

Annual Owner Compliance Report User Guide
Texas Department of Housing and Community Affairs
Updated January 25, 2007

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Annual Owner Compliance Report User Guide

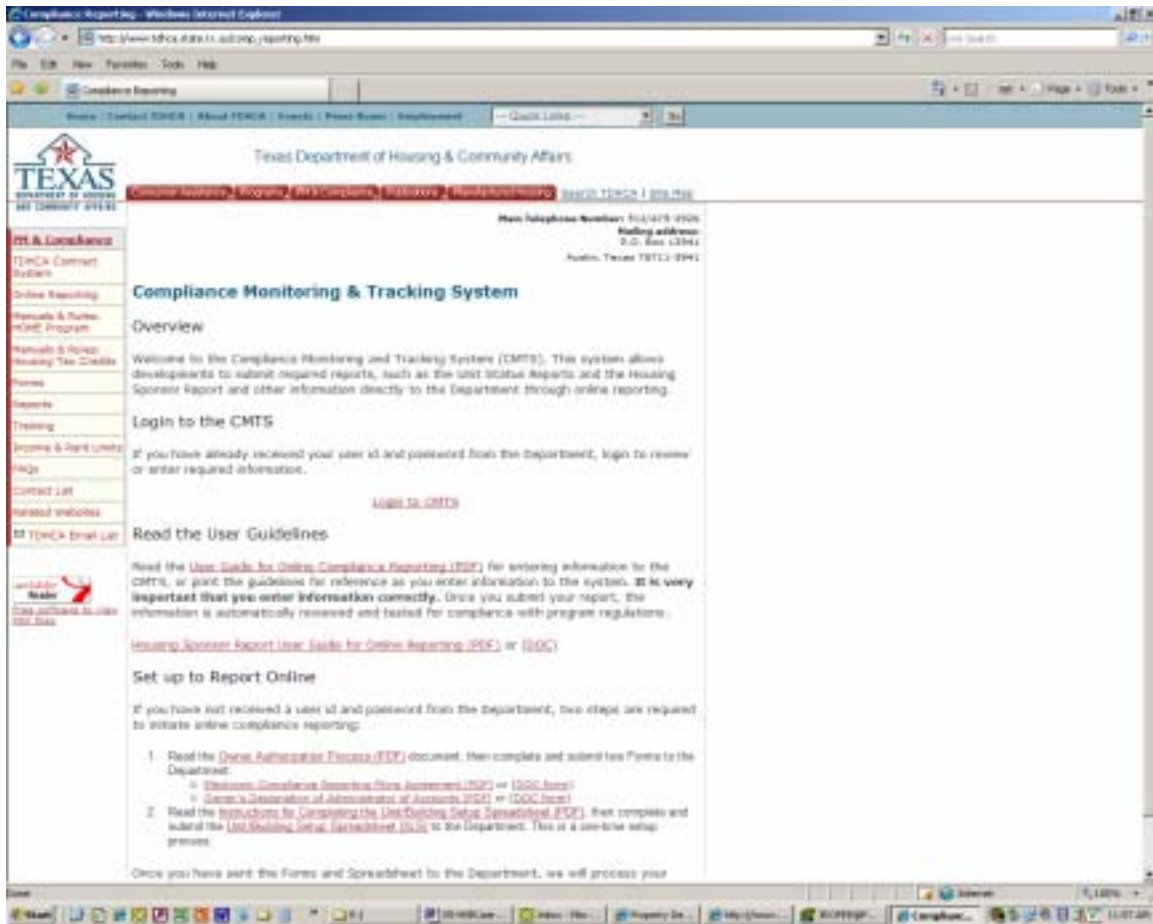
Getting or Changing a User ID and Password



Go to our home page on the internet at the following address

<http://www.tdhca.state.tx.us>

Roll your mouse on top of the tab labeled PM & Compliance. A pull down menu will appear. Choose online reporting and the following screen will appear.



Under the Heading **Set up to Report Online** are the two steps required to setup a property for online reporting.

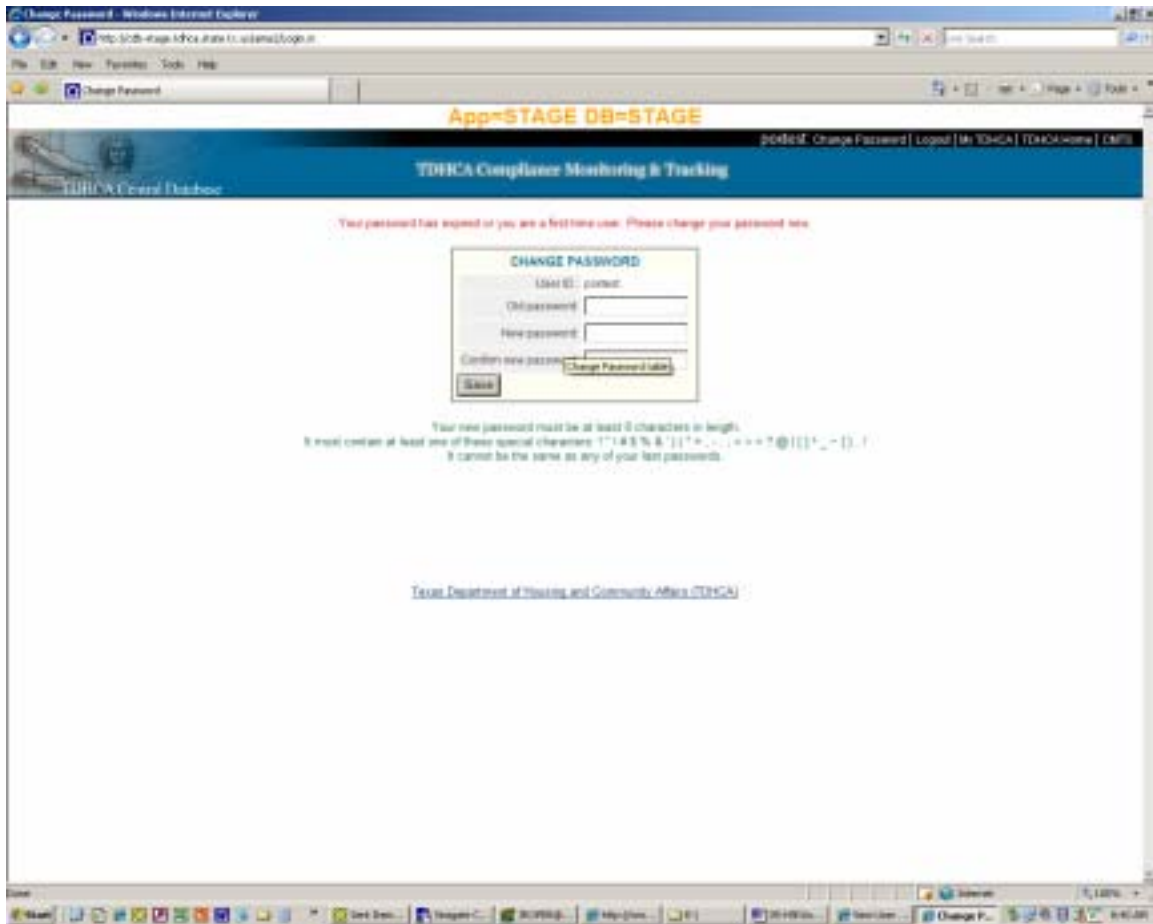
Step 1 has the forms and instructions for requesting a user ID and password.

Step 2 is for new properties that have not previously setup their unit information. This is a one time procedure.

If you already have an ID and password you would proceed to the link

[Login to CMTS](#)

If you are a first time user the system will require you to change your password. The following Screen will appear.



If you are a first time user the “Old Password” will be the one provided by the agency and the new one will be what ever you would like as long as it is at least eight characters in length and contains on of the special characters listed below.

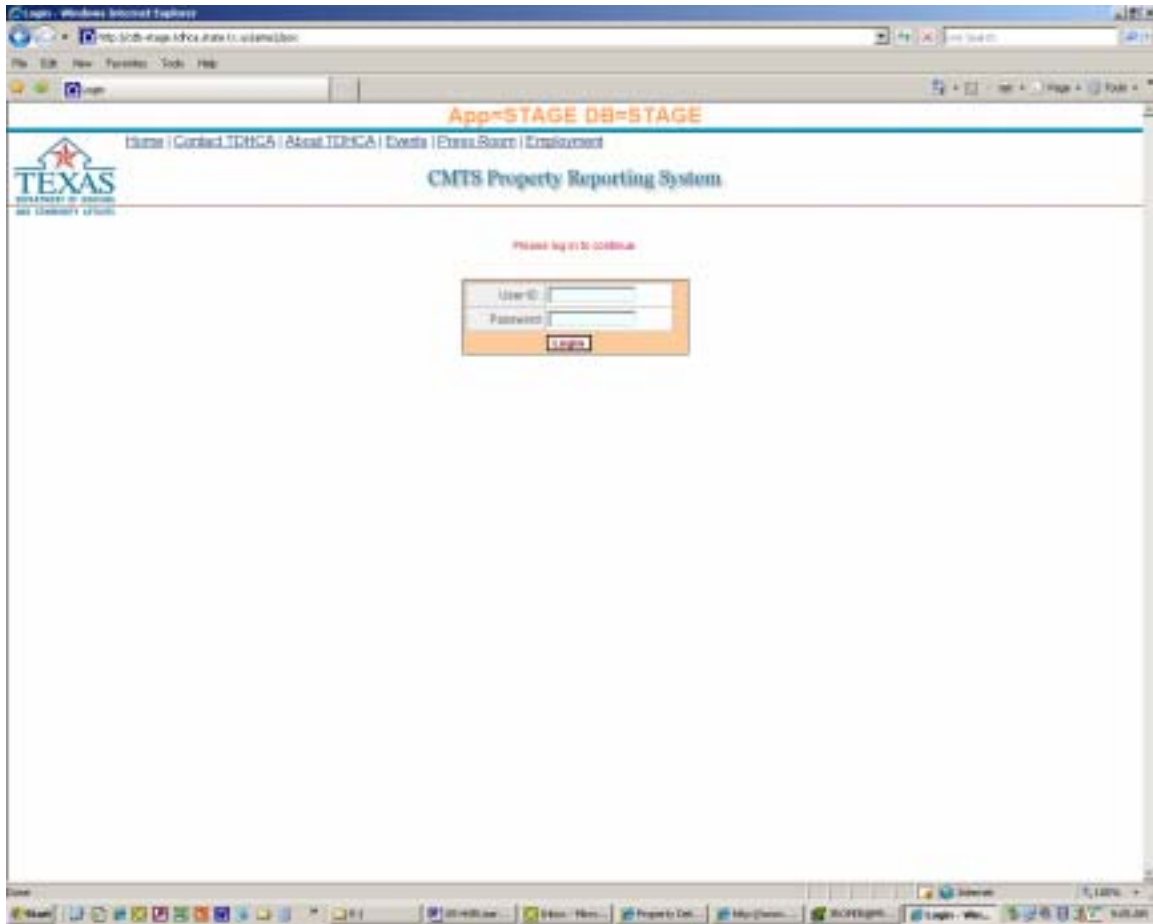
! " \# \$ % & ') (* + , - : ; < > = ? @ | [] ^ _ ~ { } . /

The system will expire your password every 90 days and ask that you change the password. You will need the “Old Password” to change make the change. You can not use any of the last three passwords that you have used in the past. Be sure to record your new password each time it is changed.

