MITAS TRAINING SERIES

PROPERTY MANAGER PORTAL

Reports

AGENDA

Owners and Property Managers use the Same Reports

Property Reports

Export Data

PROPERTY MANAGER PORTAL

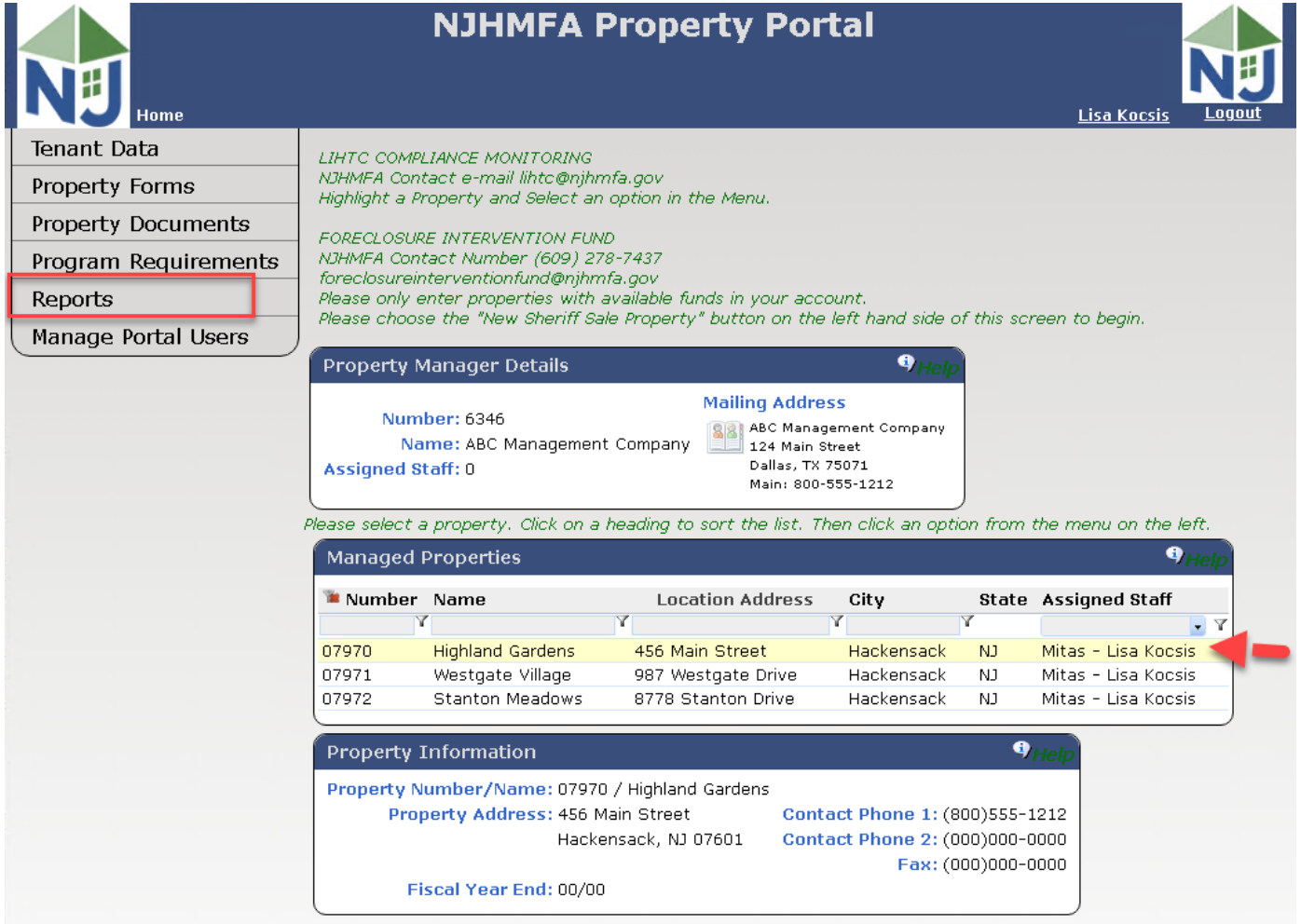
Property Reports

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

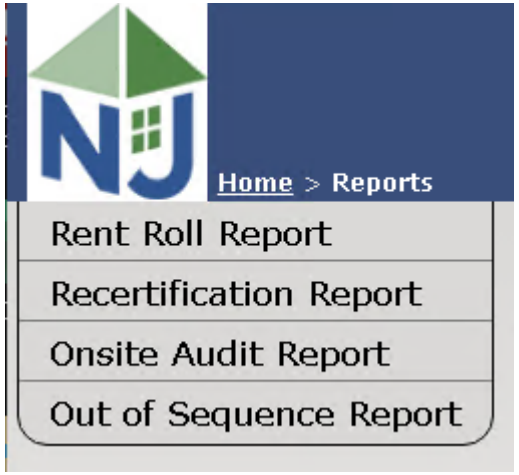
HOME SCREEN

Select a Property

