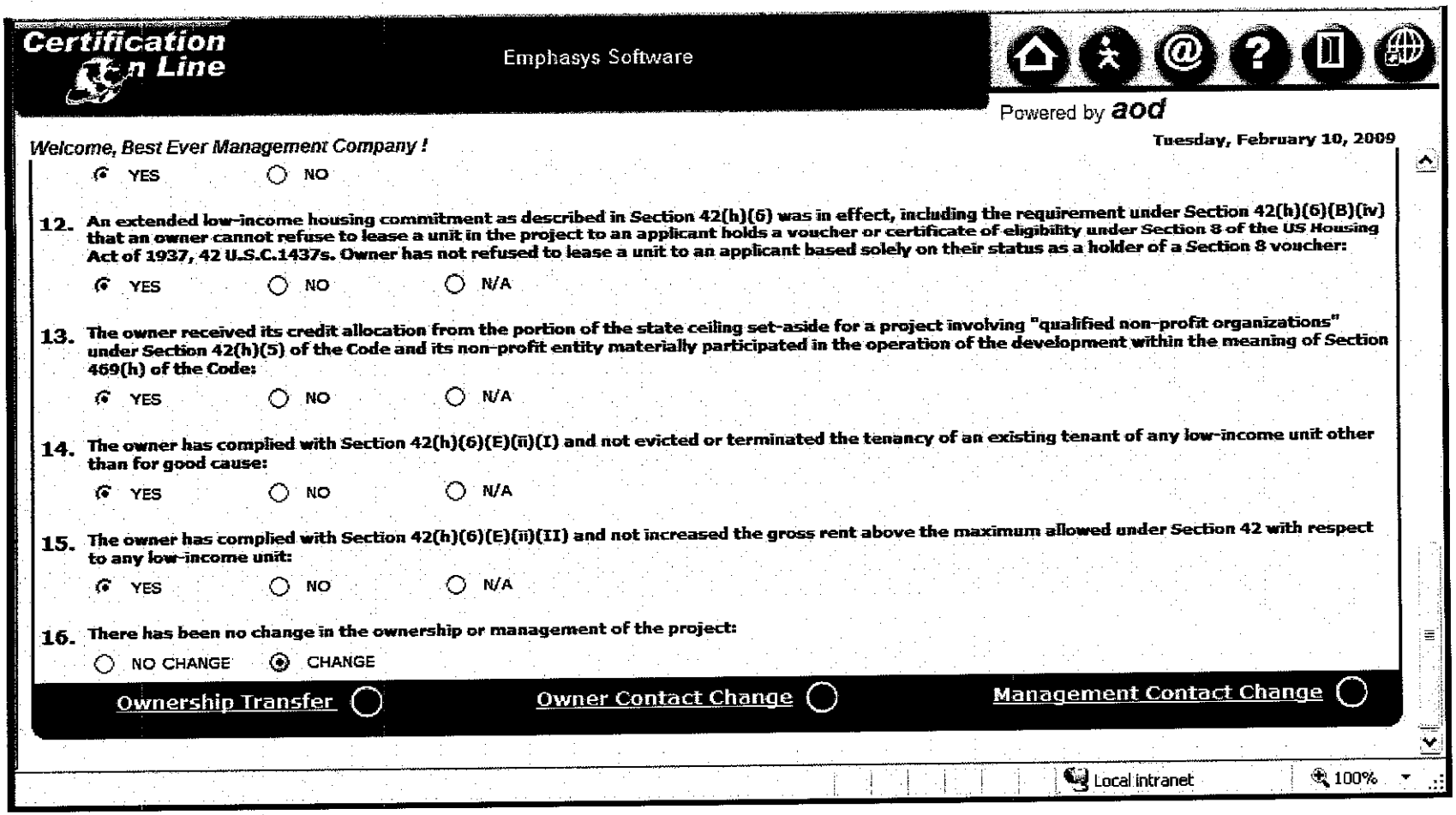
2

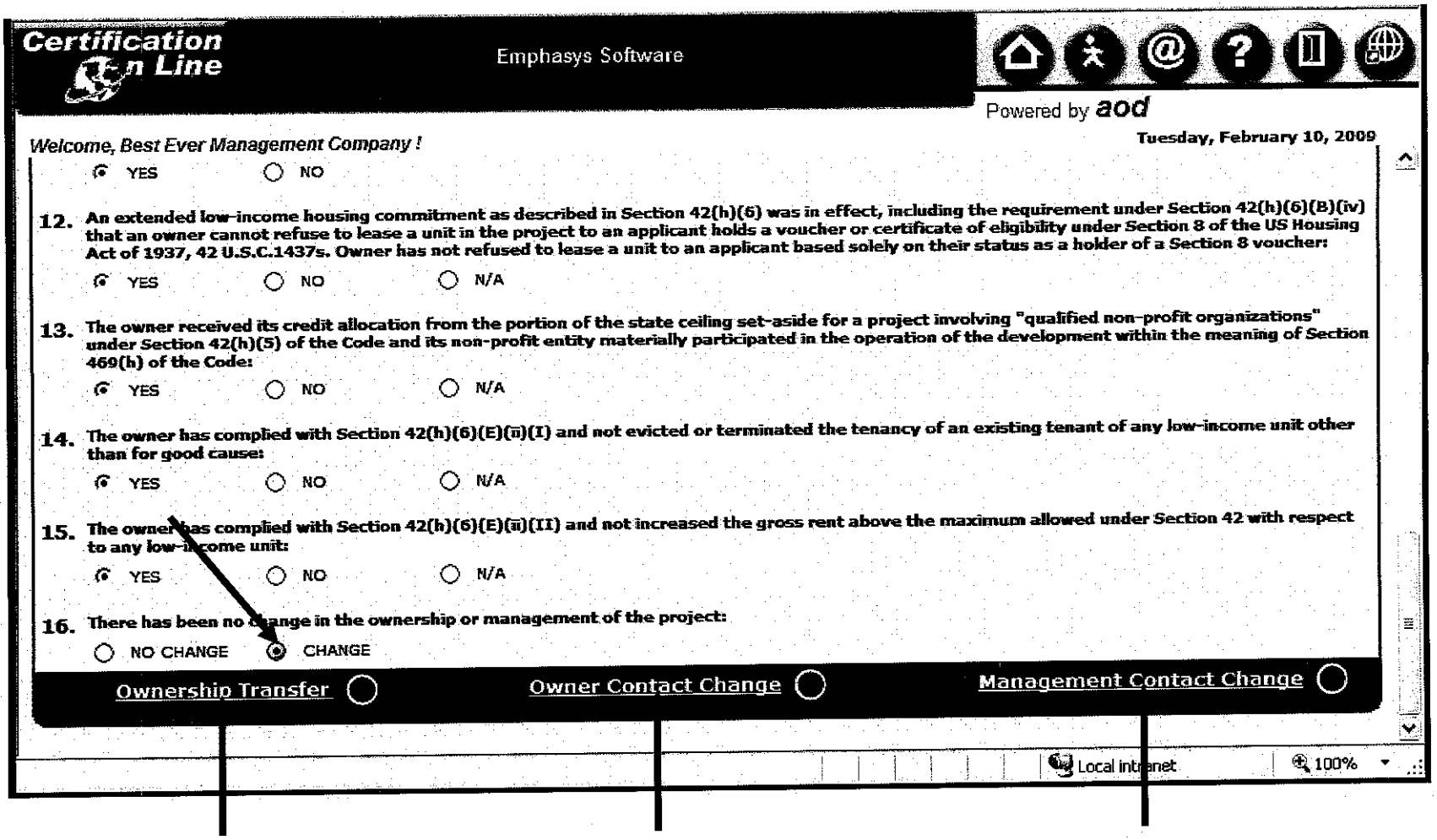
3


Certification
n Line
Emphasys Software
Powered by aod
Welcome, Best Ever Management Company !
Tuesday, February 10, 2009
Projects
Annual Owner Certs
Proceed to Buildings
Select
Project ID
Name of the Development
Address
Annual Owner Certs Status
00-025
Best Ever Development
123 Best Ever Avenue
NOT SUBMITTED
00/00/00
Total Number of Projects: 1
Annual Owner Certs
To process the Owner Certification Click on
"Annual Owner Certs" button
http://localhost/COL-Auto/HCOL029.html
Local intranet
100%

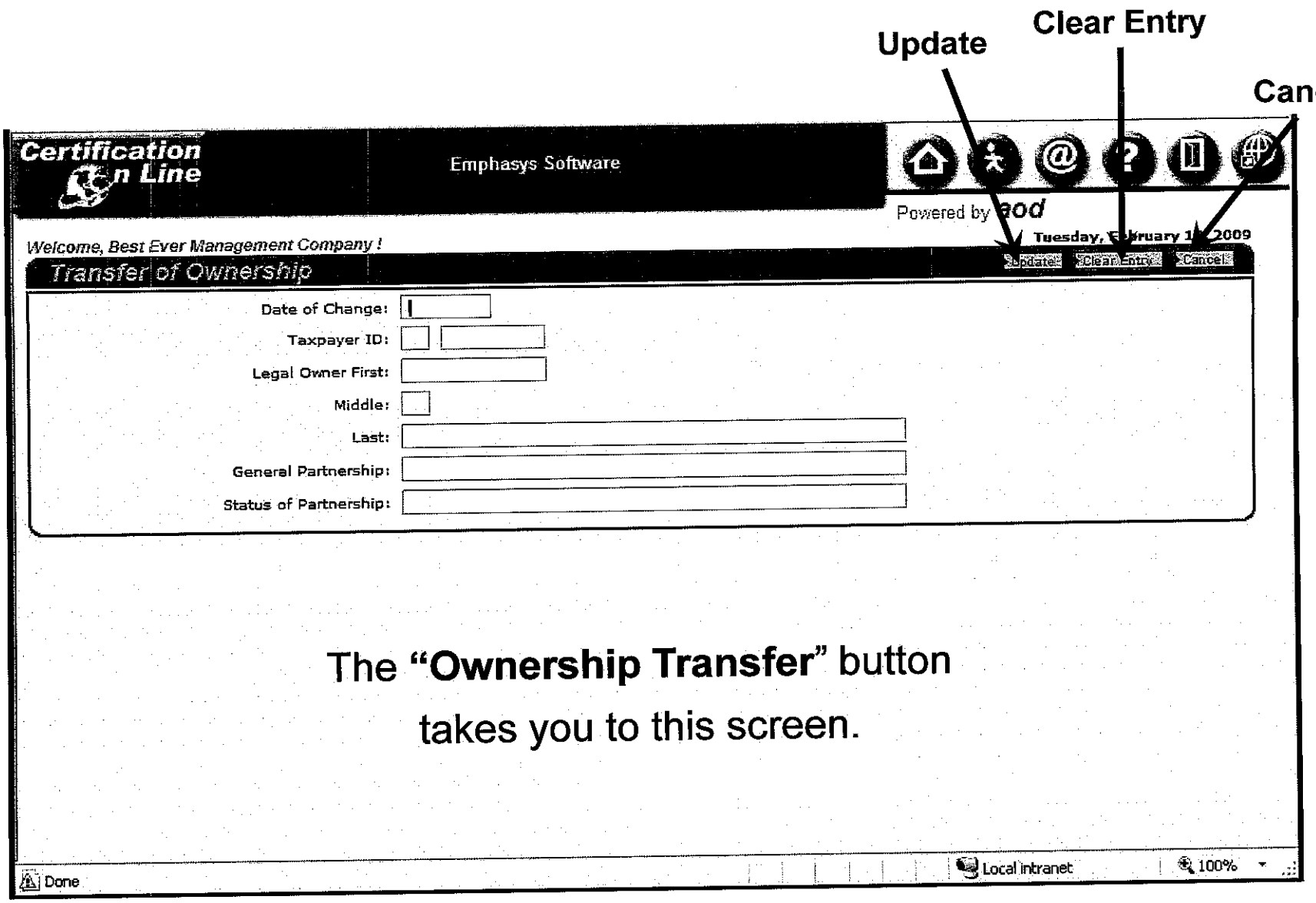

Enter Reporting Period
Update
Submit
Annual Owner Cert Form
Close
Certification On Line
Emphasys Software
Powered by aod
Welcome, Best Ever Management Company !
Tuesday, February 10, 2009
Annual Owner Certification
Update
Submit
Annual Owner Cert Form
Close
Project ID: 00-025 Best Ever Development
Owner Tax ID: P-000000002 Best Ever Owner
Last Cert Ending: 00/00/0000 Type of Certification: Certification
New Certification Period: 01/01/2004 to 12/31/2004
Enter dates of reporting period and answer questions as appropriate
1. The project meets the minimum requirements of: (check one)
20-50 test under Section 42(g)(1)(A) of the Code
40-60 test under Section 42(g)(1)(B) of the Code
15-40 test for "deep rent-skewed" projects under Section 42(g)(4) and 142 (d)(4)(B) of the Code
2. There has been no change in the applicable fraction (as defined in Section 42(c)(1)(B) of the Code) for any building in the project:
NO CHANGE CHANGE
3. The owner has received an annual Tenant Income Certification from each low-income resident and documentation to support that certification:
YES NO
4. Each low-income unit in the project has been rent-restricted under Section 42(g)(2) of the Code:
YES NO
Done
Local intranet
100%

There are 16 questions for the owner to answer.

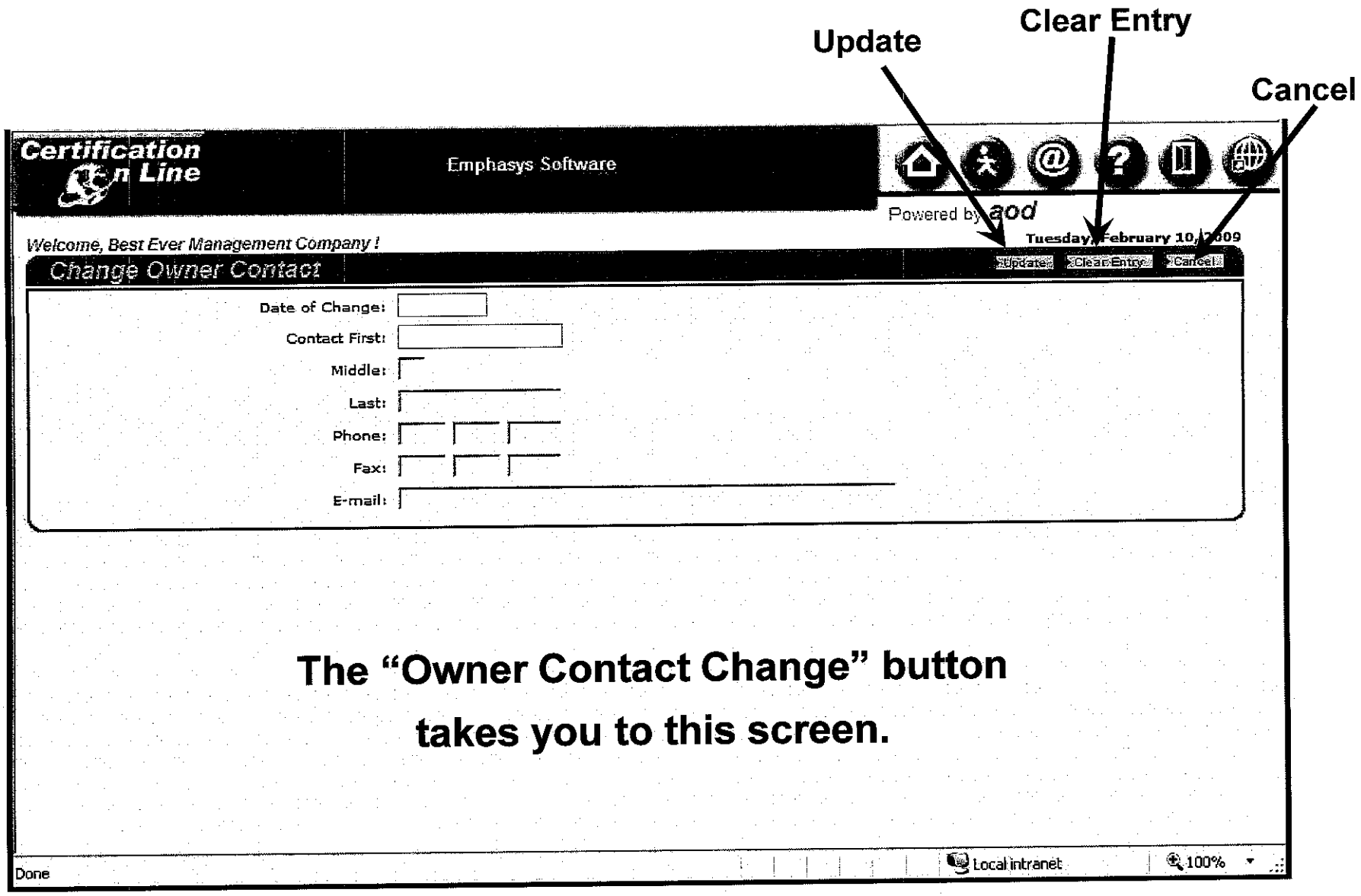


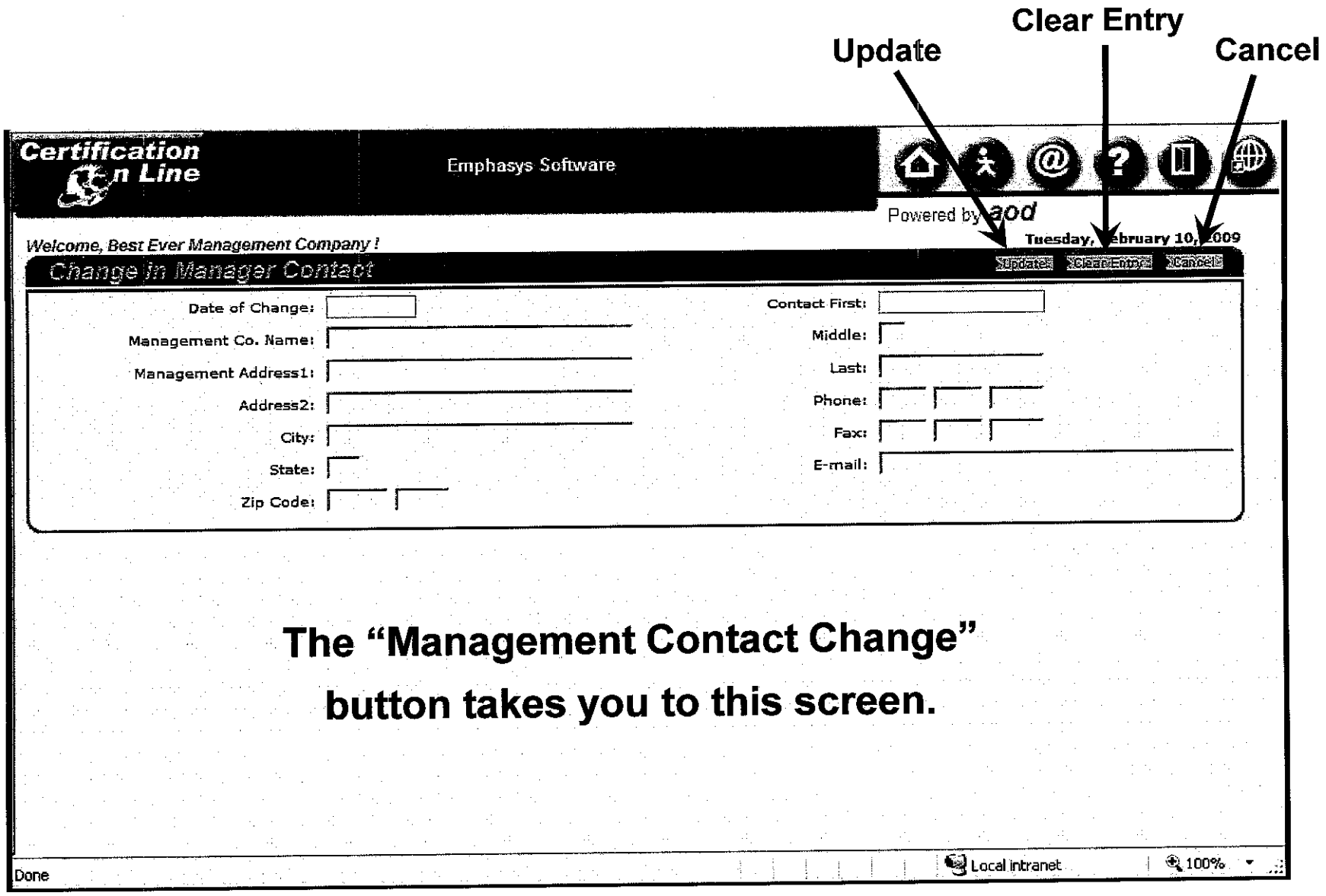


If there are **changes** in **Ownership** of the property, or in **Owner** or **Management Contact**, mark “CHANGE” on **question #16** and click on the appropriate change type.

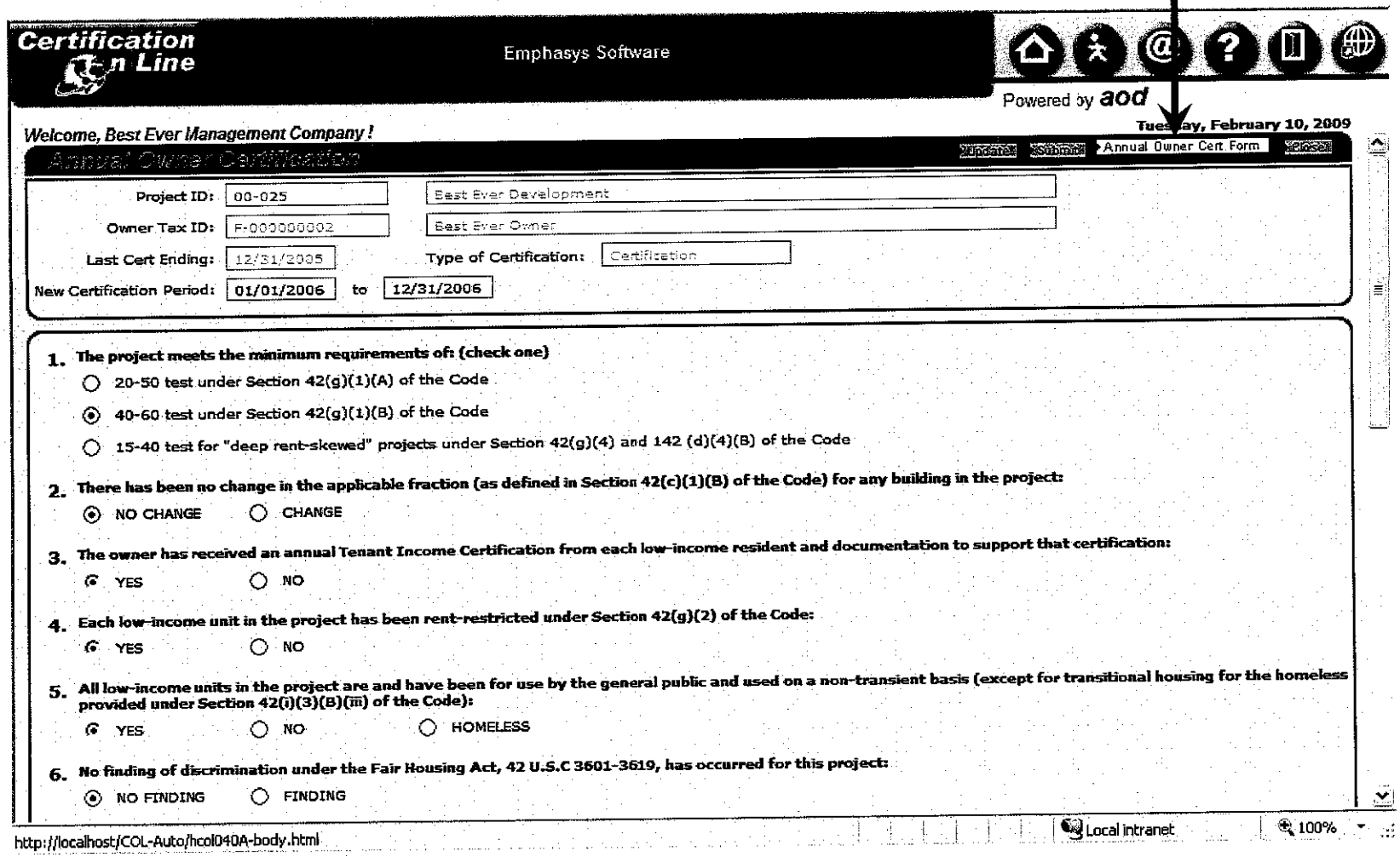


The **"Ownership Transfer"** button takes you to this screen.

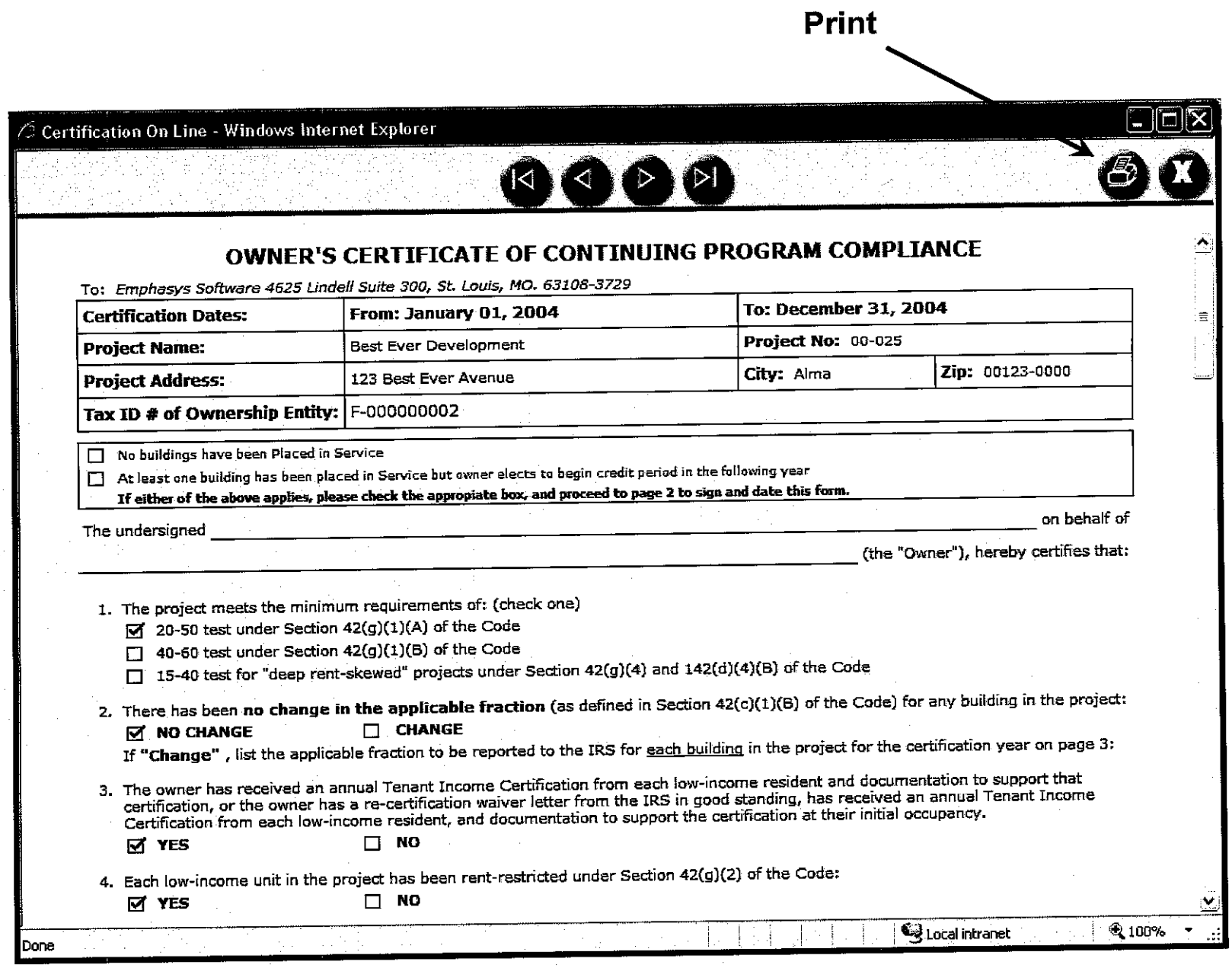

Update
Clear Entry
Cancel
Certification Line
Emphasys Software
Powered by aod
Welcome, Best Ever Management Company !
Tuesday, February 10, 2009
Change Owner Contact
Update
Clear Entry
Cancel
Date of Change:
Contact First:
Middle:
Last:
Phone:
Fax:
E-mail:
The "Owner Contact Change" button takes you to this screen.
Done
Local intranet
100%


Update
Clear Entry
Cancel
Certification On Line
Emphasys Software
Powered by aod
Welcome, Best Ever Management Company !
Tuesday, February 10, 2009
Change In Manager Contact
Update
Clear Entry
Cancel
Date of Change:
Management Co. Name:
Management Address1:
Address2:
City:
State:
Zip Code:
Contact First:
Middle:
Last:
Phone:
Fax:
E-mail:
The "Management Contact Change" button takes you to this screen.
Done
Local intranet
100%

Annual Owner Certification Form



Click on "Annual Owner Cert Form" to print the completed form.


Print
Certification On Line - Windows Internet Explorer
OWNER'S CERTIFICATE OF CONTINUING PROGRAM COMPLIANCE
To: Emphasys Software 4625 Lindell Suite 300, St. Louis, MO. 63108-3729
Certification Dates: From: January 01, 2004 To: December 31, 2004
Project Name: Best Ever Development Project No: 00-025
Project Address: 123 Best Ever Avenue City: Alma Zip: 00123-0000
Tax ID # of Ownership Entity: F-000000002
No buildings have been Placed in Service
At least one building has been placed in Service but owner elects to begin credit period in the following year
If either of the above applies, please check the appropriate box, and proceed to page 2 to sign and date this form.
The undersigned _____ on behalf of
_____ (the "Owner"), hereby certifies that:
1. The project meets the minimum requirements of: (check one)
20-50 test under Section 42(g)(1)(A) of the Code
40-60 test under Section 42(g)(1)(B) of the Code
15-40 test for "deep rent-skewed" projects under Section 42(g)(4) and 142(d)(4)(B) of the Code
2. There has been no change in the applicable fraction (as defined in Section 42(c)(1)(B) of the Code) for any building in the project:
NO CHANGE CHANGE
If "Change" , list the applicable fraction to be reported to the IRS for each building in the project for the certification year on page 3:
3. The owner has received an annual Tenant Income Certification from each low-income resident and documentation to support that certification, or the owner has a re-certification waiver letter from the IRS in good standing, has received an annual Tenant Income Certification from each low-income resident, and documentation to support the certification at their initial occupancy.
YES NO
4. Each low-income unit in the project has been rent-restricted under Section 42(g)(2) of the Code:
YES NO
Done
Local intranet
100%

Update

Certification On Line

Emphasys Software

Powered by aod

Welcome, Best Ever Management Company !

