MHDC Asset Management Reporting System

AMRS 2.0

Scott Hanak
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EQUAL HOUSING OPPORTUNITY

AMRS 2.0 – New Features

- Fresh Look
- Global Portfolio Management Feature
- Management will have the ability to create additional users and assign access to specific properties
- Management Company Dashboard
  - List of properties
  - Colors signifying in/out of compliance
  - Task bar with list of due dates

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AMRS 2.0 – New Features

- Direct Messaging Feature
- Ability to see Global Non Compliance
- CSV Uploads
- Direct Upload of Required Compliance Forms
- Printing of MHDC Approved letters
- Management Certification Application (Exhibit A-5)
- Housing Priority Checklist (Exhibit – Z)
- New Owner's Equity Distribution Process

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AMRS 2.0

- Same web address https://amrs.mhdc.com
- Old site to be deactivated October 11, 2019
- Some modules will be temporarily unavailable
- Old Data will be migrated over into new system

Module Release Schedule

- Budget, Rent Increase, UA, Occupancy **10/16/19**
- Replacement Reserves **10/21/19**
- Insurance Claims **10/28/19**
- Operating Reserves **11/4/19**
- TCAP/TCR **11/11/19**
- AFS, Owner Distribution, Ex Z, Management Agent Application, Compliance Forms, Inspections, AHL **2020**

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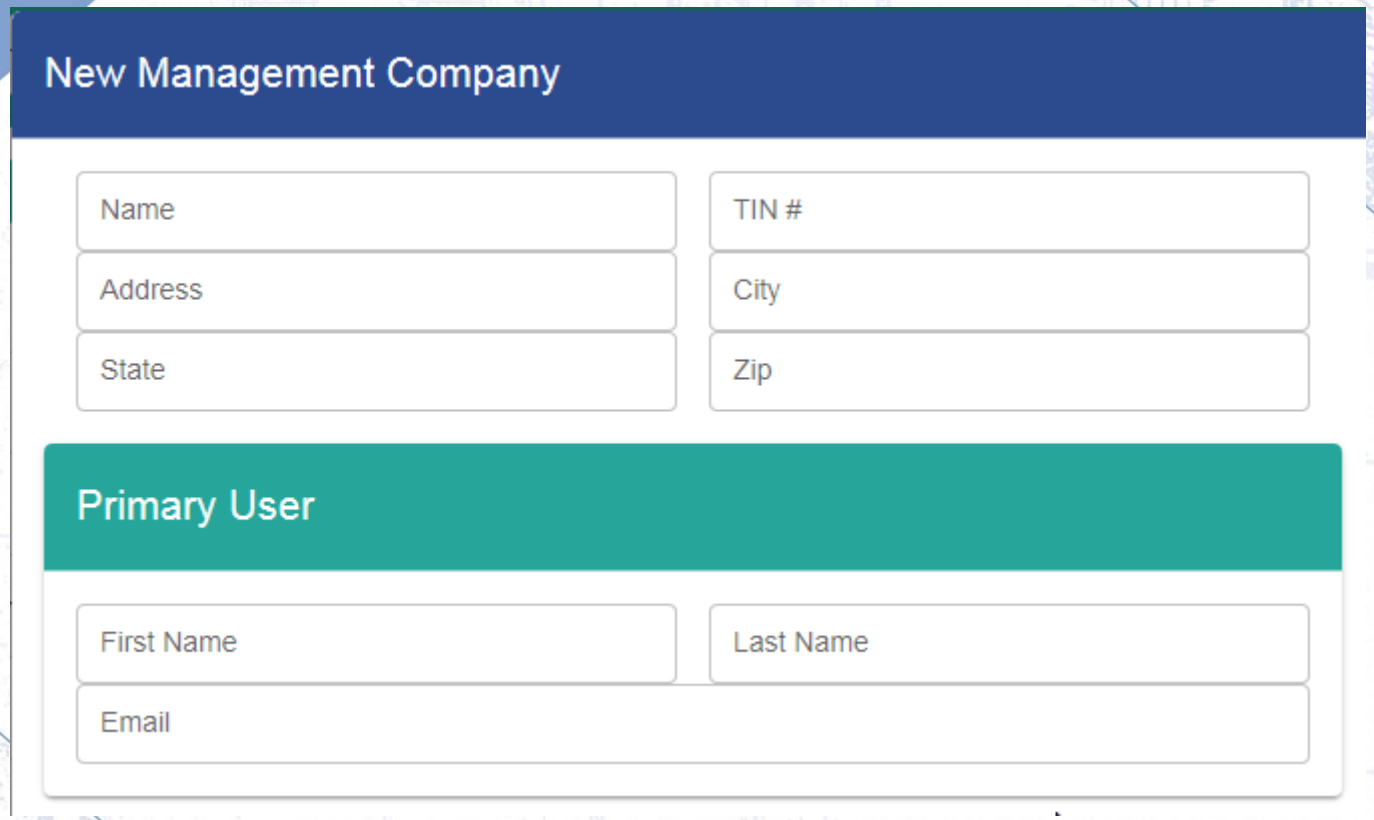
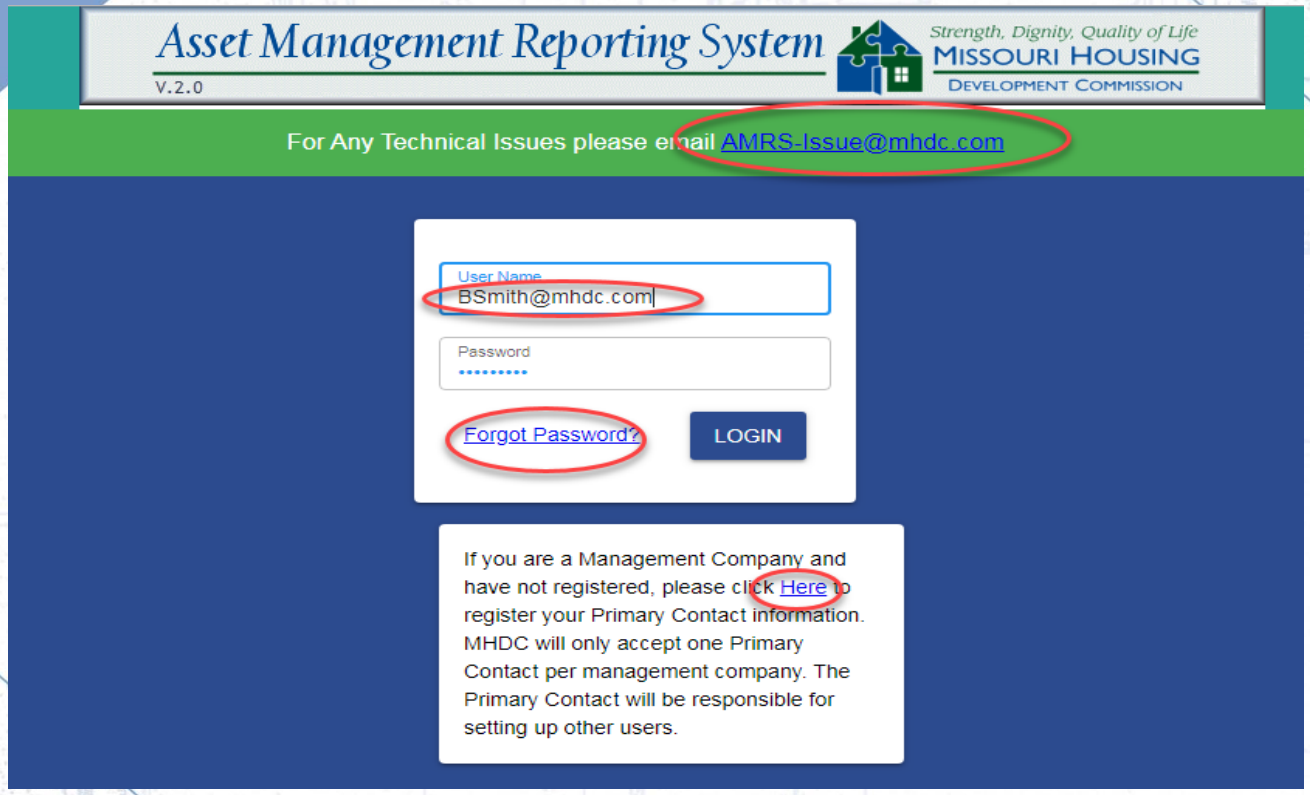
Management Company Setup



