

COMMON NAHMA FILE

UPLOADING ERRORS

- **Project ID (HMFA number) does not match**
- **BIN (Building Identification Number) does not match**
- **Unit numbers do not match**
- **Out of sequence transactions**
- **Dashes in BIN (please remove)**
- **Mitas website is not added as a trusted site to your computer**
- **Pop-up blocker is not disabled for the Mitas site**
- **Using Internet Explorer (must use Google Chrome, Microsoft Edge, Mozilla, Firefox)**
- **Not printing and reviewing the Current Tenant Information Report (Property Reporting section) in Mitas to determine successful transmission of the tenant data.**

**Note – if you are still experiencing issues with uploading after correcting these common errors, please contact your IT Dept. If you are using a software company such as Yardi, OneSite, etc., please provide them with a copy of this document to ensure that they have also corrected these common errors in the file.*