Tuesday, February 10, 2009

Annual Owner Certification

Update | Support | Annual Owner Cert Form | Close

Project ID: 00-025 Best Ever Development

Owner Tax ID: F-000000002 Best Ever Owner

Last Cert Ending: 12/31/2005 Type of Certification: Certification

New Certification Period: 01/01/2006 to 12/31/2006

1. **The project meets the minimum requirements of: (check one)**
   - ○ 20-50 test under Section 42(g)(1)(A) of the Code
   - ◉ 40-60 test under Section 42(g)(1)(B) of the Code
   - ○ 15-40 test for "deep rent-skewed" projects under Section 42(g)(4) and 142 (d)(4)(B) of the Code

2. **There has been no change in the applicable fraction (as defined in Section 42(c)(1)(B) of the Code) for any building in the project:**
   - ◉ NO CHANGE ○ CHANGE

3. **The owner has received an annual Tenant Income Certification from each low-income resident and documentation to support that certification:**
   - ◉ YES ○ NO

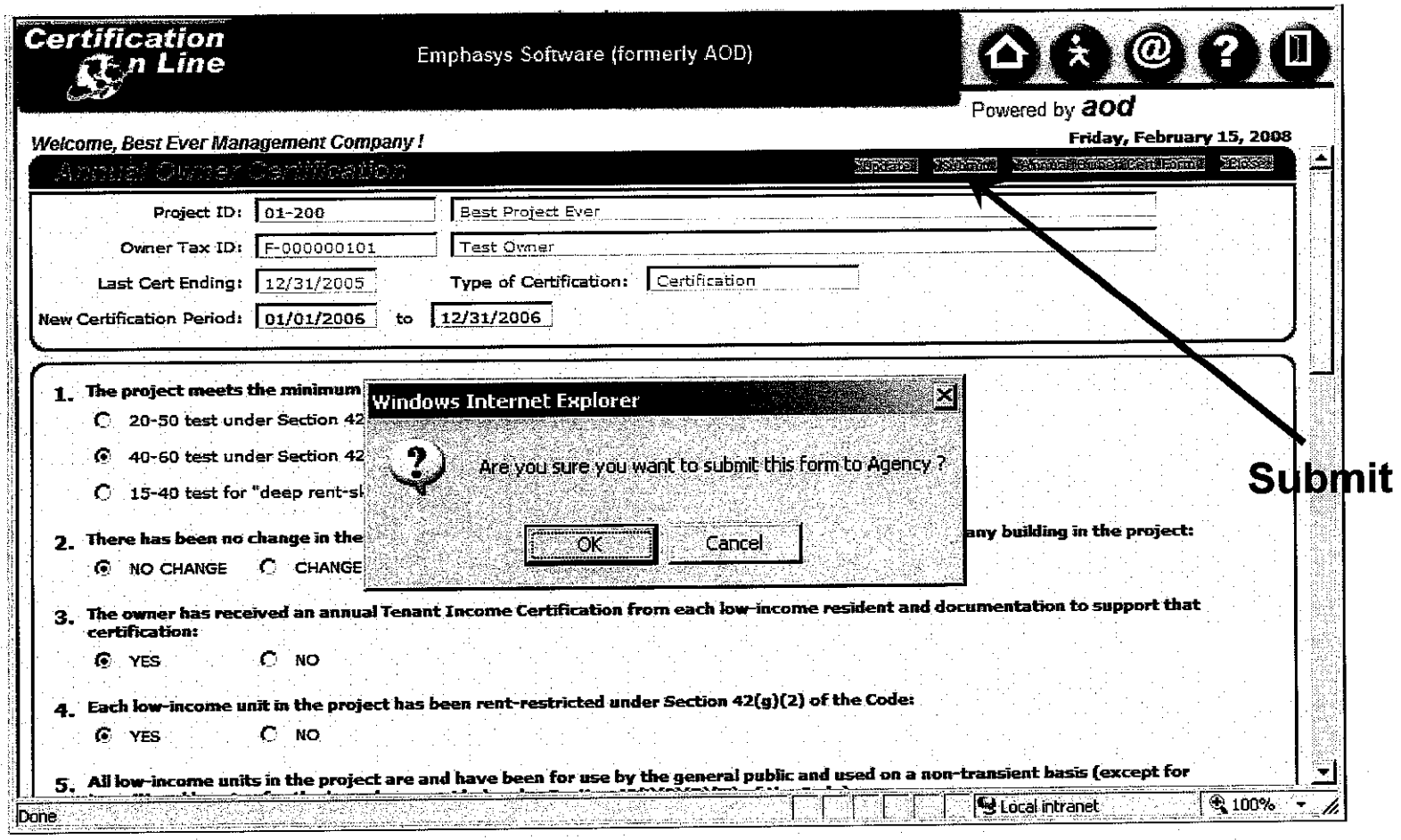
4. **Each low-income unit in the project has been rent-restricted under Section 42(g)(2) of the Code:**
   - ◉ YES ○ NO

5. **All low-income units in the project are and have been for use by the general public and used on a non-transient basis (except for transitional housing for the homeless provided under Section 42(i)(3)(B)(iii) of the Code):**
   - ◉ YES ○ NO ○ HOMELESS

6. **No finding of discrimination under the Fair Housing Act, 42 U.S.C 3601-3619, has occurred for this project:**
   - ◉ NO FINDING ○ FINDING

http://localhost/COL-Auto/hcol010.html

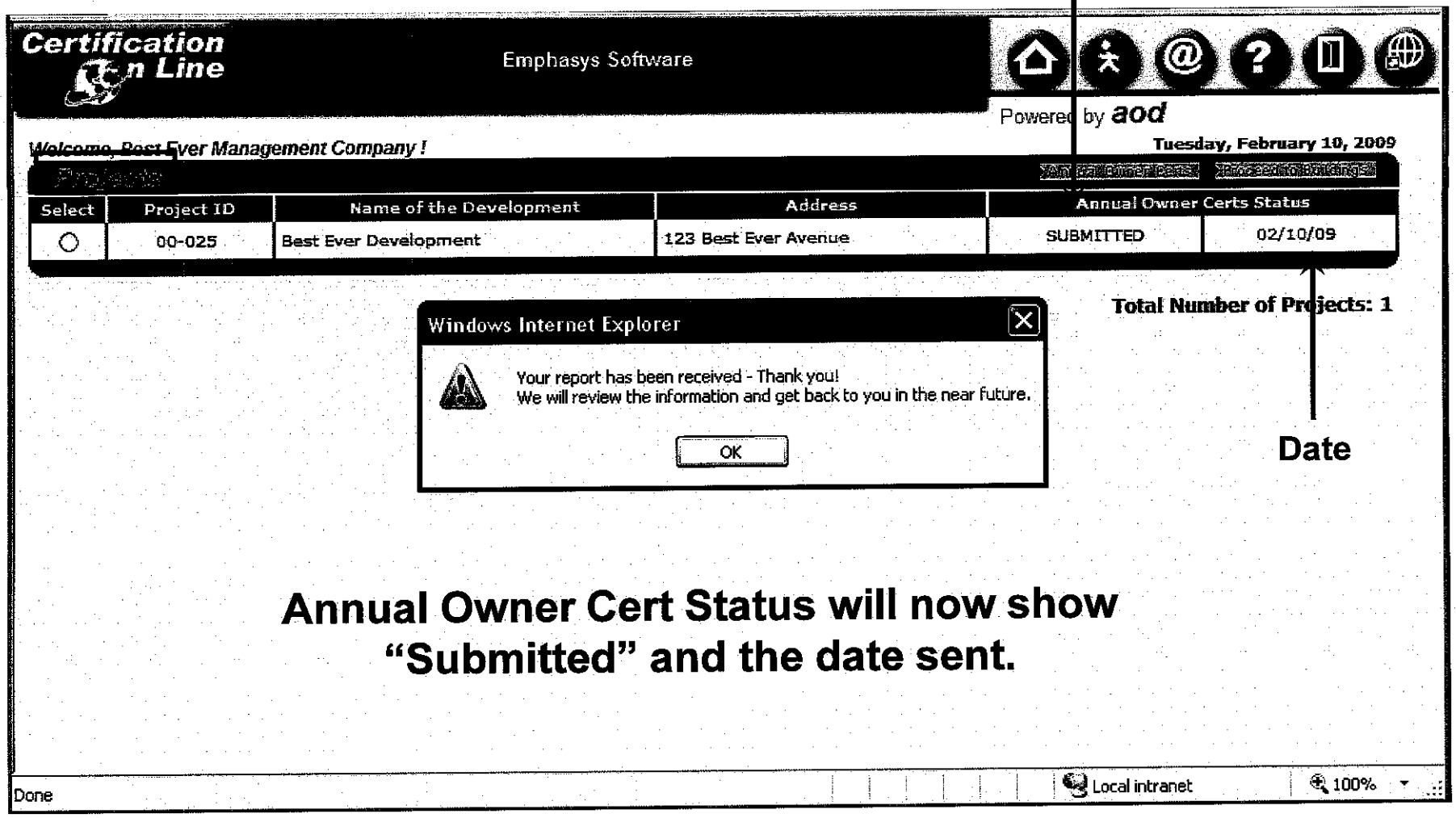
Local intranet 100%



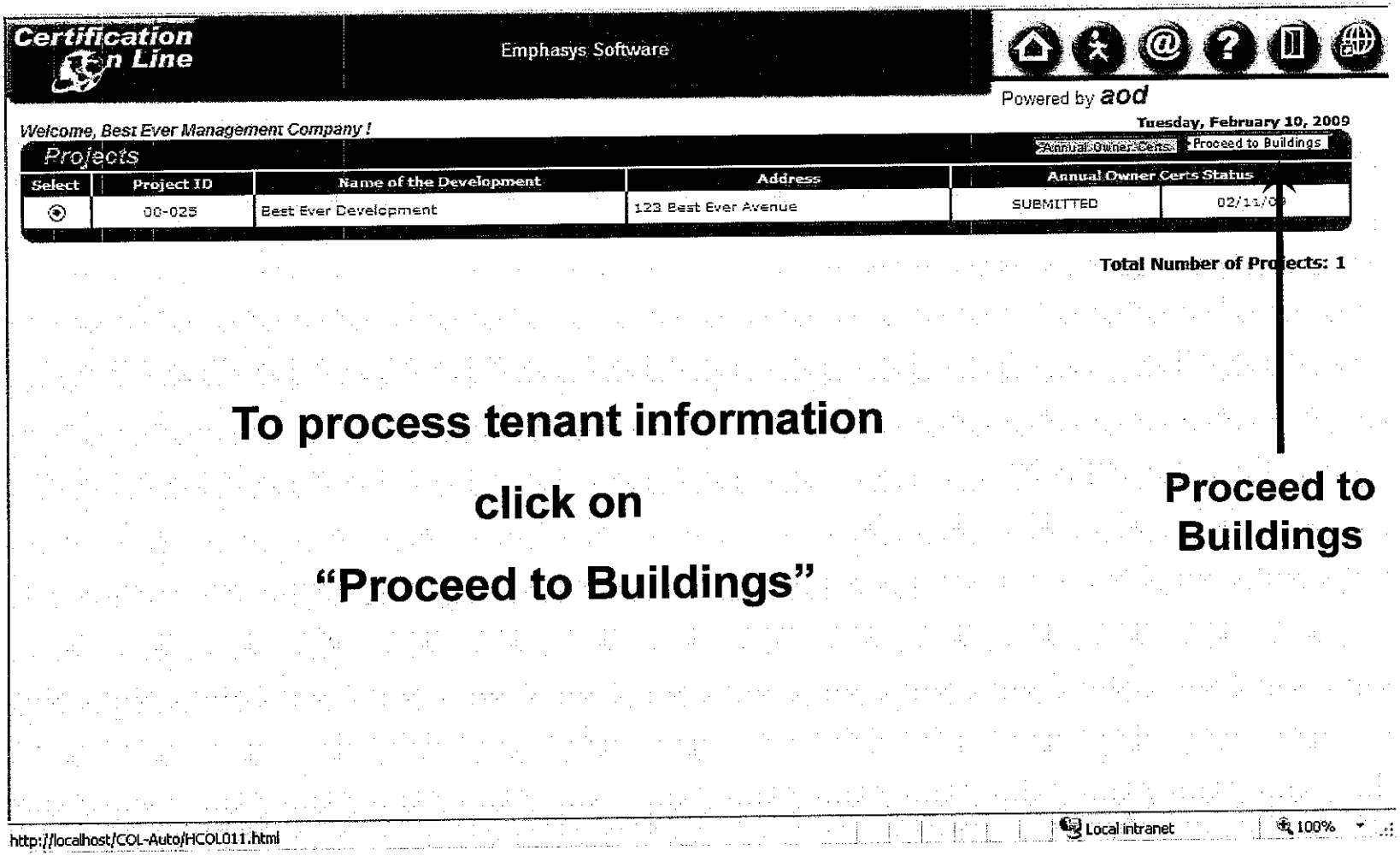
Only Management Company can submit Owner Certification

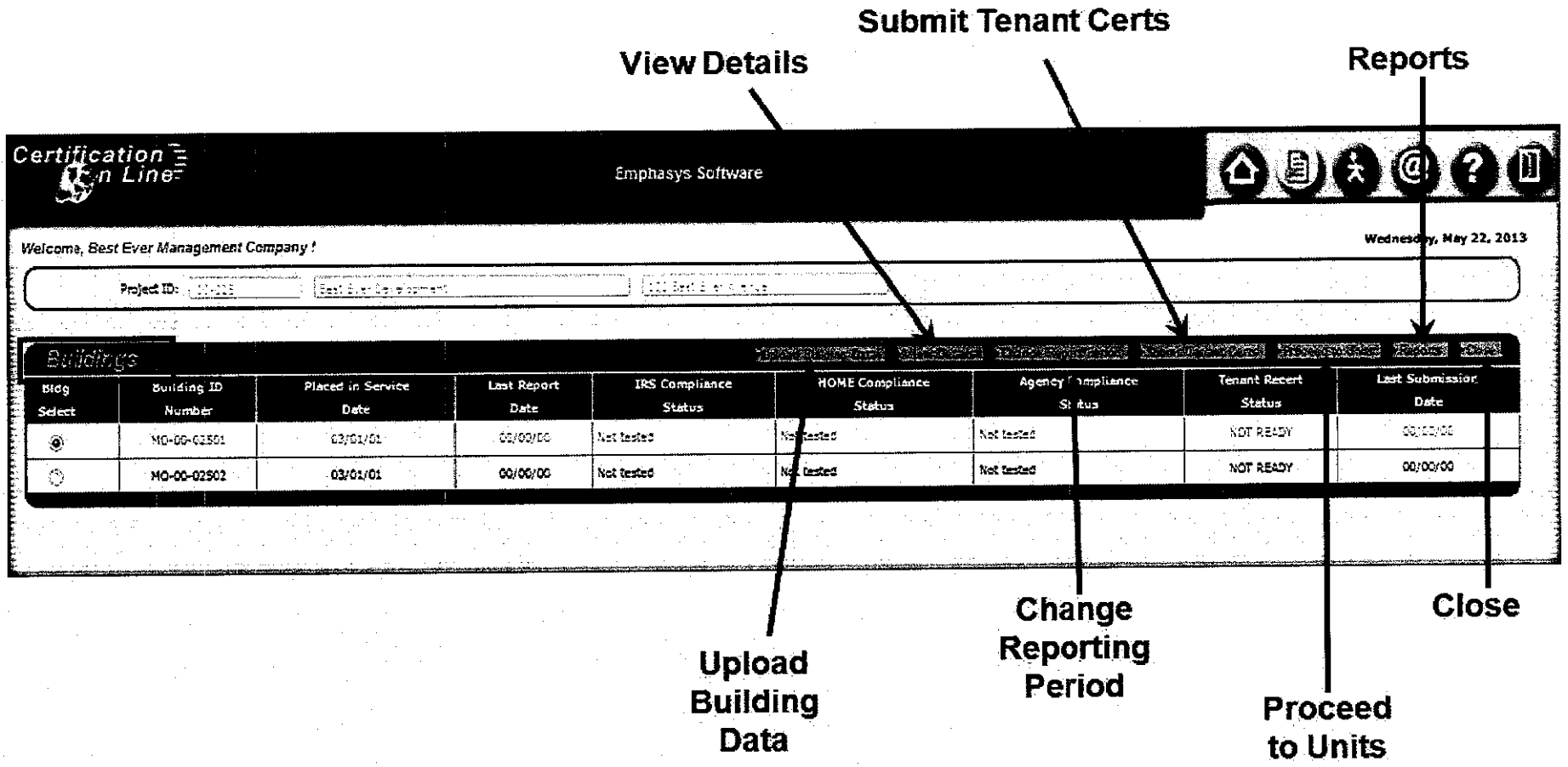
You will come back to this screen.

Submitted

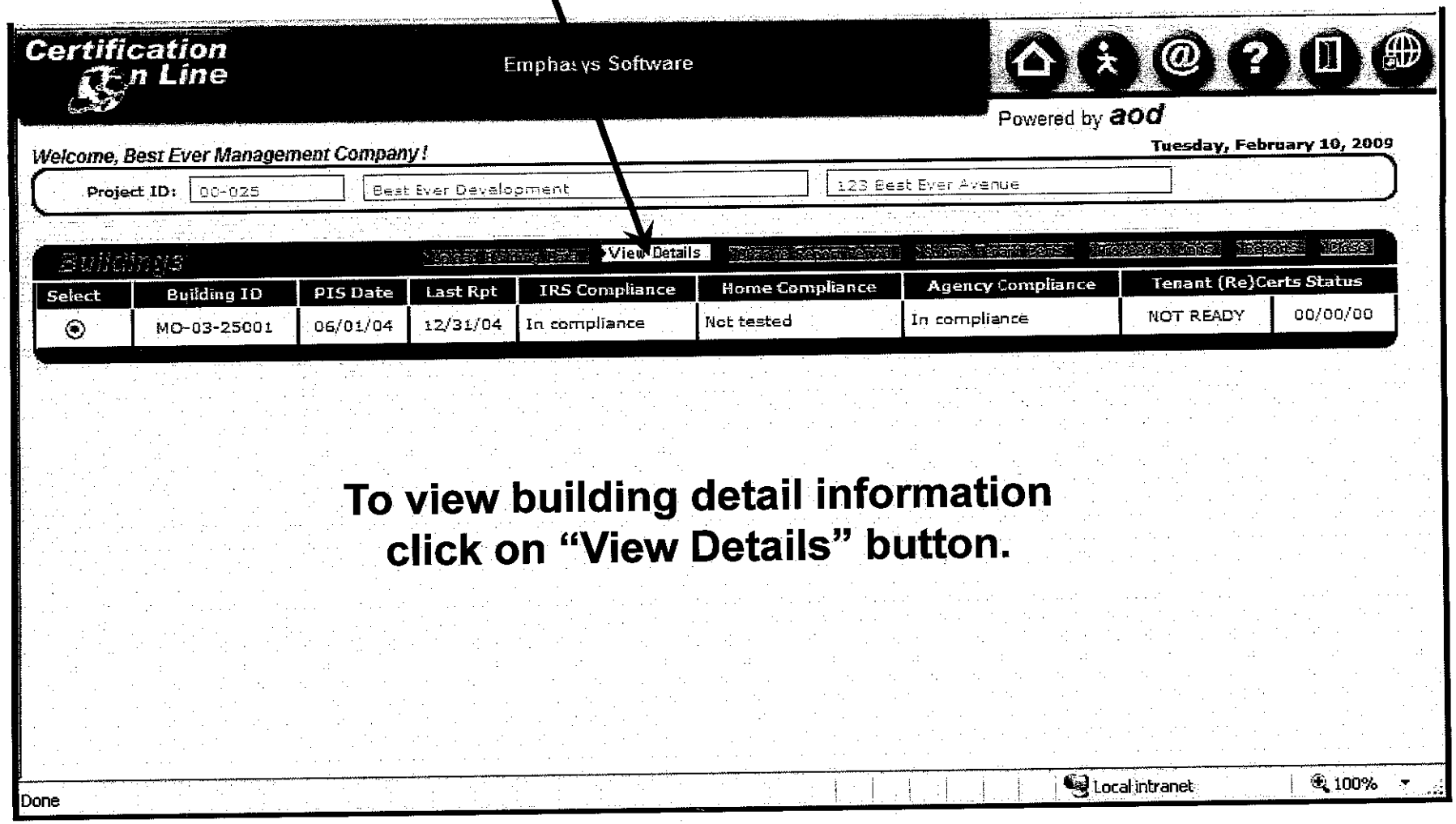


Annual Owner Cert Status will now show "Submitted" and the date sent.

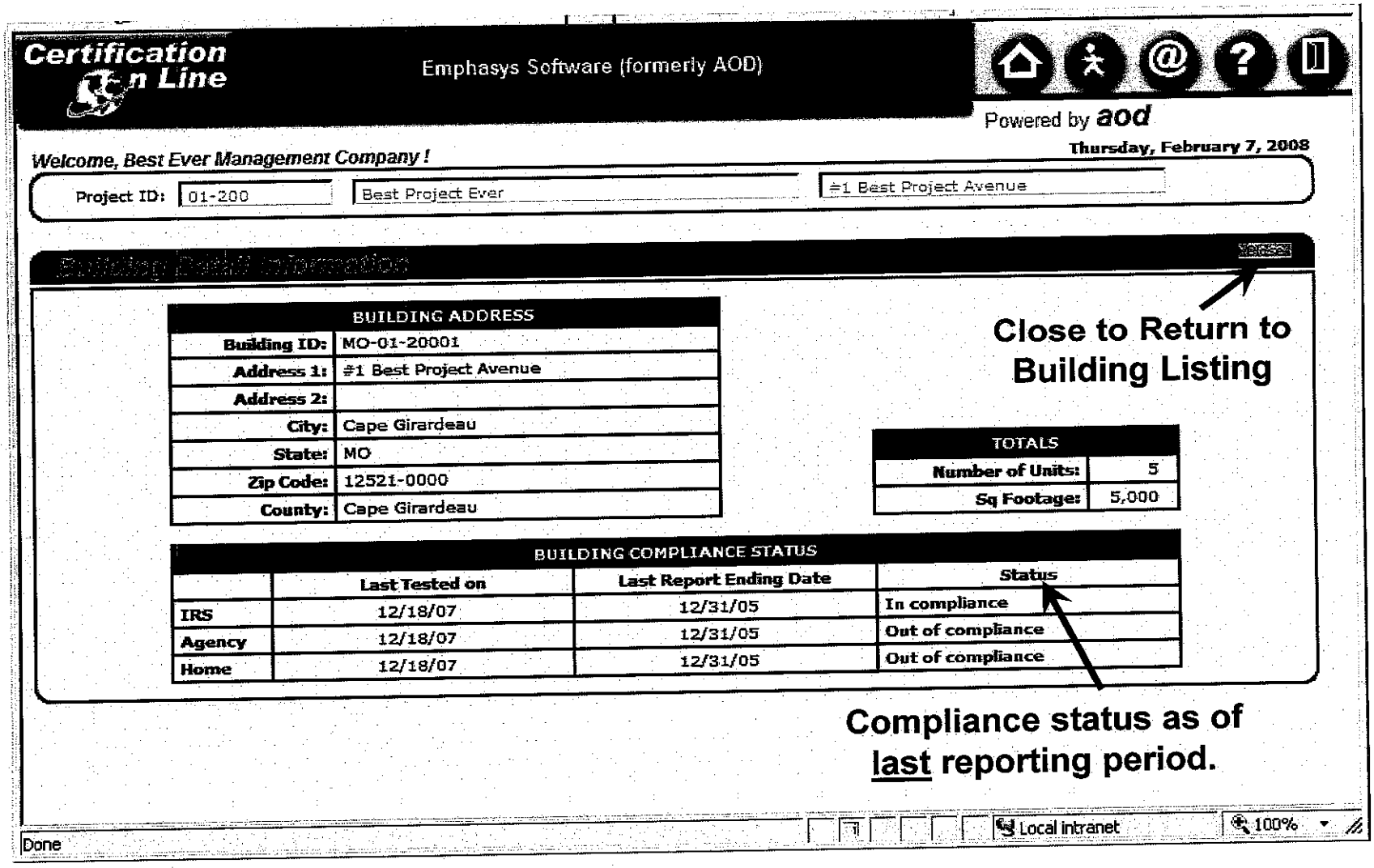

Certification On Line
Emphasys Software
Powered by aod
Welcome, Best Ever Management Company !
Tuesday, February 10, 2009
Projects
Annual Owner Certs
Proceed to Buildings
Select
Project ID
Name of the Development
Address
Annual Owner Certs Status
00-025
Best Ever Development
123 Best Ever Avenue
SUBMITTED
02/11/0
Total Number of Projects: 1
To process tenant information
click on
"Proceed to Buildings"
Proceed to Buildings
http://localhost/COL-Auto/HCOL011.html
Local intranet
100%


View Details
Submit Tenant Certs
Reports
Certification On Line
Emphasys Software
Welcome, Best Ever Management Company !
Wednesday, May 22, 2013
Project ID:
Buildings
Bldg Select
Building ID Number
Placed in Service Date
Last Report Date
IRS Compliance Status
HOME Compliance Status
Agency Compliance Status
Tenant Recert Status
Last Submission Date
MO-00-02501
03/01/01
00/00/00
Not tested
Not tested
Not tested
NOT READY
00/00/00
MO-00-02502
03/01/01
00/00/00
Not tested
Not tested
Not tested
NOT READY
00/00/00
Upload Building Data
Change Reporting Period
Proceed to Units
Close