Select "Property Reports" Menu Option



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.

RENT ROLL EXPORT

Exporting Tenant Data

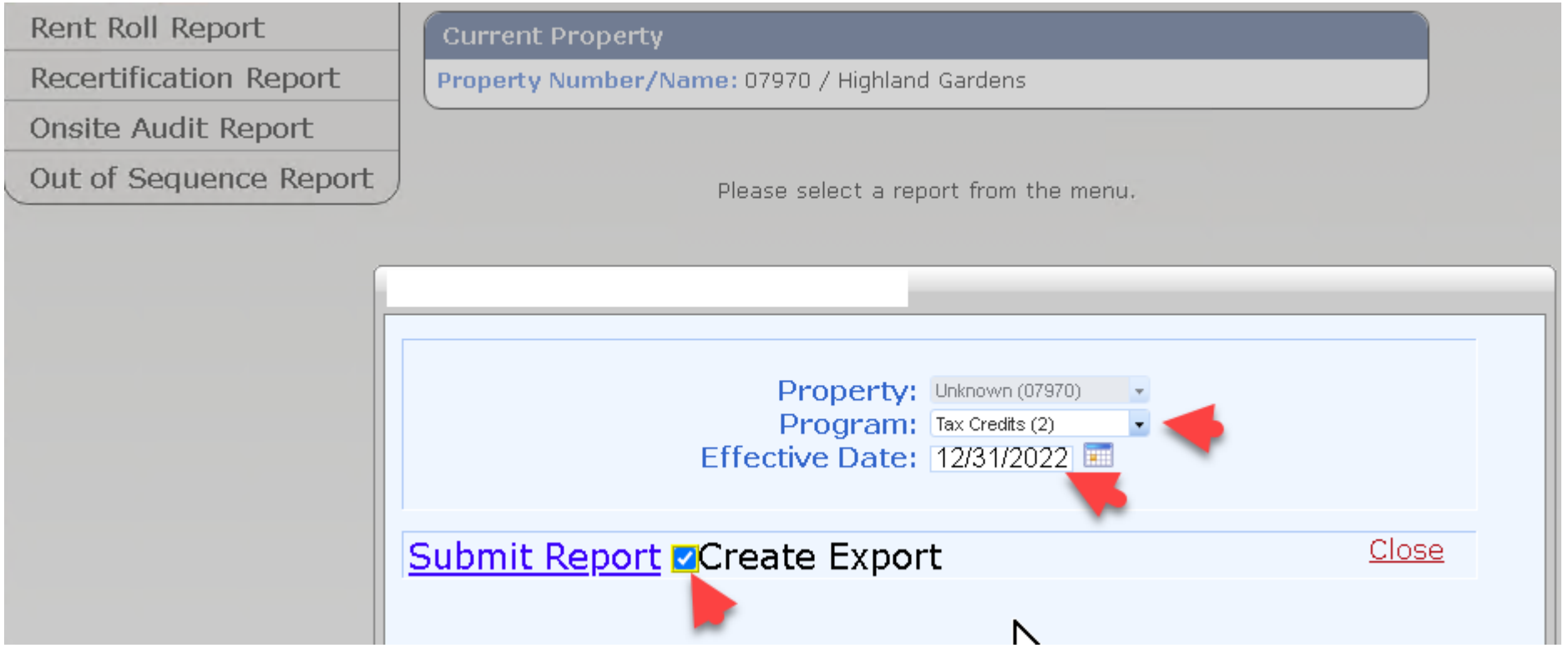
Sensitive Data

The Property will already be selected.

Select Tax Credits

Select an Effective Date

Check Create Export if desired



Submit Report Select the blue link to run the report.