Management Company Setup

Login


Asset Management Reporting System
V.2.0
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For Any Technical Issues please email AMRS-Issue@mhdc.com
User Name
BSmith@mhdc.com
Password
Forgot Password?
LOGIN
If you are a Management Company and have not registered, please click Here to register your Primary Contact information. MHDC will only accept one Primary Contact per management company. The Primary Contact will be responsible for setting up other users.

Dashboard View

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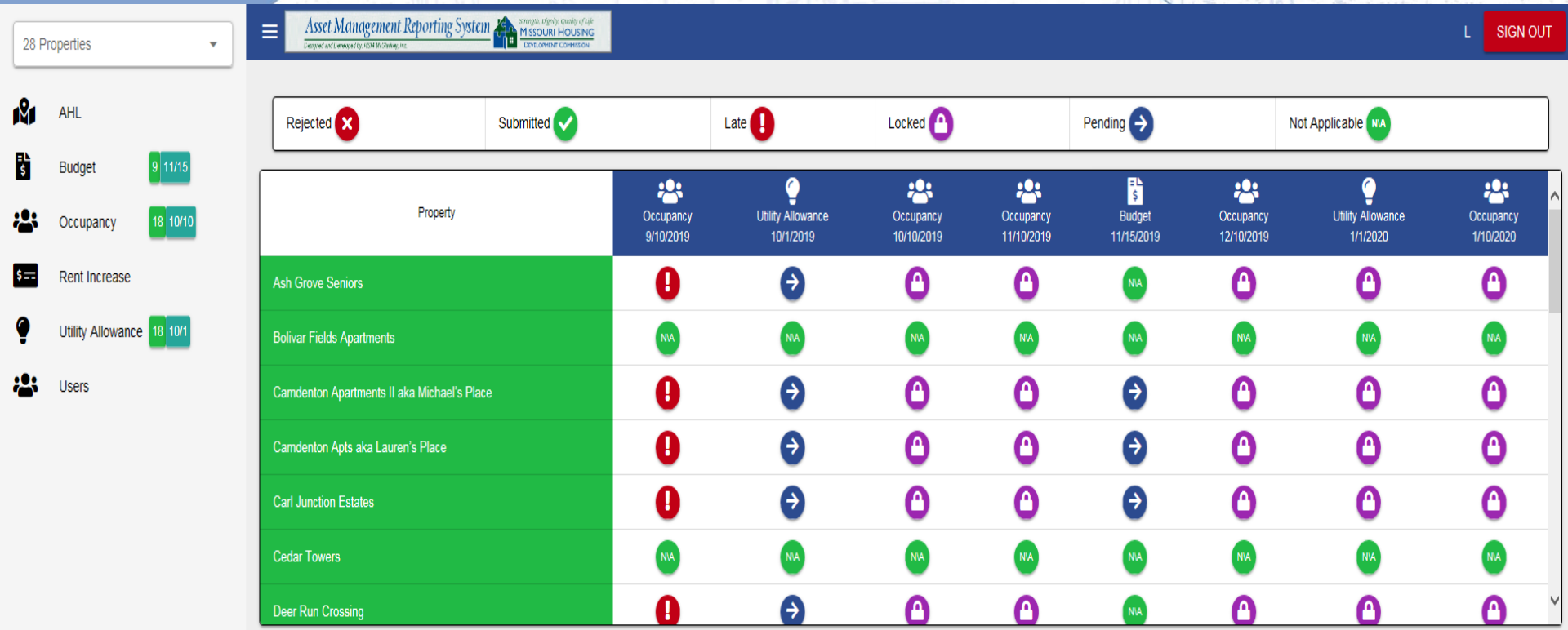

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Dashboard View

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Dashboard View

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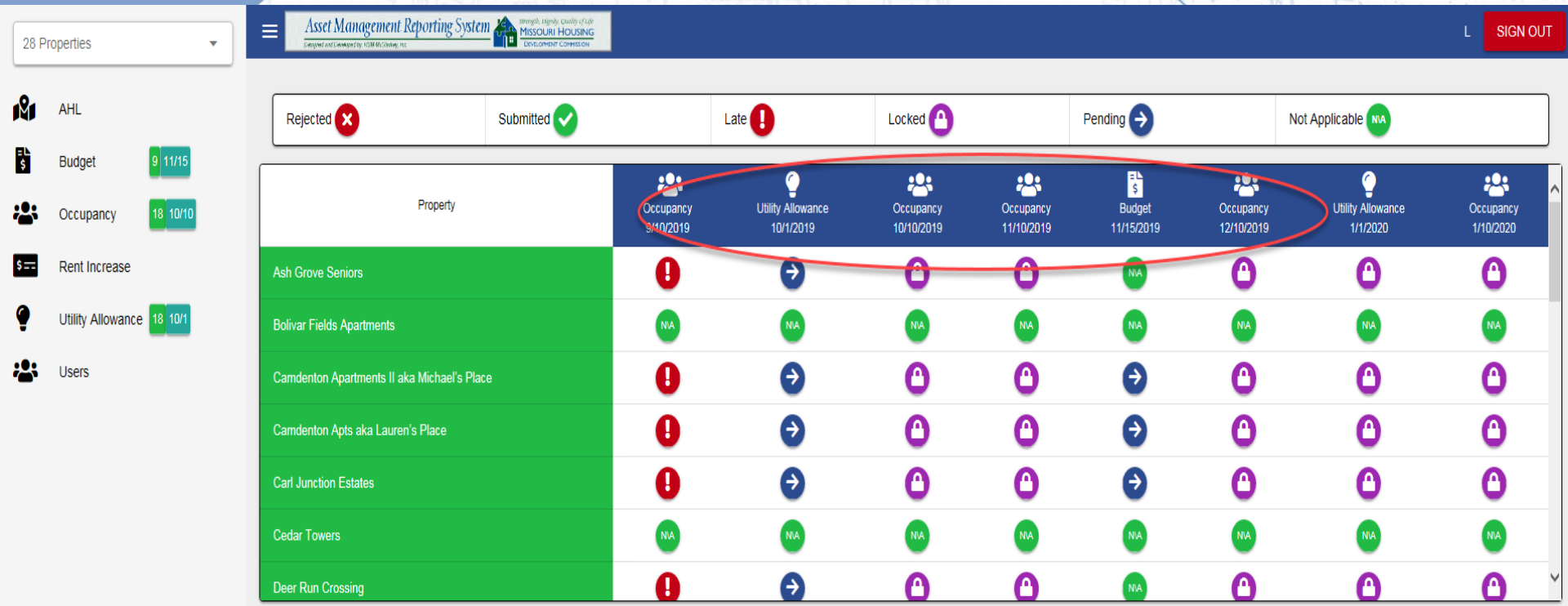