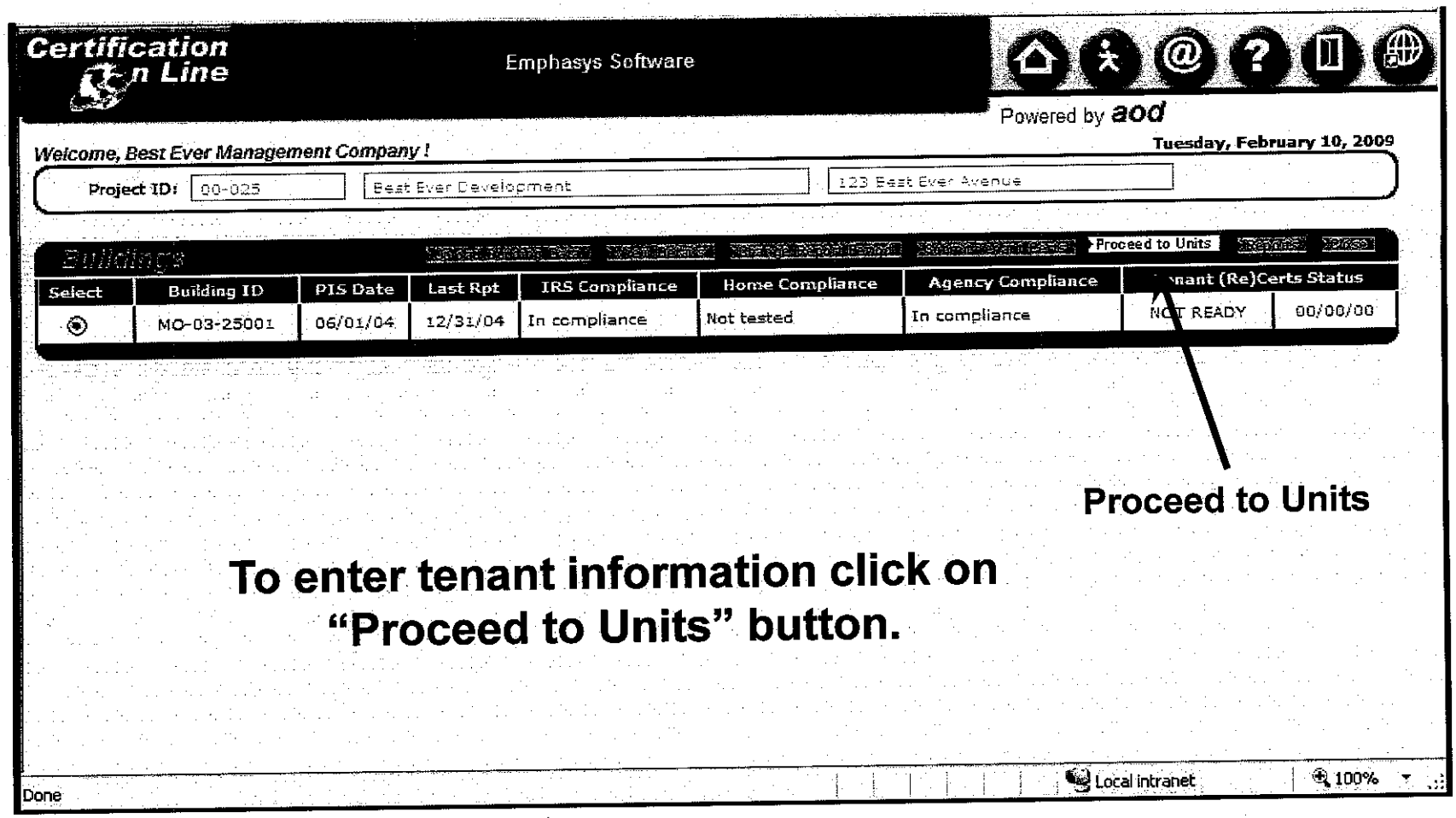
View Details

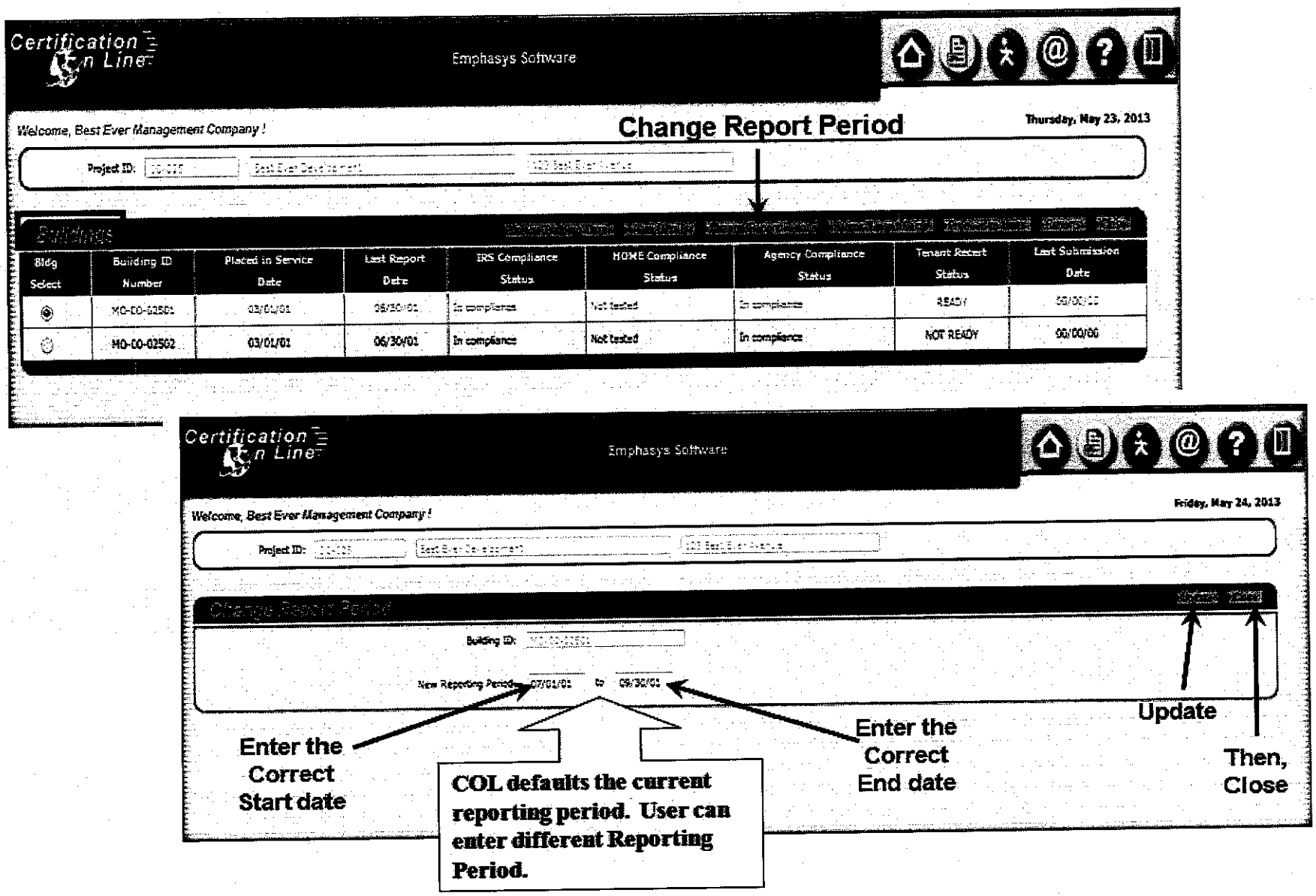


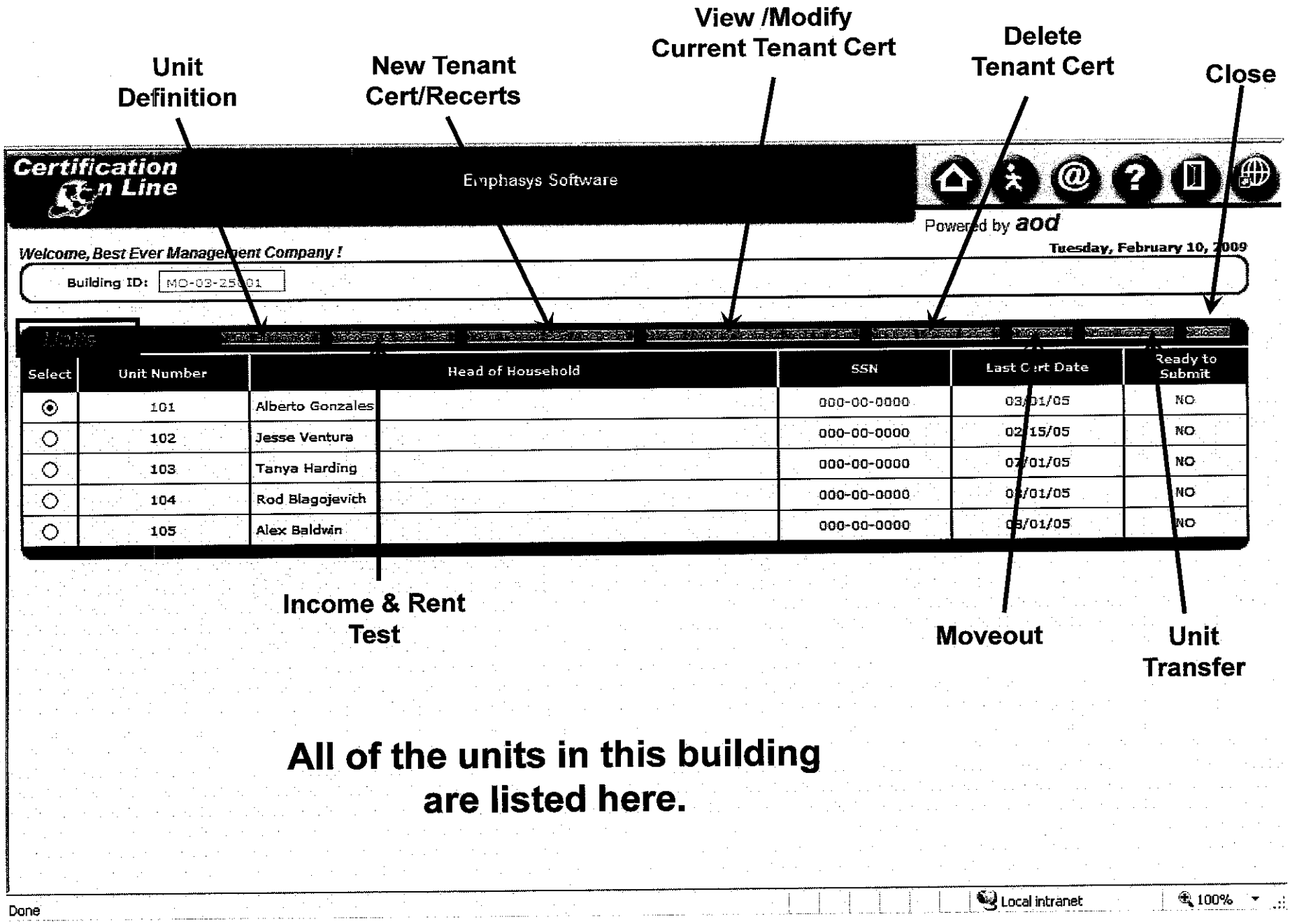
To view building detail information click on "View Details" button.



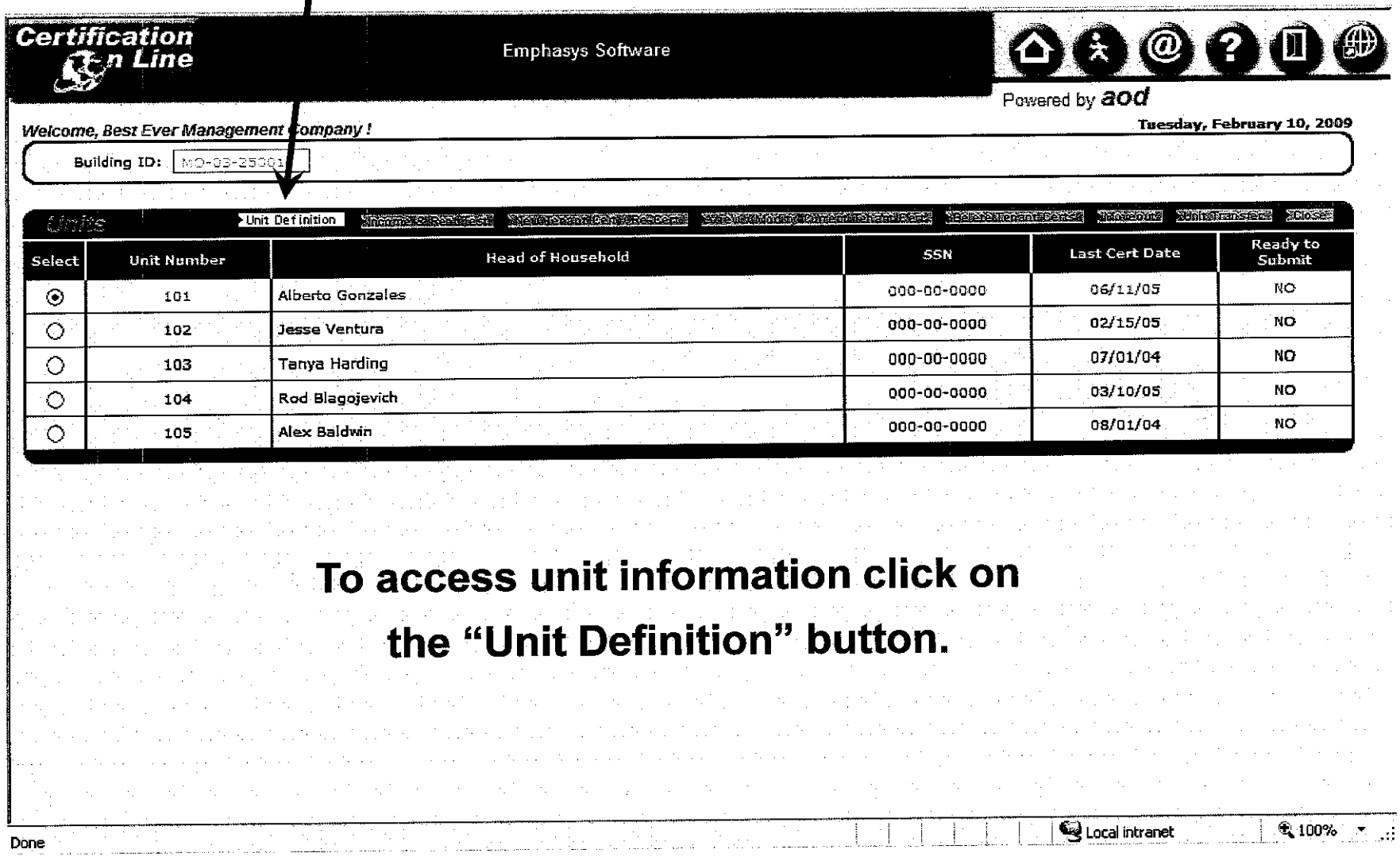
This is a "view only" screen – <u>You can not enter any information here</u>.


Certification On Line
Emphasys Software
Powered by aod
Welcome, Best Ever Management Company !
Tuesday, February 10, 2009
Project ID: 00-025
Best Ever Development
123 Best Ever Avenue
Buildings
Proceed to Units
Select
Building ID
PIS Date
Last Rpt
IRS Compliance
Home Compliance
Agency Compliance
Tenant (Re)Certs Status
MO-03-25001
06/01/04
12/31/04
In compliance
Not tested
In compliance
NOT READY
00/00/00
Proceed to Units
To enter tenant information click on
"Proceed to Units" button.
Done
Local intranet
100%

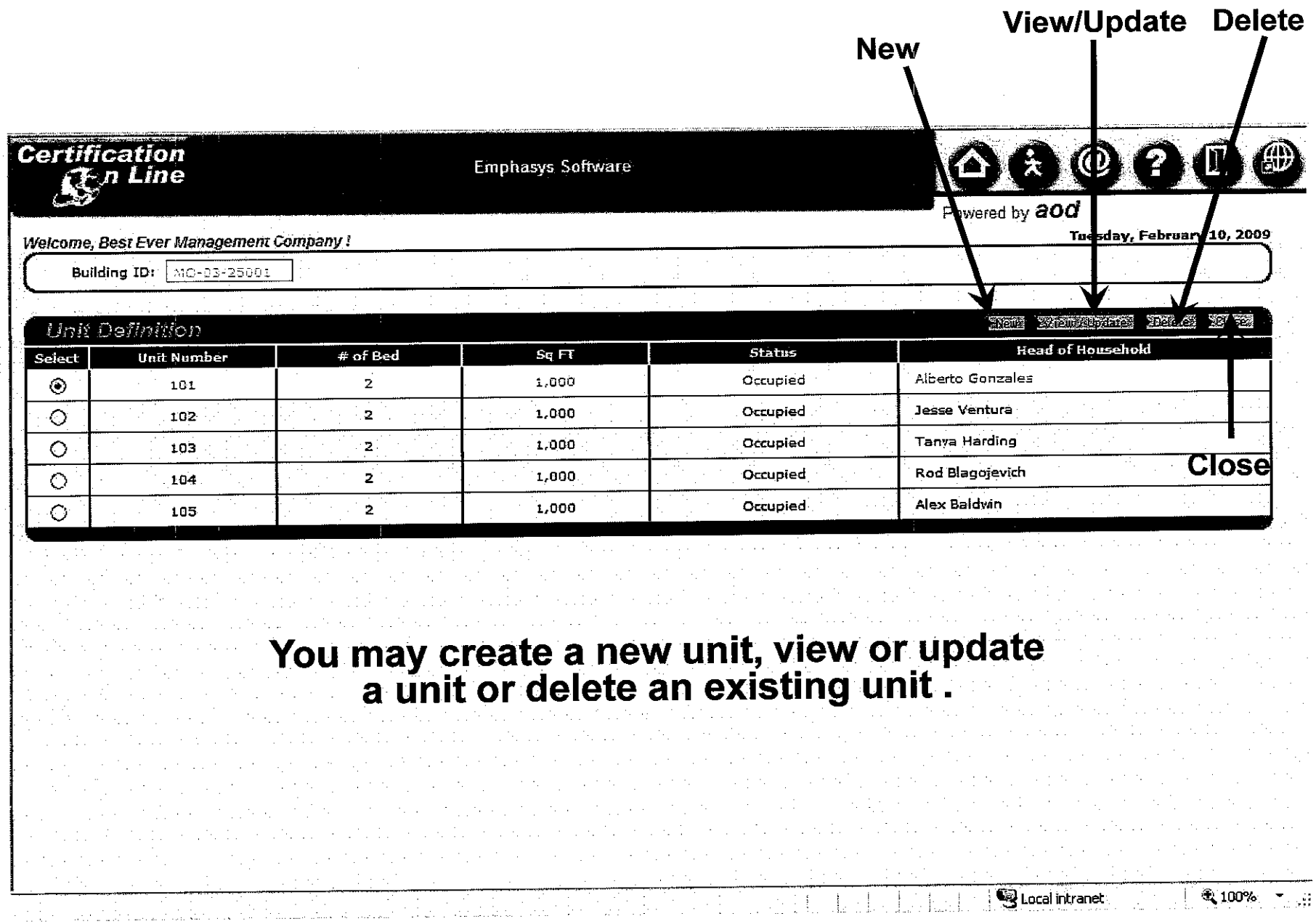

Certification On Line
Emphasys Software
Welcome, Best Ever Management Company !
Thursday, May 23, 2013
Change Report Period
Project ID:
Buildings
Bldg Select
Building ID Number
Placed in Service Date
Last Report Date
IRS Compliance Status
HOME Compliance Status
Agency Compliance Status
Tenant Recert Status
Last Submission Date
MO-CO-02501
03/01/01
06/30/01
In compliance
Not tested
In compliance
READY
MO-CO-02502
03/01/01
06/30/01
In compliance
Not tested
In compliance
NOT READY
00/00/00
Certification On Line
Emphasys Software
Welcome, Best Ever Management Company !
Friday, May 24, 2013
Project ID:
Change Report Period
Building ID:
New Reporting Period:
to
Update
Enter the Correct Start date
COL defaults the current reporting period. User can enter different Reporting Period.
Enter the Correct End date
Then, Close


Unit Definition
New Tenant Cert/Recerts
View /Modify Current Tenant Cert
Delete Tenant Cert
Close
Certification On Line
Emphasys Software
Powered by aod
Welcome, Best Ever Management Company !
Tuesday, February 10, 2009
Building ID: MO-03-25001
Units
Select
Unit Number
Head of Household
SSN
Last Cert Date
Ready to Submit
101 Alberto Gonzales 000-00-0000 03/01/05 NO
102 Jesse Ventura 000-00-0000 02/15/05 NO
103 Tanya Harding 000-00-0000 03/01/05 NO
104 Rod Blagojevich 000-00-0000 03/01/05 NO
105 Alex Baldwin 000-00-0000 03/01/05 NO
Income & Rent Test
Moveout
Unit Transfer
All of the units in this building are listed here.
Done
Local intranet
100%

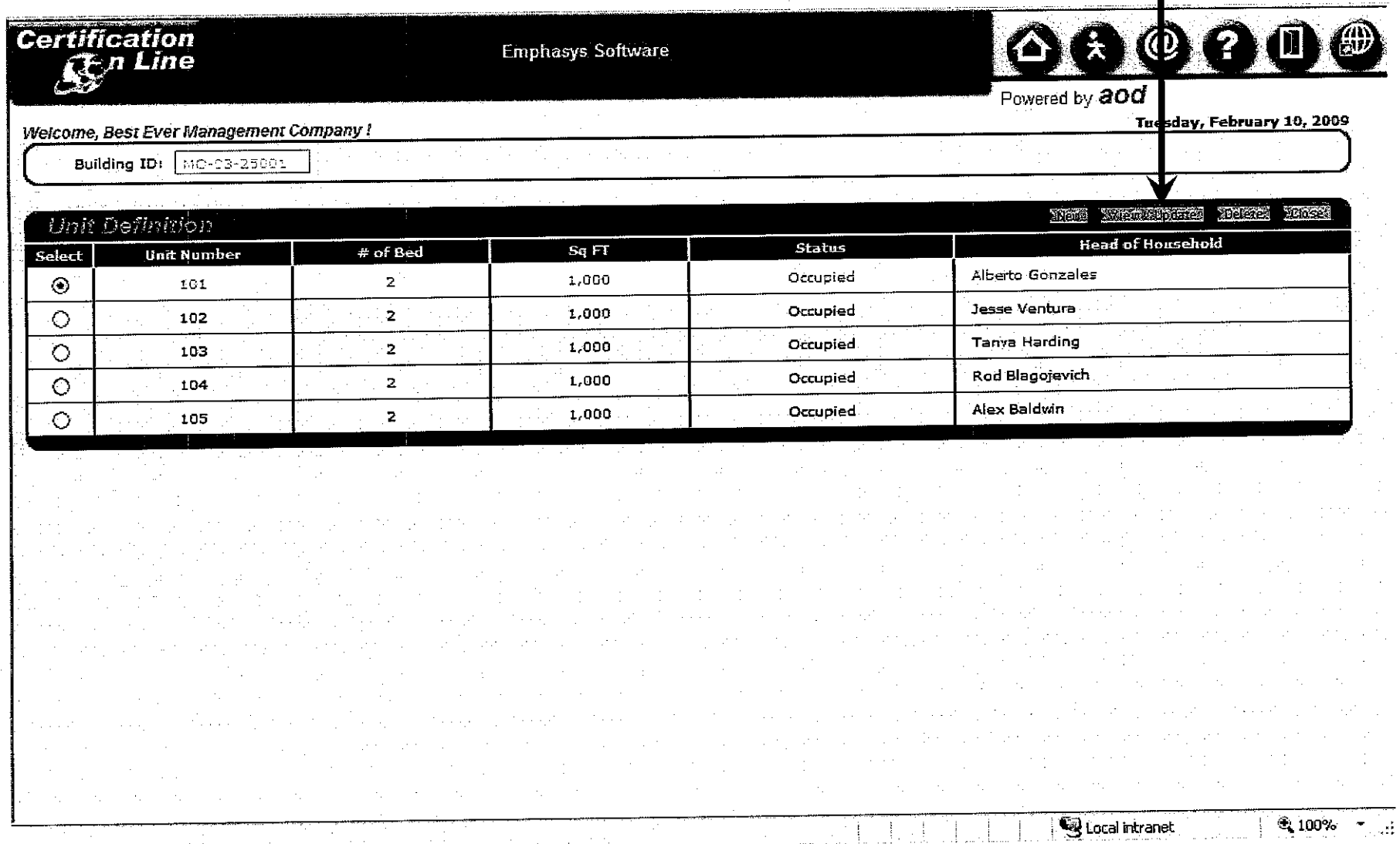
Unit Definition

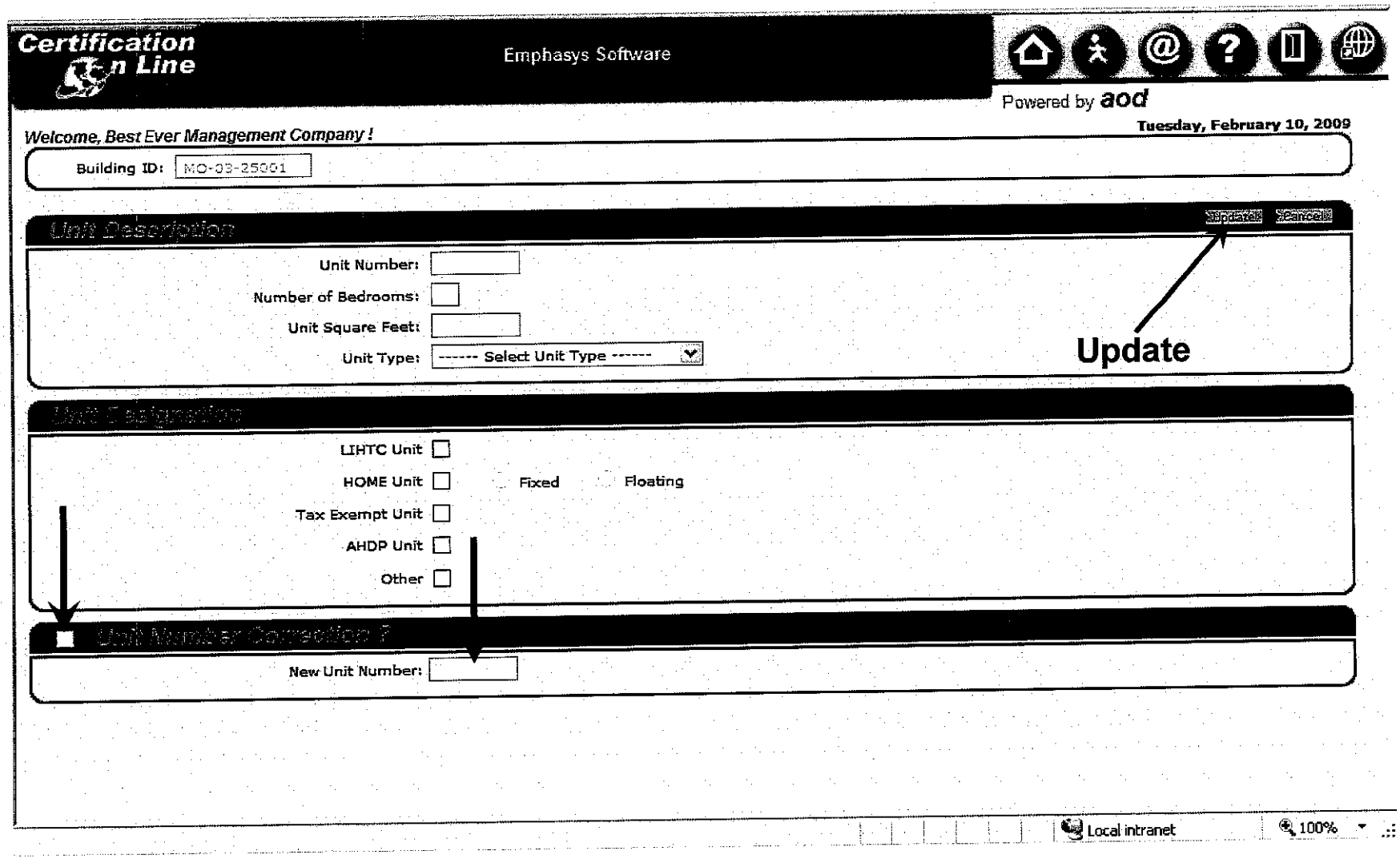


To access unit information click on the "Unit Definition" button.

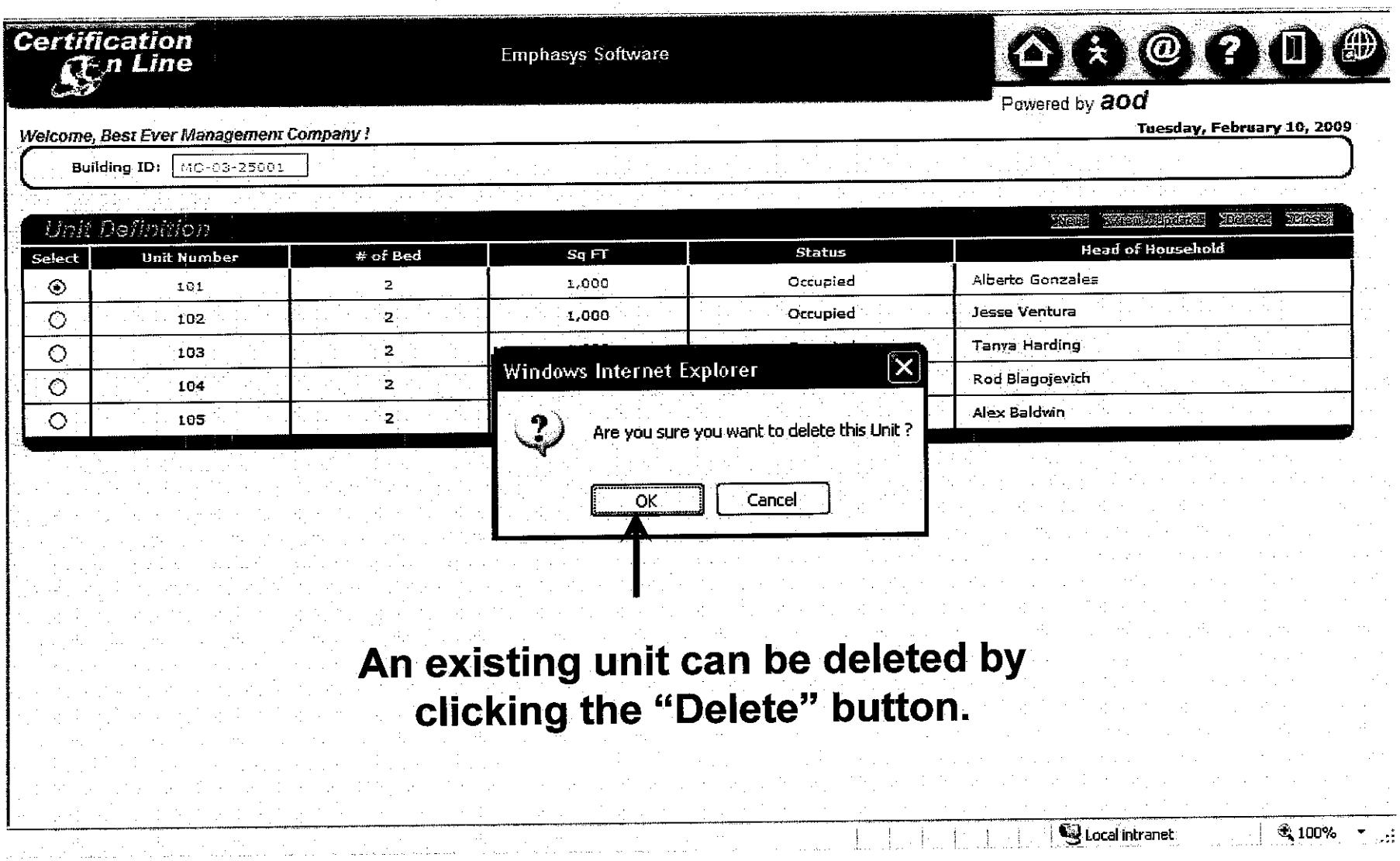

New
View/Update
Delete
Certification On Line
Emphasys Software
Powered by aod
Welcome, Best Ever Management Company !
Tuesday, February 10, 2009
Building ID: MO-03-25001
Unit Definition
New
View/Update
Delete
Close
Select
Unit Number
# of Bed
Sq FT
Status
Head of Household
101 2 1,000 Occupied Alberto Gonzales
102 2 1,000 Occupied Jesse Ventura
103 2 1,000 Occupied Tanya Harding
104 2 1,000 Occupied Rod Blagojevich
105 2 1,000 Occupied Alex Baldwin
You may create a new unit, view or update a unit or delete an existing unit .
Local intranet
100%

View/Update

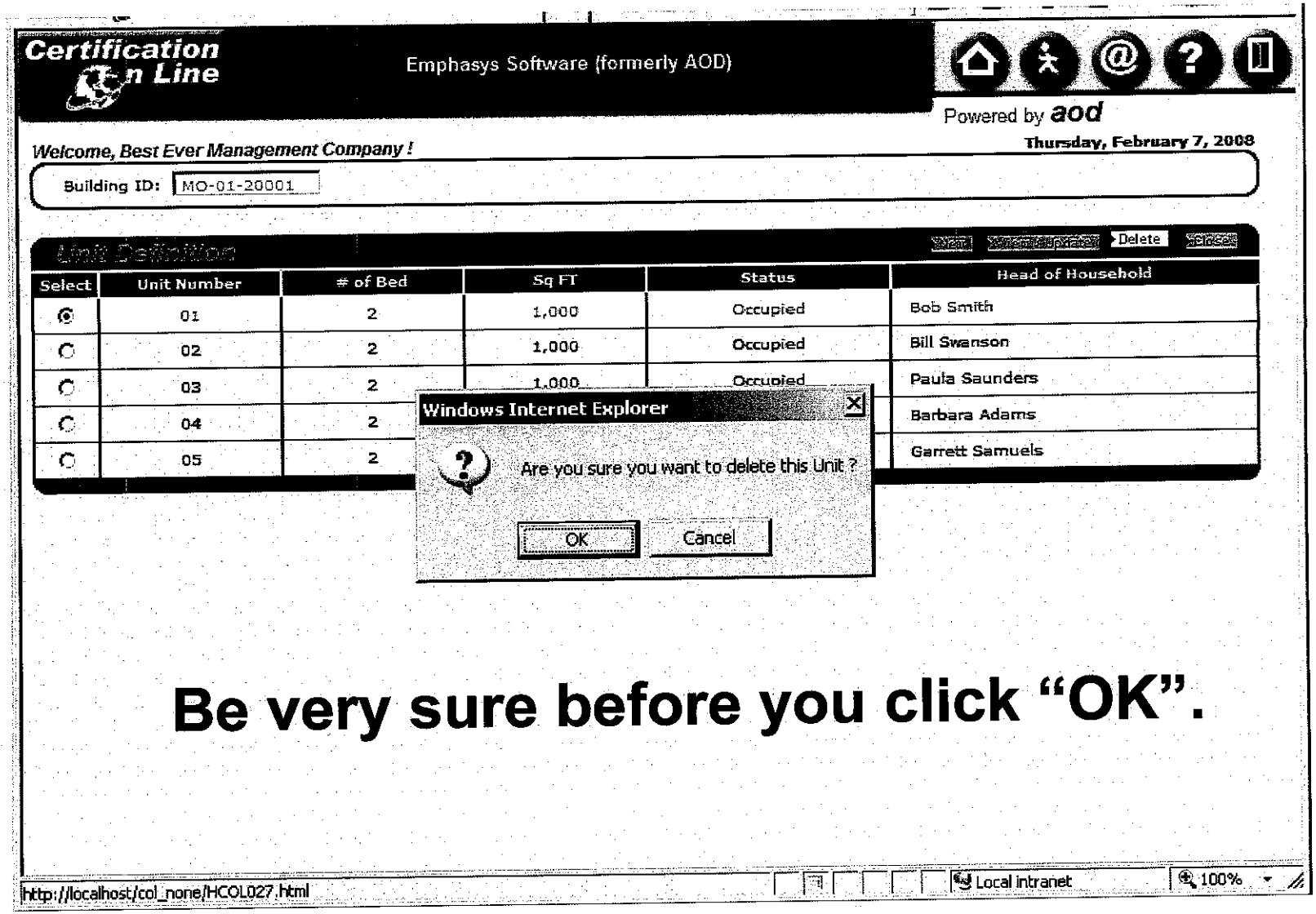

Certification On Line
Emphasys Software
Powered by aod
Tuesday, February 10, 2009
Welcome, Best Ever Management Company !
Building ID: MD-03-25001
Unit Definition
New
View/Update
Delete
Close
Select
Unit Number
# of Bed
Sq FT
Status
Head of Household
101
2
1,000
Occupied
Alberto Gonzales
102
2
1,000
Occupied
Jesse Ventura
103
2
1,000
Occupied
Tanya Harding
104
2
1,000
Occupied
Rod Blagojevich
105
2
1,000
Occupied
Alex Baldwin
Local intranet
100%



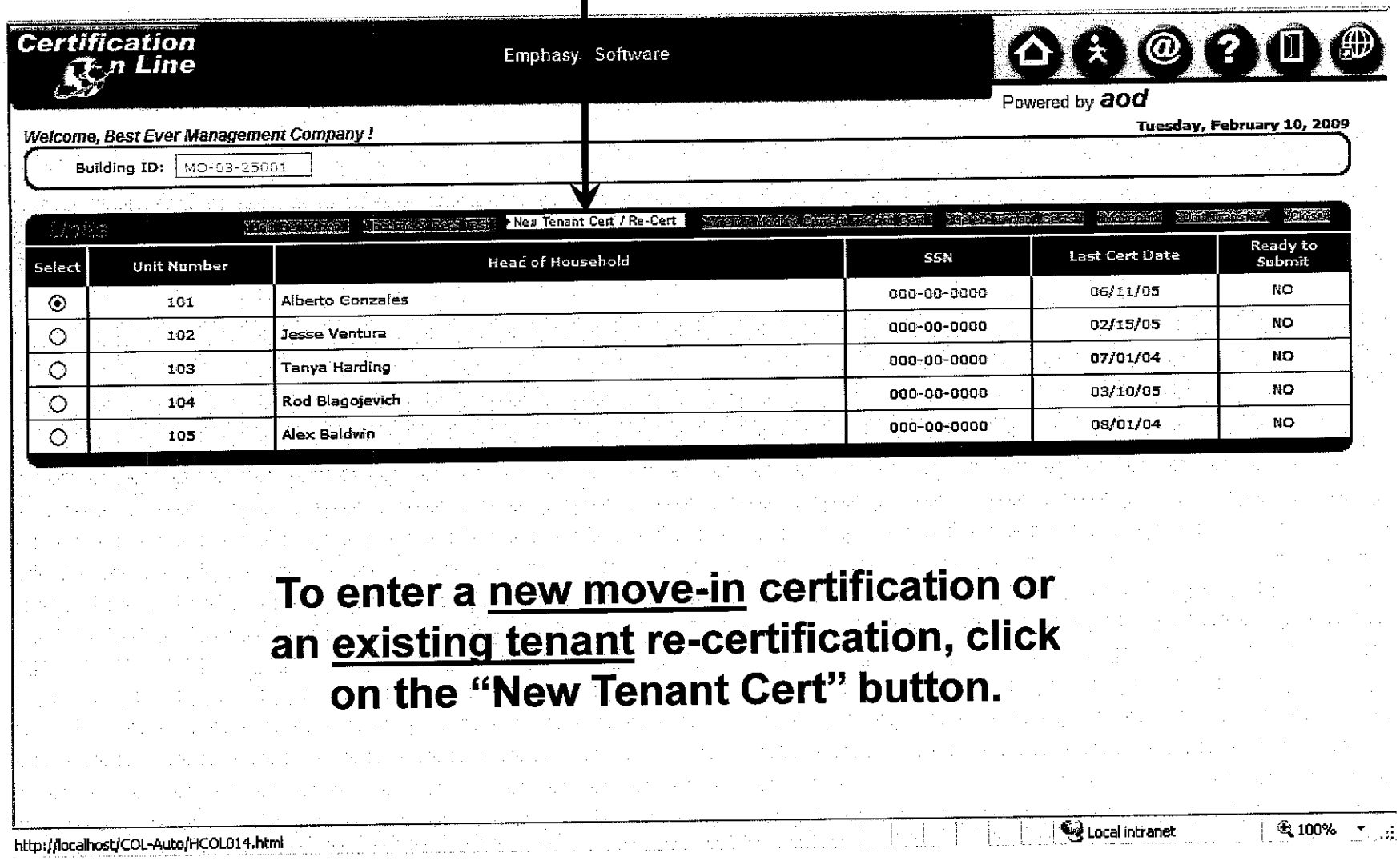
New units are created and existing units changed on this screen.