If you have forgotten your password or are having technical difficulty contact James Roper at 512-475-3907.

Login

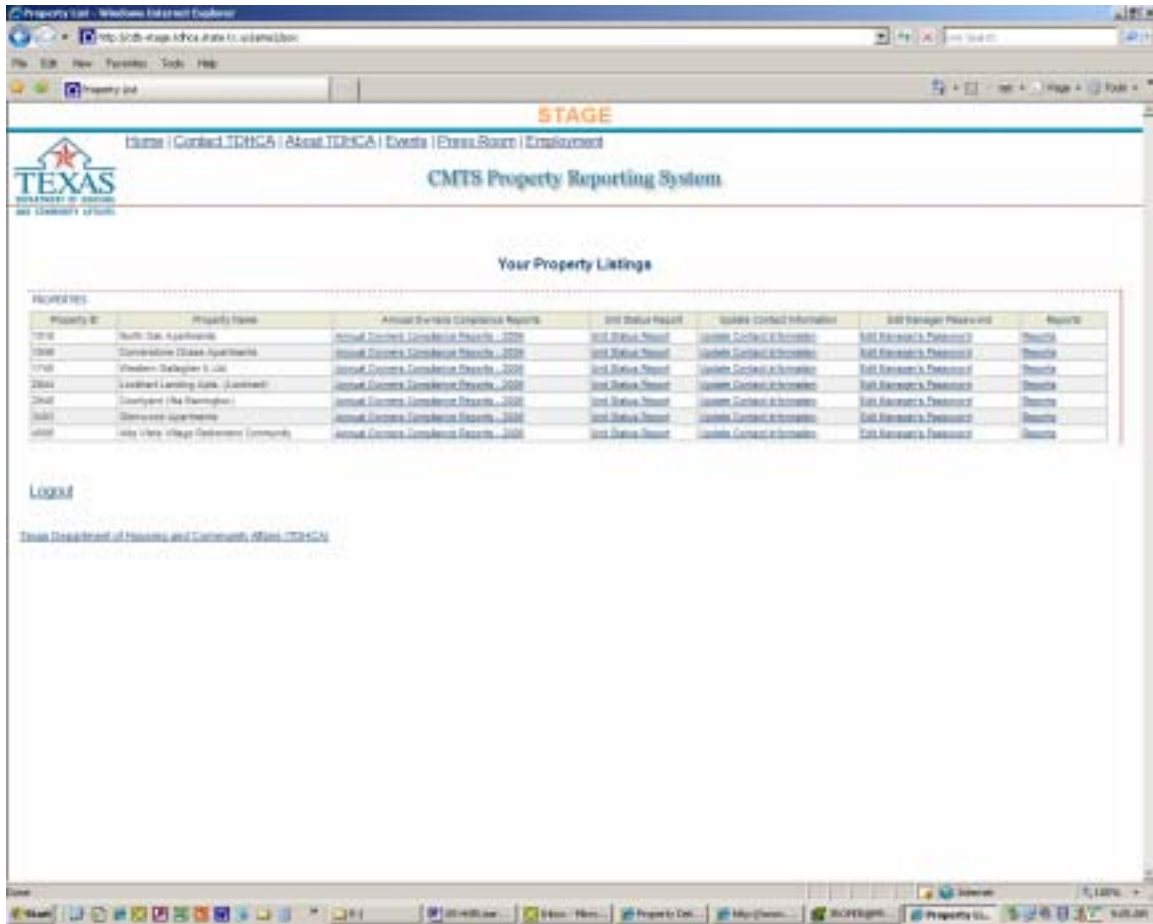
Log in using the agency provided administrator user id and password.



NOTE: The reference to “Stage” at the top of the screen illustrated simply means an example screen or prototype screen.

Once logged in you will see the following property list screen:

Property List Screen



Choose the Annual Owners Compliance Reports - 2006 link that corresponds to the property that you wish to update. The following screen will appear:

Annual Owners Compliance Reports

The screenshot shows a web browser window displaying the 'CMTS Property Reporting System'. The page title is 'Annual Owners Compliance Reports'. At the top, there is a navigation bar with the word 'STAGE' in orange and several links: Home, Contact, IDHCS, About IDHCS, Events, Press Room, and Employment. Below this is the Texas Department of Housing and Community Affairs logo and the system name. The main content area is titled 'Annual Owners Compliance Reports' and contains a table with the following structure:

PROPERTY NAME: COMMERCIAL TRADING ADAPTMENTS				
Business Contribution of Commercial Compliance - Part A:				
Property Website	Start New Report	Edit or View Before Submission	Previous Report	Submit
Management Website	Start New Report	Edit or View Before Submission		
Owner Website	Start New Report	Edit or View Before Submission		
Compliance Schedules	Start New Report	Edit or View Before Submission		
Business Contribution of Commercial Compliance - Part B:				
Property Website	Start New Report	Edit or View Before Submission	Previous Report	Submit
Management Website	Start New Report	Edit or View Before Submission		
Owner Website	Start New Report	Edit or View Before Submission		
Compliance Schedules	Start New Report	Edit or View Before Submission		
2010 Status Report - Part B	Start New Report	Edit or View Before Submission		
Tenant Service Report - Part C	Start New Report	Edit or View Before Submission	Previous Report	Submit
Owner Financial Contribution - Part D	Start New Report	Edit or View Before Submission	Previous Report	Submit
Required, if Applicable:				
2010 Fee Schedule	Start New Report			
Discrimination Charge	Submit Data			
Update 2010s and Prepare Tax 941 Justice				

Below the table is a red button labeled 'Return to Your Property Listings'. Underneath, there is a note: 'Please read or print these [instructions](#) before proceeding.' At the bottom, it says 'Texas Department of Housing and Community Affairs (TDHCA)'.

Choose the Start New Report link for property update and the following screen will appear:

Property Update

STAGE

Home | Contact TDRGS | About TDRGA | Events | Press Room | Employment

TEXAS
DEPARTMENT OF HOUSING
AND COMMUNITY AFFAIRS

CMTS Property Reporting System

Property Update

CONVERTING CHASE APARTMENTS

Property ID 1999	Property Name Conversion Chase Apartments	Save
Project ACDP	File Number 112170000	
Project LPTC	File Number 2004117	
Property Physical Address (3425 Under Station)		
City 341145	State TX	Zip 75114 Save
NOTE: Please enter a mailing address ONLY if it is different from the physical address.		
Property Mailing Address (10000001, Suite 400 Center St. 992)		
City 981480	State WA	Zip 98102 Save
Property Address Phone (214) 362-2091		
Property Fax (214) 362-7033	State	
Property Email jordan@tdrgs.com	State	
Property Website www.tdr.com	State	
Social Security Number	State	

[Return to Annual Owners Compliance Reports](#)

Texas Department of Housing and Community Affairs (TDHCA)

From this screen you can choose to add or delete current information.

When choosing to delete any information in the system, you will be asked to confirm that you wish to delete that information.

Once you have reviewed and corrected all items from the property update screen, choose the Return to Annual Owners Compliance Report Link and you will be returned to the list of required reports.

Management Update

Management Company Update

STAGE

Home | Contact IDHGS | About IDHGA | Events | Press Room | Employment

TEXAS
DEPARTMENT OF INSURANCE
AND CONSUMER AFFAIRS

CMTS Property Reporting System

Management Update

Management Company Name National Capital Management	Save
Tax Identification Number N3208623	Save
Management Physical Address 110 Sanson St 110 Floor	
City 3441440200	Save
State TX	Save
ZIP 75244	Save
NOTE: Please enter a mailing address ONLY if it is different from the physical address.	
Management Mailing Address	Save
Management Business Phone (415) 352-2711	Delete
Management Home Phone (415) 985-2844	Delete
Management Fax (415) 985-4364	Delete
Management Email	Add
Management Website	Add
Contact Person Laura Ball	
Social Security Number	Save

