



MITAS TRAINING SERIES

PROPERTY MANAGER PORTAL

Reports

AGENDA



Owners and Property Managers use the Same Reports



Property Reports



Export Data

PROPERTY MANAGER PORTAL



Property Reports

- Rent Roll
- Recertification Report
- On Site Audit Report
- Out of Sequence Report



HOME SCREEN

Select a Property

Select "Property Reports" Menu Option

NJHMFA Property Portal

Home Lisa Kocsis Logout

- Tenant Data
- Property Forms
- Property Documents
- Program Requirements
- Reports**
- Manage Portal Users

LIHTC COMPLIANCE MONITORING
NJHMFA Contact e-mail lihtc@njhmfa.gov
Highlight a Property and Select an option in the Menu.

FORECLOSURE INTERVENTION FUND
NJHMFA Contact Number (609) 278-7437
foreclosureinterventionfund@njhmfa.gov
Please only enter properties with available funds in your account.
Please choose the "New Sheriff Sale Property" button on the left hand side of this screen to begin.

Property Manager Details [Help](#)

Number: 6346
Name: ABC Management Company
Assigned Staff: 0

Mailing Address
ABC Management Company
124 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.

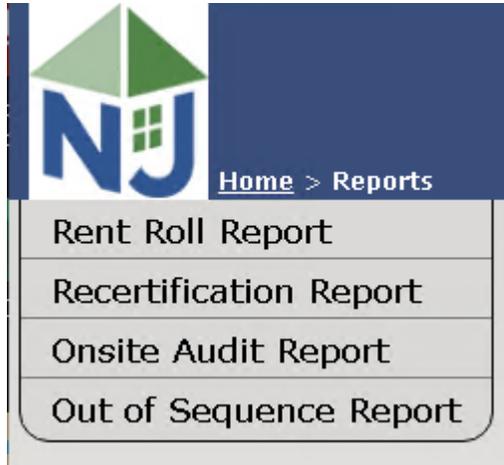
Managed Properties [Help](#)

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
Fax: (000)000-0000
Fiscal Year End: 00/00

PROPERTY REPORTS



MENU OPTIONS

Property Reports

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

PROPERTY REPORTS

Report may ask you to choose options before they run.

Reports may be added or removed from time to time.



The screenshot shows a light blue dialog box with a white border. At the top, there are three labels: "Property:", "Program:", and "Effective Date:". The "Property:" label is followed by a dropdown menu showing "Unknown (07970)". The "Program:" label is followed by a dropdown menu showing "Tax Credits (2)". The "Effective Date:" label is followed by a text input field and a small calendar icon. Below these fields, there is a horizontal line. Underneath the line, the text "[Submit Report](#) Create Export" is displayed. To the right of this text, the word "Close" is written in red and underlined.

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.

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

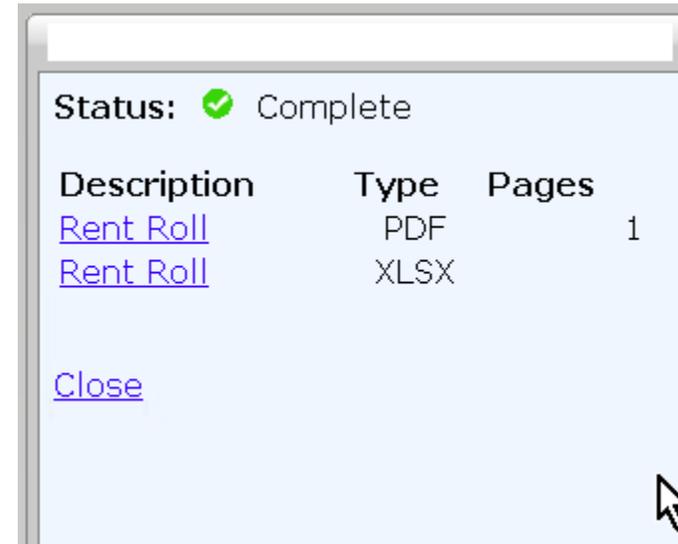
Sensitive Data

The Report has 2 outputs.

PDF has limited data.

Export contains much more tenant data.

Click on each to download to your browser.



Status:  Complete

Description	Type	Pages
Rent Roll	PDF	1
Rent Roll	XLSX	

[Close](#)

RENT ROLL EXPORT



Report Outputs

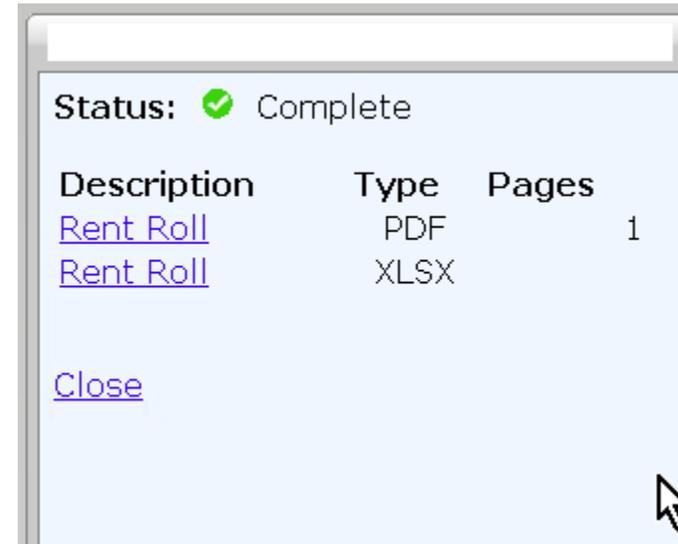
Sensitive Data

The Report has 2 outputs.

PDF has limited data.

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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 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 list of report types: Rent Roll Report, Recertification Report, Onsite Audit Report, and Out of Sequence Report. On the right side, there is a section for 'Current Property' with the text 'Property Number/Name: 07970 / Highlan'. At the bottom right, there is a prompt: 'Please select a re'.

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