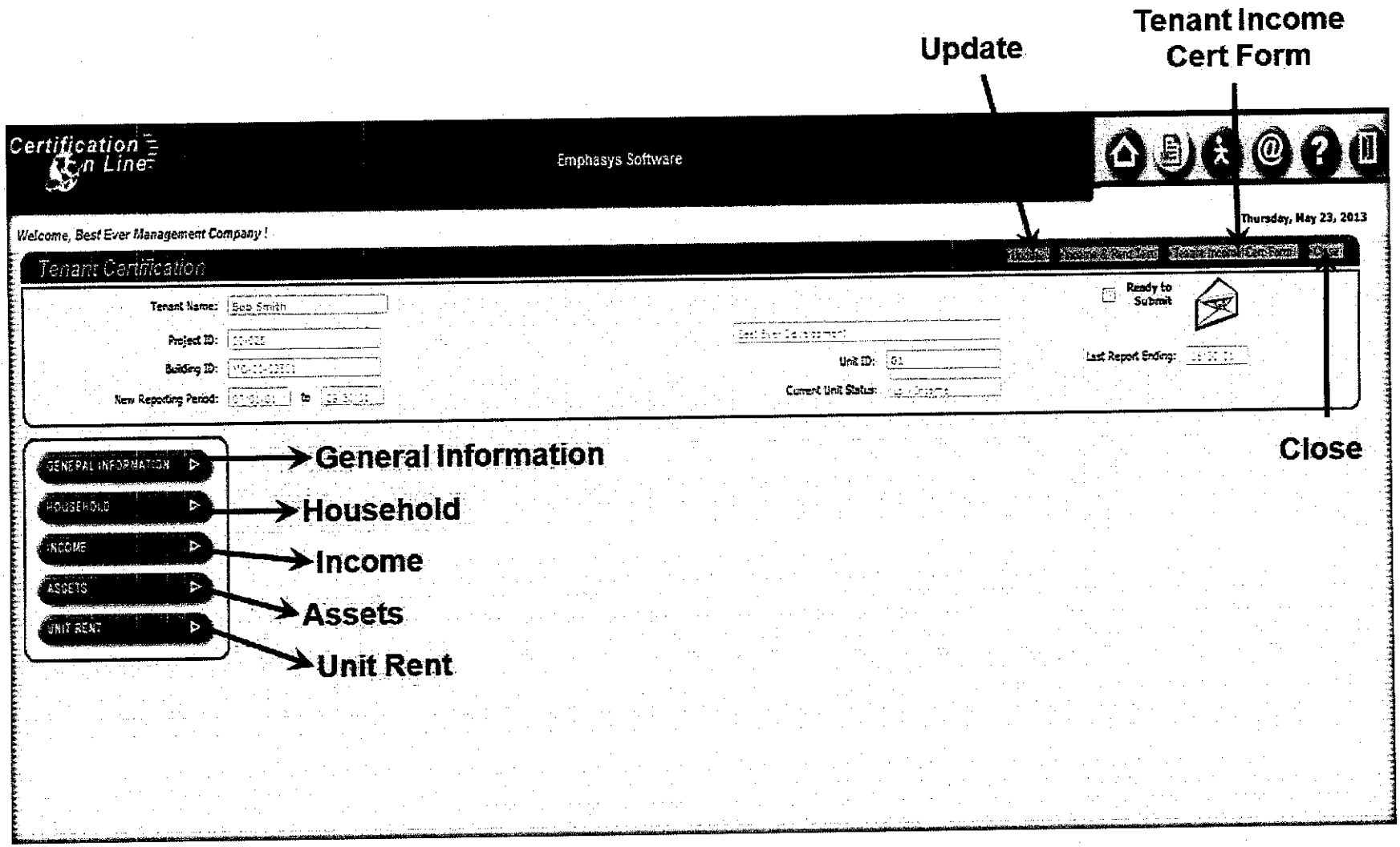
An existing unit can be deleted by clicking the "Delete" button.

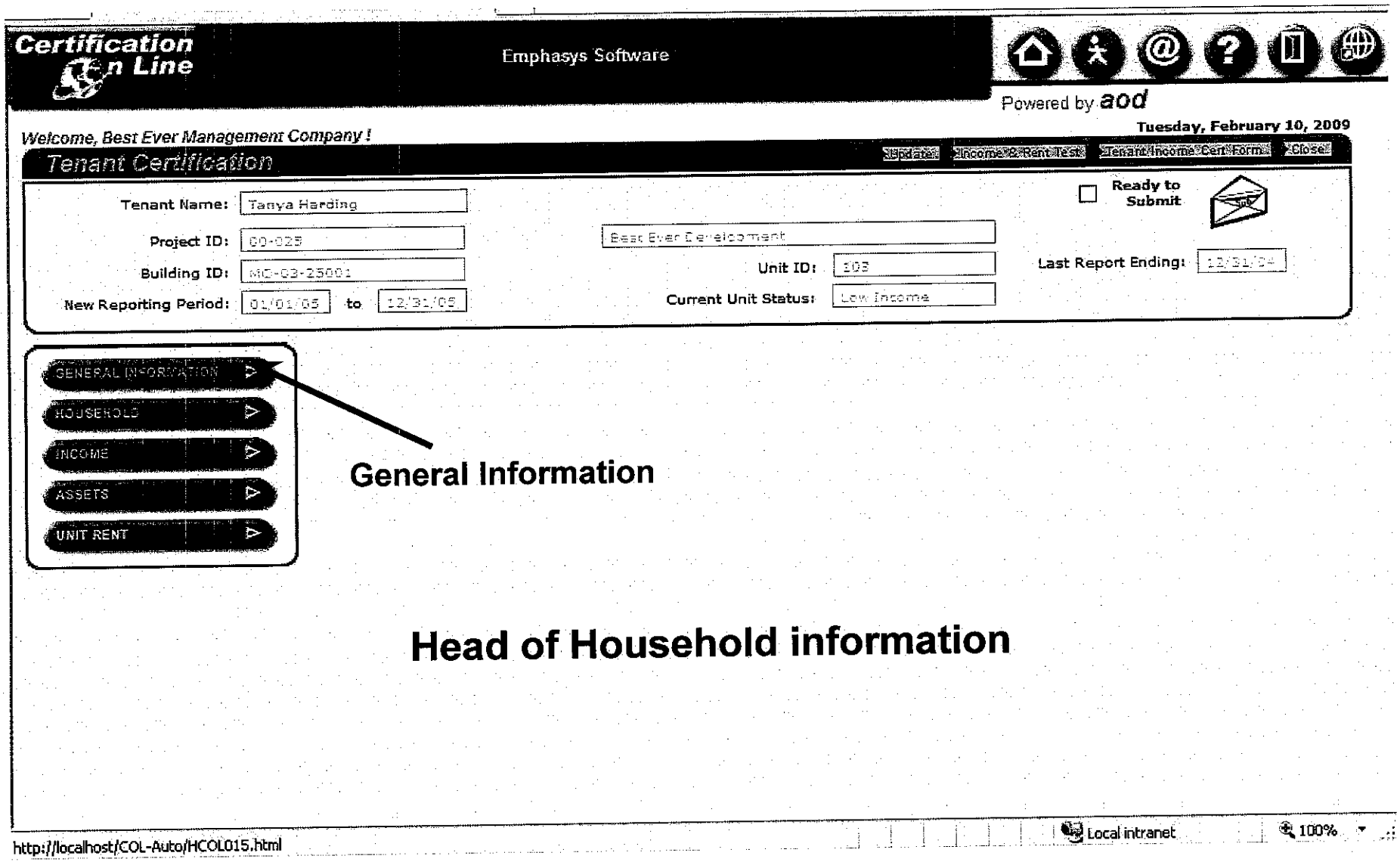

Certification
n Line
Emphasys Software (formerly AOD)
Powered by aod
Welcome, Best Ever Management Company !
Thursday, February 7, 2008
Building ID: MO-01-20001
Unit Definition
Delete
Select
Unit Number
# of Bed
Sq FT
Status
Head of Household
01
2
1,000
Occupied
Bob Smith
02
2
1,000
Occupied
Bill Swanson
03
2
1,000
Occupied
Paula Saunders
04
2
Barbara Adams
05
2
Garrett Samuels
Windows Internet Explorer
Are you sure you want to delete this Unit ?
OK
Cancel
Be very sure before you click "OK".
http://localhost/col_none/HCOL027.html
Local intranet
100%

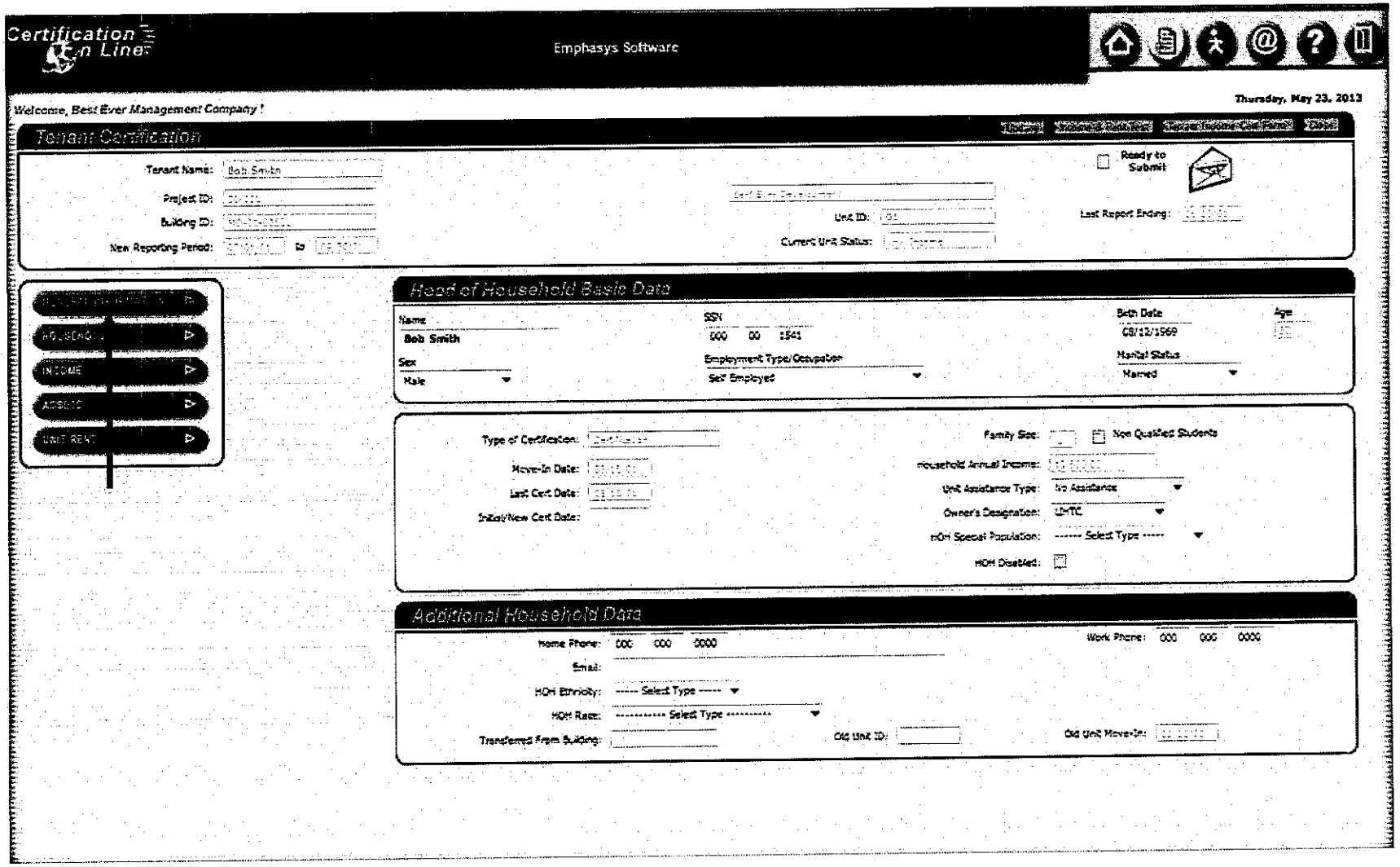
New Tenant Cert

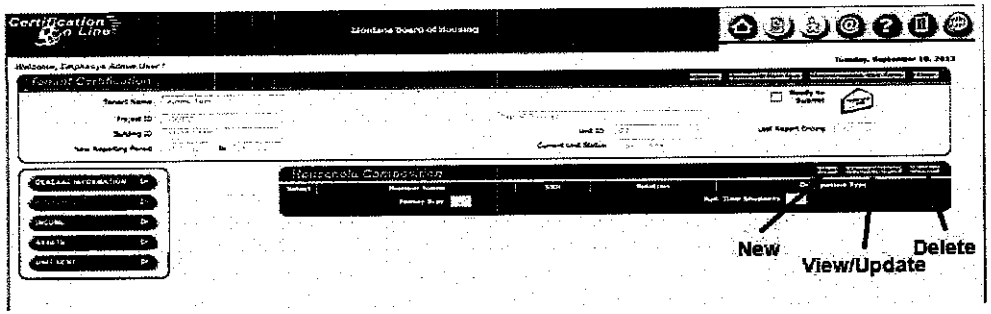


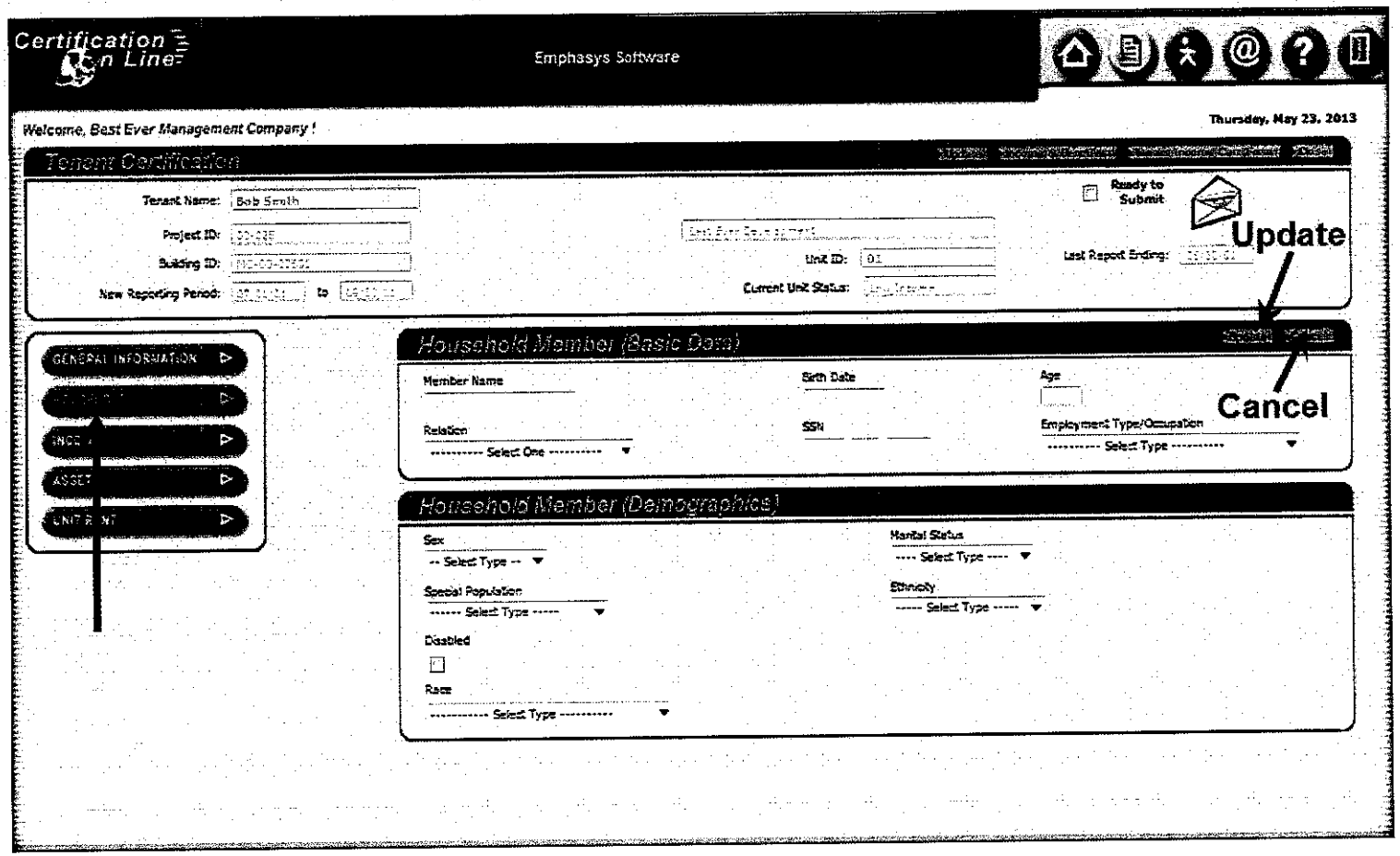
To enter a <u>new move-in</u> certification or an <u>existing tenant</u> re-certification, click on the "New Tenant Cert" button.

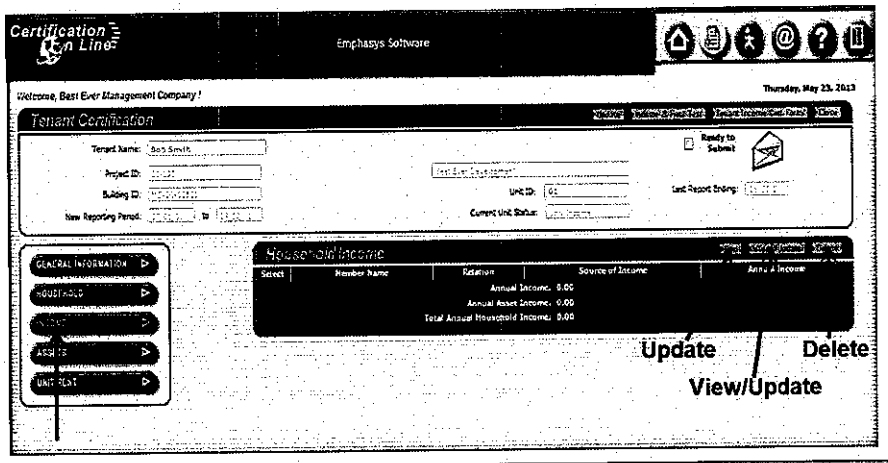

Update
Tenant Income Cert Form
Certification On Line
Emphasys Software
Welcome, Best Ever Management Company !
Thursday, May 23, 2013
Tenant Certification
Tenant Name:
Bob Smith
Project ID:
Building ID:
New Reporting Period:
to
Unit ID:
Current Unit Status:
Ready to Submit
Last Report Ending:
Close
GENERAL INFORMATION
HOUSEHOLD
INCOME
ASSETS
UNIT RENT
General Information
Household
Income
Assets
Unit Rent

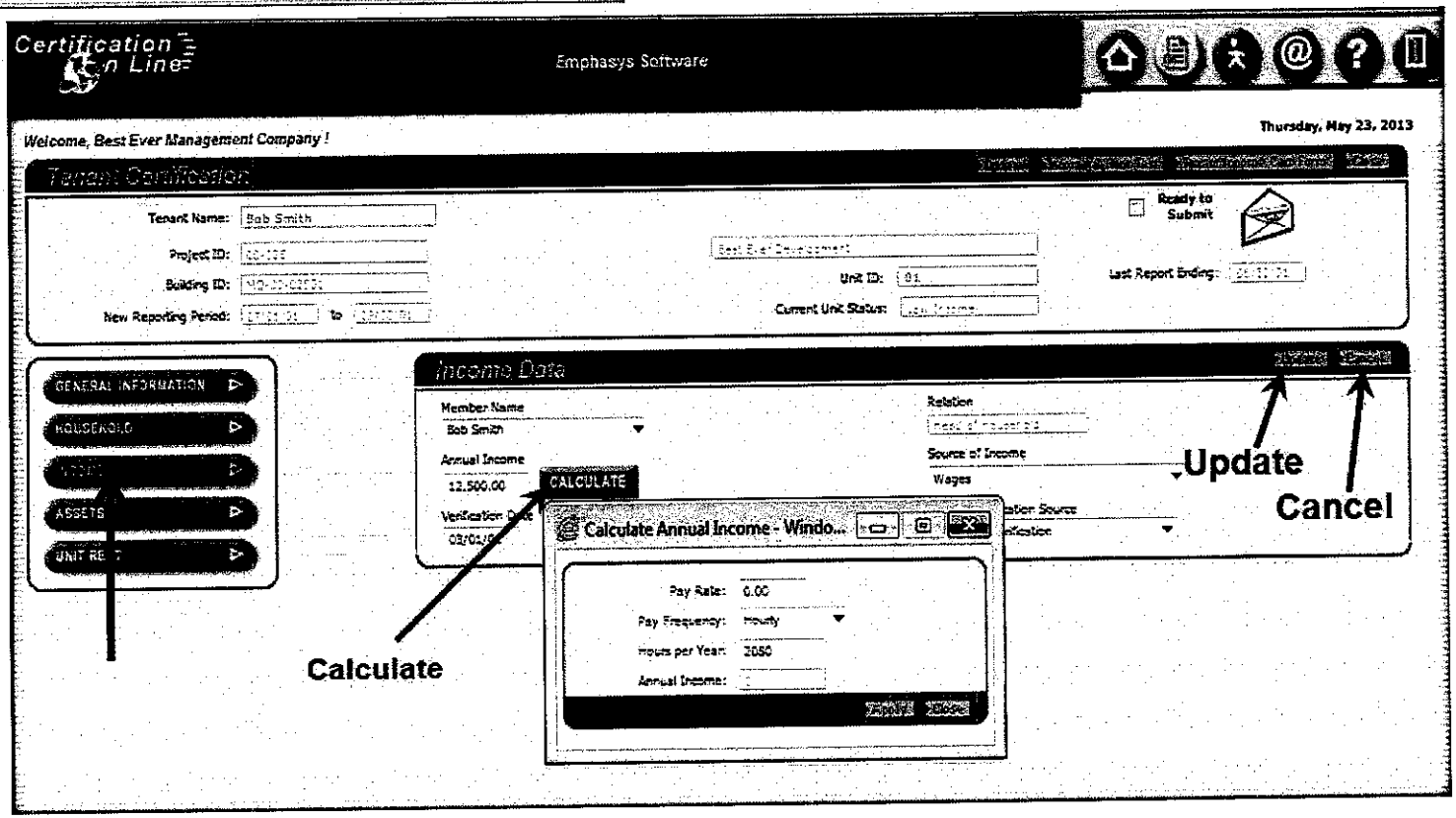

Certification On Line
Emphasys Software
Powered by aod
Welcome, Best Ever Management Company !
Tuesday, February 10, 2009
Tenant Certification
Update
Income & Rent Test
Tenant Income Cert Form
Close
Tenant Name: Tanya Harding
Project ID: 00-025
Building ID: MC-03-25001
New Reporting Period: 01/01/05 to 12/31/05
Best Ever Development
Unit ID: 103
Current Unit Status: Low Income
Ready to Submit
Last Report Ending: 12/31/04
GENERAL INFORMATION
HOUSEHOLD
INCOME
ASSETS
UNIT RENT
General Information
Head of Household information
http://localhost/COL-Auto/HCOL015.html
Local intranet
100%

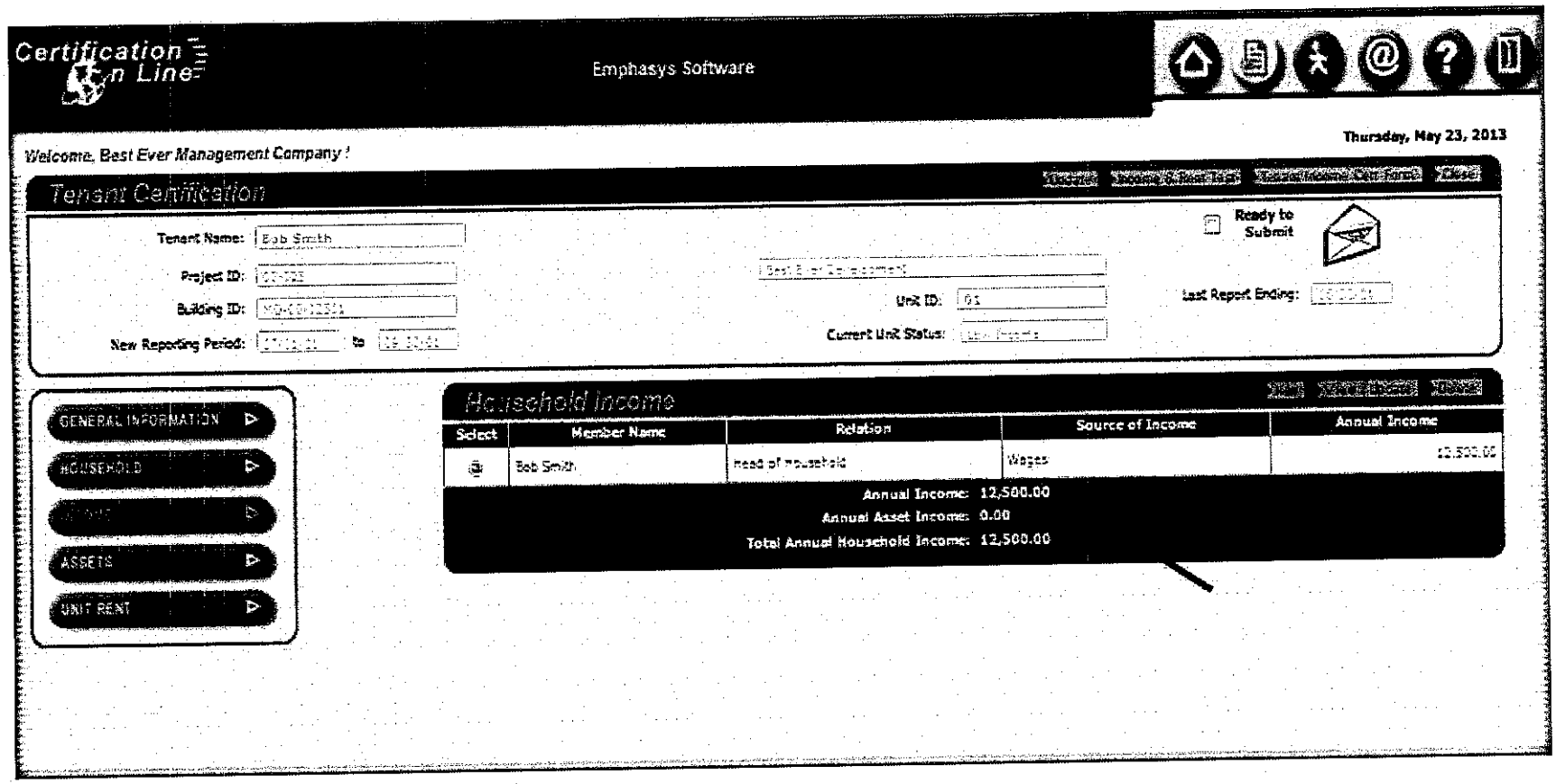

Certification On Line
Emphasys Software
Thursday, May 23, 2013
Welcome, Best Ever Management Company !
Tenant Certification
Tenant Name:
Bob Smith
Project ID:
Building ID:
New Reporting Period:
to
Unit ID:
Current Unit Status:
Ready to Submit
Last Report Ending:
INCOME
ASSETS
Head of Household Basic Data
Name
Bob Smith
SSN
000 00 1941
Birth Date
08/12/1969
Age
Sex
Male
Employment Type/Occupation
Self Employed
Marital Status
Married
Type of Certification:
Move-In Date:
Last Cert Date:
Initial/New Cert Date:
Family Size:
Non Qualified Students
household Annual Income:
Unit Assistance Type:
No Assistance
Owner's Designation:
UnTC
HOH Special Population:
------ Select Type -----
HOH Disabled:
Additional Household Data
Home Phone:
000 000 0000
Work Phone:
000 000 0000
Email:
HOH Ethnicity:
----- Select Type -----
HOH Race:
---------- Select Type ----------
Transferred From Building:
Old Unit ID:
Old Unit Move-In:

