

INSTRUCTIONS FOR COMPLETING THE UNIT/BUILDING SETUP SPREADSHEET

Once you choose the Unit/Building Spreadsheet (XLS) link on the TDHCA web site (under Compliance/Online Reporting):

1. Depending on how your system is configured, the file may automatically download to your local computer or the computer may ask if you want to open the file. **Be sure to download the file to your local computer before completing the required information.** If you choose to open the file instead, the information will not email to TDHCA in the proper format.

When you download the file, **please rename the file to the property name or file number(s)** so TDHCA can identify the file.

2. Once you have downloaded the file, you see:

the property information spreadsheet, which is the first page (“unit load property info” tab), and the unit information on the second page (“unit load unit info” tab).

By clicking on the tabs at the bottom of the screen, you can switch from one page to the other.

Caution!--Do not modify these worksheets formats in any way or the units will not load properly.

3. Follow the instructions below to enter information in both spreadsheet pages.

Note--It is very important that the information you enter is accurate. Once the information is submitted to TDHCA, we use it to set up your property in the new online reporting system. **This is a one-time setup process.** But be sure to keep both a hard and electronic copy for your reference.

4. Once you have completed the spreadsheet, please verify the accuracy of the data, then submit the spreadsheet by email to: **jrproper@tdhca.state.tx.us.**

If you need any assistance in completing the spreadsheet, please contact James Roper at TDHCA (512) 475-3907, or toll free in Texas at (800) 643-8204.

Entering Information in the Spreadsheet Pages

Unit load property_info: **Property Information.** *Enter the required information in the first blank row, just below the column titles. Be sure to keep all of the information on the same row.*

Property_name The name of the Property Name (as it is known by TDHCA)

File_Nbr Enter the TDHCA-assigned program file number under the appropriate column. **Be sure to enter all file numbers** if your property is layered with more than one program:

LIHTC_File_Nbr: Low Income Housing Tax Credit number
AHDP_File_Nbr: Affordable Housing Disposition number
HOME_File_Nbr: HOME program file number
BOND_File_Nbr: Tax Exempt Mortgage Revenue Bond number
HTF_File_Nbr: Housing Trust Fund number

Tot_Bldgs Enter the total number of residential buildings on the property.

Tot_Units Enter the total number of units on the property.

Unit_Load_Unit_Info **Unit Information.** *Begin with the first blank row under the column titles then continue entering information until all of the buildings and units on the property have been entered. Re-enter building identification numbers for the same building until all of the units for that building have been entered, then move on to the next building. It is **extremely important** that all of this information is entered, and that it is **accurate**.*

LIHTC_BIN_Nbr The Building Identification Number (BIN) assigned by TDHCA must be completed if your property participates in the Low Income Housing Tax Credit program. *(Properties without LIHTC, leave this blank.)*

BLDG_Nbr Building Number is **required for all properties**.

Please note:

1. LIHTC properties with BIN numbers must complete both the BIN number AND the Building Number. This may represent duplication of information but it is required for accurate setup of LIHTC properties.
2. If your property is not an LIHTC property and you do not have building numbers, please assign a building number so that TDHCA can identify the units by building.

Unit_Nbr Enter the unit number assigned by the property.

In completing the spreadsheet, remember to:

- enter all of the unit numbers for a BIN or building number before moving on to the next BIN or building number.
- re-enter the same BIN and/or building number in the appropriate column until all of the unit numbers for that BIN or building and the associated unit information (below) have been entered in the unit column.

Nbr_Bedrooms Enter the number of bedrooms in the unit.

Nbr_Bathrooms Enter the number of bathrooms in the unit.

Tot_Sq_Ft Enter the total unit size in square feet.