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Dashboard View

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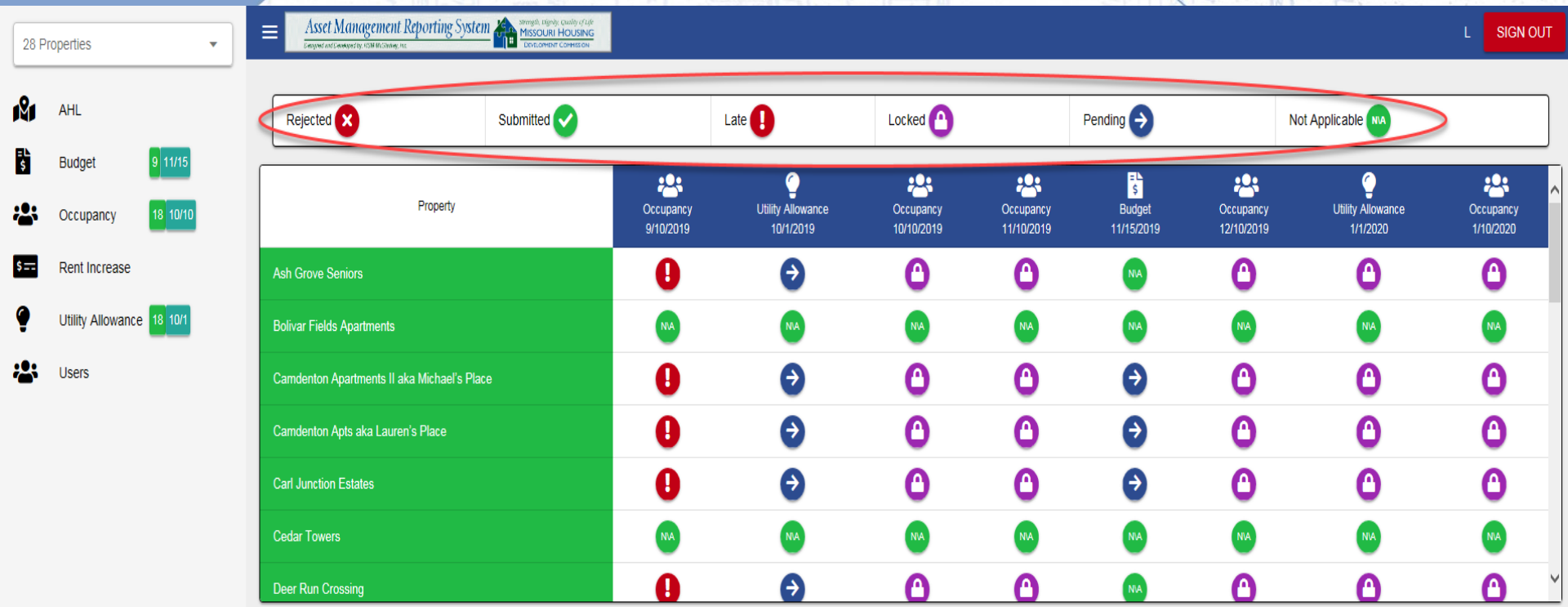

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Dashboard View

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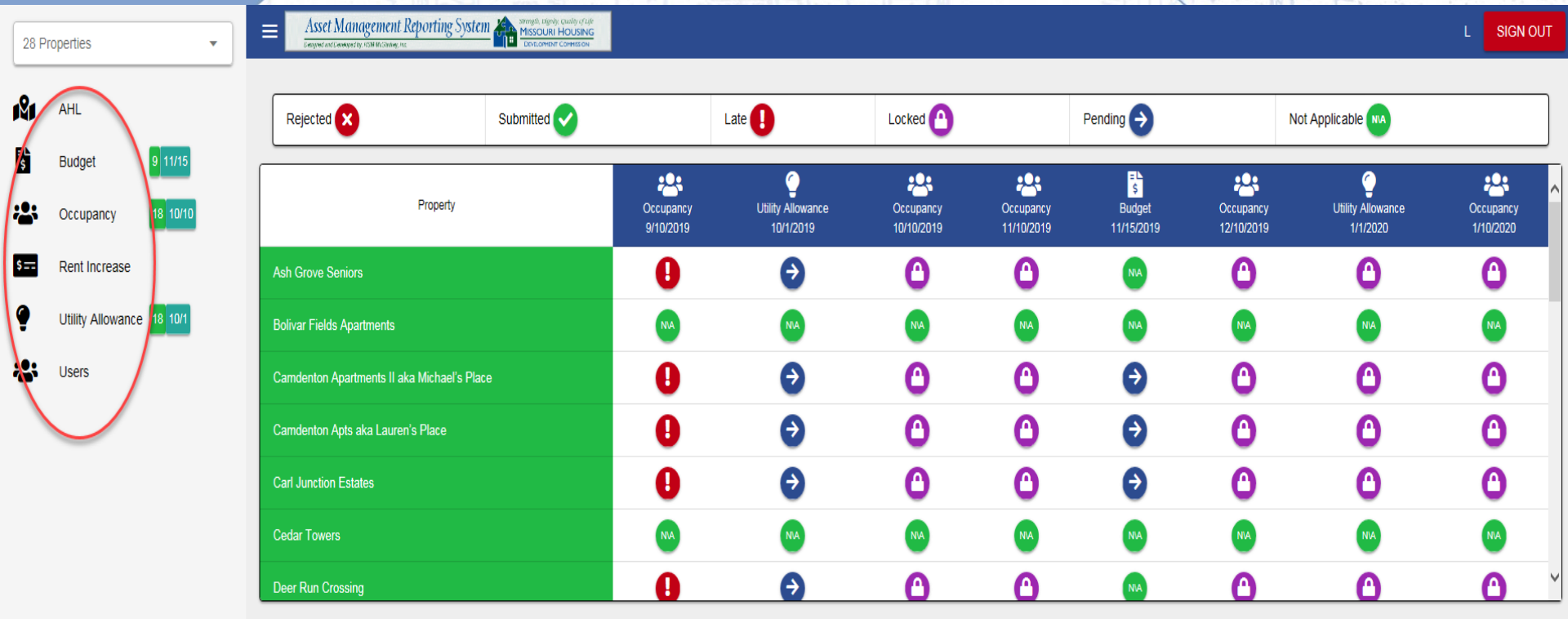