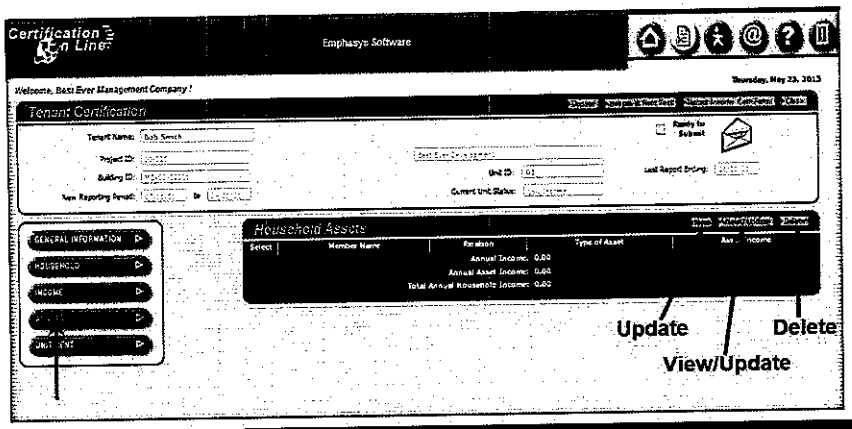

New
View/Update
Delete

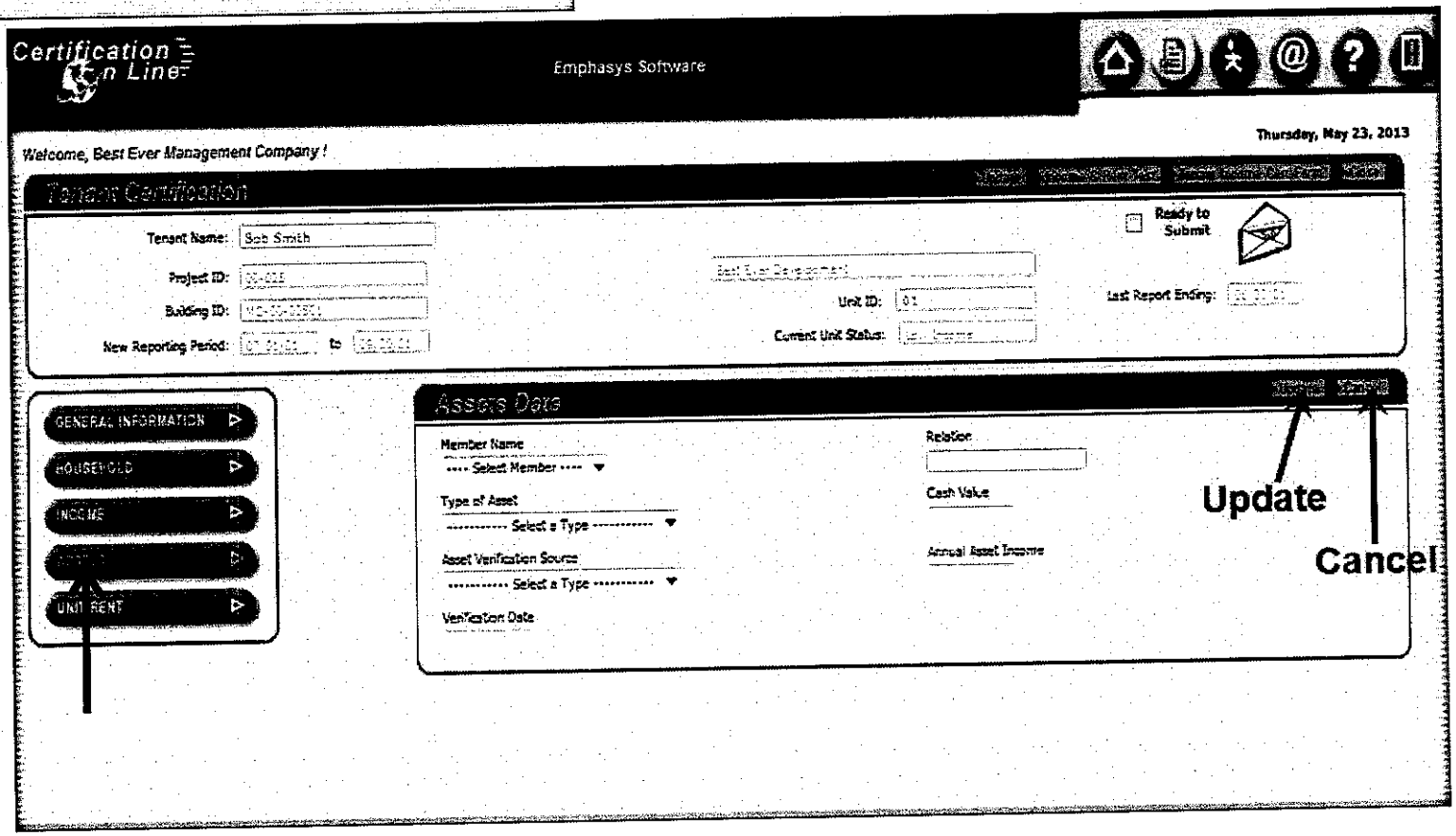

Certification On Line
Emphasys Software
Welcome, Best Ever Management Company !
Thursday, May 23, 2013
Tenant Certification
Tenant Name:
Bob Smith
Project ID:
Building ID:
New Reporting Period:
to
Unit ID:
Current Unit Status:
Ready to Submit
Last Report Ending:
Update
Cancel
GENERAL INFORMATION
ASSET
Household Member (Basic Data)
Member Name
Birth Date
Age
Relation
SSN
Employment Type/Occupation
---------- Select One ----------
---------- Select Type ----------
Household Member (Demographics)
Sex
-- Select Type --
Marital Status
---- Select Type ----
Special Population
------ Select Type ------
Ethnicity
----- Select Type -----
Disabled
Race
---------- Select Type ----------

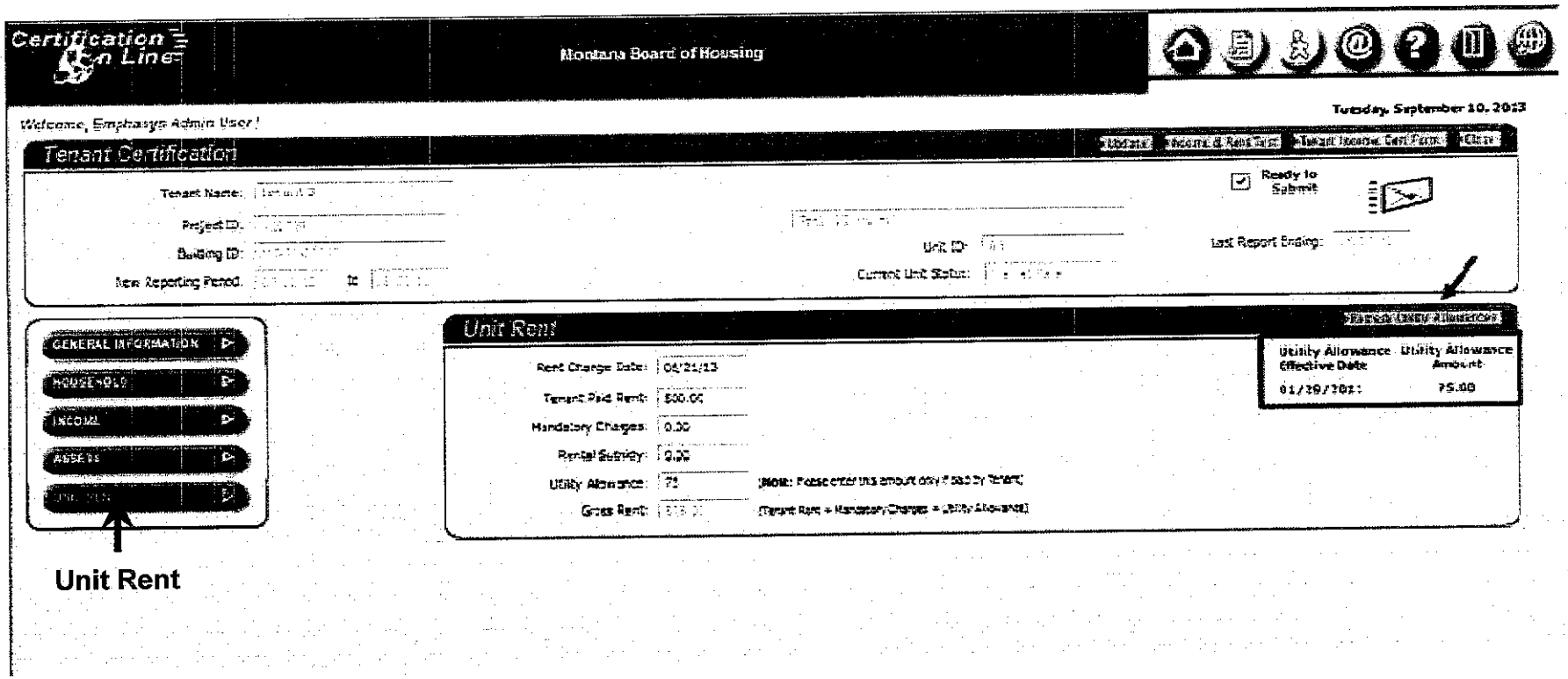

Certification On Line
Emphasys Software
Welcome, Best Ever Management Company !
Thursday, May 23, 2013
Tenant Certification
Tenant Name:
Project ID:
Building ID:
New Reporting Period:
Unit ID:
Current Unit Status:
Ready to Submit
Last Report Ending:
GENERAL INFORMATION
HOUSEHOLD
ASSETS
UNIT RENT
Household Income
Select
Member Name
Relation
Source of Income
Annu A Income
Annual Income: 0.00
Annual Asset Income: 0.00
Total Annual Household Income: 0.00
Update
Delete
View/Update

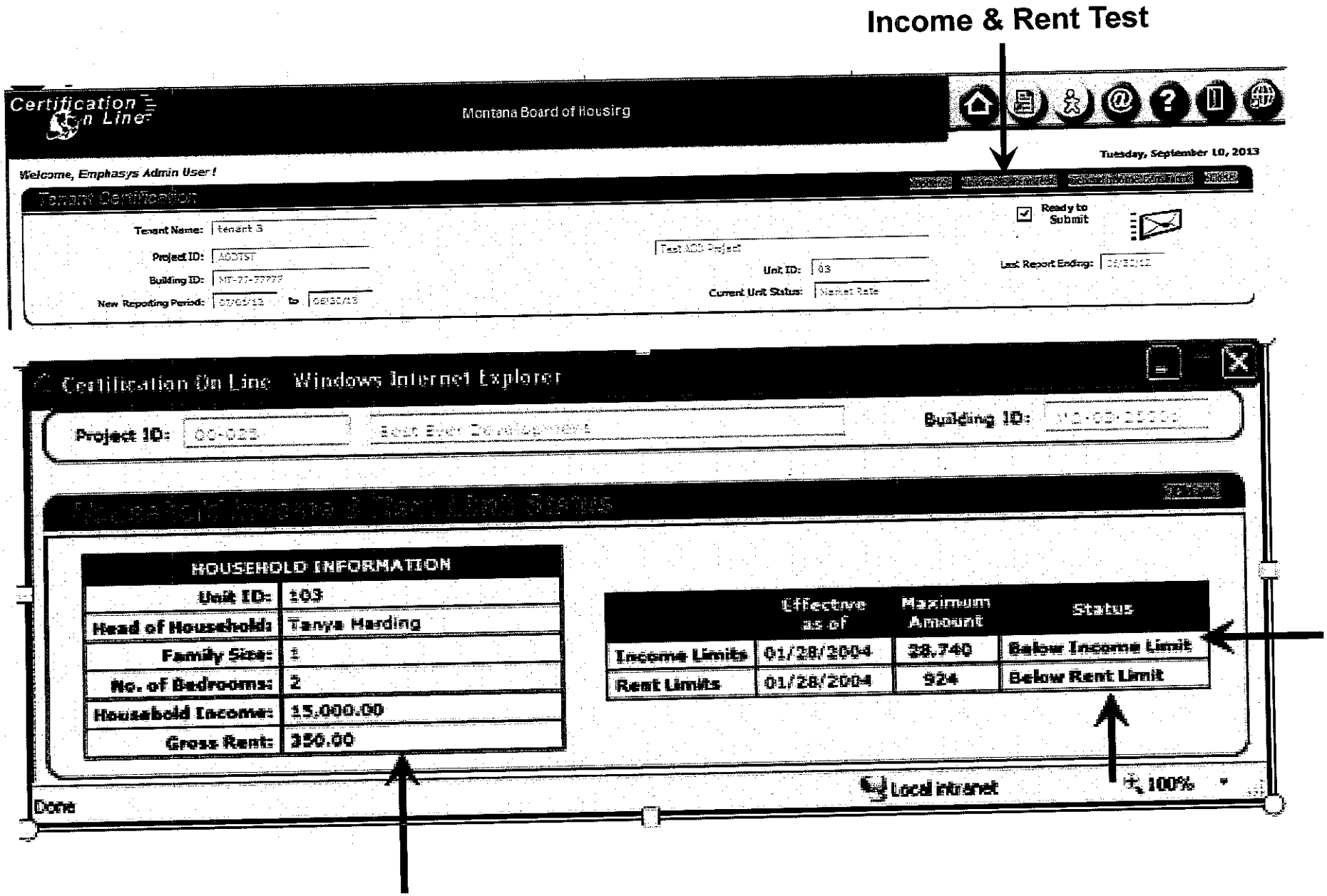

Certification On Line
Emphasys Software
Welcome, Best Ever Management Company !
Thursday, May 23, 2013
Tenant Certification
Tenant Name:
Bob Smith
Project ID:
Building ID:
New Reporting Period:
Unit ID:
Current Unit Status:
Ready to Submit
Last Report Ending:
GENERAL INFORMATION
HOUSEHOLD
ASSETS
UNIT RENT
Income Data
Member Name
Bob Smith
Relation
Annual Income
12,500.00
CALCULATE
Source of Income
Wages
Update
Cancel
Calculate
Calculate Annual Income - Windo...
Pay Rate:
0.00
Pay Frequency:
Hourly
Hours per Year:
2080
Annual Income:

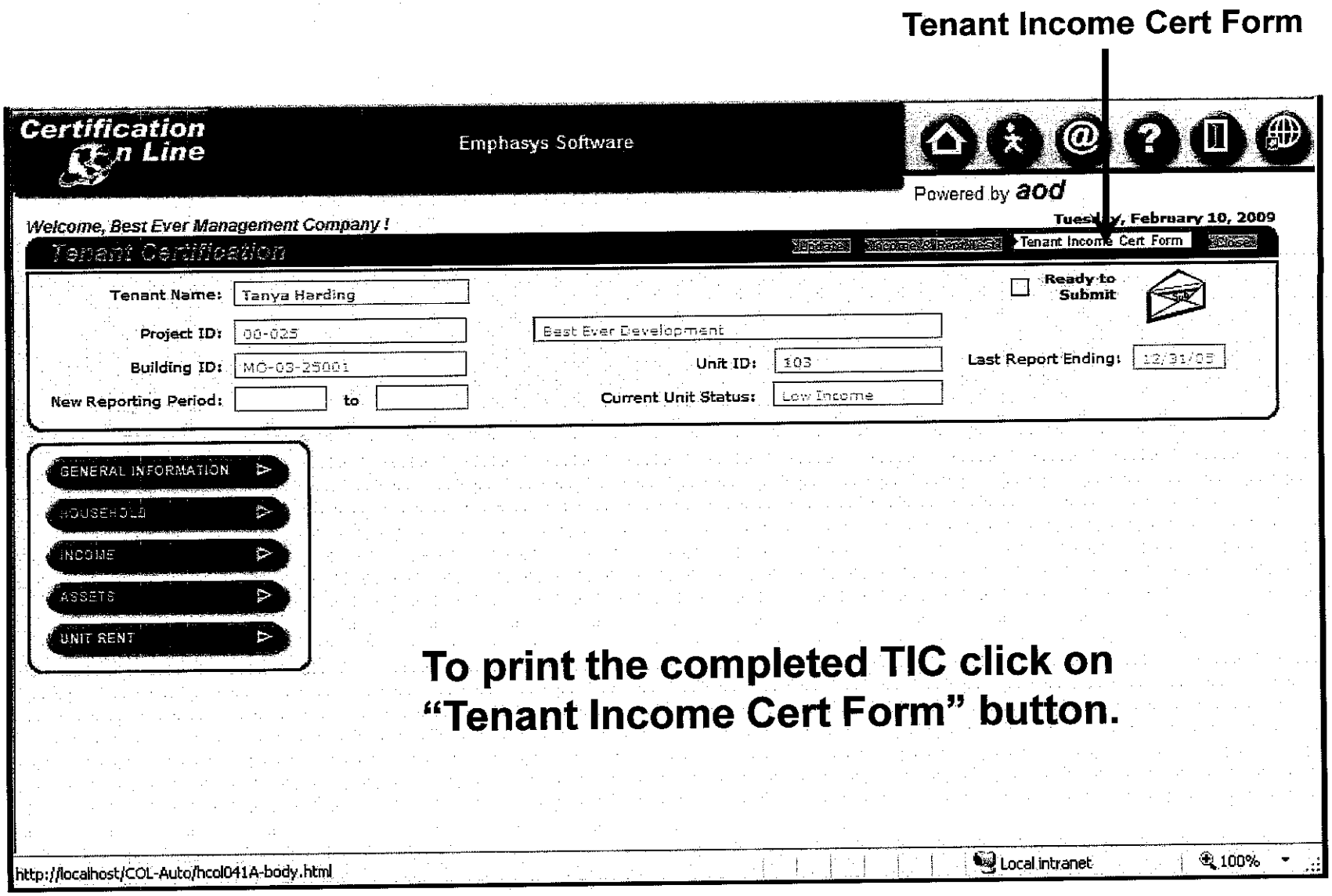

Certification On Line
Emphasys Software
Thursday, May 23, 2013
Welcome, Best Ever Management Company !
Tenant Certification
Tenant Name: Bob Smith
Project ID:
Building ID:
New Reporting Period:
to
Unit ID:
Current Unit Status:
Ready to Submit
Last Report Ending:
GENERAL INFORMATION
HOUSEHOLD
ASSETS
UNIT RENT
Household Income
Select
Member Name
Relation
Source of Income
Annual Income
Bob Smith
head of household
Wages
12,500.00
Annual Income: 12,500.00
Annual Asset Income: 0.00
Total Annual Household Income: 12,500.00

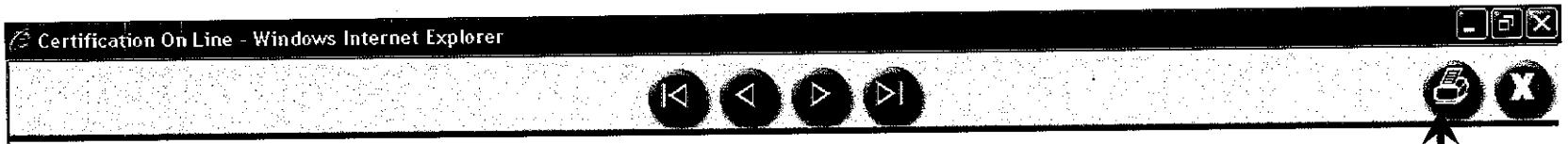

Certification On Line
Emphasys Software
Tenant Certification
Household Assets
GENERAL INFORMATION
HOUSEHOLD
INCOME
UNIT RENT
Update
Delete
View/Update


Certification On Line
Emphasys Software
Thursday, May 23, 2013
Welcome, Best Ever Management Company !
Tenant Certification
Tenant Name:
Bob Smith
Project ID:
Building ID:
New Reporting Period:
Unit ID:
Current Unit Status:
Ready to Submit
Last Report Ending:
GENERAL INFORMATION
HOUSEHOLD
INCOME
UNIT RENT
Assets Data
Member Name
---- Select Member ----
Relation
Type of Asset
---------- Select a Type ----------
Cash Value
Asset Verification Source
---------- Select a Type ----------
Annual Asset Income
Verification Date
Update
Cancel


Certification On Line
Montana Board of Housing
Tuesday, September 10, 2013
Welcome, Employee Admin User!
Tenant Certification
Tenant Name:
Project ID:
Building ID:
New Reporting Period:
to
Unit ID:
Current Unit Status:
Ready to Submit
Last Report Ending:
GENERAL INFORMATION
HOUSEHOLD
INCOME
ASSETS
Unit Rent
Rent Charge Date: 08/01/13
Tenant Paid Rent: 500.00
Mandatory Charges: 0.00
Rental Subsidy: 0.00
Utility Allowance: 75
Gross Rent:
Utility Allowance Effective Date
Utility Allowance Amount
01/30/2012
75.00
Unit Rent


Income & Rent Test
Certification On Line
Montana Board of Housing
Tuesday, September 10, 2013
Welcome, Emphasys Admin User !
Tenant Certification
Tenant Name: tenant 3
Project ID: ADDTST
Building ID:
New Reporting Period:
Unit ID: 03
Current Unit Status:
Ready to Submit
Last Report Ending:
Certification On Line Windows Internet Explorer
Project ID:
Building ID:
HOUSEHOLD INFORMATION
Unit ID: 103
Head of Household: Tanya Harding
Family Size: 1
No. of Bedrooms: 2
Household Income: 15,000.00
Gross Rent: 350.00
Effective as of
Maximum Amount
Status
Income Limits 01/28/2004 28,740 Below Income Limit
Rent Limits 01/28/2004 924 Below Rent Limit
Local intranet
100%
Done


Tenant Income Cert Form
Certification On Line
Emphasys Software
Powered by aod
Welcome, Best Ever Management Company !
Tuesday, February 10, 2009
Tenant Certification
Tenant Income Cert Form
Tenant Name: Tanya Harding
Ready to Submit
Project ID: 00-025
Best Ever Development
Building ID: MO-03-25001
Unit ID: 103
Last Report Ending: 12/31/05
New Reporting Period:
to
Current Unit Status: Low Income
GENERAL INFORMATION
HOUSEHOLD
INCOME
ASSETS
UNIT RENT
To print the completed TIC click on "Tenant Income Cert Form" button.
http://localhost/COL-Auto/hcol041A-body.html
Local intranet
100%



Print

TENANT INCOME CERTIFICATION

☐ Initial Certification ☑ Recertification ☐ Other _____

Effective Date: 07/01/2005
Move-in Date: 07/01/2004
(MM/DD/YYYY)

PART I - DEVELOPMENT DATA

Property Name: Best Ever Development County: Lafayette BIN #: MO-03-25001

Address: 123 Best Ever Avenue Alma , MO 00123-0000 Unit Number: 103 # Bedrooms: 2

PART II - HOUSEHOLD COMPOSITION

HH Mbr #	First Name Middle Initial & Last Name	Relationship to Head of Household	Date of Birth (MM/DD/YYYY)	F/T Student (Y or N)	Social Security or Alien Reg. No.
1	Tanya Harding	HEAD	09/26/1968	N	
2					
3					
4					
5					
6					
7					

PART III - GROSS ANNUAL INCOME (USE ANNUAL AMOUNTS)

HH Mbr #	(A) Employment or Wages	(B) Soc. Security/Pensions	(C) Public Assistance	(D) Other Income
TOTALS	$ 0.00	$ 0.00	$ 0.00	$ 0.00

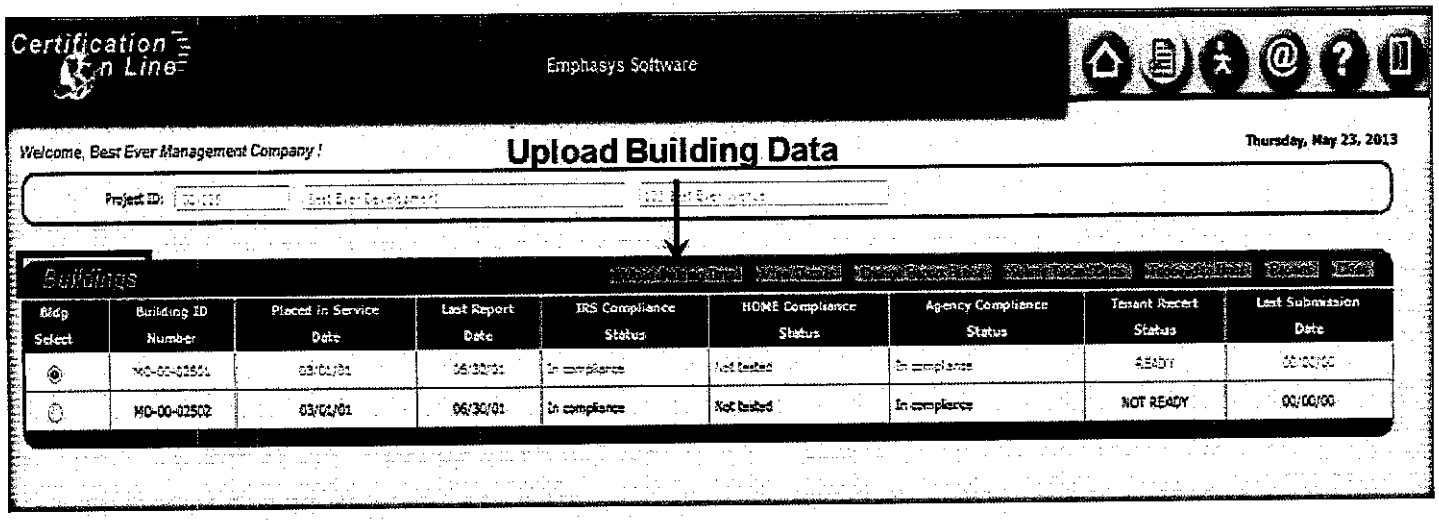
Add totals from (A) through (D), above

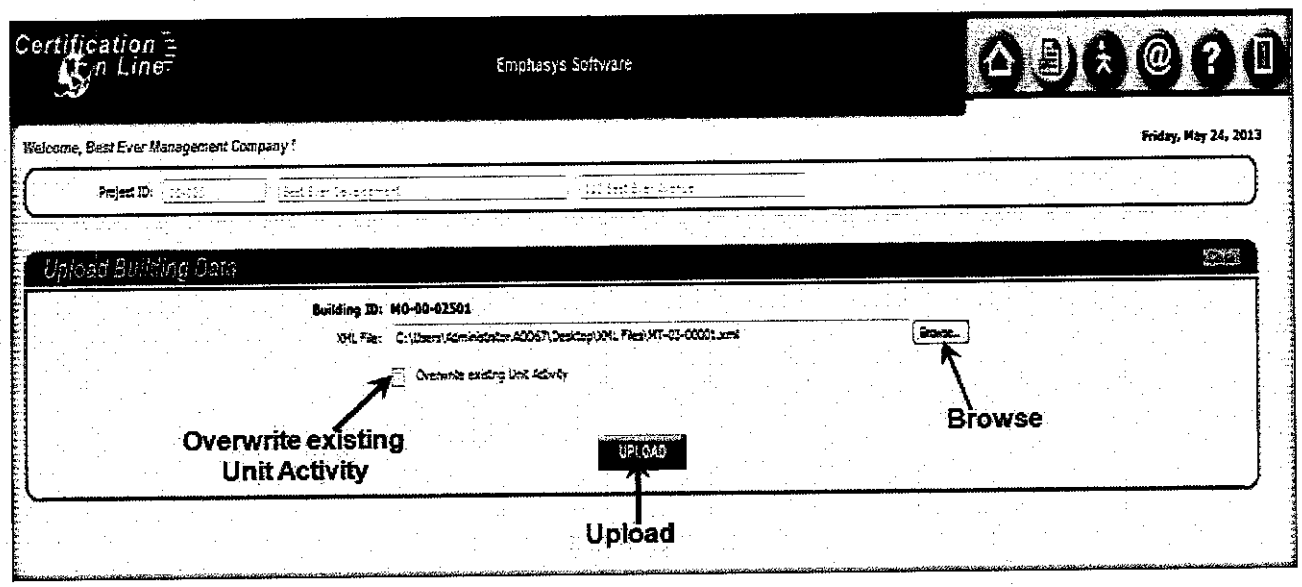
TOTAL INCOME (E): $ 15,000.00

PART IV - INCOME FROM ASSETS

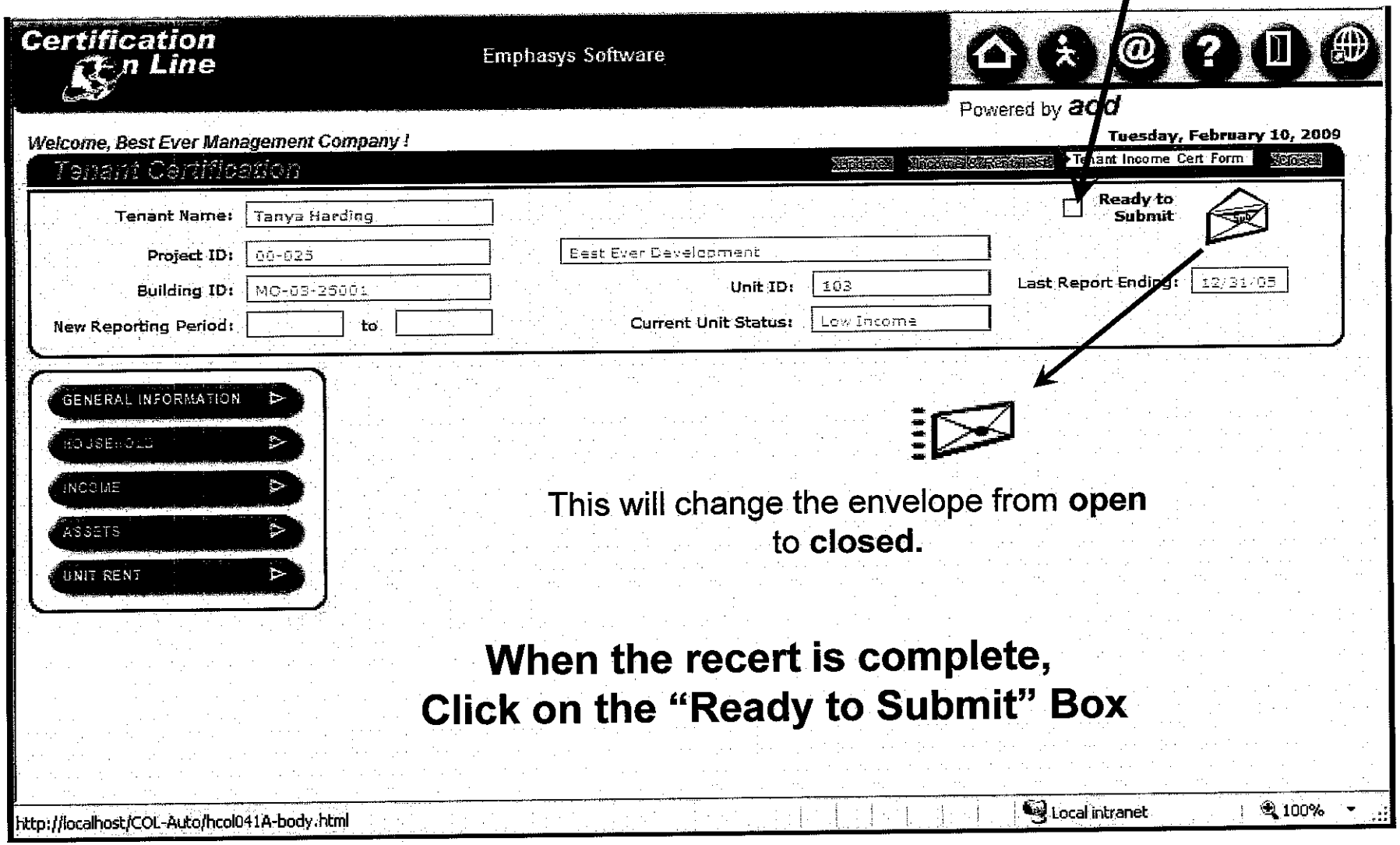
Hshld Mbr #	(F) Type of Asset	(G) C/I	(H) Cash Value of Asset	(I) Annual Income from Asset
	TOTALS:		$ 0.00	$ 0.00