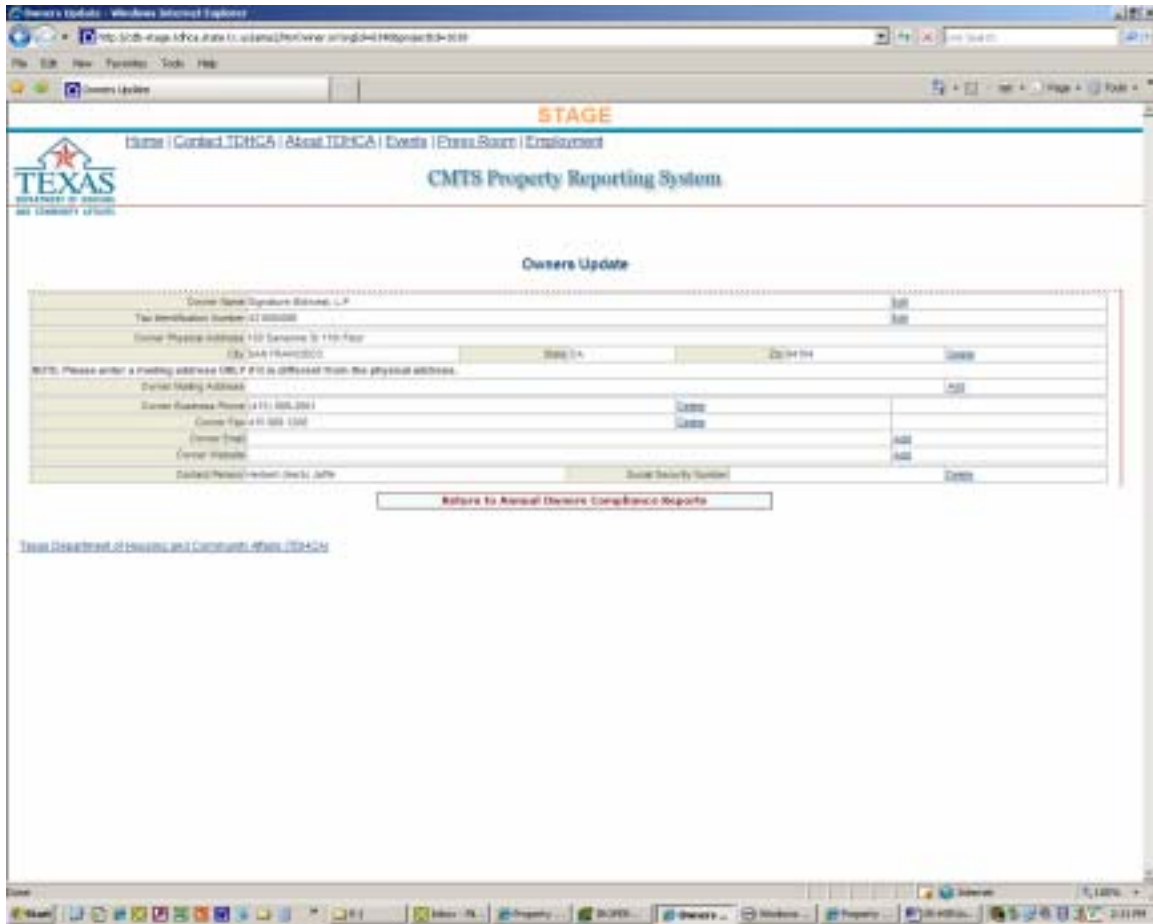
Before to Renew Please Compliance Reports

THE TEXAS DEPARTMENT OF INSURANCE AND CONSUMER AFFAIRS (TDHCA)

This screen will appear when you choose Start New Report for the management update line. The add and delete function will work the same as described on the property update screen.

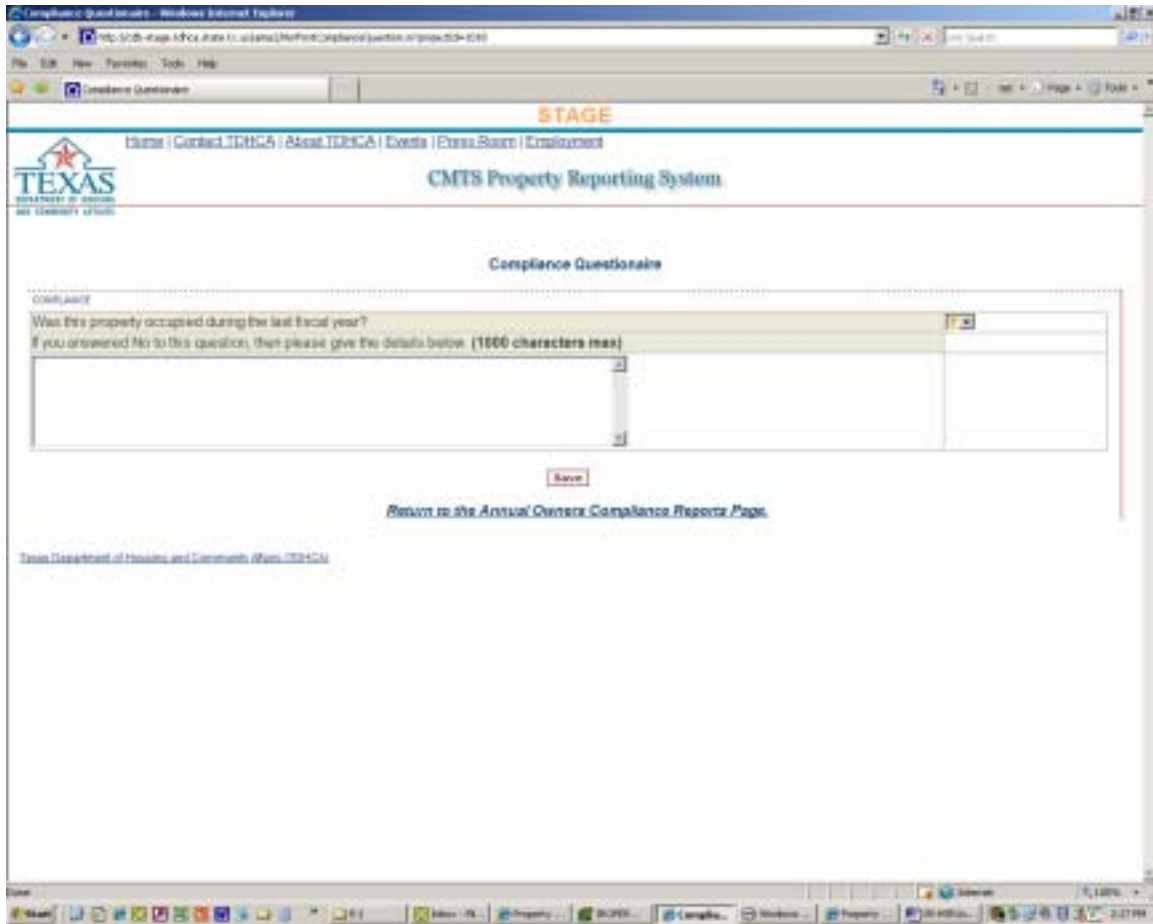
NOTE: When entering federal ID information into the system, precede the ID number with an “F” to indicate federal ID (e.g. F123456789). If you are an individual “Doing Business As” then precede the federal ID field with an “S” and fill in your social security number to fulfill the federal ID requirement (e.g. S123456789). Dashes or other punctuation is not needed and will not be accepted in the system.

Owner Update

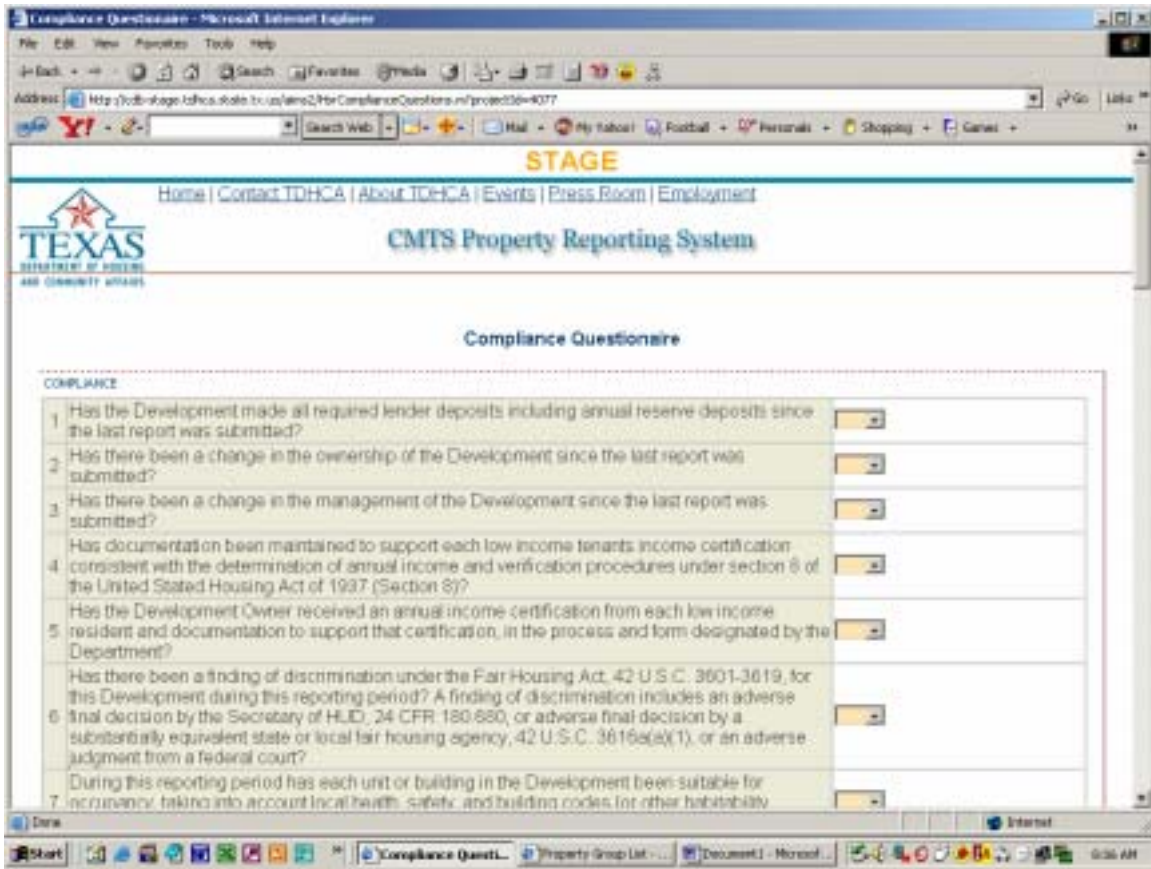


The screen will appear when you choose Start New Report in the owner update line. The add and delete function will work the same as described on the property update screen. However, please see the “Owner Change or Transfer” Section of this manual for changes to the owner name.

Compliance Questions



When you choose to start a new report for the compliance questionnaire the above question will appear. If your property has not been occupied during the fiscal year because it is still under construction then you will answer “No” and will be required to enter a comment. If you answer “Yes” you will be taken to the compliance questionnaire on the following screens.



There is a series of 71 questions that require answers before submitting part A to the agency.