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Dashboard View

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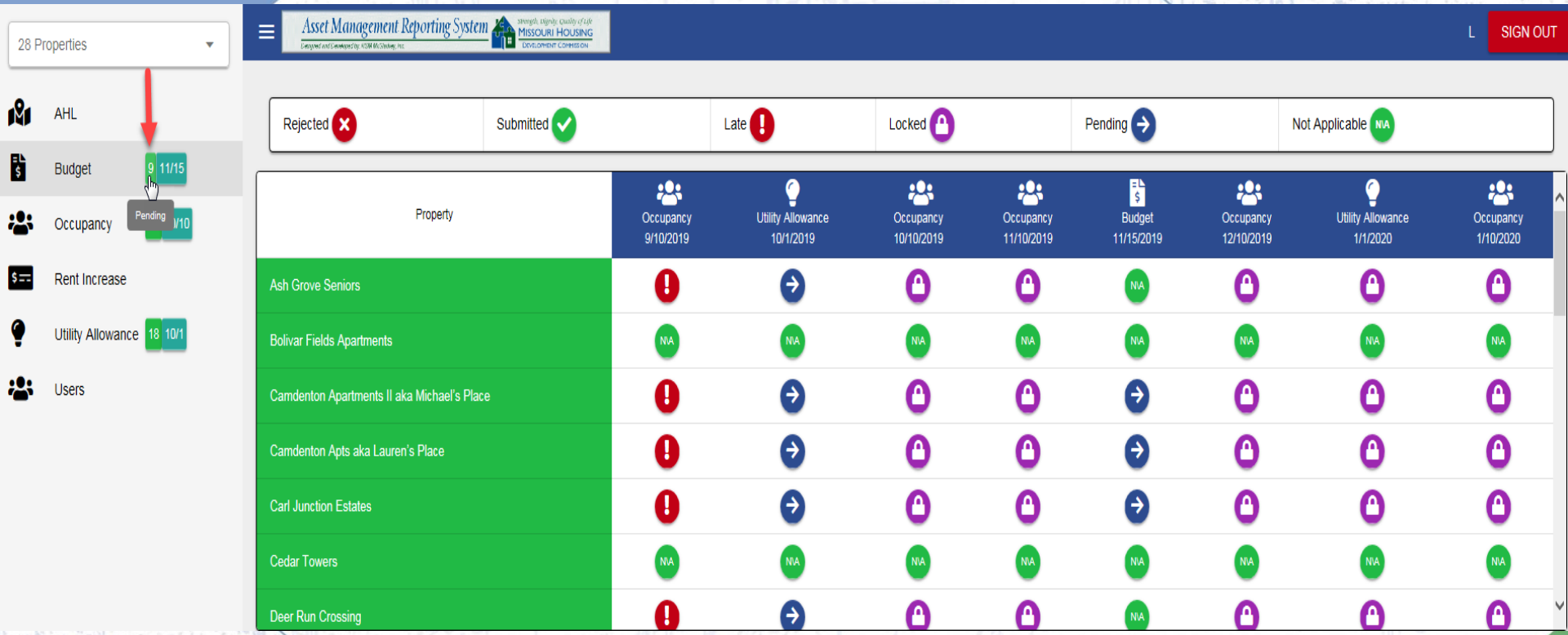

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Dashboard View

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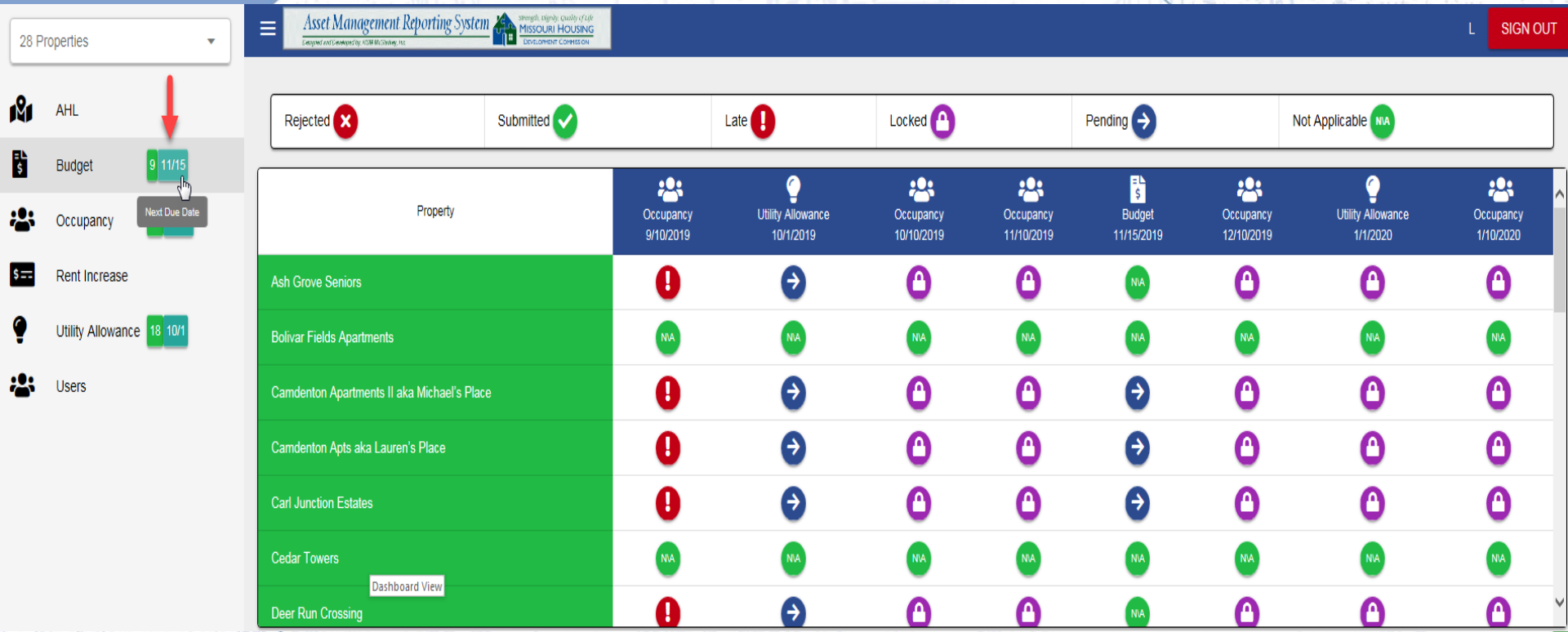

