

## **RENT ROLL CHECKLIST FOR MITAS SYSTEM**

- √ **Column Order and Names must exactly follow format of KHRC Rent Roll as located on our website. Do not insert additional columns.**
- √ **Yes or No or Y or N will be accepted for responses as applicable. Check marks and other symbols will not be accepted**
- √ **BIN Number must be correctly listed in sequence and without dashes, spaces, or additional characters. Example: KS0300184**
- √ **Buildings are identified by the last two digits of the BIN Number. Do not identify a building by another number.**
- √ **Be sure to list units correctly by buildings and that units are not listed in more than one building or listed by additional numbers: 323 and 323OA.**
- √ **When listing unit numbers, do not include the street address or other symbols (N or S for example), list only unit designation**
- √ **List only name of head of household and not those of the other tenants. List in order of last name, then first name**
- √ **List only the age of the head of household and not those of the other tenants**
- √ **Date Fields must be formatted as MM/DD/YYYY. Any spaces or additional numbers or symbols will not be accepted**
- √ **In Tenant Name field, please label Maintenance and Security units as Manager Unit and not by sub-category type**
- √ **Do not note Office units either by name or unit number, please leave this information off the rent roll.**
- √ **Save as a CSV Comma Delimited and MS Excel. MS Word, Quatro or other formats will not be accepted**
- √ **If a household receives a subsidy, figure into computation of Gross Rent.  $Gross\ Rent = Contract\ Rent + Utility\ Allowance - Subsidy$ . If not subtracted, Gross Rent may exceed one or more Rent tests.**