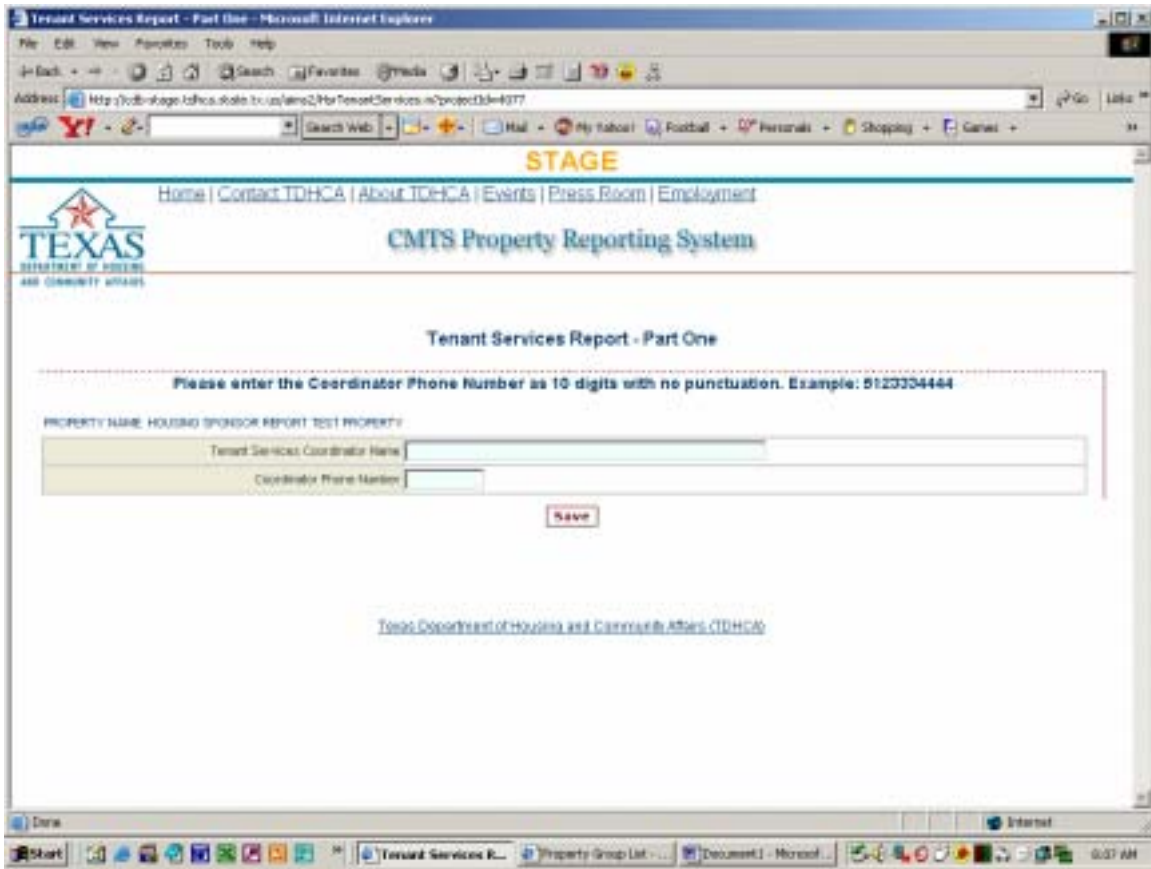
Most of the questions are driven by drop down menus. The possible values from the drop down include “Y” for yes, “N” for no, and “N/A” for not applicable to this property.

There are some questions that require values to be entered; please fill in the answer for each question even if the answer to the question is zero.

Tenant Services Report

The screenshot shows a web browser window displaying the 'Tenant Services Report' form. The browser's address bar shows the URL: <http://208-stage-10ca.state.tx.us/ams/PropertyReporting/tenantServices/report30-100>. The page title is 'Tenant Services Report'. The navigation menu includes: Home | Contact IDHCS | About IDHCS | Events | Press Room | Employment. The main heading is 'CMTS Property Reporting System'. Below this is the 'Tenant Services Report' title. A section titled 'TENANT SERVICES REQUIRED QUESTION' contains the question: 'Is your property required to provide Tenant Services?'. Below the question is a dropdown menu with 'No' selected. A note states: 'If you answered No to the above question, please give the details in the space below.' There is a large text input area for providing details. A 'Save' button is located below the input area. Below the 'Save' button is a red link: 'Return to the Annual Owners Compliance Reports Page'. At the bottom left, the text reads: 'Texas Department of Housing and Community Affairs (TDHCA)'. The browser's taskbar at the bottom shows various icons and the system clock at 12:02 PM.

The first screen will determine if your property is required to provide tenant services. If you answer “No” to this question you will be required to input a comment indicating why you answered no and then upon save you will be returned to the list of reports. If you answer “Yes” then you will go to the following screen:

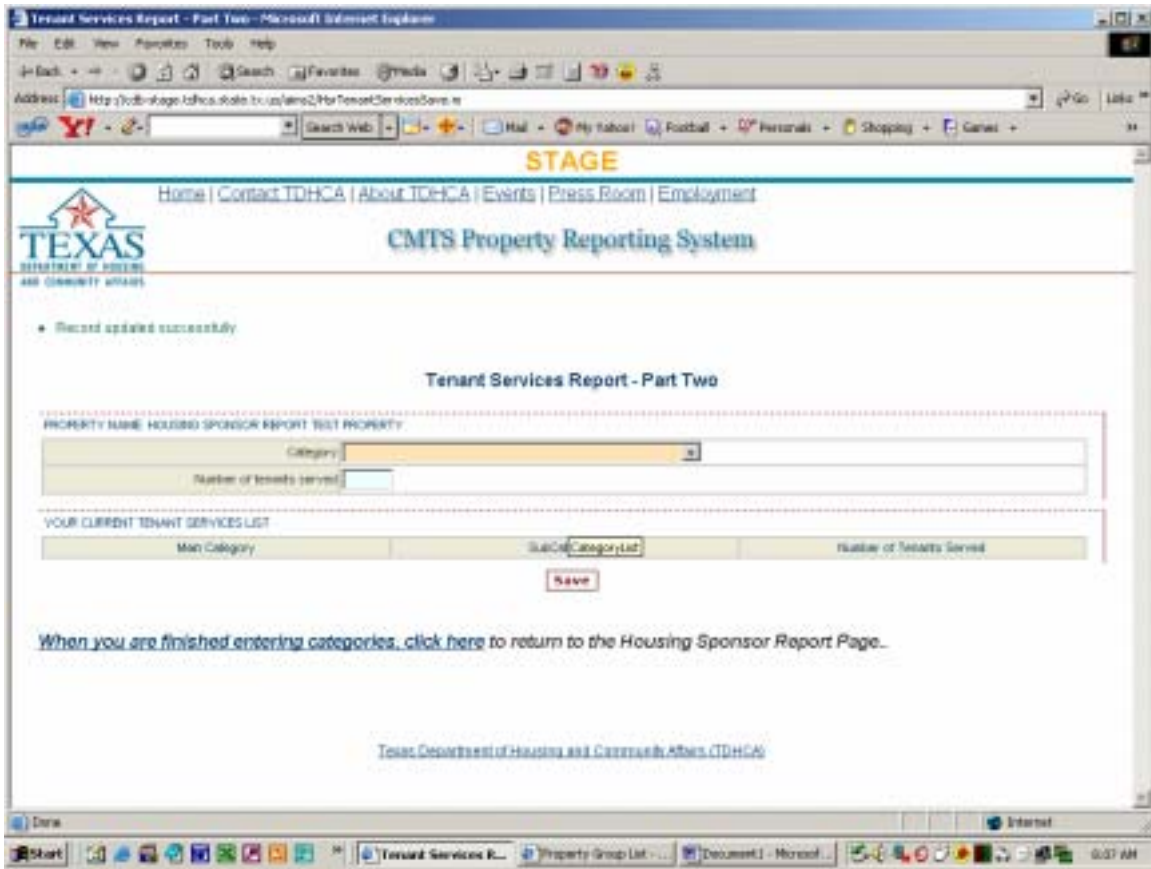


If you have a tenant services coordinator, please fill in the name and phone number for this person.

If you do not have a tenant services coordinator then fill in the name field as “Not Applicable”.

Populate the Tenant Services Coordinator phone number with the property phone number.

Choose save and the following screen will appear:

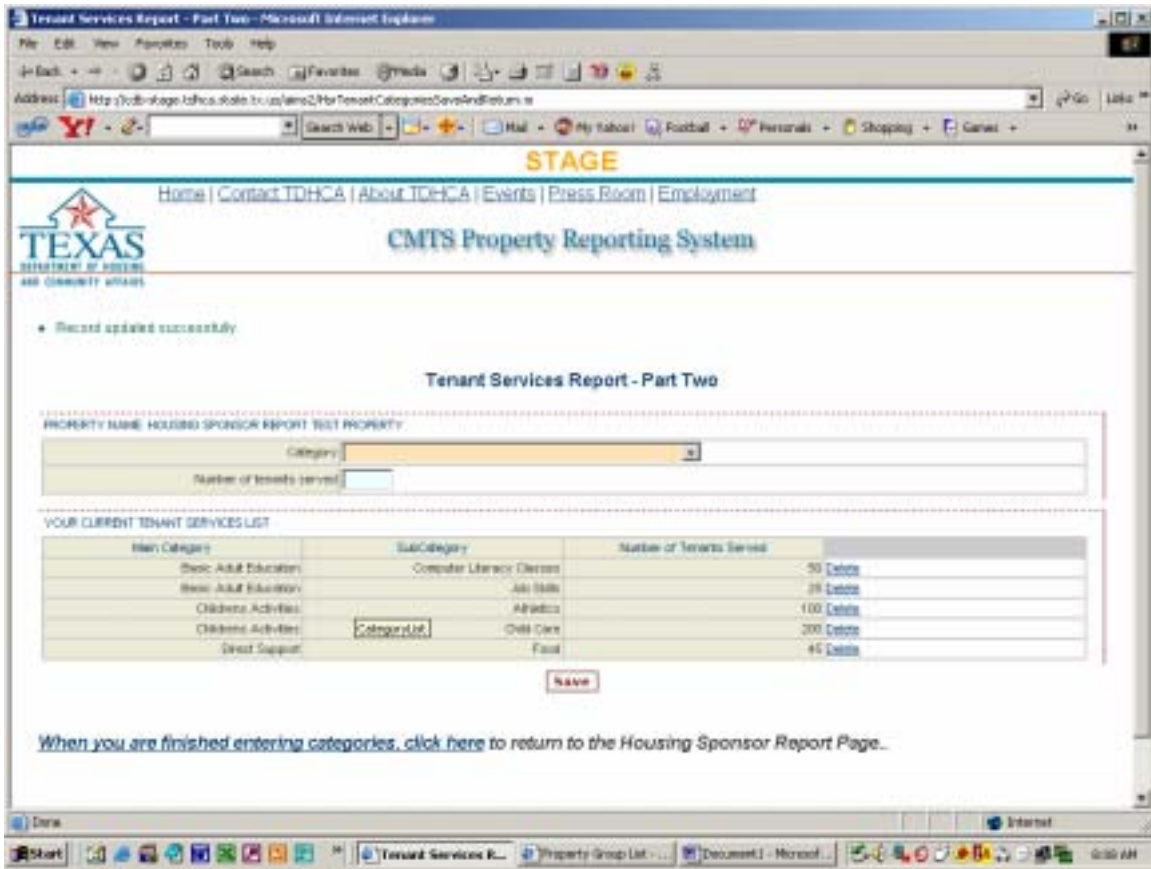


If your property is required to provide tenant services, then choose the appropriate description from the pull down menu and enter the number of tenants served and choose the save link. When the screen updates the tenant services chosen will appear at the bottom of the screen as a list of tenant services provided. More than one tenant service can be entered

If you have entered a tenant services category or number of tenant served incorrectly, then simply choose the delete link on the line under your current tenant services list and that entry will be removed from the list. You can then re-enter the information.