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New User Setup

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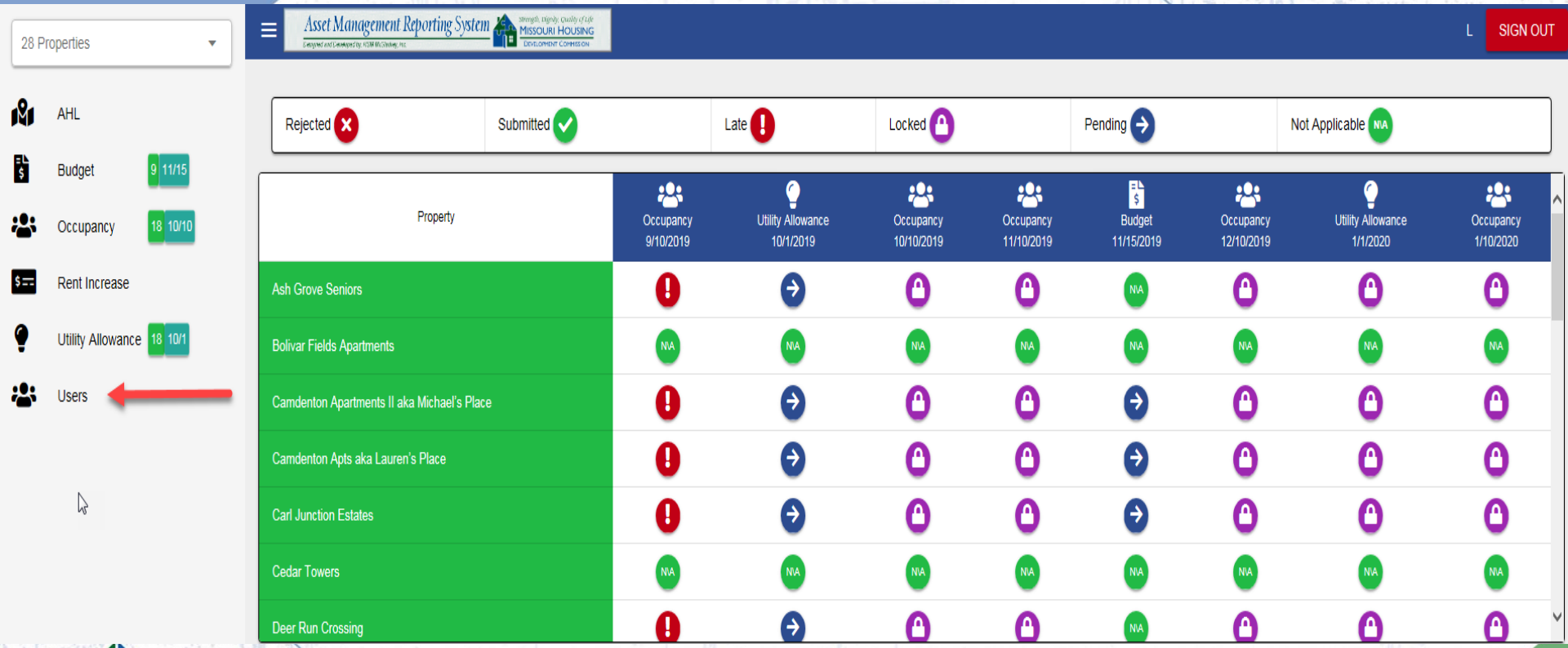

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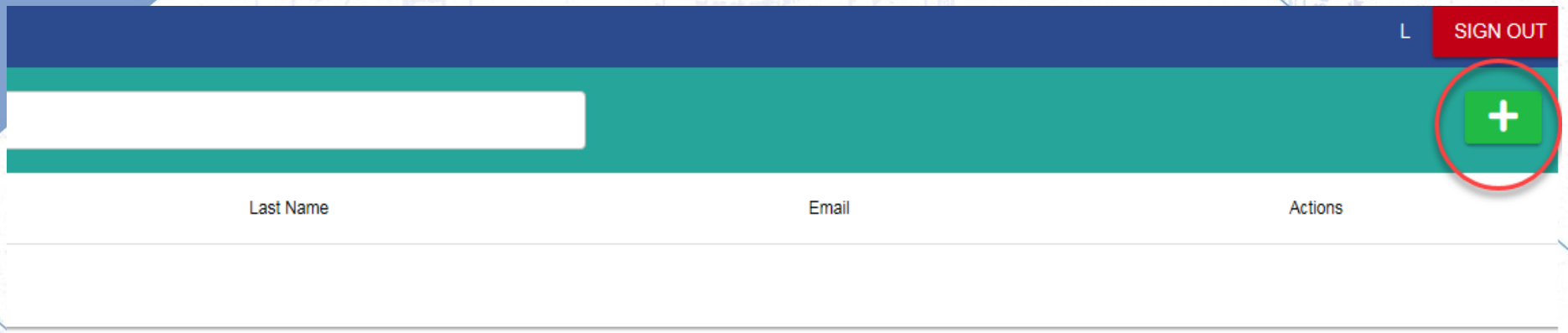
New User Setup



New User Setup

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Asset Management Reporting System
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First Name | Last Name

Email | Phone

ALL PROPERTIES | ALL WRITE | ALL READ

Project	AFS	Budget	Occupancy	Users
Ash Grove Seniors	None	None	None	None
Bolivar Fields Apartments	None	None	None	None
Camdenton Apartments II aka Michael's Place	None	None	None	None
Camdenton Apts aka Lauren's Place	None	None	None	None
Carl Junction Estates	None	None	None	None

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New User Setup

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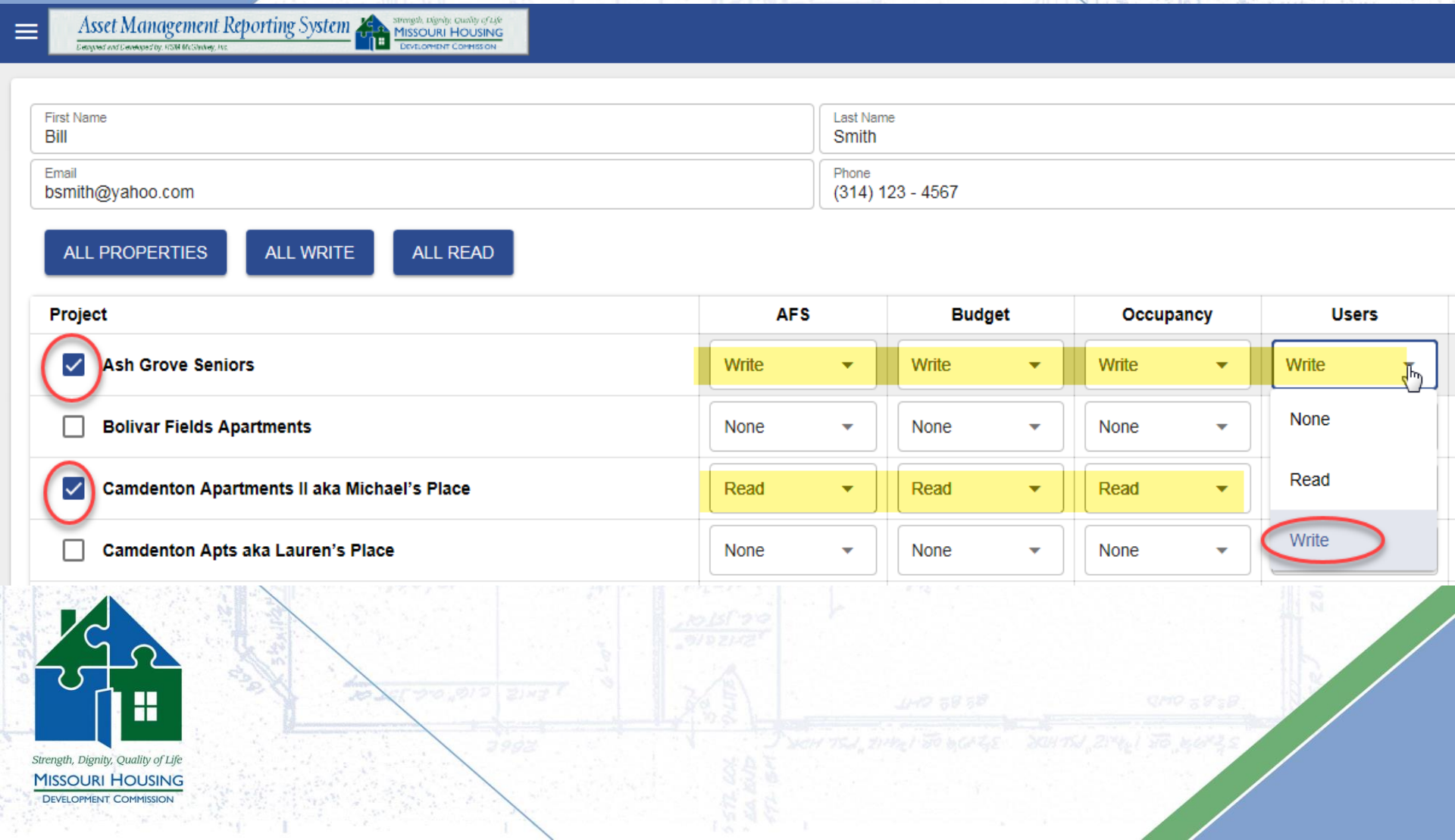