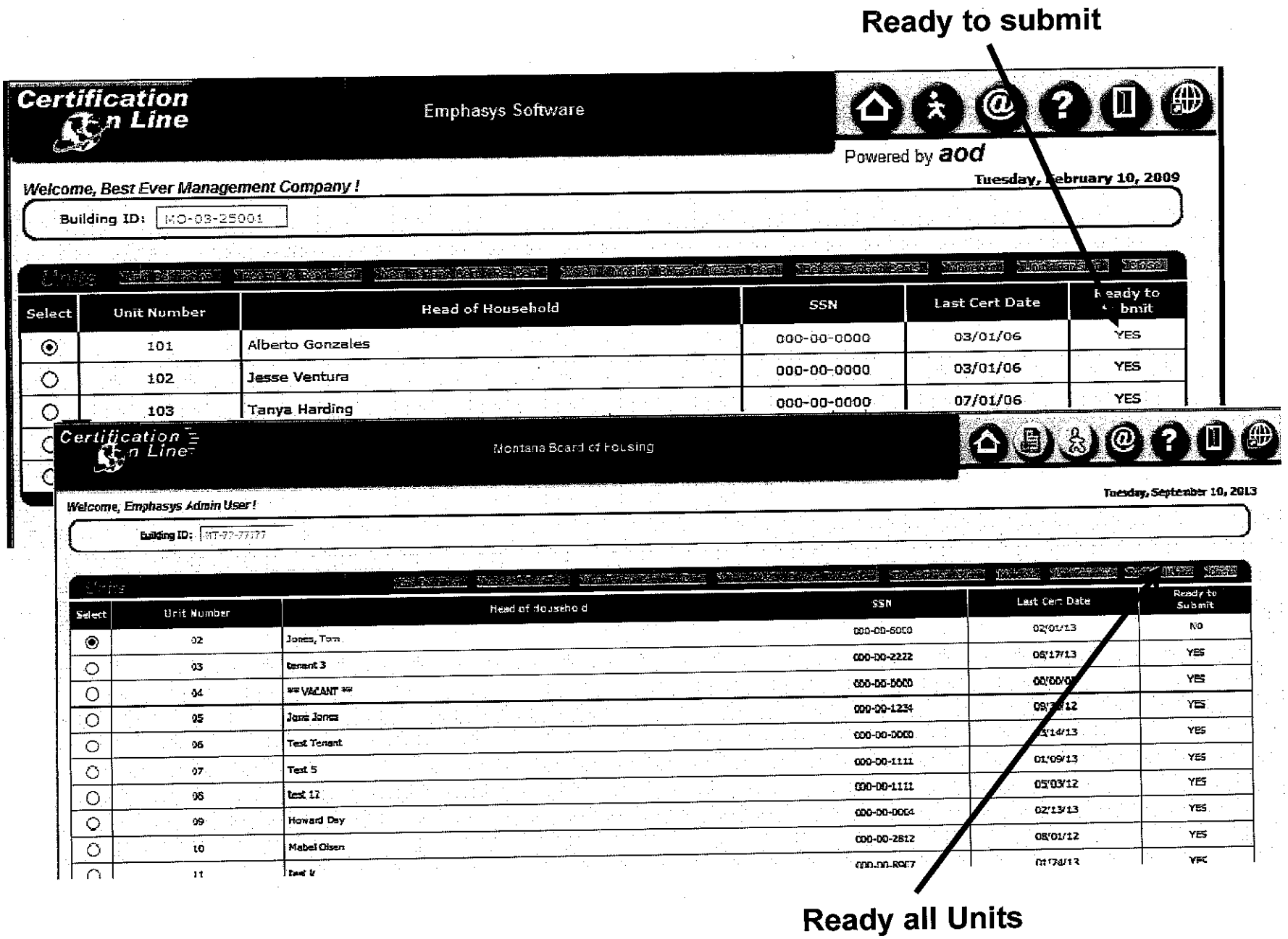
Upload Building Data





Ready to submit





Ready to submit

Certification On Line

Emphasys Software

Powered by aod

Welcome, Best Ever Management Company !

Tuesday, February 10, 2009

Building ID: MO-03-25001

Units

Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
◉	101	Alberto Gonzales	000-00-0000	03/01/06	YES
○	102	Jesse Ventura	000-00-0000	03/01/06	YES
○	103	Tanya Harding	000-00-0000	07/01/06	YES

Certification On Line

Montana Board of Housing

Welcome, Emphasys Admin User !

Tuesday, September 10, 2013

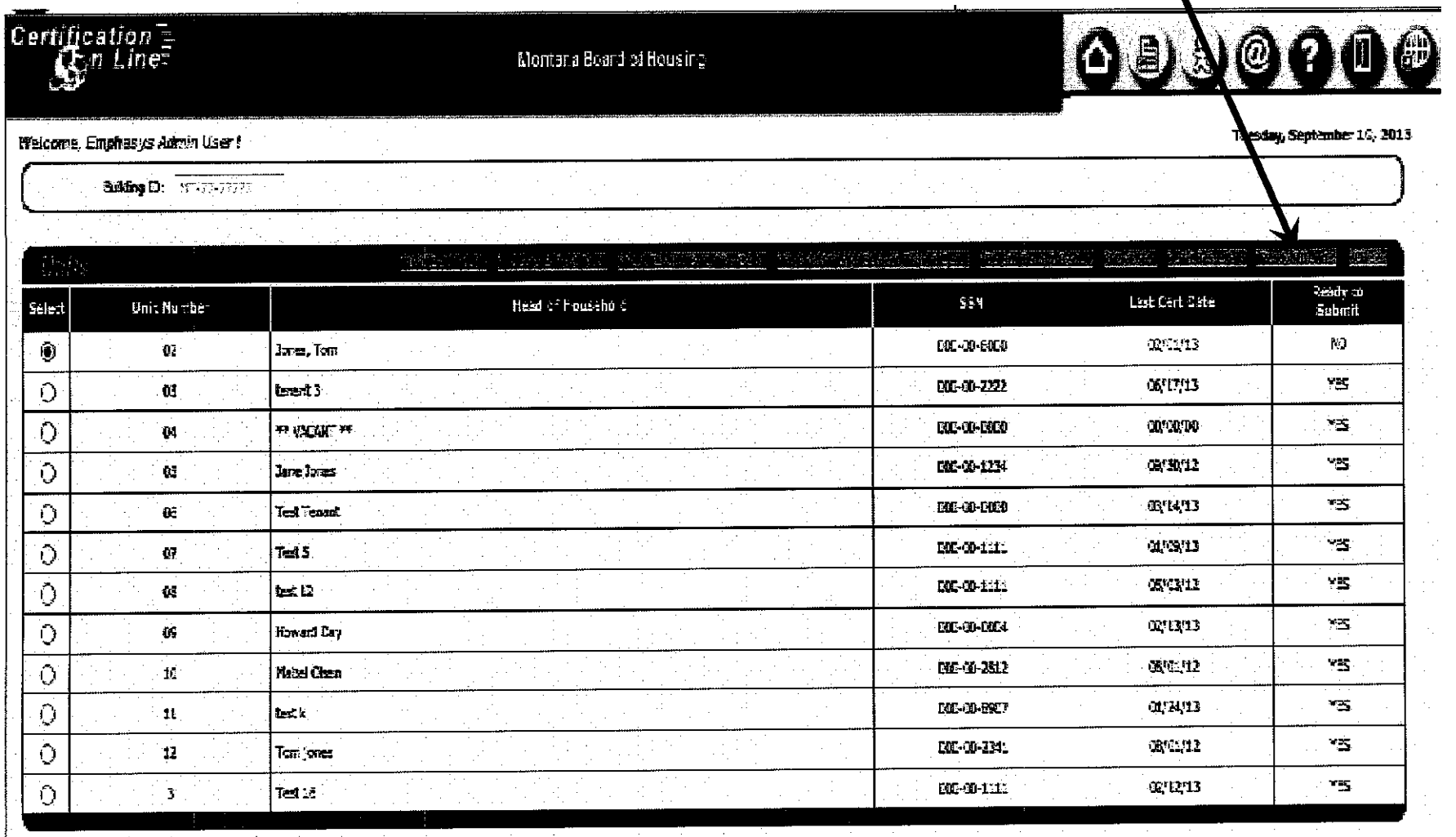
Building ID: MT-77-77777

Units

Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
◉	02	Jones, Tom	000-00-6000	02/01/13	NO
○	03	tenant 3	000-00-2222	06/17/13	YES
○	04	*** VACANT ***	000-00-0000	00/00/0[illegible]	YES
○	05	Jane Jones	000-00-1234	09/[illegible]/12	YES
○	06	Test Tenant	000-00-0000	[illegible]/14/13	YES
○	07	Test 5	000-00-1111	01/09/13	YES
○	08	test 12	000-00-1111	05/03/12	YES
○	09	Howard Day	000-00-0004	02/13/13	YES
○	10	Mabel Olsen	000-00-2812	08/01/12	YES
○	11	test 8	000-00-8907	01/24/13	YES

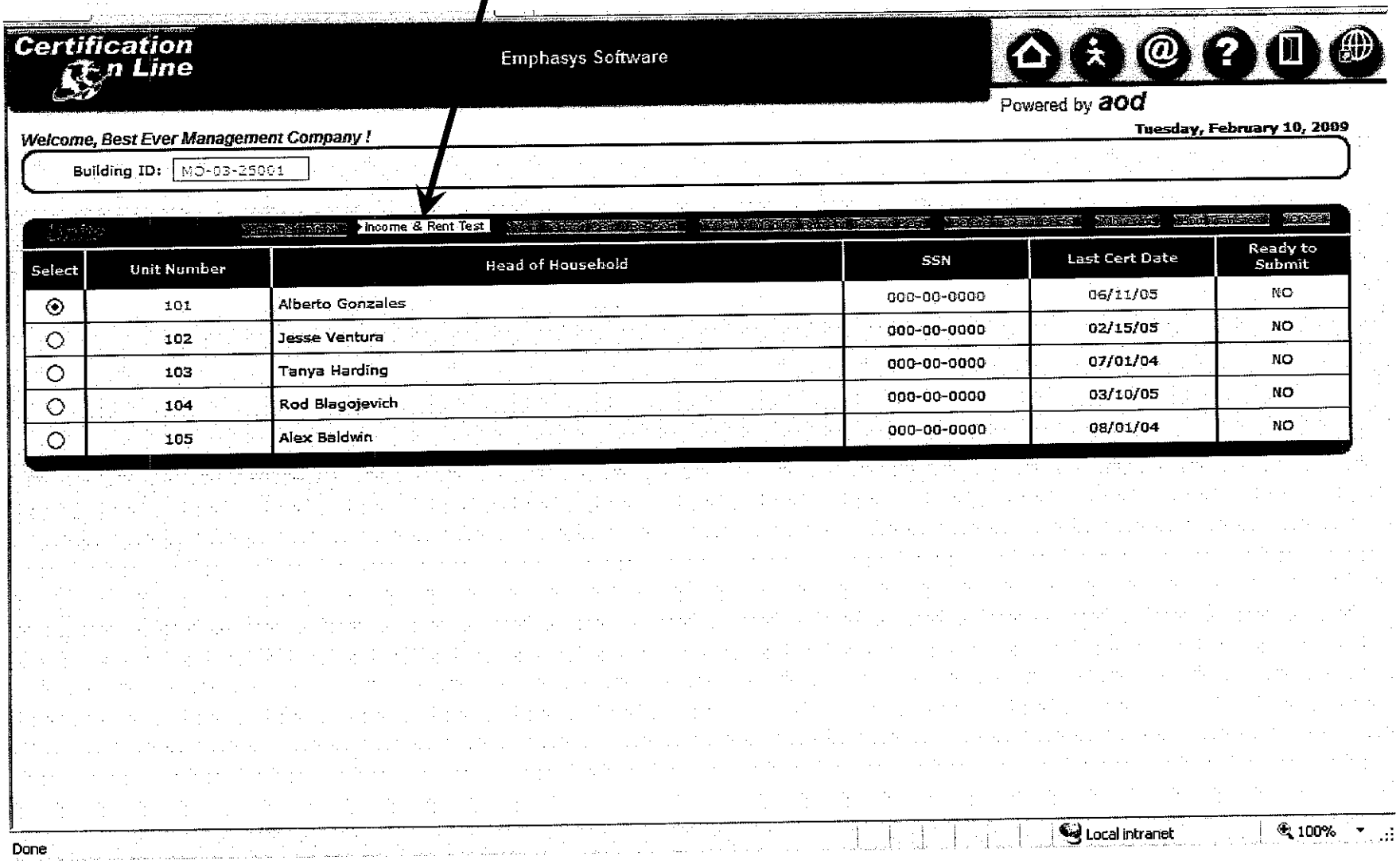
Ready all Units

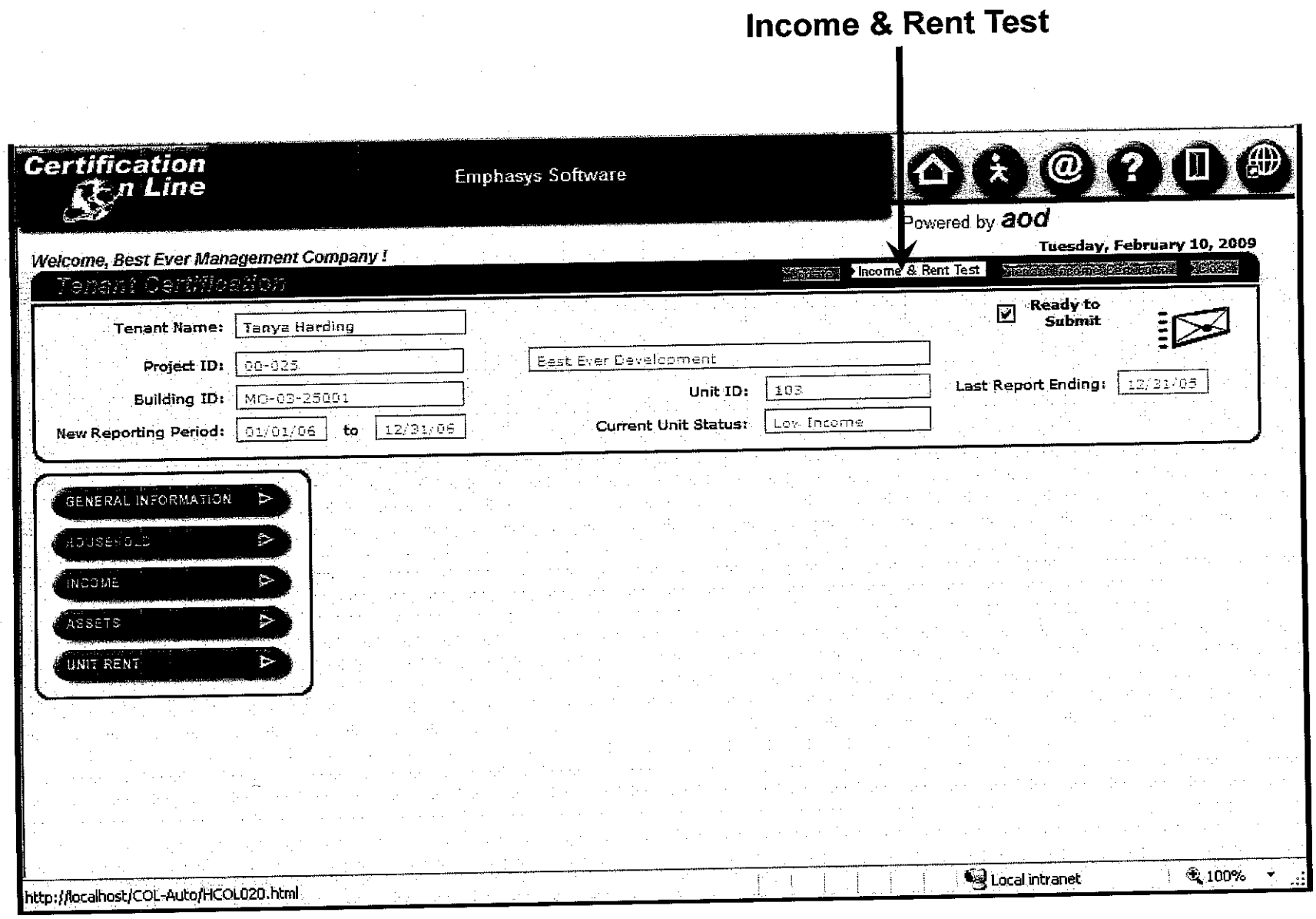
Ready all Units



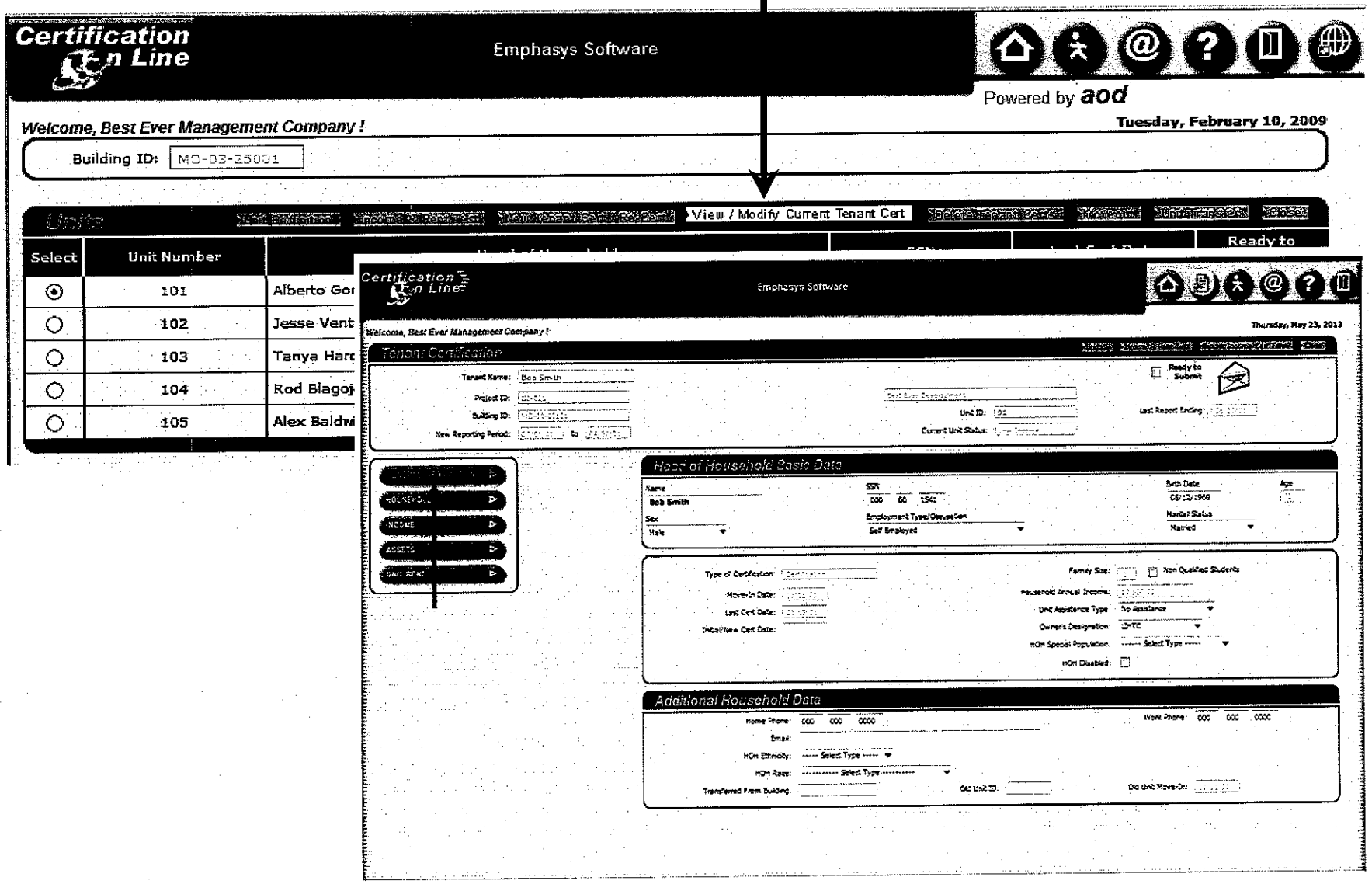
Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
◉	02	Jones, Tom	[illegible]	[illegible]	NO
○	03	Tenant 3	[illegible]	06/17/13	YES
○	04	** VACANT **	[illegible]	[illegible]	YES
○	05	Jane Jones	[illegible]	08/30/12	YES
○	06	Test Tenant	[illegible]	03/14/13	YES
○	07	Test 5	[illegible]	01/08/13	YES
○	08	Test 12	[illegible]	05/03/13	YES
○	09	Howard Day	[illegible]	02/13/13	YES
○	10	Mabel Olsen	[illegible]	08/[illegible]/12	YES
○	11	test k	[illegible]	01/24/13	YES
○	12	Tom Jones	[illegible]	08/[illegible]/12	YES
○	3	Test 16	[illegible]	02/12/13	YES

Income & Rent Test

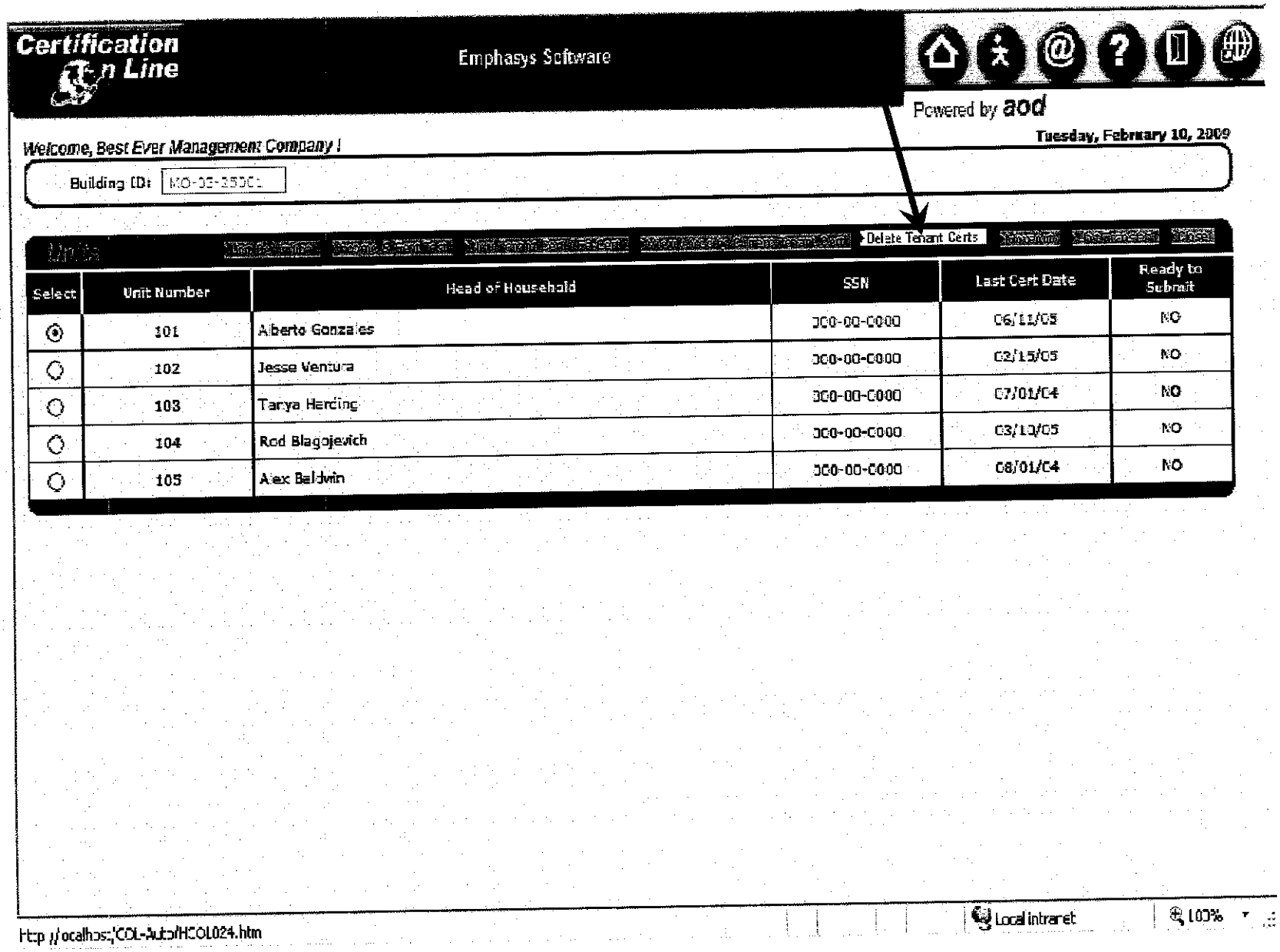



Income & Rent Test
Certification On Line
Emphasys Software
Powered by aod
Tuesday, February 10, 2009
Welcome, Best Ever Management Company !
Tenant Certification
Income & Rent Test
Tenant Name: Tanya Harding
Project ID: 00-025
Building ID: MO-03-25001
New Reporting Period: 01/01/06 to 12/31/06
Best Ever Development
Unit ID: 103
Current Unit Status: Low Income
Ready to Submit
Last Report Ending: 12/31/05
GENERAL INFORMATION
HOUSEHOLD
INCOME
ASSETS
UNIT RENT
http://localhost/COL-Auto/HCOL020.html
Local intranet
100%

View/Modify Current Tenant Cert

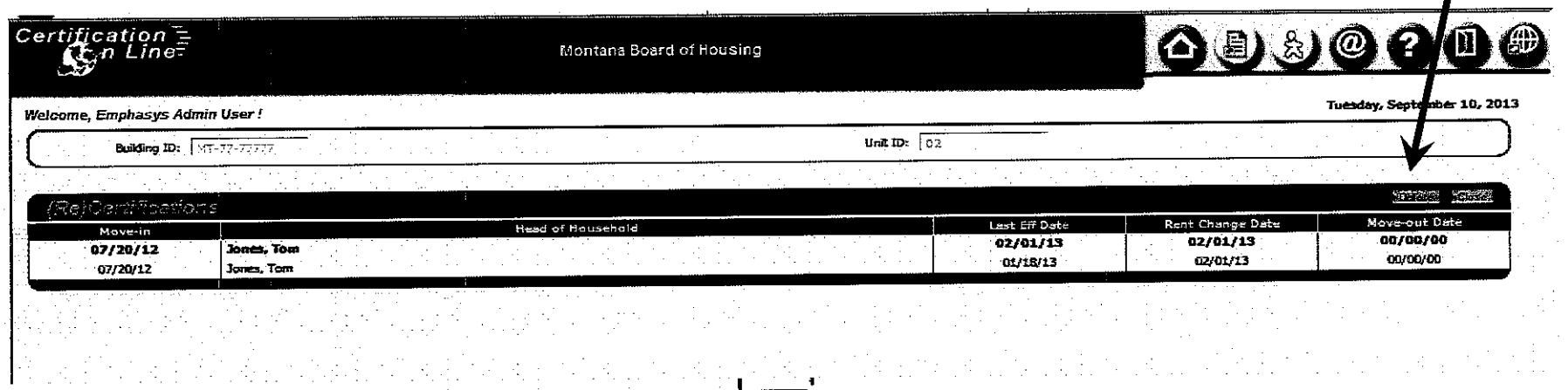


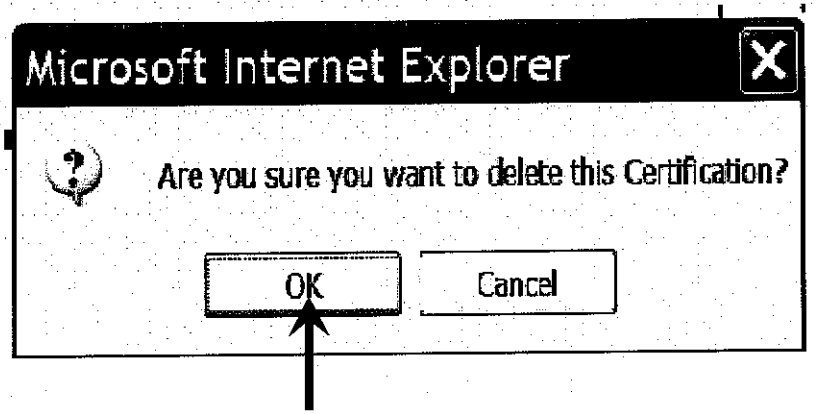
Delete Tenant Certs



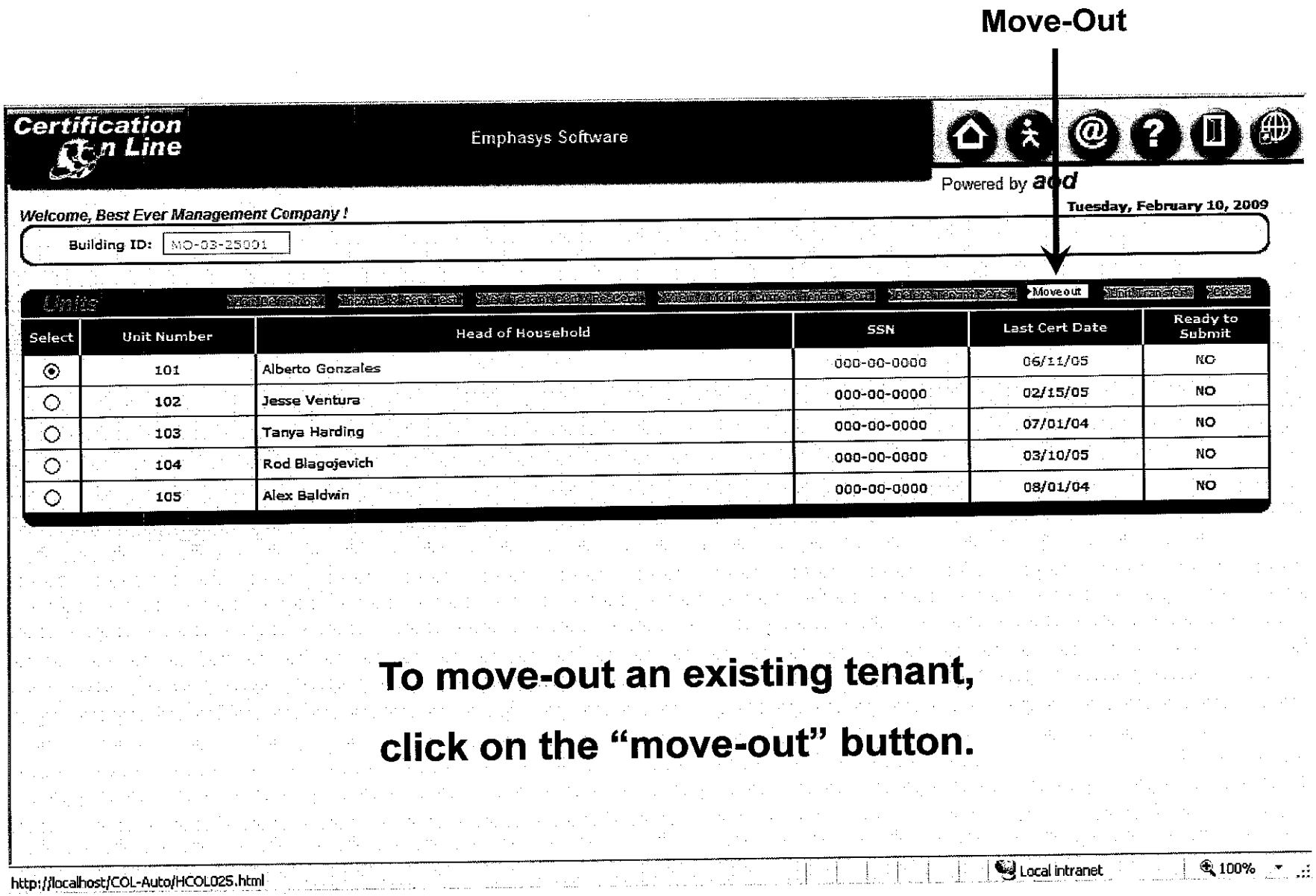
Only certifications in the current reporting period can be removed.