Once you have chosen all the tenant services provided by this property then choose the “When you are finished entering categories click here” link and you will be returned to the Annual Owners Compliance Report screen.

A fully populated tenant services report will look similar to the following screen.



Once you have completed entry into the Tenant Services Report you can choose to submit this report to the agency by clicking on submit from the main Annual Owners Compliance Report page.

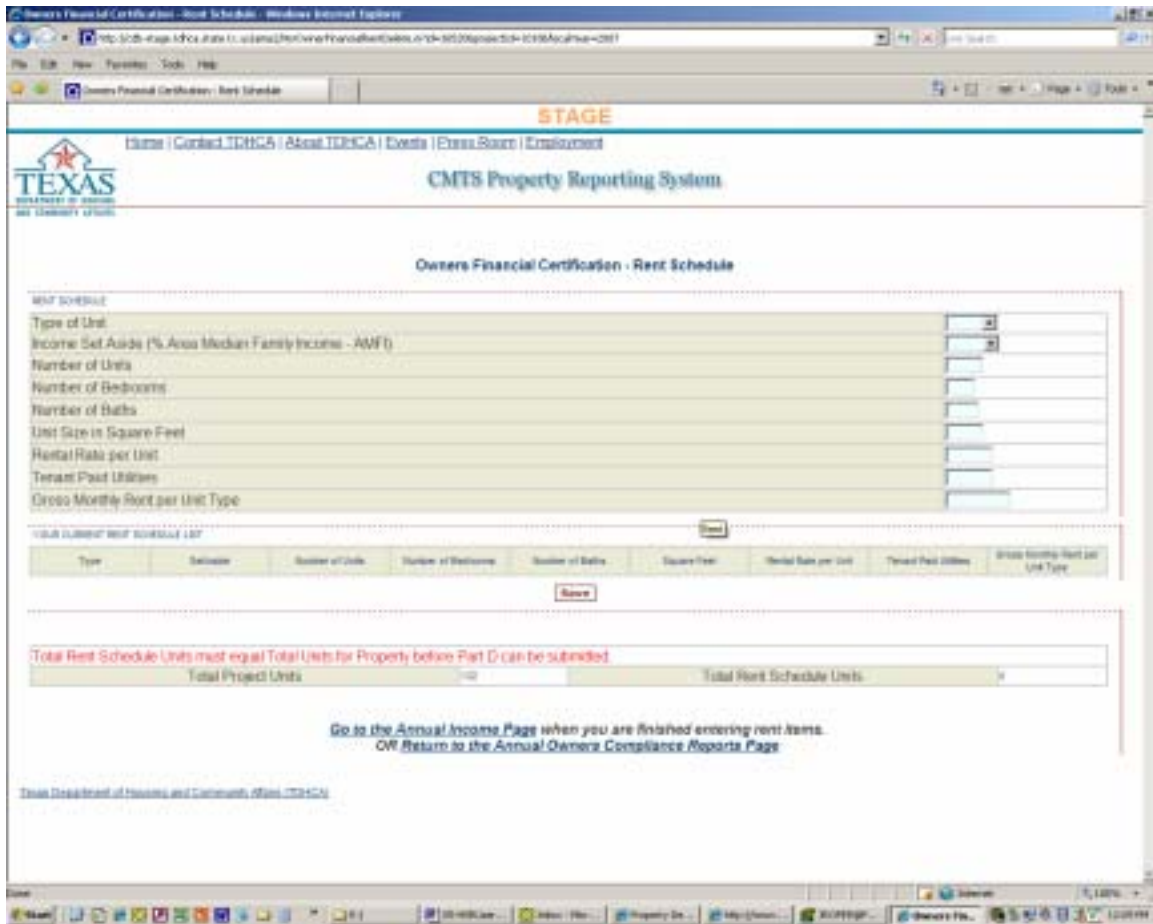
Owners Financial Certification

The screenshot shows a web browser window titled "Owners Financial Certification - Microsoft Internet Explorer". The address bar shows the URL: <http://cmts-stage.tdhca.state.tx.us/ans2/HisOwnerFinancialMaster.asp?unitID=4077>. The page header includes the "STAGE" logo and navigation links: Home | Contact TDHCA | About TDHCA | Events | Press Room | Employment. The Texas Department of Housing and Community Affairs (TDHCA) logo is on the left. The main heading is "CMTS Property Reporting System". Below this is the "Owners Financial Certification" section. A "OCCUPANCY QUESTION" is displayed: "Was this property occupied during the last fiscal year?". A dropdown menu is positioned to the right of the question. Below the question, a text box is provided for details: "If you answered No to the above question, please give the details in the space below". A "Save" button is located below the text box, with a "Master" link next to it. At the bottom of the form, there is a link: "OR Click [here](#) to return to the Housing Sponsor Report Page (no save).". The footer of the page reads "Texas Department of Housing and Community Affairs (TDHCA)". The browser's taskbar at the bottom shows several open applications, including "Owners Financial C...", "Property Group List...", and "Document1 - Microsoft...".

This screen will appear when you choose the Start New Report link for Owners Financial Certification – Part D.

If you answer no to the “Was this property occupied during the last fiscal year?”, you will be required to input an explanation, but you will not be required to input any additional information for the owners financials.

If you answer yes to the “Was this property occupied during the last fiscal year?”, choose the save link and the following screen will appear:

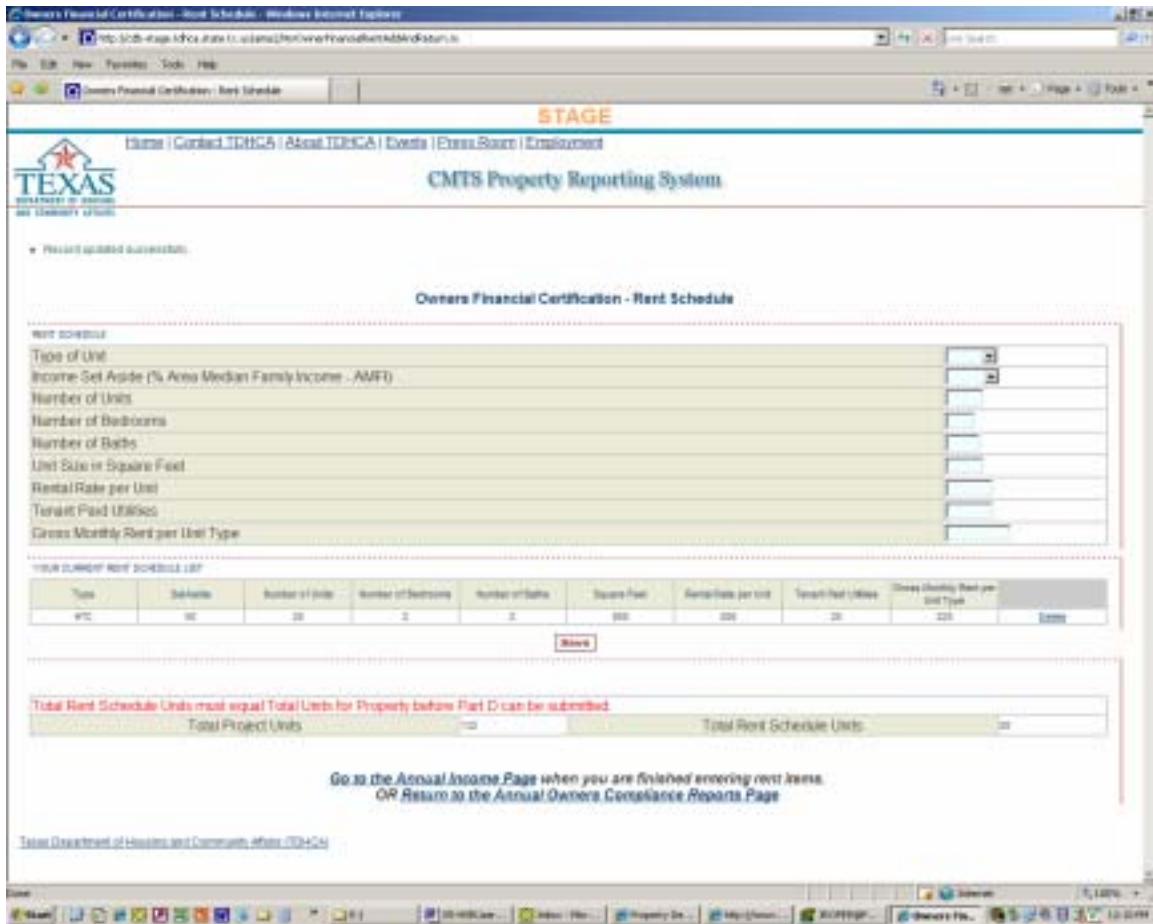


This screen is designed to capture the rent schedule information for your property. You will enter all of the values at the top of the screen, choose the save link and that unit type will be added to the list at the bottom of the screen. You continue to enter unit type information until all of the units types are represented in the rent schedule list.

Once you have entered all of the unit information click on the **[When you are finished entering rent items, click here](#)** and you will be taken to the income screen.