RENT ROLL EXPORT

Report Outputs

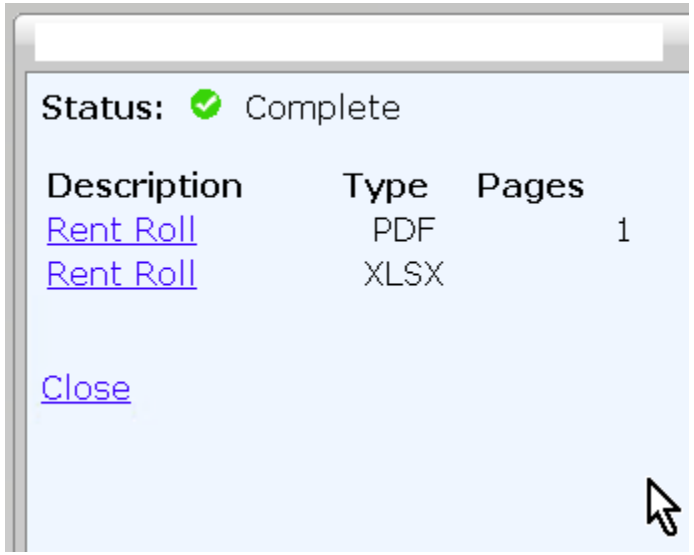
Sensitive Data

The Report has 2 outputs.

PDF has limited data.

Export contains much more tenant data.

Click on each to download to your browser.



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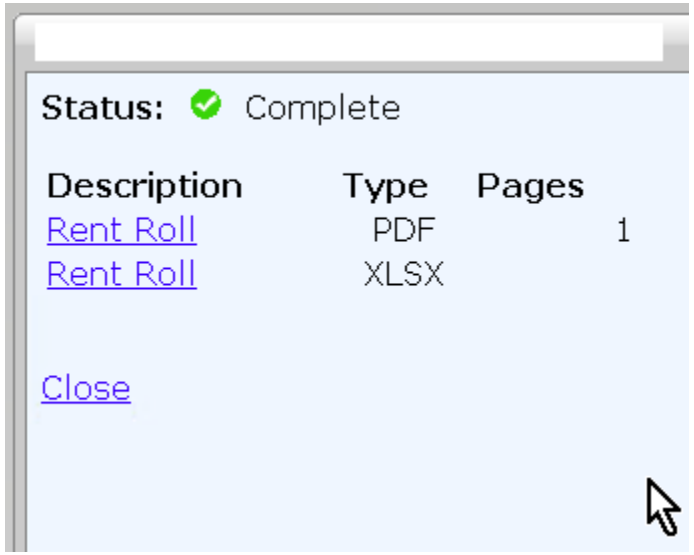

RENT ROLL EXPORT

Report Outputs

The PDF Report and Excel Export

O/P PC102 - Rent Roll Run: 01/25/2025 at 3:56:59 PM By: Page: 1

Unit	Tenant	Effective Date	Certification Type	# In Household	# Of Bedrooms	Owner Income	Owner Rent	Qualified Income	Qualified Rent
Property: 07970 - Highland Gardens									
Building: 001 - NJ2000001									
A	Williams, Bob	1/1/2023	Move In	1	1	60	60	60	60
B	Morgan, Charles	2/1/2023	Move In	1	2	60	60	60	60
C	Johnson, Debbie	2/15/2023	Move In	1	2	60	60	60	60
D	Frank, Jack	3/3/2023	Move In	2	3	60	60	60	60

AutoSave Off RentRoll_1208742 - Protected View - Excel

File Home Insert Page Layout Formulas Data Review View Help Search

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

A2 07970

	A	B	C	D	E	F	G	H	I
1	PROPERTY_NO	HS520_PROPERTY_NAME	BUILDING_NO	HS521_BIN	UNIT_NO	HS560_TENANT_NO	HS560_LAST_NAME	HS560_FIRST_NAME	HS502_EFFE(
2	07970	Highland Gardens	001	NJ2000001	A	389777	Williams	Bob	
3	07970	Highland Gardens	001	NJ2000001	B	389778	Morgan	Charles	
4	07970	Highland Gardens	001	NJ2000001	C	389779	Johnson	Debbie	
5	07970	Highland Gardens	001	NJ2000001	D	389780	Frank	Jack	
6									

HOME SCREEN

NAVIGATION LINKS

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

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

THANK YOU