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New User Setup

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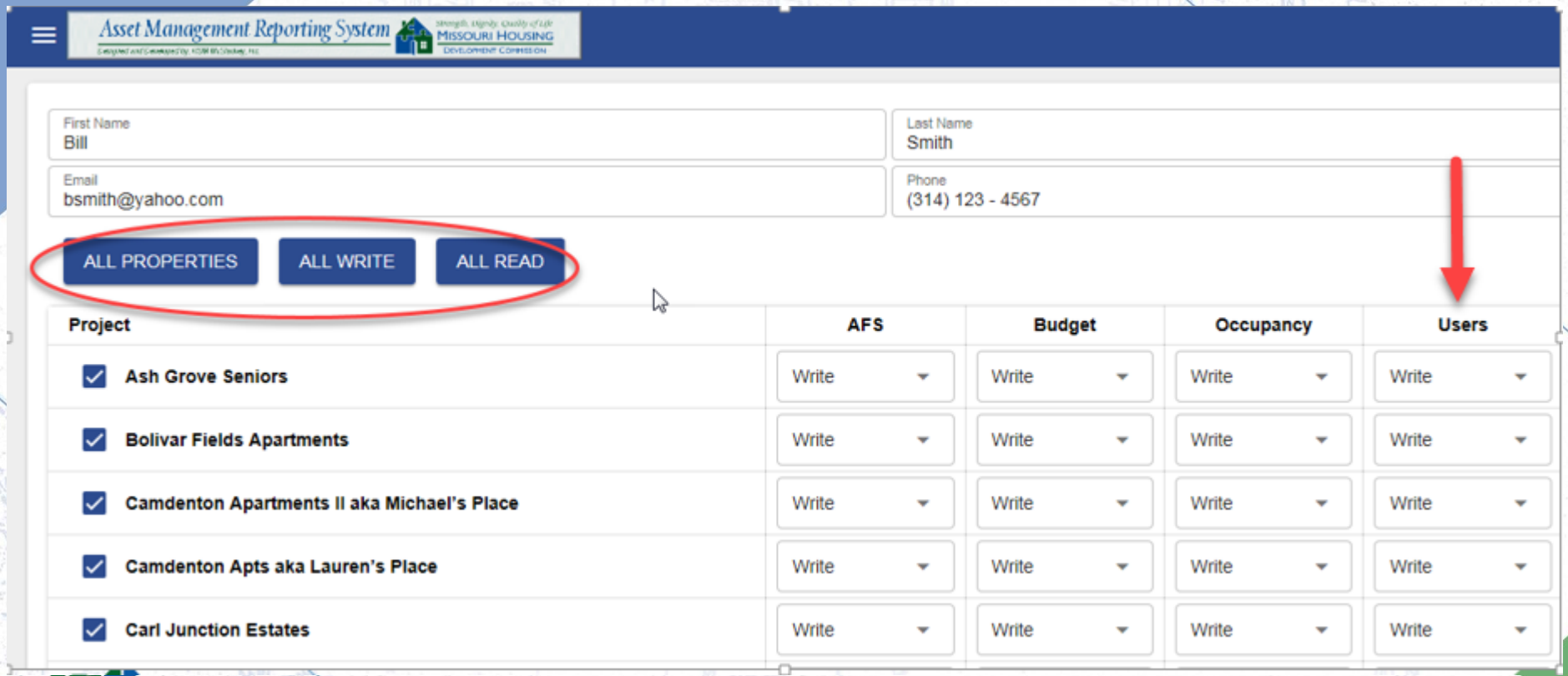

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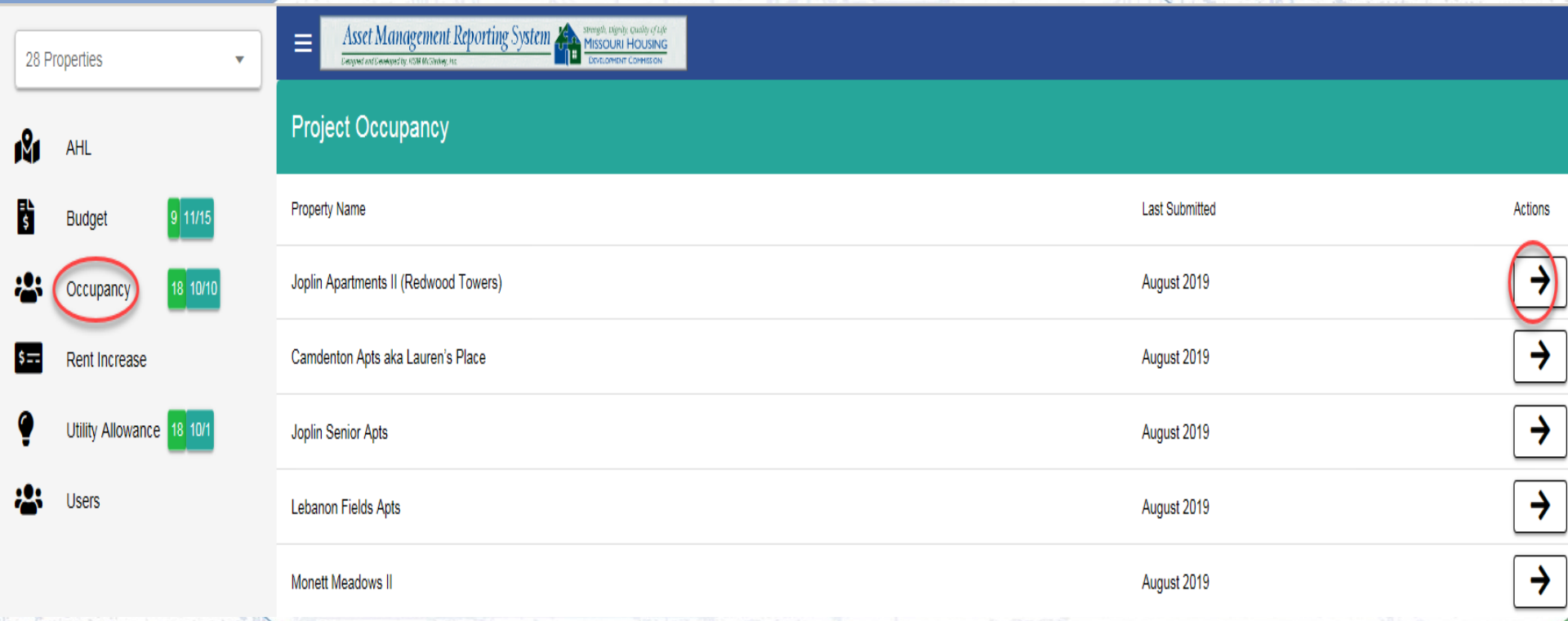
Occupancy