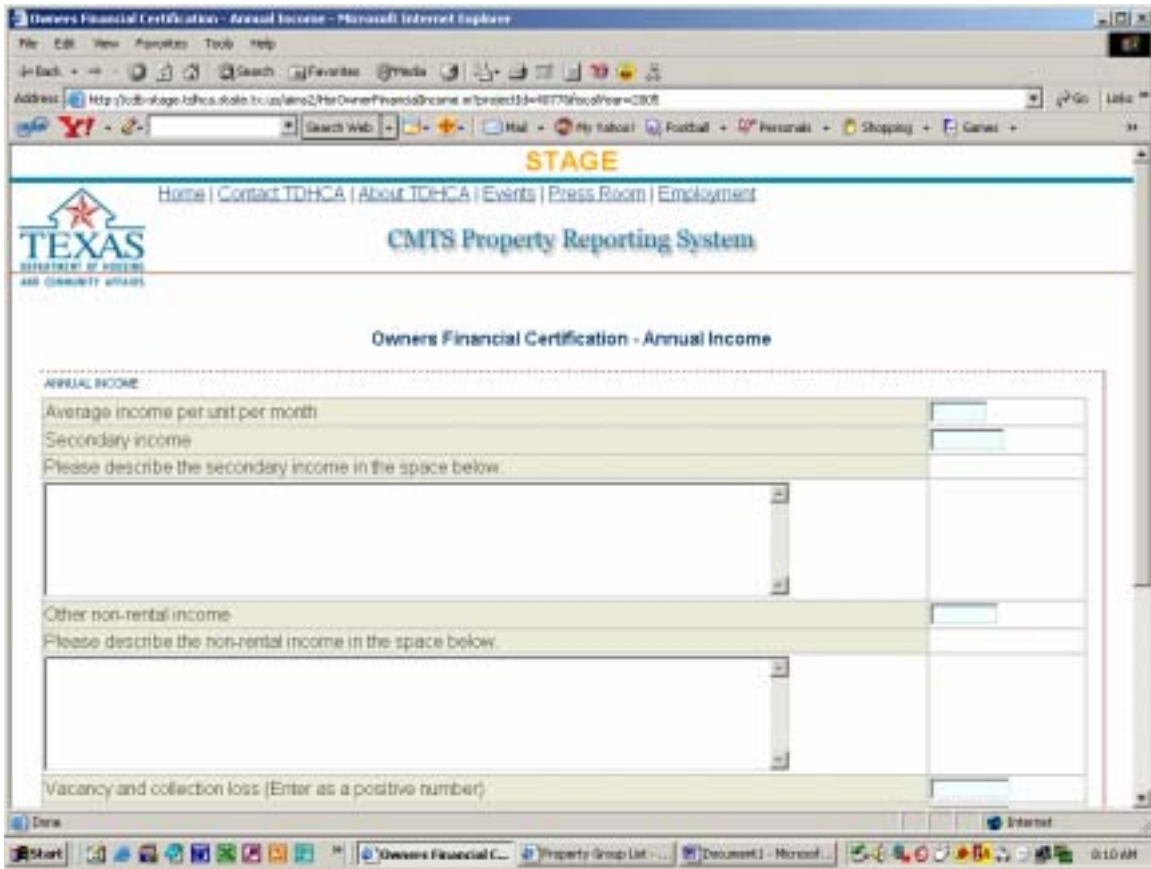
If you click on the **[Click here to return to the Annual Owners Compliance Report Page](#)** link you will return to the main Annual Owners Compliance Report screen.

HTC: Housing Tax Credit Program (formerly known as LIHTC: Low Income Housing Tax Credits Program); AHDP: Affordable Housing Disposition Program; HOME: HOME Program; HTF: Housing Trust Fund



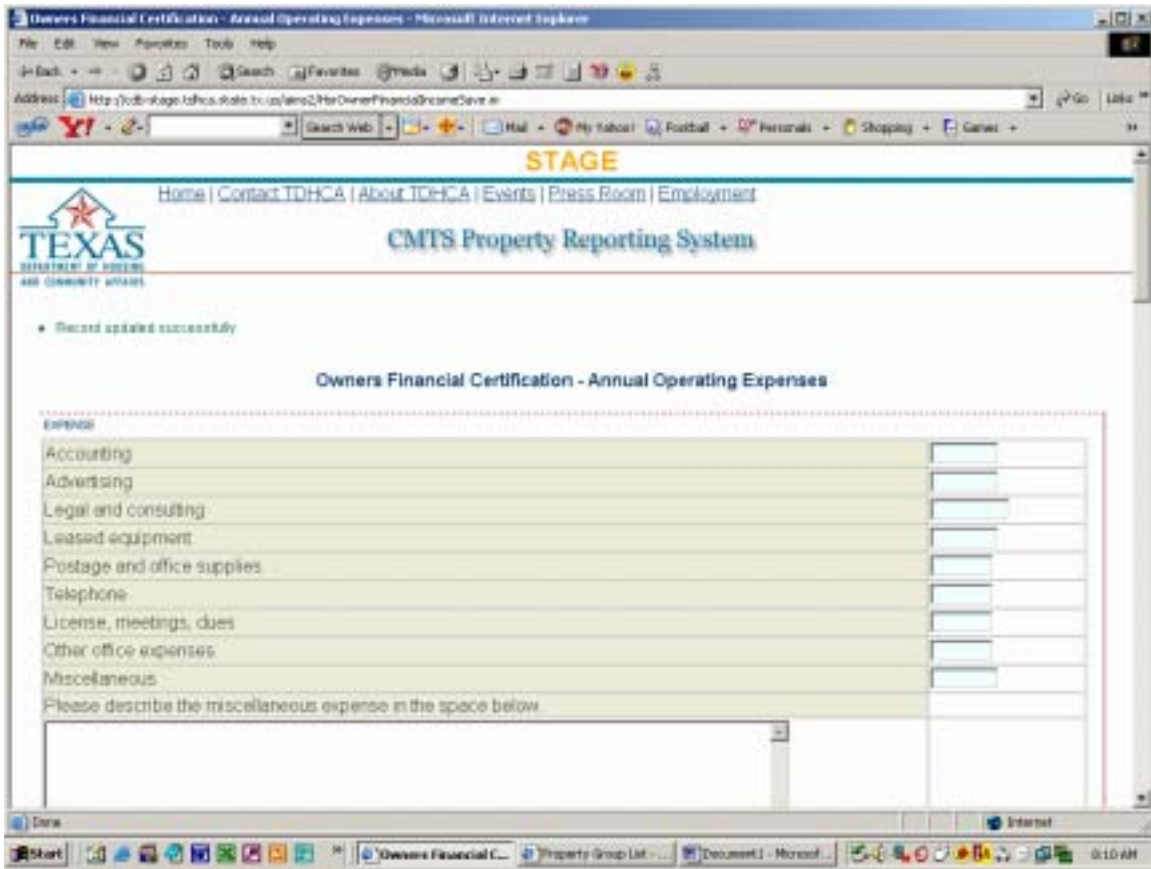
This is an example of a populated rent schedule list. The units entered in the rent schedule must equal the total number of units on the property in order to submit the report.

Once you have entered all of the unit information click on the **[When you are finished entering rent items, click here](#)** and you will be taken to the income screen.



This screen will appear after the rent schedule screen. Once you populate this screen with the appropriate answers, choose the “save and go onto the annual operating expense page” link at the bottom of the screen and you will be taken to the Expense screen.

For the field labeled Effective Gross Annual Income, please provide **actual receipts in 2006**. This is a required field for submission that will be used on the expense page to calculate some information.



This screen will appear after the Annual Income page of the Owners Financial Certification. Once you populate this screen with the appropriate information, choose one of the following radio buttons

- Calculate Totals, Save and Return to This Page
- Calculate Totals, Save and Return to Annual Owners Compliance Reports Page

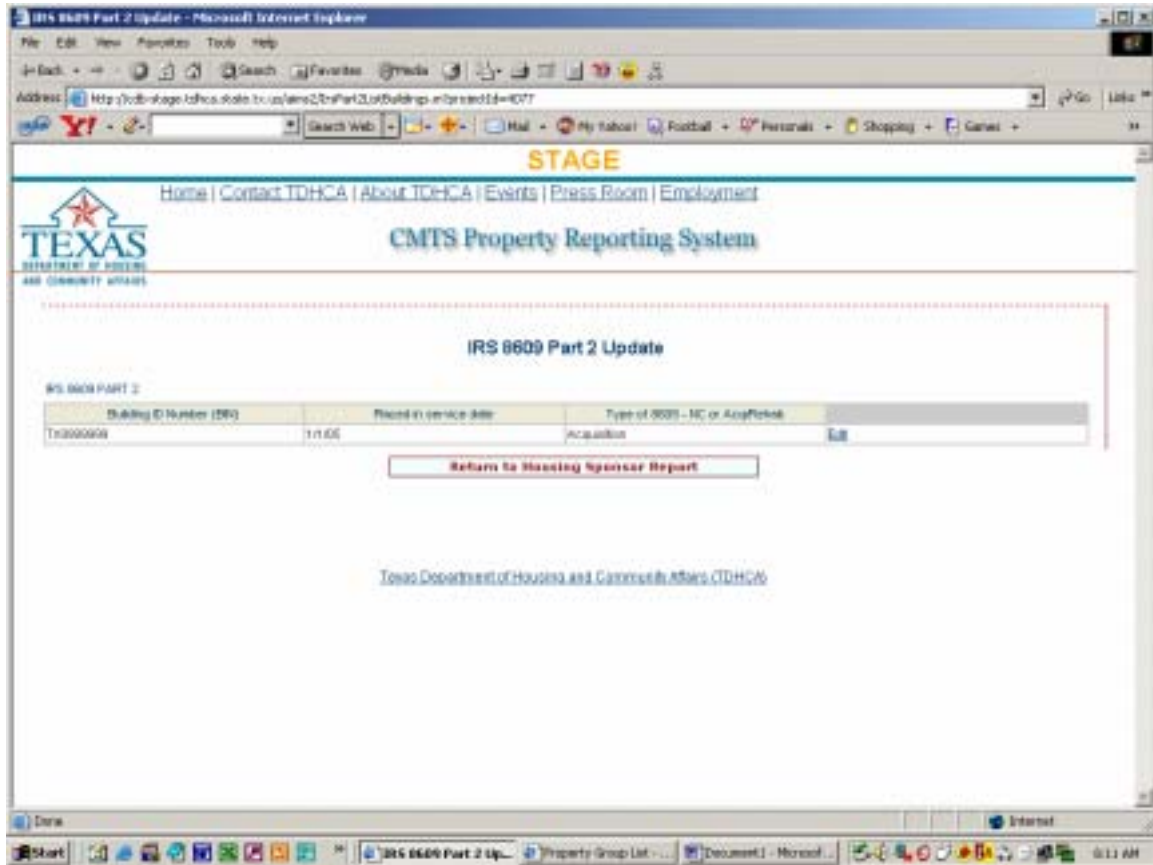
then choose the save link and you will either be returned to this screen with calculated values or you will be taken to the main Annual Owners Compliance Report page.

