



MITAS TRAINING SERIES

OWNER PORTAL

Reports

AGENDA



Owners and Property Managers use the Same Reports



Property Reports



Export Data

OWNER PORTAL



Property Reports

- Rent Roll
- Recertification Report
- Onsite Audit Report
- Out of Sequence Report



HOME SCREEN

NJHMFA Owner Portal

Home Lisa Mitas [Logout](#)

- Property Manager
- Tenant Data
- Property Forms
- Property Documents
- Program Requirements
- Reports**

Welcome to the NJHMFA Owner Portal

Property Owner Details [Help](#)

Number: 4
Name: ABC Ownership Group

Mailing Address
Lisa Mitas
123 Main Street
Dallas, TX 75071
Main: 800-555-1212

Please select a property. Click on a heading to sort the list. Then click an option from the menu on the left.

Managed Properties [Help](#)

Number	Name	Location Address	City	State	Assigned Staff
07970	Highland Gardens	456 Main Street	Hackensack	NJ	Mitas - Lisa Kocsis
07971	Westgate Village	987 Westgate Drive	Hackensack	NJ	Mitas - Lisa Kocsis
07972	Stanton Meadows	8778 Stanton Drive	Hackensack	NJ	Mitas - Lisa Kocsis

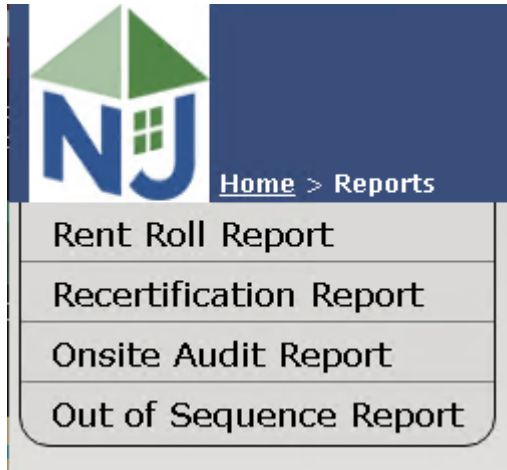
Property Information [Help](#)

Property Number/Name: 07970 / Highland Gardens
Property Address: 456 Main Street
Hackensack, NJ 07601
Contact Phone 1: (800)555-1212
Contact Phone 2: (000)000-0000
Fiscal Year End: 00/00
Fax: (000)000-0000

Select a Property

Select "Property Reports" Menu Option

PROPERTY REPORTS



MENU OPTIONS

Property Reports

- Same Reports as the Current Portal
- Export available on the Rent Roll Report


PROPERTY REPORTS

Select “Rent Roll” Menu Option

Report may ask you to choose options before they run.

Reports may be added or removed from time to time.

P8101_PC102 - Rent Roll - NJHMFA Owner Portal

Property: Unknown (07970) ▾
Program: Tax Credits (2) ▾
Effective Date: 

[Submit Report](#) Create Export [Close](#)

RENT ROLL EXPORT



Exporting Tenant Data

Sensitive Data

The Property will already be selected.

Select Tax Credits

Select an Effective Date

Check Create Export if desired

Rent Roll Report
Recertification Report
Onsite Audit Report
Out of Sequence Report

Current Property
Property Number/Name: 07970 / Highland Gardens

Please select a report from the menu.

P8101_PC102 - Rent Roll - NJHMFA Owner Portal

Property: Unknown (07970)
Program: Tax Credits (2)
Effective Date: 12/31/2022

[Submit Report](#) Create Export [Close](#)

[Submit Report](#)

Select the blue link to run the report.

RENT ROLL EXPORT



Report Outputs


The Report has 2 outputs.

PDF has limited data.

Export contains much more tenant data.


Click on each to download to your browser.

P8101_PC102 - Rent Roll - NJHMFA Owner Portal

Status:  Complete

Description	Type	Pages
Rent Roll	PDF	1
Rent Roll	XLSX	

[Close](#)



HOME SCREEN



NAVIGATION LINKS

The “Home” link in the upper left side of the Portal will always bring you back to your Home Page.

The screenshot shows the NJHMFA Owner Portal interface. At the top left is the NJ logo. To its right is a breadcrumb navigation path: [Home](#) > Reports. The 'Home' link is highlighted with a red box. Below the breadcrumb is a vertical menu with four options: Rent Roll Report, Recertification Report, Onsite Audit Report, and Out of Sequence Report. To the right of this menu is a section titled 'Current Property' which displays 'Property Number/Name: 07970 / Highland Gardens'. At the bottom right of the page, there is a prompt: 'Please select a report from the'.

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These are the other videos available for this Portal. Please watch all of them before calling NJHMFA staff with your questions.



HOW TO LOGIN AND CREATE NEW USERS

New User Setup and Giving Access to Property Data



VIEWING TENANT CERTIFICATIONS

Viewing all Tenant Certifications



REMOVING A PROPERTY MANAGEMENT COMPANY

Remove the current Property Management Company and submit the required documentation for the New Property Management Company

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UPLOADING DOCUMENTS – DOWNLOADING FORMS

Learn to submit required Property documents and how to download the latest forms



HOW TO RUN REPORTS

How to run reports and export data.



ANNOUNCEMENTS

- WE WILL SEE YOU AT THE WEBINAR COMING SOON!
- CONTACT ?????????????????? WITH QUESTIONS

- + •
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THANK YOU