

TIPS FOR MITAS WEBSITE USERS

1. If a household receives a subsidy, figure into computation of Gross Rent. $\text{Gross Rent} = \text{Contract Rent} + \text{Utility Allowance} - \text{Subsidy}$. If not subtracted, Gross Rent may exceed one or more Rent tests.
2. It will now be mandatory to mark the appropriate student status field in your June data and moving forward. If a household meets one of the exceptions, select student with exceptions and not student or this will result in an unqualified household.
3. If a tenant moves within a building, select transfer in and out as transaction options on website. If a tenant moves to a new building, select move-in and move-out as options.
4. The Re-Cert Report displays only units with a re-certification due within the parameters selected. It does not display re-certifications already completed or those due outside the parameters. For example, if a report is run for 2005, it will not display re-certs due in 2006. Be sure to enter re-certifications, as well as move-in and move-outs for 2005 or re-certification errors will be generated.
5. We will now be requiring web users to complete the additional family member screen. One example for the need of this requirement is Elderly Units. Since a unit may be considered Elderly if anyone in the household is 55 or over, even if the head of household is not, it is important that we obtain this information or the unit will fail the set-aside test in such instances. Please also be sure to check the Handicapped field, if applicable.
6. For those using third party compliance software, such as Classic or Yardi, please make sure that the unit numbers on the rent roll match up to those listed in the software. If the unit numbers are different, then an error will occur at the time of upload. Be sure that you have all updates from this third party or errors may occur due to this as well.

EXPLANATION OF TERMS AND PROCEDURES

1. For 1996 and later properties, in addition to adhering to HUD Max Rents, the Correct Rent must not be exceeded and will be tested in MITAS. This is the Gross Rent agreed to in the Restricted Use Covenant and may have been increased in subsequent approved rent increases. If an increase in utilities results in a Gross Rent higher than the approved amount, then the property will fail the Correct Rent Test. Utility documentation must be provided verifying the increase and an explanation of the increase. Rather than waiting for the Annual Report to become due, properties can anticipate this test failing and notify KHRC of such increases in the event of an excessive Gross Rent beyond the approved amount. FMR = Fair Market Rent. Only the CHDO program utilizes this test.
2. Failure to meet rent, income and student status requirements generates an unqualified household in MITAS. These results may be found on the Qualified Programs Report. 90-day

vacancy, late re-certification, Next Available Unit Rule and all other compliance issues may be found on your Compliance Errors Report.

3. When a household is noted as unqualified in MITAS, errors in unit designation (Elderly, Family etc) are also noted in the same report for that unit. If the unqualified unit or units result in the set-aside not being met, set-aside will appear among the errors.

4. MITAS executes compliance tests for the Tax Credit, CHDO and FDIC programs as applicable in the same process and the results for all programs are found in the two reports referenced above. It is not necessary in other words to run three tests for three programs.

5. Tests are run for each individual property on a monthly basis. In the near future, MITAS will add the feature for web users to run pre-qualification tests to determine if prospective households qualify for the Tax Credit, CHDO and/or FDIC programs.

6. In the near future, MITAS will also add the ability for web users to view historical data and submit requests for data correction, even when the property has been processed (tests have been run). Until that feature is added, once a property has been processed, any data entry errors must be reported to KHRC to be corrected on the back-end of the system by KHRC staff. If the data was entered in a month not yet processed, the user may correct that data directly on the website.

7. If a compliance error has been identified by KHRC or Management in the cases of rent, income or student status, documentation will need to be provided to KHRC in the form of TIC's, income/asset verification etc prior to its correction by KHRC in MITAS. KHRC may file a 60-Day Notice and/or an 8823 for potential compliance violations not identified in its prior manual review of compliance reports, with the exception of additional findings of 90-day vacancies.

8. The Qualified Tenant Report displays both qualified and non-qualified tenants for the month selected. 9's imply the unit is unqualified due to a failure to meet one or more rent, income or student issues. A 60 or 50 denote a unit as qualified for a program at that level. For example, a unit may pass Tax Credits (60) and fail FDIC (9's). If you want to know which test or tests failed that resulted in the unqualified unit, refer to the Tenant Transactions Report. (View, do not print as this is a very large report for some)

9. On the Tenant Transactions Report, P = Passed and F = Failed in the test results on the bottom. Over-Income (OI)) refers to the failure to meet the 140% Rule (applicable only to properties with market units), while Income Check refers to a failure to meet the HUD Max Income for that household.

10. When reading the Error Log or the corresponding Compliance Errors Report, the effective dates for 90-day vacancies should be interpreted as: 1. Move-In: Unit was vacant 90 days or more prior to this move-in. 2. Move-Out: Unit has been vacant 90 days or more since this move-out.

COMPLIANCE TEST PARAMETERS

Please refer to the list below by property for the parameters in running compliance tests. Tests can only be run for one month at a time, once all data for that month has been entered on the website. KHRC has run compliance tests for 2003, 2004 and preceding months in 2005.

PROPERTY	PARAMETERS
Andover Crossing*	March, April, May, June & July
Applewood	April, May, June & July
Baxter Springs	June & July
Bradford Glen	June & July
Cheyenne Village	June & July
Cottages of Liberal	June & July
Cottages of Topeka	April, May, June & July
Country Acres	May, June & July
Coventry Court	June & July
Elizabeth Estates	June & July
Green Park	June & July
Hidden Meadows I and II	June & July
Kensington*	April, May, June & July
Lincoln School*	Please contact KHRC
Northglenn	June & July
Northside*	Please contact KHRC
Parklane*	January, February, March, April, May, June & July
Prairie View	June & July
Remington Square	May, June & July
Shawnee Lake I and II*	June & July
South Beach	May, June & July
Westgate	May, June & July
Wyndam Place	To be addressed in August
Zion Park	March, April, May, June & July

* = Classic Users, please wait for update from KHRC before running monthly tests.