Please make sure you review all categories and ensure that you use only the **most** appropriate line items. If you have a question regarding these categories contact David Burrell at 512-475-2319.

In addition to the information provided above, you must submit the following items in **hard copy form**. Submit the items to: Asset Management Program, TDHCA, P.O. Box 13941, Austin, Texas 78711-3941

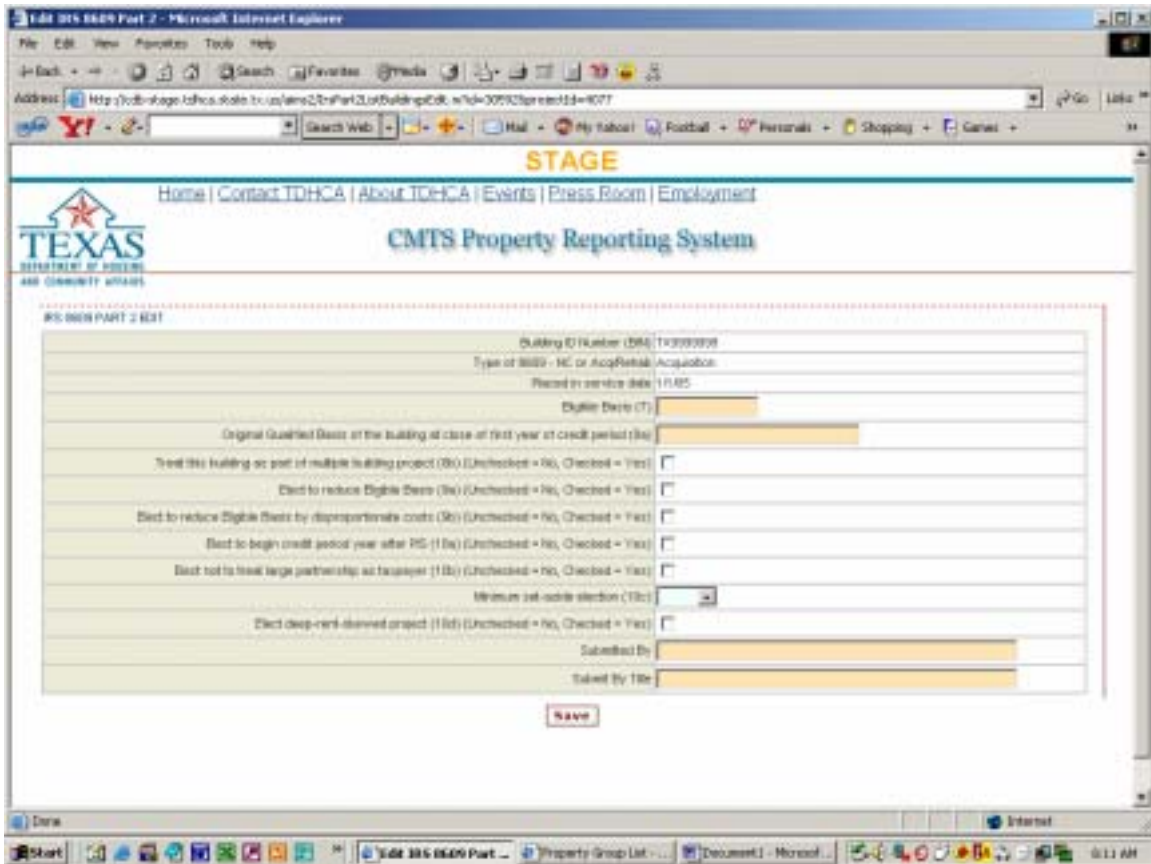
- Rent Schedule
- Annual Operating Expenses Report
- Current Rent Roll
- FY 2004 Profit & Loss Statement and Balance Sheet
- Development tax receipts for 2004
- Proof of fire, special form, and liability insurance coverage
- List of physical improvements made to the development during 2004 and a cost breakdown of expenditures for such improvements
- Physical needs assessment and cost estimate for renovations in 2005

IRS 8609 Part II



This screen will appear when you choose the Start New Report for the 8609 Part II. This report is only required for Tax Credit and Tax Credit layered properties.

A list of the 8609s issued to your property will appear. Choose edit to the right of the screen and the following page will appear:



This screen will appear for each 8609 issued by the agency and will give you the opportunity to fill in part two of the 8609 records. This is a one time process and once each 8609 is saved and submitted to the agency, it will be removed from the list of 8609s.

Please fill in the appropriate information for each 8609 record and submit to the agency.

NOTE: A check in the check boxes indicates a “yes” on the form. If no 8609s show up on the list, then 8609s may not have been issued for your property yet.

Federal ID Update Screen

STAGE

Home | Contact TDHCA | About TDHCA | Events | Press Room | Employment

TEXAS
DEPARTMENT OF HOUSING
AND COMMUNITY AFFAIRS

CMTS Property Reporting System

Update SSNs and Federal Tax IDs

ONSITE MANAGER SSN

Property Onsite Manager Name: HGT Test Onsite
Property Onsite Manager SSN: 14444444

MANAGEMENT FEDERAL TAX ID

Management Company Name: HGT Management Company
Management Company Tax Identification Number: 10-333333

MANAGEMENT CONTACT SSN

Management Company Contact Person: HGT Test Person
Management Company Contact Person SSN: 10-333333

OWNER FEDERAL TAX ID

Owner Name: HGT Owner - Fred Smith
Owner Tax Identification Number: 10-333333

OWNER CONTACT SSN

Owner Contact Person: HGT Test Person

This screen will appear when you choose the Update link from the main Annual Owners Compliance Report page.

This screen allows you to enter the Federal ID number (Required for submission) for the management company and owner. Social Security information can be updated in one place from this screen as well however, this information is optional.

Submit Screen

The screenshot shows a web browser window titled "Submit the Owners Financial Report - Microsoft Internet Explorer". The address bar shows the URL: <http://cmts-stage.tdhca.state.tx.us/ams2/MyOwners/FinancialSubmit.w?projectId=1877>. The page header includes the "STAGE" logo and navigation links: Home | Contact TDHCA | About TDHCA | Events | Press Room | Employment. The main heading is "CMTS Property Reporting System". Below this is the "Submit the Owners Financial Report" section, which contains a form with the following fields:

SUBMIT	
Preparer SSN	<input type="text"/>
Preparer Name	<input type="text"/>
Preparer Title	<input type="text"/>

Below the form is a "Submit" button. At the bottom of the page, it says "Texas Department of Housing and Community Affairs (TDHCA)". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time (8:13 AM).

A screen similar to this one will appear when you choose to Submit a report to the agency from the Annual Owners Compliance Report page. The social security number of the person is required along with name and title. This will be the electronic signature certifying that the report is true and correct.

Person Search

Person Search - Microsoft Internet Explorer

Home | Contact.TDHCA | About.TDHCA | Events | Press Room | Employment

TEXAS
DEPARTMENT OF HOUSING
AND COMMUNITY AFFAIRS

CMTS Property Reporting System

Person Search

PERSON SEARCH

Last Name

First Name PERSONSEARCH

SSN

Submit Query

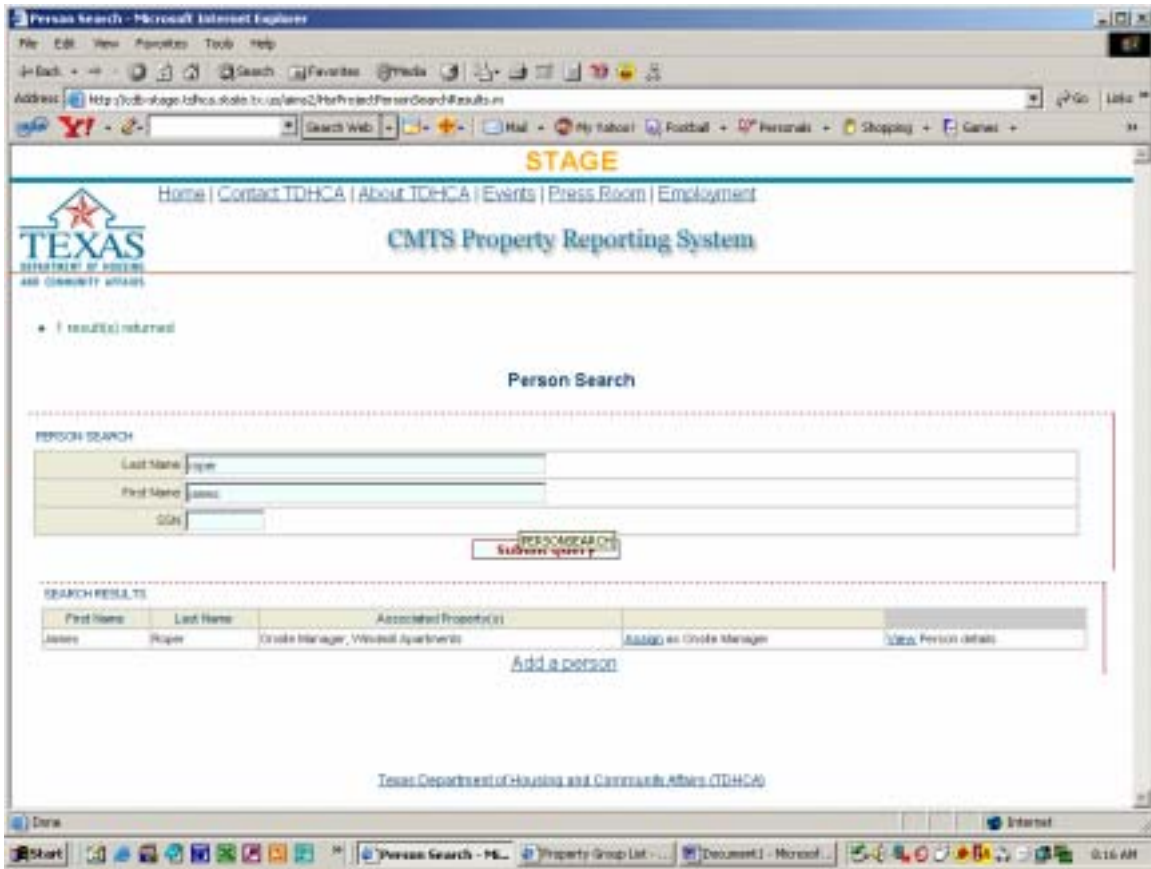
Texas Department of Housing and Community Affairs (TDHCA)

This screen will appear when you are updating person information in the system. A search will be conducted to see if the person record is already in our database.