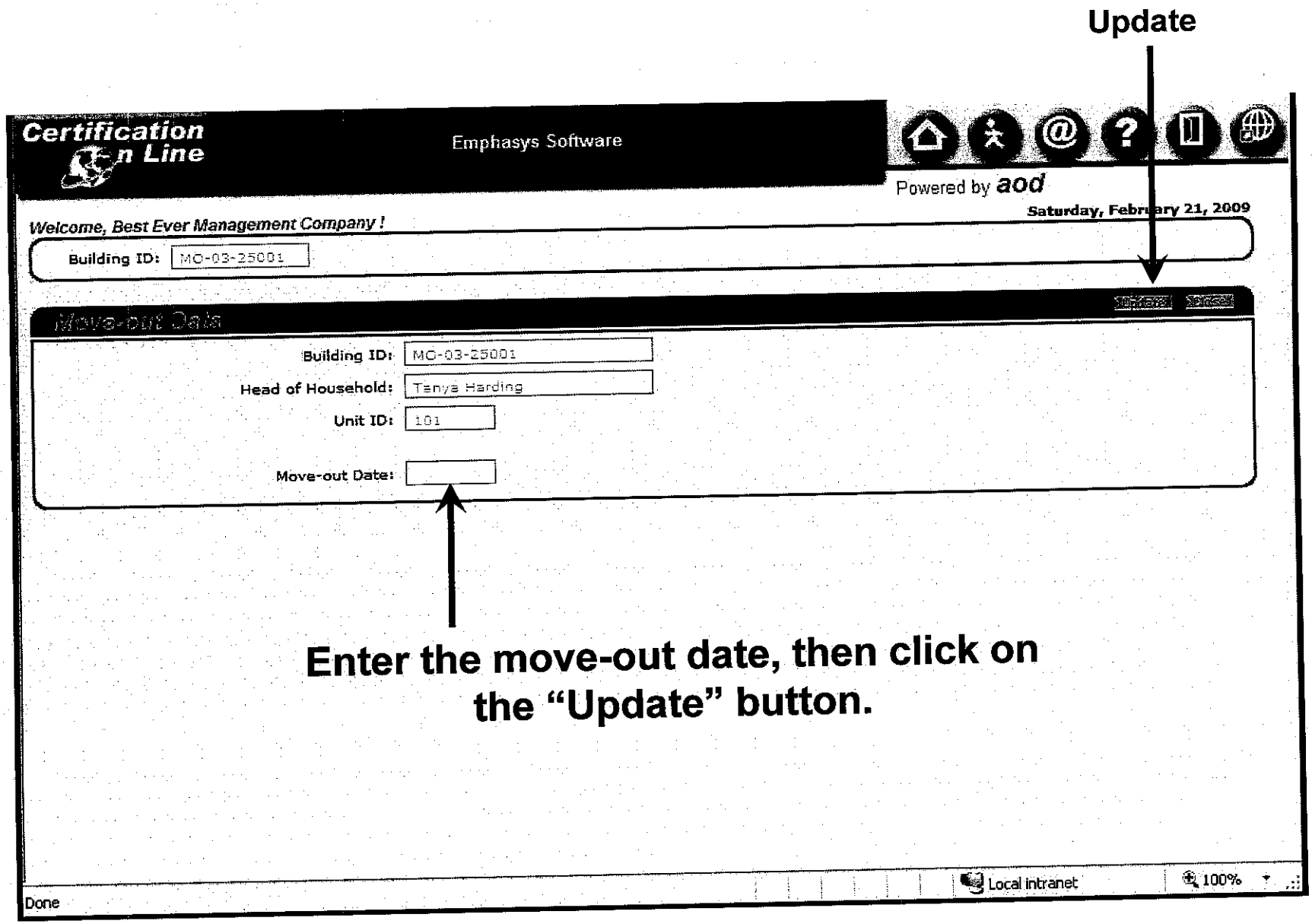
Delete



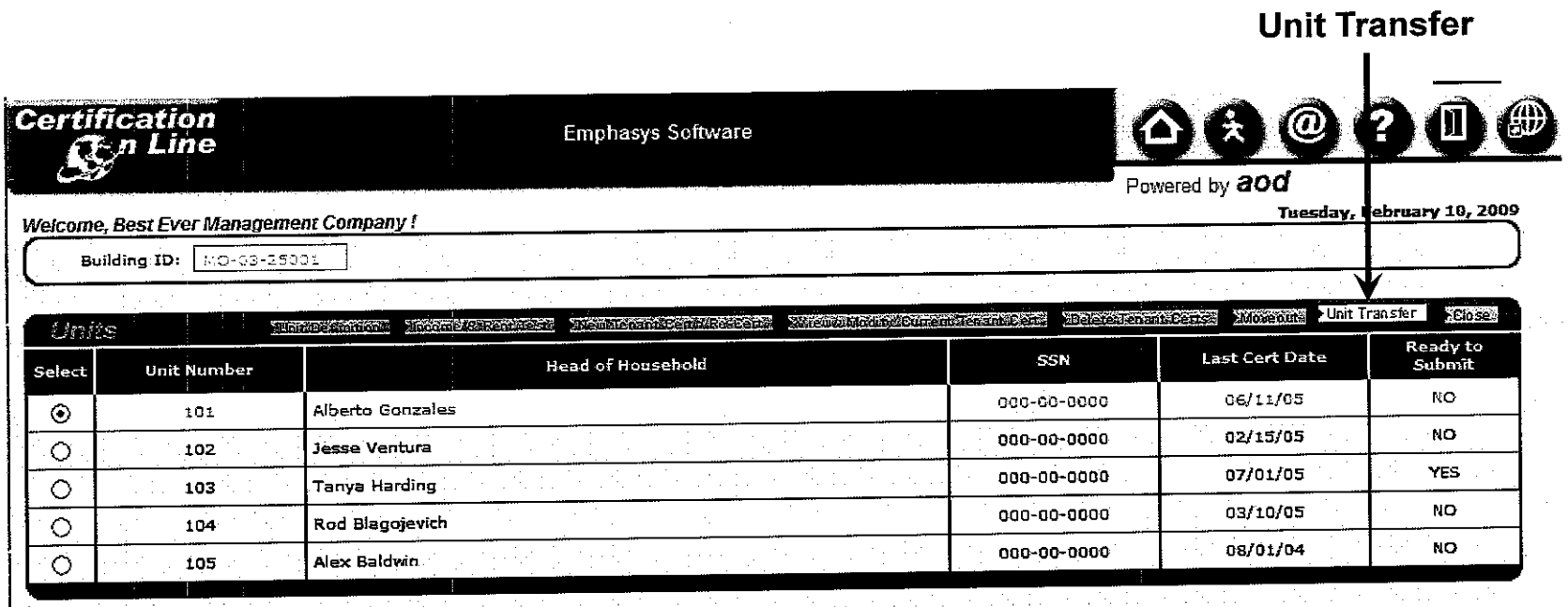


Be very sure before you click "OK".

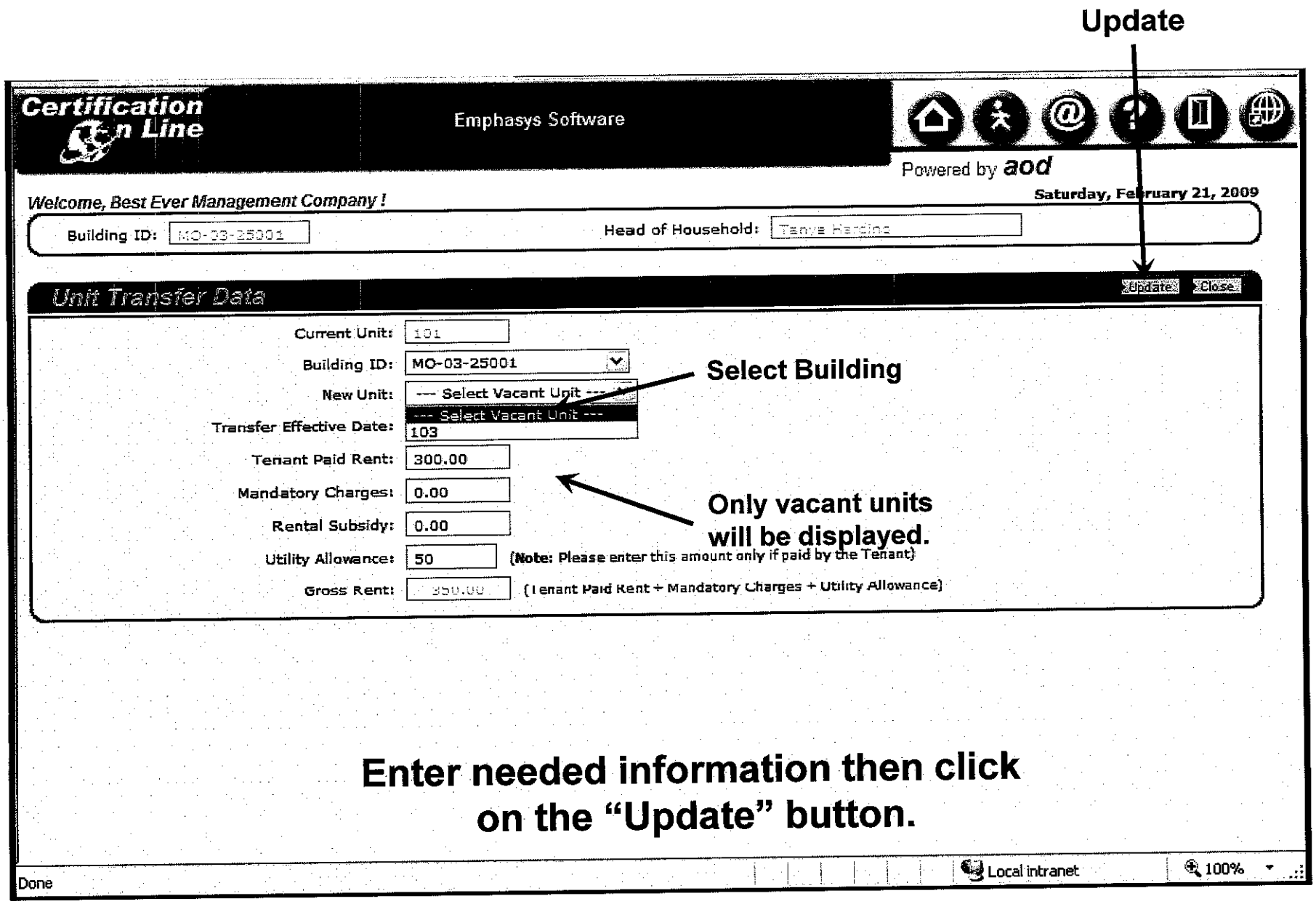

Move-Out
Certification On Line
Emphasys Software
Powered by acd
Welcome, Best Ever Management Company !
Tuesday, February 10, 2009
Building ID: MO-03-25001
Units
Move out
Select
Unit Number
Head of Household
SSN
Last Cert Date
Ready to Submit
101
Alberto Gonzales
000-00-0000
06/11/05
NO
102
Jesse Ventura
000-00-0000
02/15/05
NO
103
Tanya Harding
000-00-0000
07/01/04
NO
104
Rod Blagojevich
000-00-0000
03/10/05
NO
105
Alex Baldwin
000-00-0000
08/01/04
NO
To move-out an existing tenant,
click on the “move-out” button.
http://localhost/COL-Auto/HCOL02S.html
Local intranet
100%

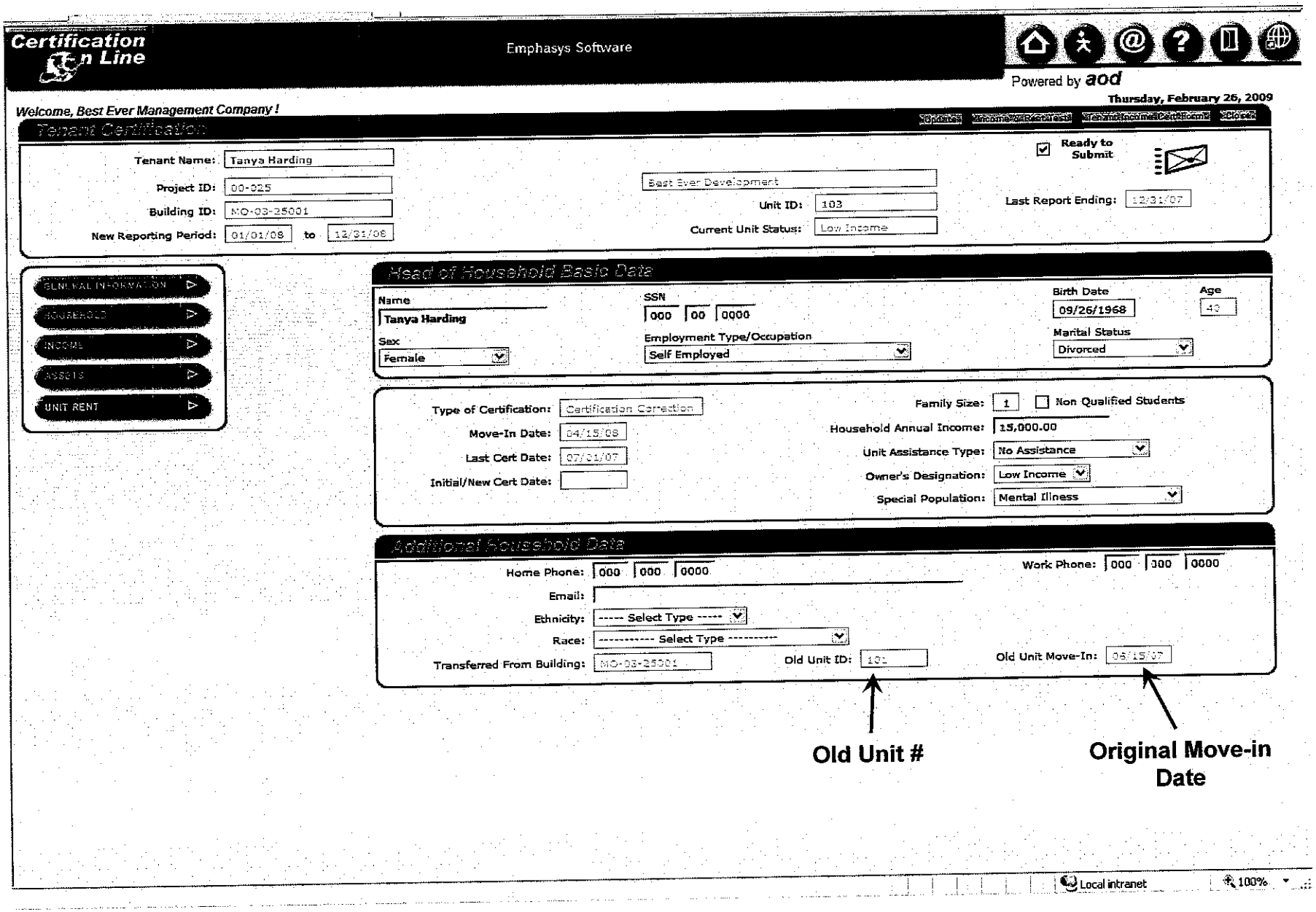

Update
Certification On Line
Emphasys Software
Powered by aod
Saturday, February 21, 2009
Welcome, Best Ever Management Company !
Building ID: MO-03-25001
Move-out Data
Update
Close
Building ID: MO-03-25001
Head of Household: Tanya Harding
Unit ID: 101
Move-out Date:
Enter the move-out date, then click on the "Update" button.
Done
Local intranet
100%

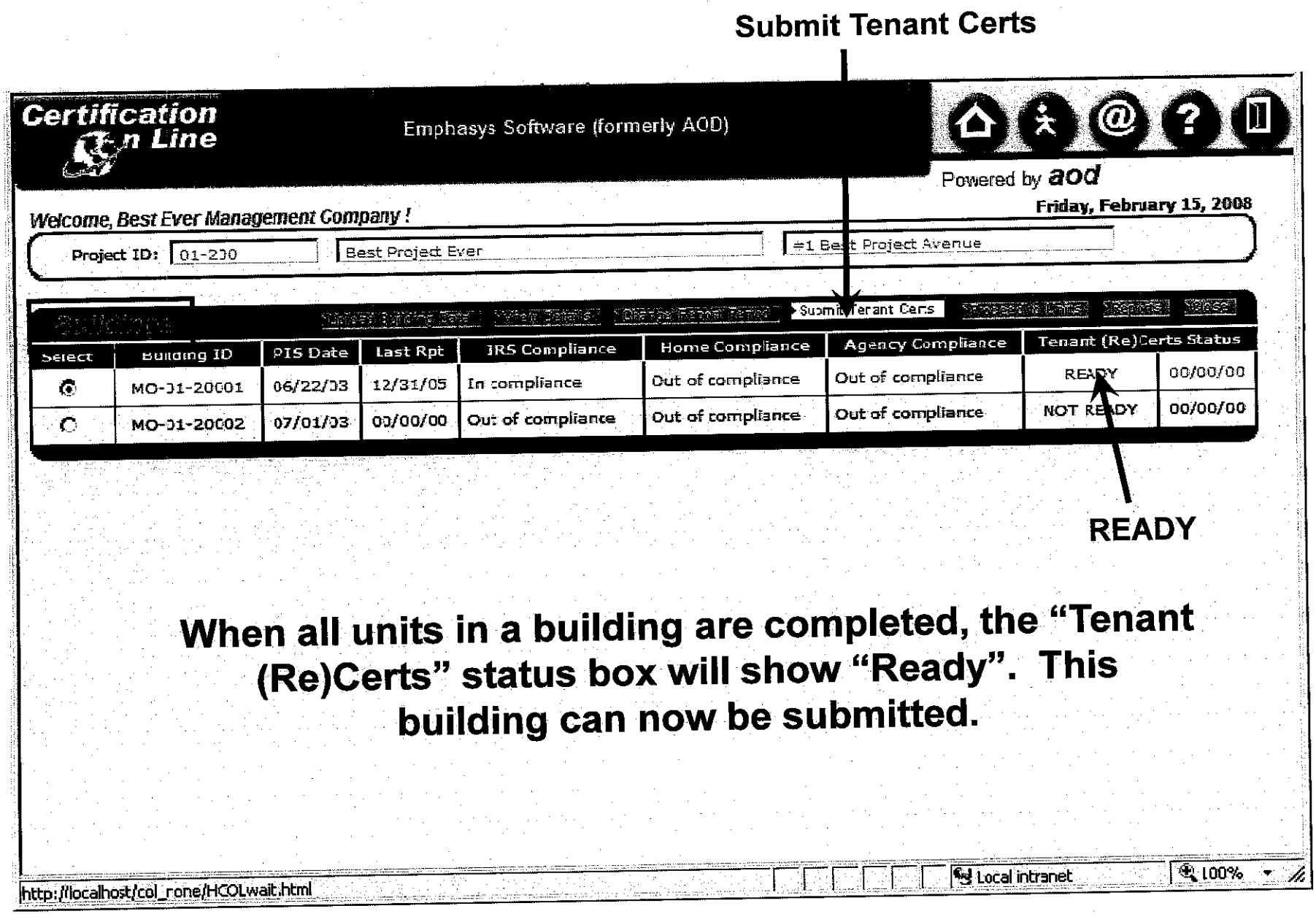
Unit Transfer

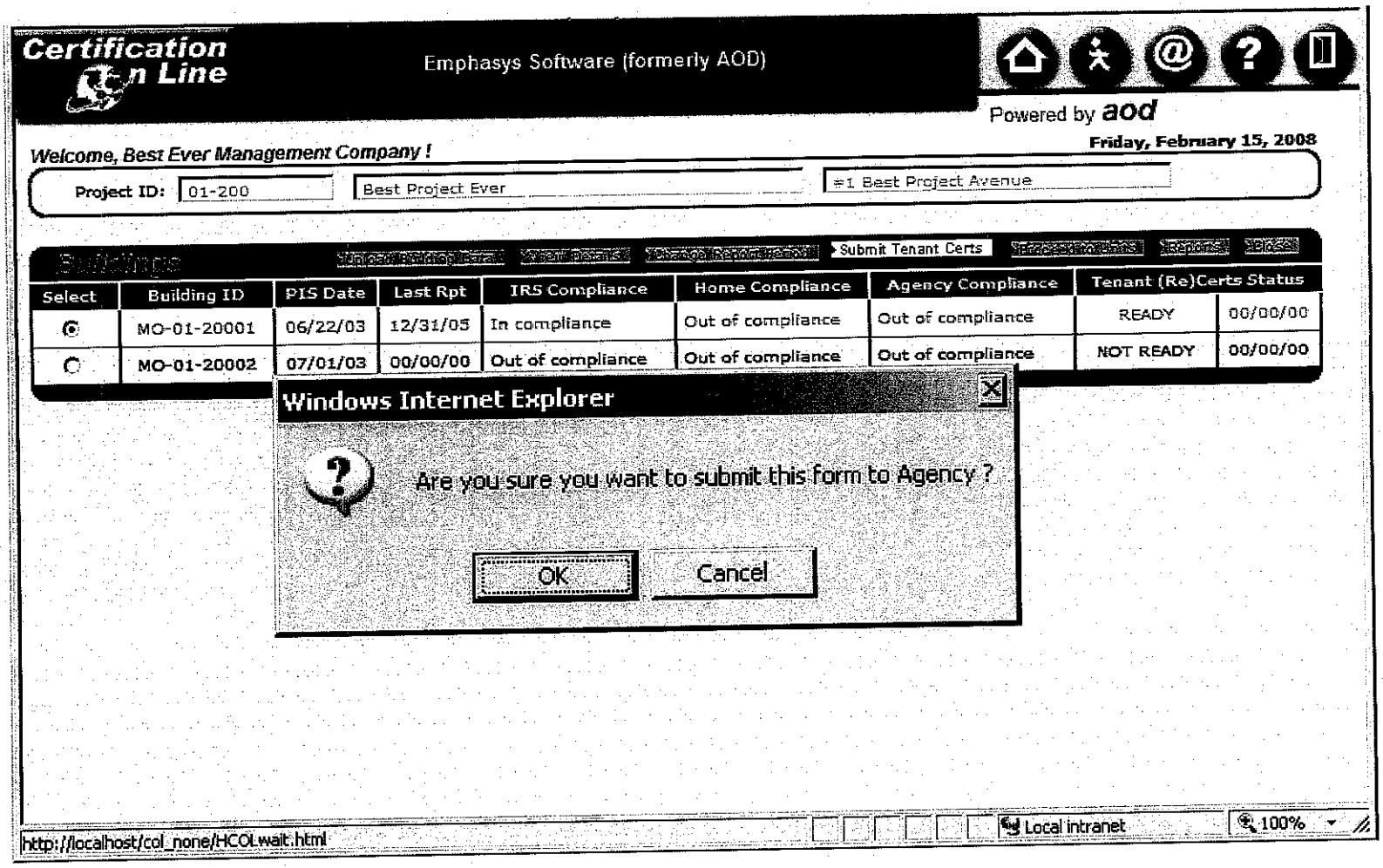


Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
◉	101	Alberto Gonzales	000-00-0000	06/11/05	NO
○	102	Jesse Ventura	000-00-0000	02/15/05	NO
○	103	Tanya Harding	000-00-0000	07/01/05	YES
○	104	Rod Blagojevich	000-00-0000	03/10/05	NO
○	105	Alex Baldwin	000-00-0000	08/01/04	NO

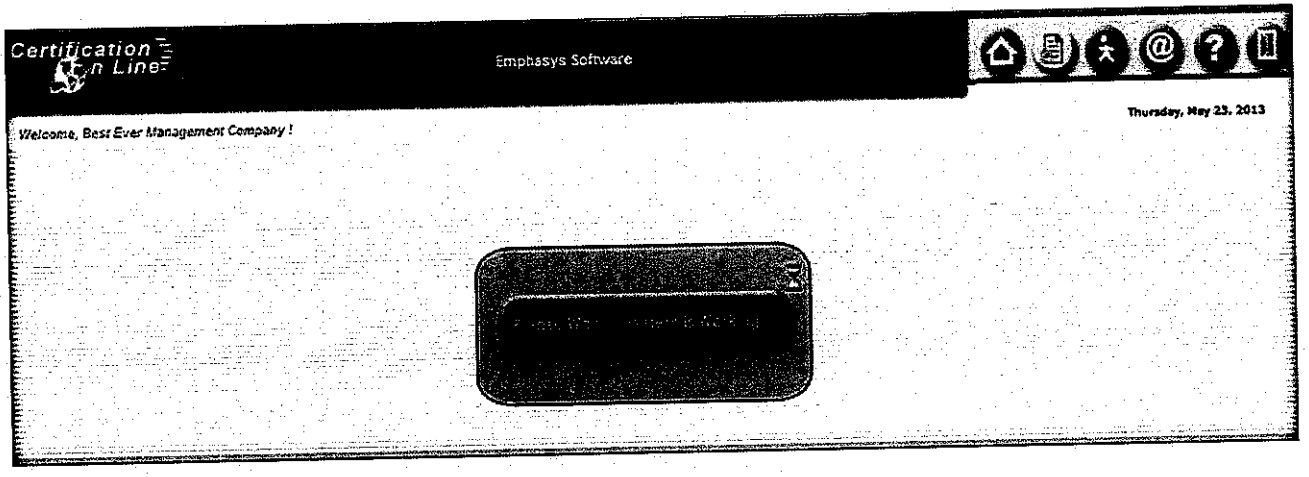

Update
Certification On Line
Emphasys Software
Powered by aod
Welcome, Best Ever Management Company !
Saturday, February 21, 2009
Building ID: MO-03-25001
Head of Household: Tanya Harding
Unit Transfer Data
Update
Close
Current Unit: 101
Building ID: MO-03-25001
New Unit: --- Select Vacant Unit ---
--- Select Vacant Unit ---
103
Transfer Effective Date:
Tenant Paid Rent: 300.00
Mandatory Charges: 0.00
Rental Subsidy: 0.00
Utility Allowance: 50
(Note: Please enter this amount only if paid by the Tenant)
Gross Rent:
(Tenant Paid Rent + Mandatory Charges + Utility Allowance)
Select Building
Only vacant units will be displayed.
Enter needed information then click on the "Update" button.
Done
Local intranet
100%

