



MITAS TRAINING SERIES

PROPERTY MANAGER PORTAL

Downloading Forms – Uploading Documents

AGENDA



Downloading Forms



Property Documents



Uploading Documents to the Portal



Document Actions

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PROPERTY MANAGER PORTAL



Property Forms and Documents

- All Property Forms and Documents will be submitted on the Portal
- Documents are stored directly on your Property
- You can see the documents you previously uploaded
- You can see what documents you are missing
- Agency staff are notified when you upload



HOME SCREEN



Select a Property



Select “Property Documents” Menu Option

PROPERTY DOCUMENTS

Current Property

Property Number/Name: 07970 / Highland Gardens

Tax Credits

 Document Name	Download	Upload
Audited Financials 2024	[No Documents]	<input type="button" value="Upload"/>
Owners Certification 2024	Latest	<input type="button" value="Upload"/>
Maintenance Fees 2024	[No Documents]	<input type="button" value="Upload"/>
Special Needs 2024	[No Documents]	<input type="button" value="Upload"/>
Spreadsheet 2024	[No Documents]	<input type="button" value="Upload"/>
Utility Allowance 2024	[No Documents]	<input type="button" value="Upload"/>
Social Services 2024	[No Documents]	<input type="button" value="Upload"/>
Project Status Form 2024	 Latest	<input checked="" type="checkbox"/> <input type="button" value="Upload"/> <input type="button" value="Add Page"/>
Y15 Status Report 2024	[No Documents]	<input type="button" value="Upload"/>
Acquisition/Rehab Acknowledgement Form 2024	[No Documents]	<input type="button" value="Upload"/>
New Property Checklist Form 2024	[No Documents]	<input type="button" value="Upload"/>
Annual Compliance Package Check List Form 2024	[No Documents]	<input type="button" value="Upload"/>

PROPERTY DOCUMENTS

Upload

Upload

Select to Upload a Document

Download

[Latest](#)

Select to download your latest uploaded Document

[No Documents]

This means **no** documents have been uploaded

[Latest](#)

[Older](#)

Select "Older" to see all uploaded documents of this type.



HOME SCREEN

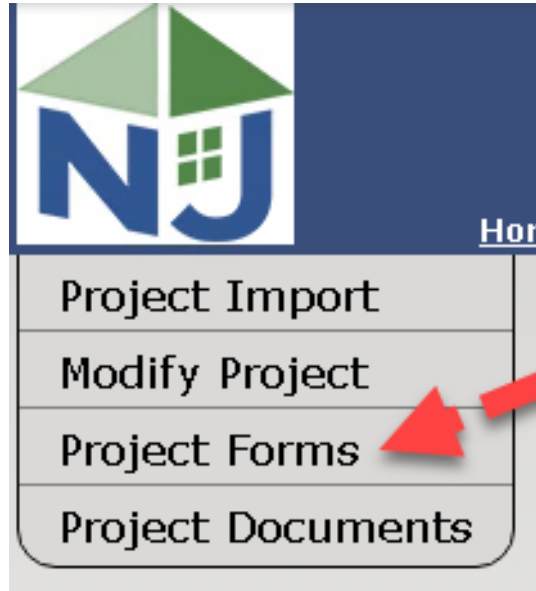


NAVIGATION LINKS

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



PROPERTY FORMS



MENU OPTIONS

Property Forms

- Download NJHMFA Forms
- Completed forms are uploaded to the Portal under **Property Documents**
- Some forms are blank and some are auto populated

PROPERTY FORMS

- NJHMFA may post specific forms from time to time.
- Most forms will continue to be stored on the agency web site.



[Compliance Forms and Documents](#) [Send an Email to Helpdesk](#)

HOME SCREEN



NAVIGATION LINKS

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



FORM & DOCUMENT ACTIONS



Agency Notifications

When you upload documents, agency staff is notified by the Portal.

Document uploads on the Portal are immediately viewable by agency staff.

PROPERTY DOCUMENTS

To get assistance about your Required Documents, visit the link on the **Home Screen** which lists more information about agency requirements.



New Jersey Housing and Mortgage Finance Agency

 Home
Tenant Data
Property Forms
Property Documents
Program Requirements
Reports
Manage Portal Users

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[Home](#) / [Developers](#) / [Low Income Housing Tax Credits](#) / [Compliance](#) / [LIHTC Dashboard](#)

Compliance

The Compliance division is responsible for monitoring all properties with tax credit financing in the State of New Jersey. The HMFA requires annual owner compliance certifications by January 31.

In compliance with the Federal Tax code, the HMFA conducts annual file and physical inspections for 20% of the 66,000 units it monitors for 1/3 of the projects in its portfolio. Infractions are reported to the Internal Revenue Service, which, in its discretion, may conduct tax audits. Such audits may result in tax credit recapture and imposition of tax penalties.

Attention Tax Credit Property Owners

- [Download the Compliance Monitoring Manual](#)
- [Approved Tax Credit Certifications](#)
- [Tax Credit Analyst Assignment List](#) - if you have any questions.
- [Click here to view the information due to HMFA](#) no later than January 31, 2025
- [Click here to view the Income Limits, Max Rents and Utility Allowance](#)
- [Click here to access previous Owner Certifications of Compliance](#)
- [Mitas Web Application](#) please access using Microsoft Edge, Chrome or Firefox. Mitas User accounts are only active for 90 days. Each Mitas User must log into the system at least every 89 days to avoid account deactivation.
 - [NAHMA File Issues](#) [click here](#).



MITAS TRAINING SERIES

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



ENTERING A TENANT CERTIFICATION

Manually Enter a Tenant Certification



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