Please enter a limited amount of characters for the search to return the broadest search results that you can then choose from a list.

For example if the name you are trying to enter is “John Smith”, then enter only “Smith” under the last name field (or even “Smit”) to return the broadest search results and choose the correct name from the list of possible persons.

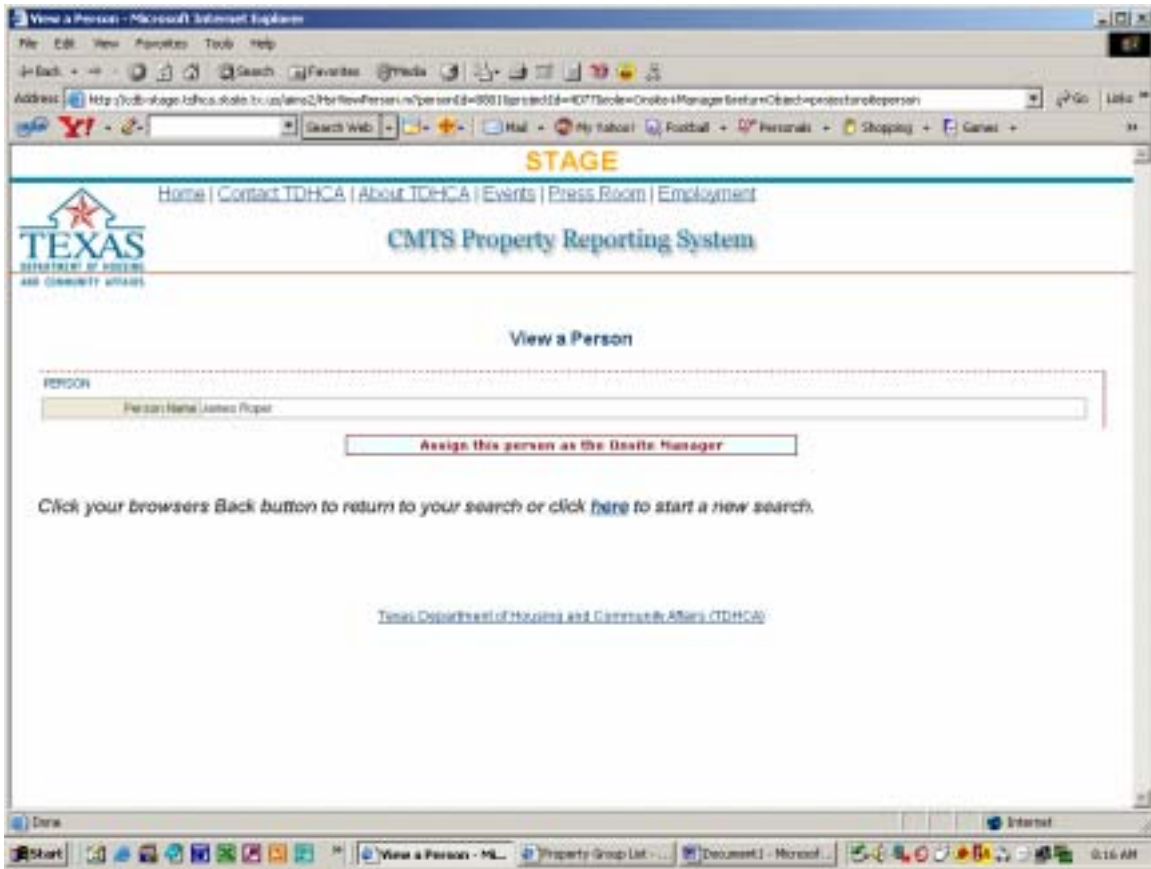
If the search returns no results or returns results that do not match what you are attempting to enter, then choose the [Add a person](#) link and input the requested information.



This screen appears as the results of a person search. The resulting list will have two links: one to View details about that person. So that you can determine if this is the correct person record and/or link to Assign this person to the appropriate property or organization.

If you choose to assign this person as the onsite manager then the property update screen will be refreshed to indicate your selection.

If the person you are attempting to input does not show on the list, click on the Add a person link to add this record to our database.



This screen appears when you choose the view person details link: it displays the address and telephone contact information currently in our database to help you determine if you will be linking the right person.

If no details appear as in the example above that means that we do not have address or telephone number information in the system for this person.

Add Address

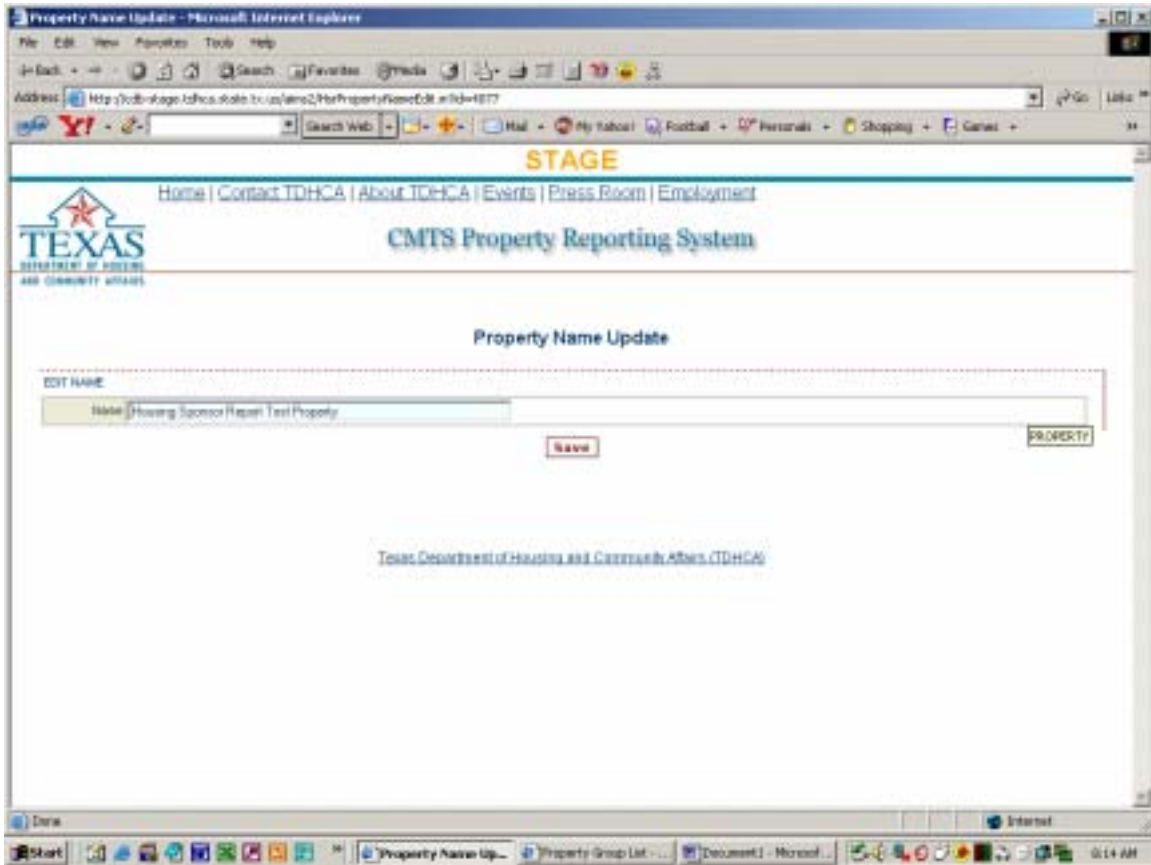
The screenshot shows a web browser window titled "Add an Address - Microsoft Internet Explorer". The address bar contains the URL: <http://cmt-stage.tdhca.state.tx.us/ams2/PropertyAddressAdd.action?method=PhysicalreturnObject=physicalphysical>. The page header includes the "STAGE" logo and navigation links: Home | Contact TDHCA | About TDHCA | Events | Press Room | Employment. The main heading is "CMTS Property Reporting System". Below this is the "Add or Edit an Address" form. The form is titled "ADDRESS" and contains several input fields: "Line 1", "Line 2", "City", "State", and "Zip". A "Save" button is located below the form. At the bottom of the page, it says "Texas Department of Housing and Community Affairs (TDHCA)".

This screen will appear when you choose “yes” to the question “is this a new address” from the edit and address screen.

It will also appear when you choose to add an address to the database which is not present currently.

Choosing the save link once the address is populated will attach the address as physical or mailing, depending on what you have chosen, to the organization or property you are updating.

Property Name Update



This screen will appear if you choose to edit the name of a property.

Unit Status Report – Part B

Unit Accessibility

As part of the updating of household and unit information prior to the submission of the Unit Status Report, please update the unit information for accessible units.

This can be recorded at the bottom of each screen as the household information is being updated for each unit.

The Permissible values for this update are:

Mobility
Vision / Hearing

There is a comment field available to further describe the accessibility of the unit.

Household Composition

As part of the updating of household information to be submitted for the Annual Owners Compliance Report, please update the Ethnic and Racial characteristics of the household for each low income household.

Both Ethnicity and Racial Composition should equal the total number of household members.

Please indicate which units have elderly or disabled tenants.

Other Property Information

Additionally as updating the unit status report, please update additional information about your properties such as Utilities included in rent, and Required deposit information.

NOTE: For more information on the Unit Status Reporting please download and read “[User Guide for Online Compliance Reporting \(PDF\)](#)” located on the online reporting section of the TDHCA website.

Printing Reports

The Adobe Acrobat Reader is required to print reports from the system. There is a link from the system that can be used to download the free reader if your system does not have the reader installed.

From the list of available reports there will be a Preview Report link that will allow you to print a hard copy of the report before submission.

From the property listing screen there is a “Reports” link that will allow you to see past reports that have been submitted and also will allow you to preview the current report before submission.