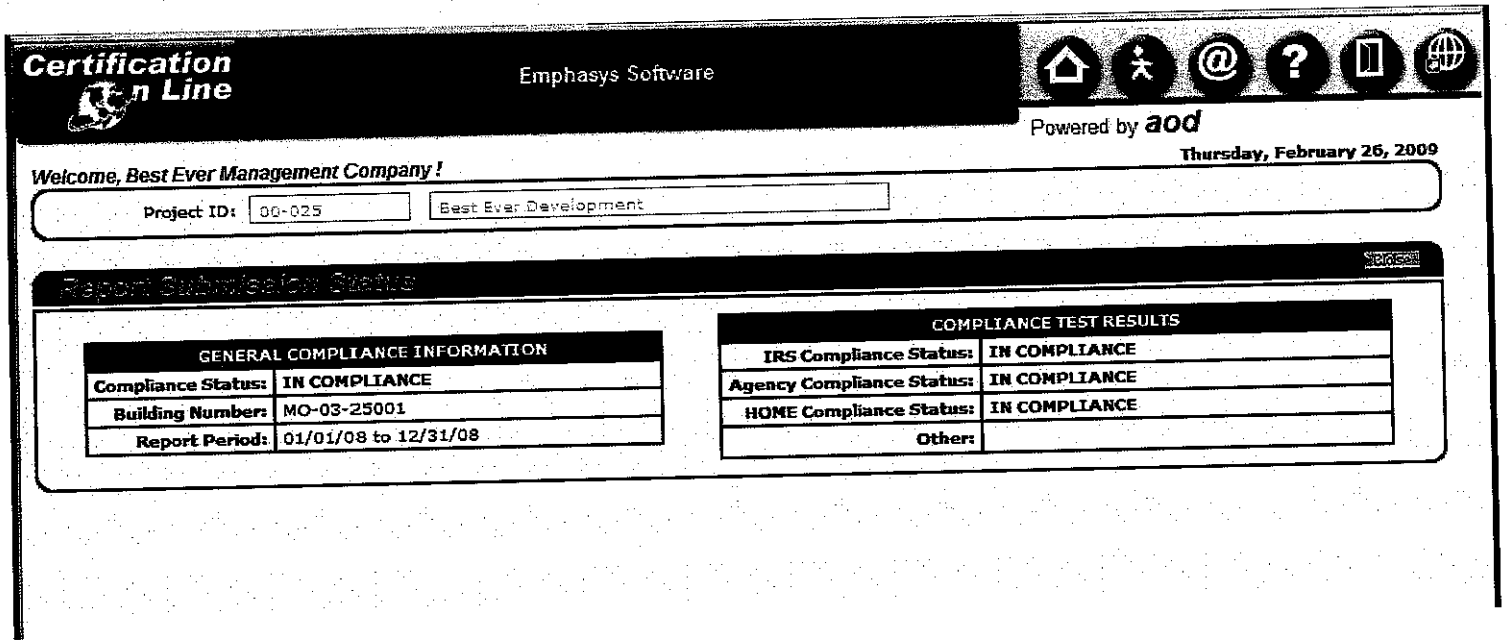

Certification On Line
Emphasys Software
Powered by aod
Thursday, February 26, 2009
Welcome, Best Ever Management Company !
Tenant Certification
Tenant Name: Tanya Harding
Project ID: 00-025
Building ID: MO-03-25001
New Reporting Period: 01/01/08 to 12/31/08
Best Ever Development
Unit ID: 103
Current Unit Status: Low Income
Ready to Submit
Last Report Ending: 12/31/07
GENERAL INFORMATION
HOUSEHOLD
INCOME
ASSETS
UNIT RENT
Head of Household Basic Data
Name: Tanya Harding
SSN: 000 00 0000
Birth Date: 09/26/1968
Age: 40
Sex: Female
Employment Type/Occupation: Self Employed
Marital Status: Divorced
Type of Certification: Certification Correction
Move-In Date: 04/15/08
Last Cert Date: 07/01/07
Initial/New Cert Date:
Family Size: 1
Non Qualified Students
Household Annual Income: 15,000.00
Unit Assistance Type: No Assistance
Owner's Designation: Low Income
Special Population: Mental Illness
Additional Household Data
Home Phone: 000 000 0000
Work Phone: 000 000 0000
Email:
Ethnicity: ----- Select Type -----
Race: ---------- Select Type ----------
Transferred From Building: MO-03-25001
Old Unit ID: 101
Old Unit Move-In: 06/15/07
Old Unit #
Original Move-in Date
Local intranet
100%

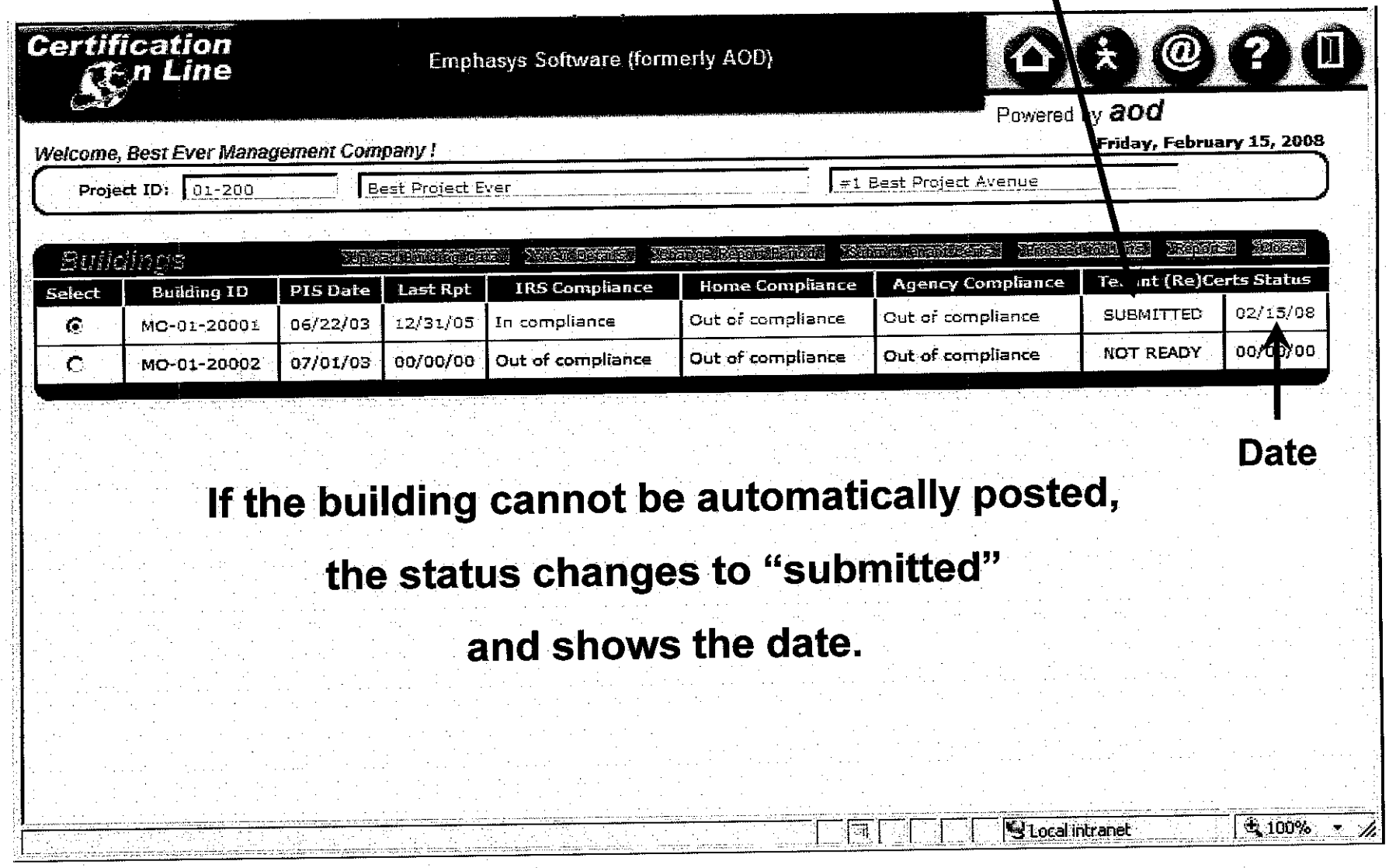

Submit Tenant Certs
Certification On Line
Emphasys Software (formerly AOD)
Powered by aod
Friday, February 15, 2008
Welcome, Best Ever Management Company !
Project ID: 01-200
Best Project Ever
#1 Best Project Avenue
Submit Tenant Certs
Select
Building ID
PIS Date
Last Rpt
IRS Compliance
Home Compliance
Agency Compliance
Tenant (Re)Certs Status
MO-01-20001
06/22/03
12/31/05
In compliance
Out of compliance
Out of compliance
READY
00/00/00
MO-01-20002
07/01/03
00/00/00
Out of compliance
Out of compliance
Out of compliance
NOT READY
00/00/00
READY
When all units in a building are completed, the "Tenant (Re)Certs" status box will show "Ready". This building can now be submitted.
http://localhost/col_rone/HCOLwait.html
Local intranet
100%

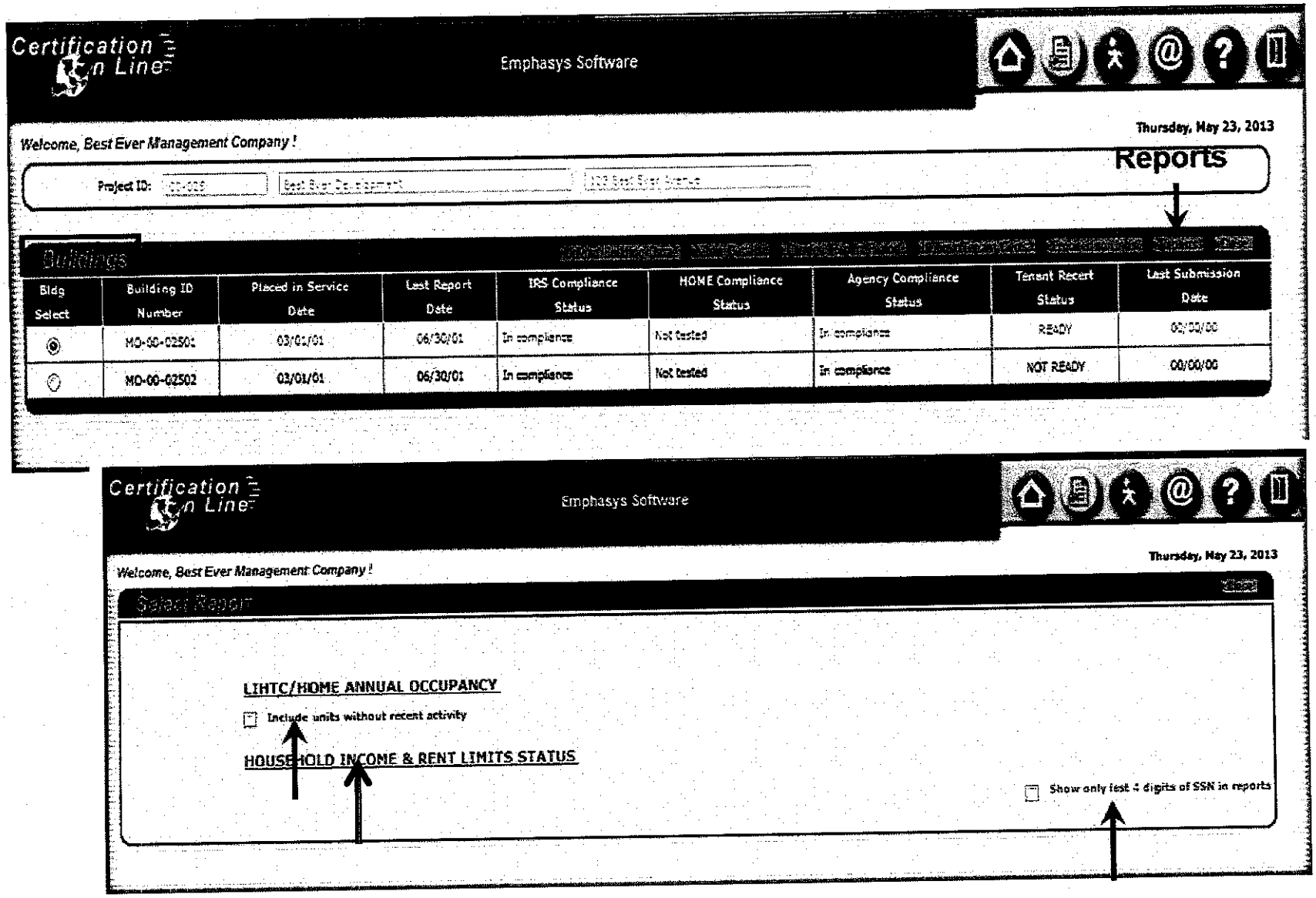


Only Management Company can submit Tenant Information


Certification
n Line
Emphasys Software
Thursday, May 23, 2013
Welcome, Best Ever Management Company !


Certification
n Line
Emphasys Software
Powered by aod
Thursday, February 26, 2009
Welcome, Best Ever Management Company !
Project ID: 00-025
Best Ever Development
Report Submission Status
GENERAL COMPLIANCE INFORMATION
Compliance Status: IN COMPLIANCE
Building Number: MO-03-25001
Report Period: 01/01/08 to 12/31/08
COMPLIANCE TEST RESULTS
IRS Compliance Status: IN COMPLIANCE
Agency Compliance Status: IN COMPLIANCE
HOME Compliance Status: IN COMPLIANCE
Other:


Submitted
Certification On Line
Emphasys Software (formerly AOD)
Powered by aod
Friday, February 15, 2008
Welcome, Best Ever Management Company !
Project ID: 01-200
Best Project Ever
#1 Best Project Avenue
Buildings
Select
Building ID
PIS Date
Last Rpt
IRS Compliance
Home Compliance
Agency Compliance
Tenant (Re)Certs Status
MO-01-20001
06/22/03
12/31/05
In compliance
Out of compliance
Out of compliance
SUBMITTED
02/15/08
MO-01-20002
07/01/03
00/00/00
Out of compliance
Out of compliance
Out of compliance
NOT READY
00/00/00
Date
If the building cannot be automatically posted,
the status changes to "submitted"
and shows the date.
Local intranet
100%


Certification On Line
Emphasys Software
Welcome, Best Ever Management Company !
Thursday, May 23, 2013
Reports
Project ID:
Buildings
Bldg Select
Building ID Number
Placed in Service Date
Last Report Date
IRS Compliance Status
HOME Compliance Status
Agency Compliance Status
Tenant Recert Status
Last Submission Date
MO-00-02501
03/01/01
06/30/01
In compliance
Not tested
In compliance
READY
00/00/00
MO-00-02502
03/01/01
06/30/01
In compliance
Not tested
In compliance
NOT READY
00/00/00
Certification On Line
Emphasys Software
Welcome, Best Ever Management Company !
Thursday, May 23, 2013
Select Report
LIHTC/HOME ANNUAL OCCUPANCY
Include units without recent activity
HOUSEHOLD INCOME & RENT LIMITS STATUS
Show only last 4 digits of SSN in reports

Certification On Line

LIHTC/HOME ANNUAL OCCUPANCY REPORT

Report Covering Period: 07/01/2001 to 09/30/2001

Project Number 00-025
Project Name Best Ever Development
Project Address 123 Best Ever Avenue
Building Id Number MO-00-02501 **Total Number of Units** 5

Student Explanation

1 - TANF assistance.
2 - Job Training Program.
3 - Single parent/dependent child.
4 - Married/joint return.
5 - Previous Foster Care.
6 - Extended-Use Period.

Unit No	Unit Sq Ft	# Bdrms	Move-In Date	Move-Out Date	Head of Household Social Security Number	Head of Household Full Name	Date of Last Certification	Rent Change Date	Initial Cert Y/N	Age Head of Hshld	Gross Annual Income at Recert	Monthly Tenant Paid Rent	Mandatory Charges	Amount of Rental Subsidy	Util Allow	# in Hshld at Recert	Non-qual Stdnt Y/N	Qual Stdnt Expln Code	Mrkt Unit Y/N
01	1,000	2	03/15/2001	07/02/2001*	000-00-1541	Bob Smith	07/01/2001		N	32	10,522.50	450.00	0.00	0.00	50	1	N		N
04	1,000	2	03/15/2001		000-00-4577	Tyrone Robbins	09/01/2001		N	22	9,120.00	450.00	0.00	0.00	50	2	N		N
05	1,000	2	*07/02/2001		000-00-1541	Bob Smith	07/01/2001		N	32	10,522.50	450.00	0.00	0.00	50	1	N		N
05	1,000	2	04/01/2001	07/01/2001	000-00-4787	Marilyn Quinn	04/01/2001		Y	26	10,125.00	450.00	0.00	0.00	50	2	N		N

* Denotes a Tr

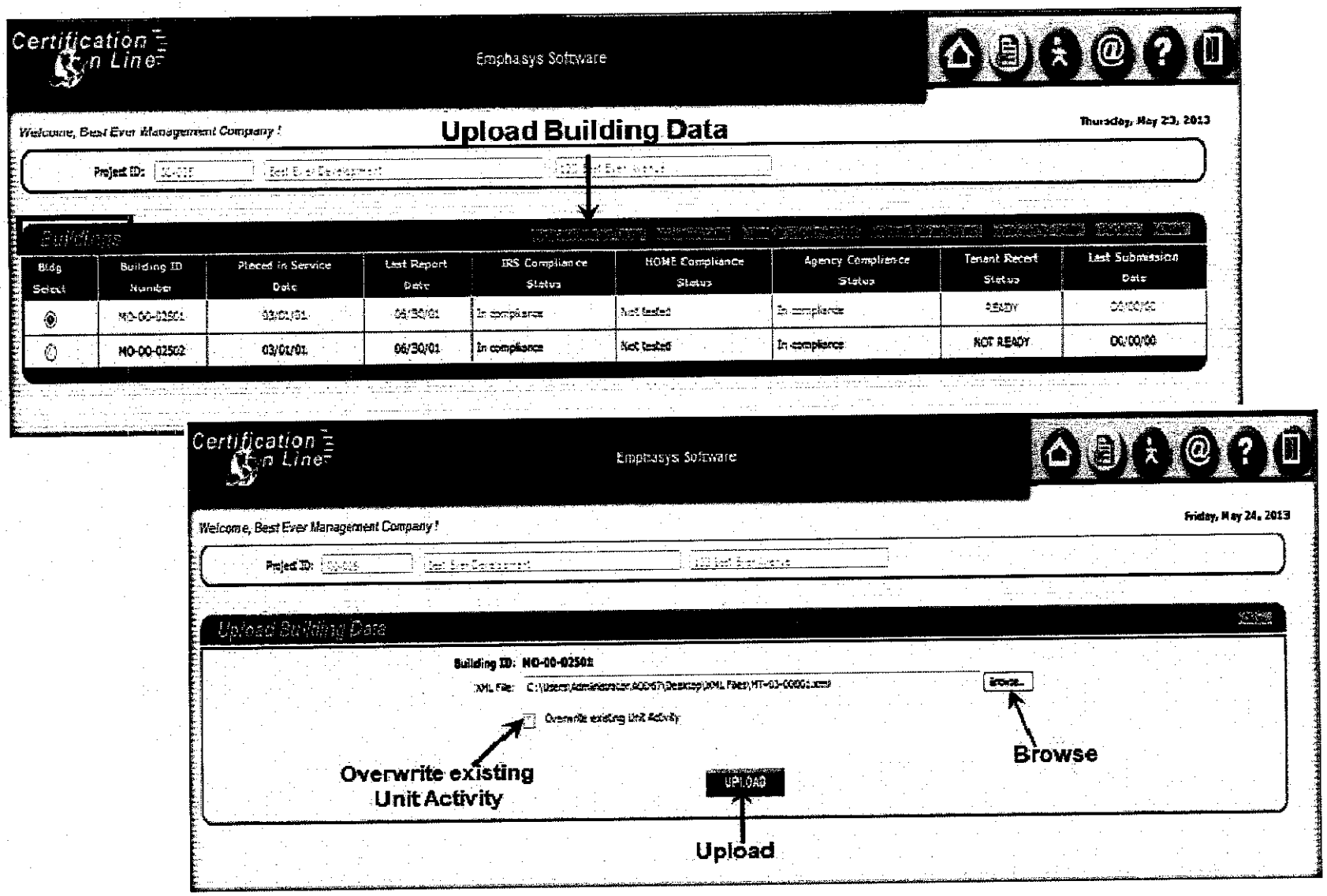
Certification On Line

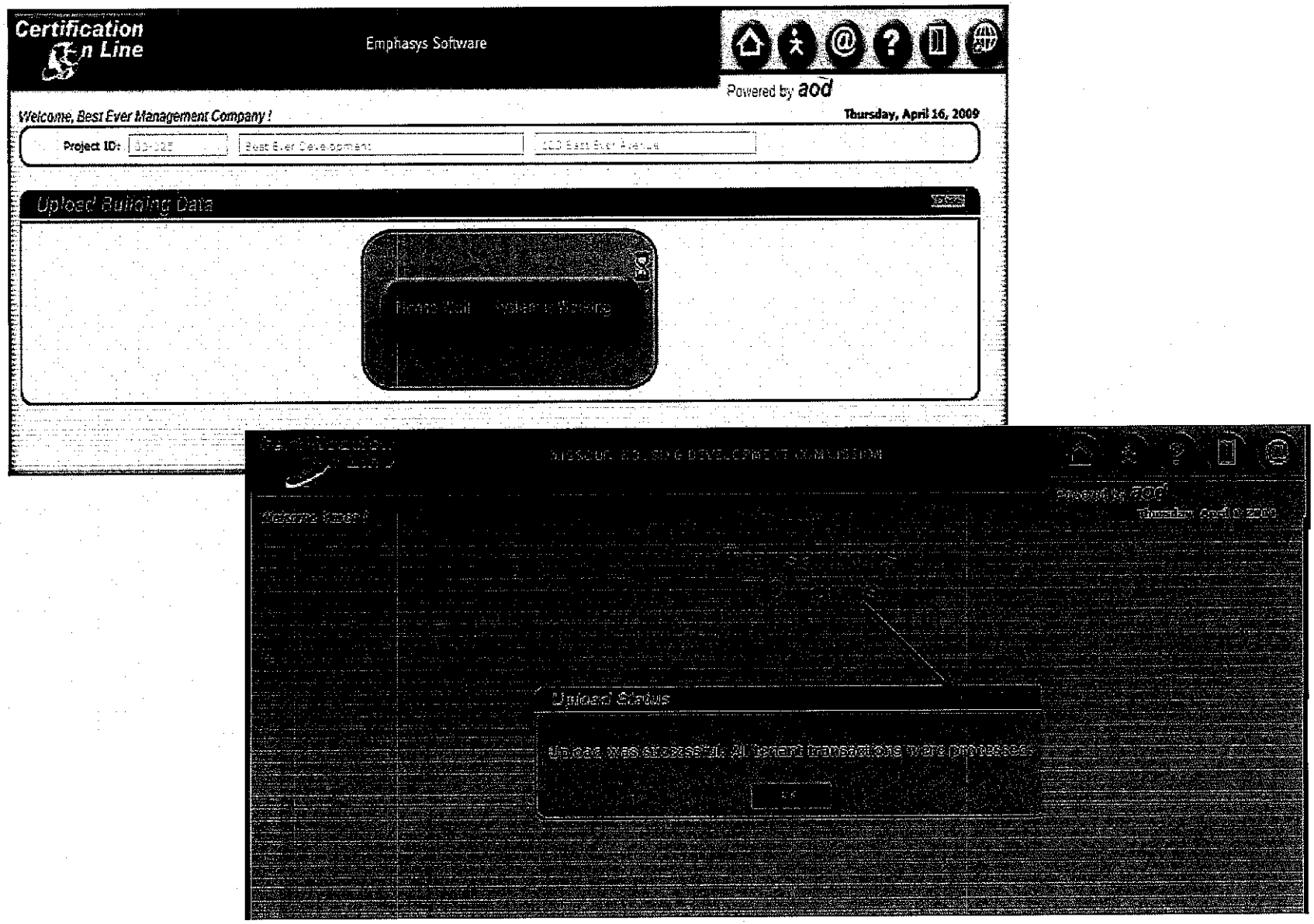
HOUSEHOLD INCOME & RENT LIMIT STATUS REPORT

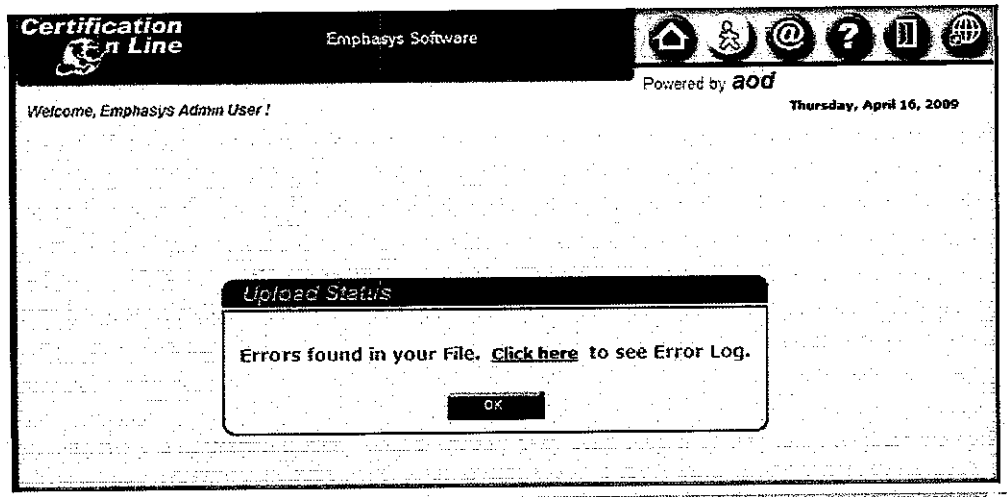
Project Number AODTST
Project Name Test AOD Project
Project Address AOD Test Building
Building Id Number MT-77-77777 **County** STILLWATER

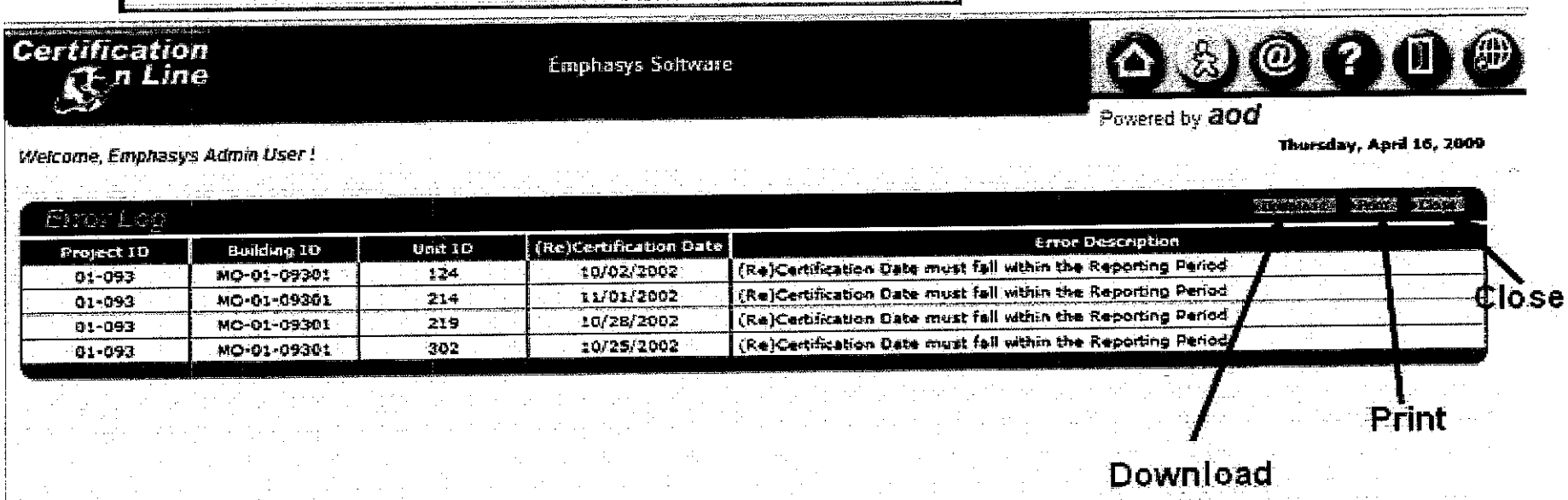
Unit ID	Bed Size	Head of Household Full Name	Household Size	Move-In Date	Last Effective Date	Date of Last Rent Change	Total Annual Household Income	Income Limit	Effective As Of	Income Limit Status	Monthly Gross Rent	Rent Limit	Effective As Of	Rent Limit Status
02	1	Jones, Tom	1	07/20/2012	02/01/2013	02/01/2013	23,100.00	29,220	12/11/2012	Below Income Limit	550.00	782	12/11/2012	Below Rent Limit
02	1	Jones, Tom	1	07/20/2012	01/18/2013	02/01/2013	21,000.00	29,220	12/11/2012	Below Income Limit	550.00	782	12/11/2012	Below Rent Limit
03	2	tenant 3	1	04/15/2012	06/17/2013	06/21/2013	0.00	29,220	12/11/2012	Below Income Limit	575.00	939	12/11/2012	Below Rent Limit
03	2	Joe Bob Clay	2	04/15/2012	06/17/2013		30,552.00	33,360	12/11/2012	Below Income Limit	453.00	939	12/11/2012	Below Rent Limit
03	2	Joe Bob Clay	1	04/15/2012	03/21/2013		18,040.00	29,220	12/11/2012	Below Income Limit	453.00	939	12/11/2012	Below Rent Limit
05	1	Jane Jones	1	03/15/2013	09/30/2012		21,840.00	25,040	12/01/2011	Below Income Limit	850.00	778	12/01/2011	Over Rent Limit
06	1	Test Tenant	1	01/12/2013	03/14/2013		26,000.00	29,220	12/11/2012	Below Income Limit	500.00	782	12/11/2012	Below Rent Limit
07	1	Test 5	1	12/01/2011	01/08/2013	12/11/2012	24,960.00	29,220	12/11/2012	Below Income Limit	555.00	782	12/11/2012	Below Rent Limit
08	1	test 12	1	05/01/2011	05/03/2012	06/01/2012	0.00	25,040	12/01/2011	Below Income Limit	75.00	778	12/01/2011	Below Rent Limit
09	1	Howard Day	2	03/24/2013	02/13/2013	02/13/2013	0.00	33,360	12/11/2012	Below Income Limit	475.00	782	12/11/2012	Below Rent Limit
09	1	Valentine Day	2	03/24/2013	02/12/2013	02/12/2013	17,680.00	33,360	12/11/2012	Below Income Limit	475.00	782	12/11/2012	Below Rent Limit
10	1	Mabel Olsen	1	08/19/2010	08/01/2012	03/01/2011	30,610.97	29,040	12/01/2011	Below 140% Income Limit	700.00	778	12/01/2011	Below Rent Limit
11	2	test k	1	01/24/2013	01/24/2013		0.00	29,220	12/11/2012	Below Income Limit	0.00	939	12/11/2012	Below Rent Limit
12	2	Tom Jones	1	09/02/2012	08/01/2012	12/01/2012	25,000.00	25,040	12/01/2011	Below Income Limit	575.00	934	12/01/2011	Below Rent Limit
3	1	Test 16	1	06/01/2012	02/12/2013	05/01/2012	9,817.25	29,220	12/11/2012	Below Income Limit	775.00	782	12/11/2012	Below Rent Limit

Upload Building Data




Certification On Line
Emphasys Software
Powered by aod
Welcome, Best Ever Management Company !
Thursday, April 16, 2009
Project ID:
Upload Building Data
Upload Status
Upload was successful. All tenant transactions were processed.


Certification On Line
Emphasys Software
Powered by aod
Welcome, Emphasys Admin User !
Thursday, April 16, 2009
Upload Status
Errors found in your File. Click here to see Error Log.
OK


Certification On Line
Emphasys Software
Powered by aod
Welcome, Emphasys Admin User !
Thursday, April 16, 2009
Error Log
Project ID | Building ID | Unit ID | (Re)Certification Date | Error Description
01-093 | MO-01-09301 | 124 | 10/02/2002 | (Re)Certification Date must fall within the Reporting Period
01-093 | MO-01-09301 | 214 | 11/01/2002 | (Re)Certification Date must fall within the Reporting Period
01-093 | MO-01-09301 | 219 | 10/28/2002 | (Re)Certification Date must fall within the Reporting Period
01-093 | MO-01-09301 | 302 | 10/25/2002 | (Re)Certification Date must fall within the Reporting Period
Close
Print
Download