28 Properties
AHL
Budget 9 11/15
Occupancy 18 10/10
Rent Increase
Utility Allowance 18 10/1
Users
Asset Management Reporting System
Project Occupancy
Property Name
Last Submitted
Actions
Joplin Apartments II (Redwood Towers)
August 2019
Camdenton Apts aka Lauren's Place
August 2019
Joplin Senior Apts
August 2019
Lebanon Fields Apts
August 2019
Monett Meadows II
August 2019

Occupancy

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Occupancy

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Joplin Apartments II (Redwood Towers) (MHDC #99-082-HT)

Period September - 2019

Room Type	Total Units	Vacant Units	Occupied %
2 Bedroom	*24*	01	*96*
3 Bedroom	*12*	03	*75*
All	*36*	4	*89%*

Do you have a Waiting List ?

How many people are on the waiting list?
8

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Occupancy

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Joplin Apartments II (Redwood Towers) (MHDC #99-082-HT)

Period September - 2019

Room Type	Total Units	Vacant Units	Occupied %
2 Bedroom	*24*	01	*96*
3 Bedroom	*12*	06	*50*
All	*36*	*7*	*81%*

Do you have a Waiting List ?

How many people are on the waiting list?
8

Your total occupancy is below 85%. Please explain why.

What steps are being taken to boost occupancy?

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Occupancy - Special Needs

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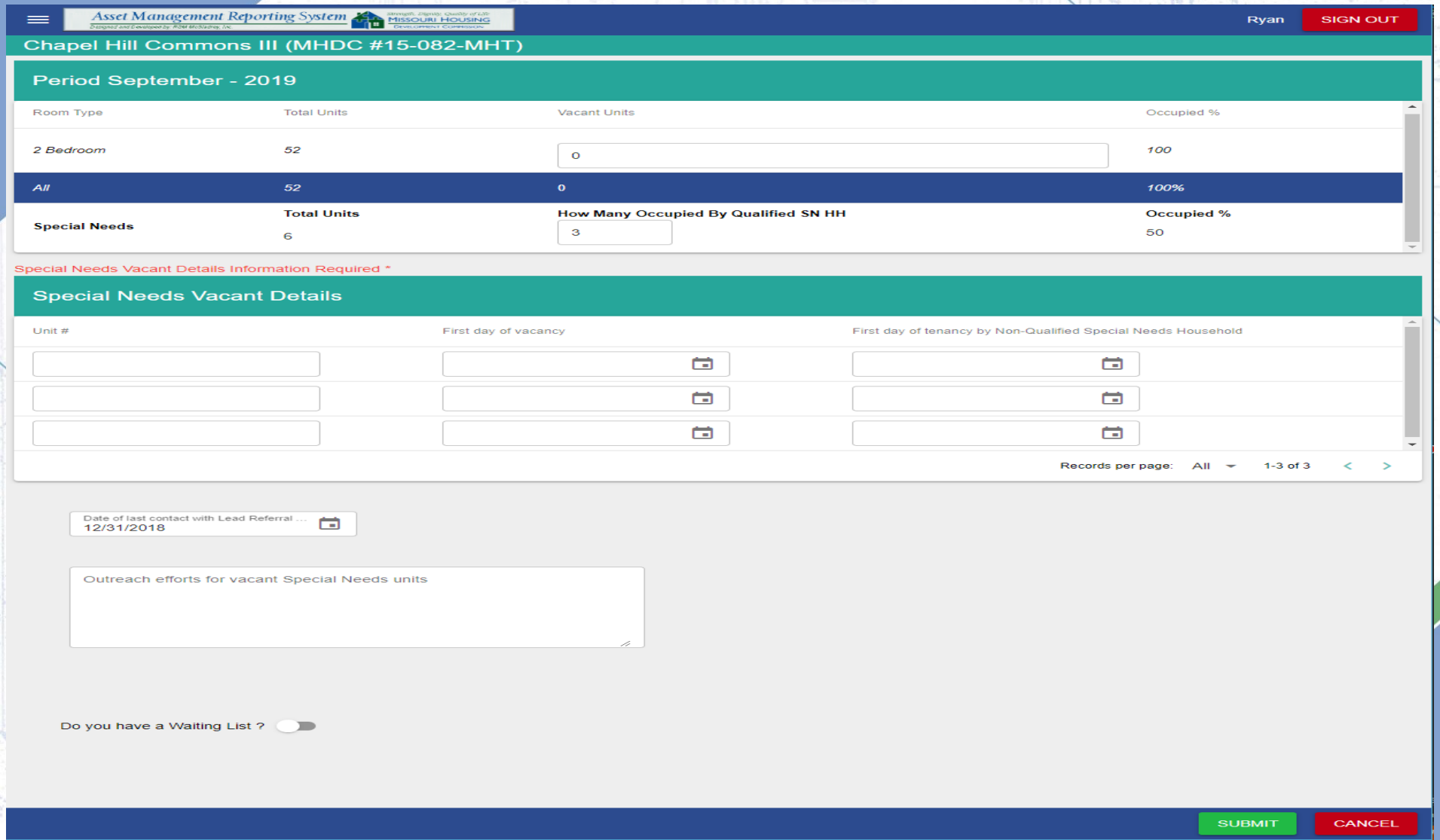

Utility Allowance

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Utility Allowance

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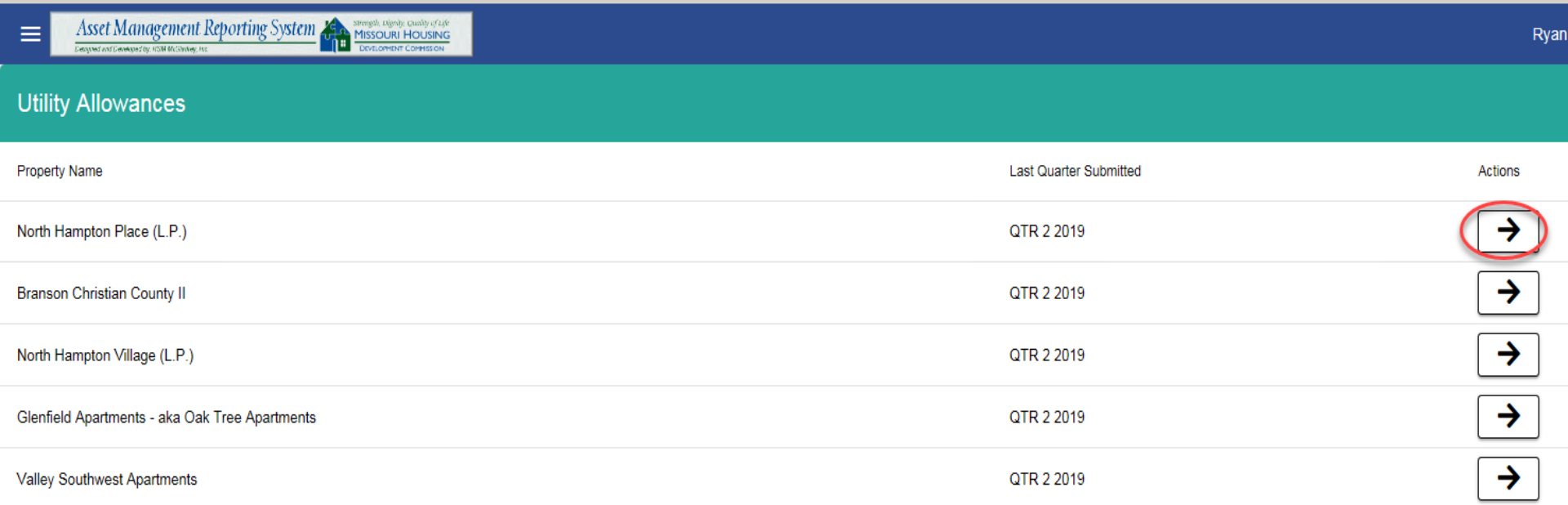

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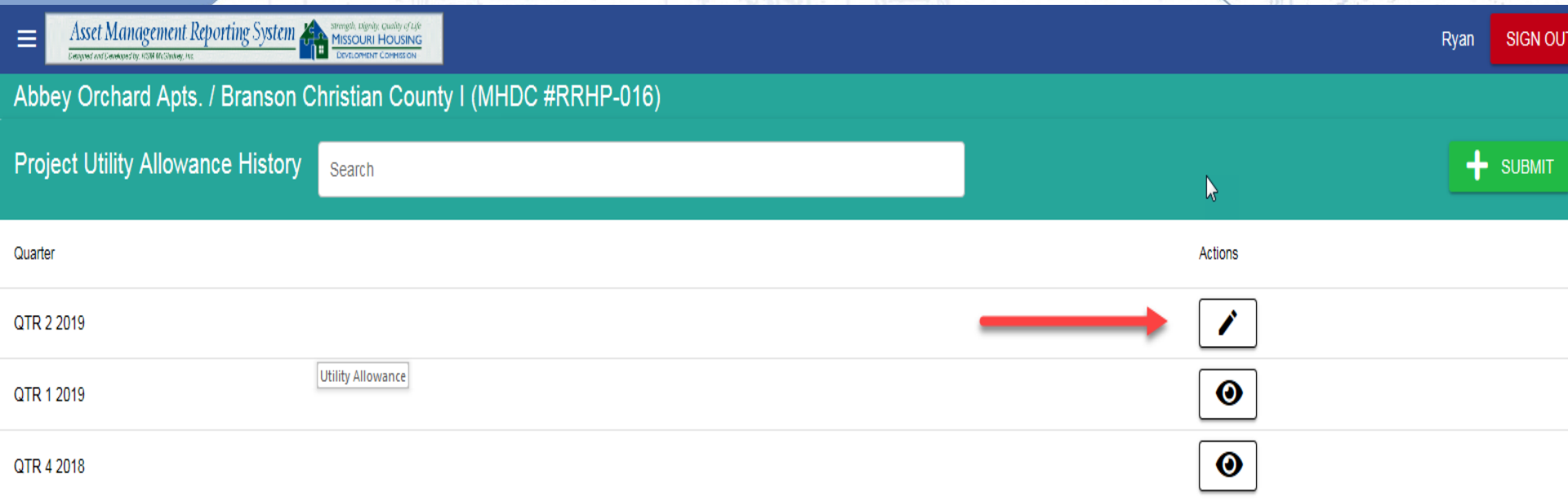
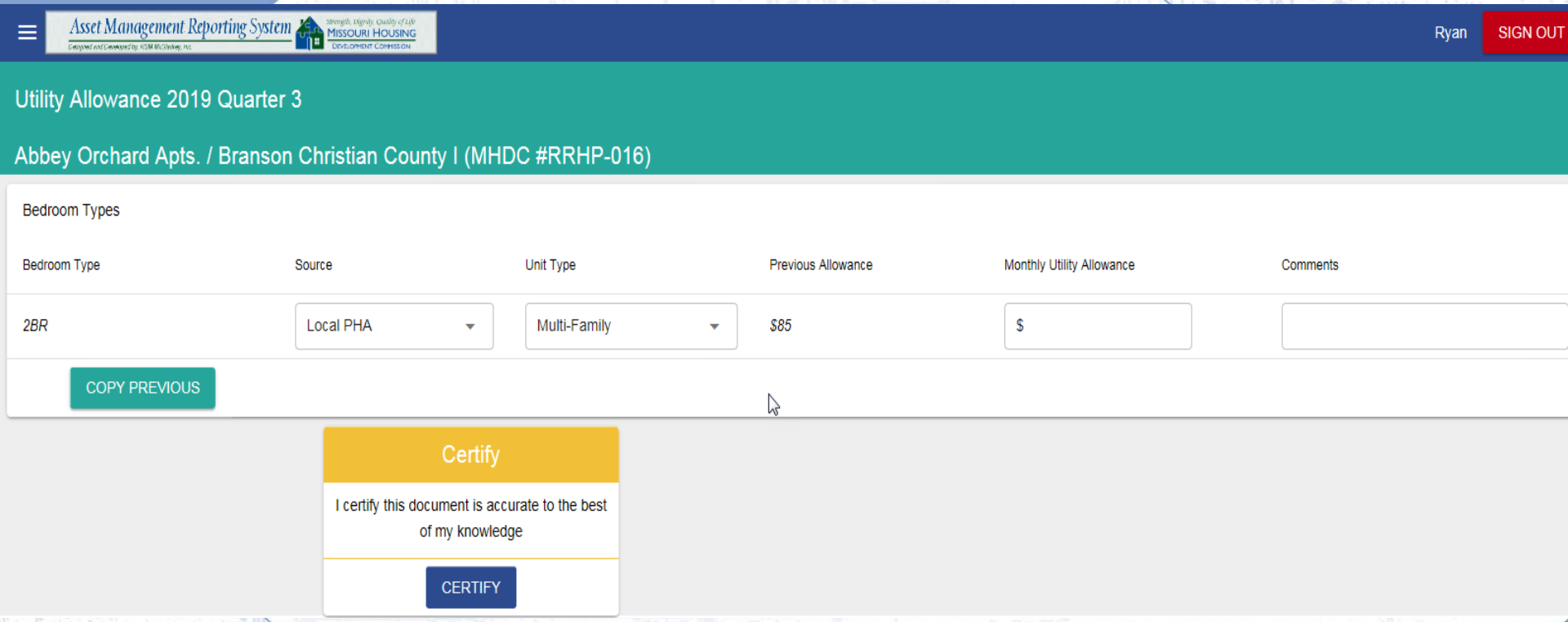
Utility Allowance

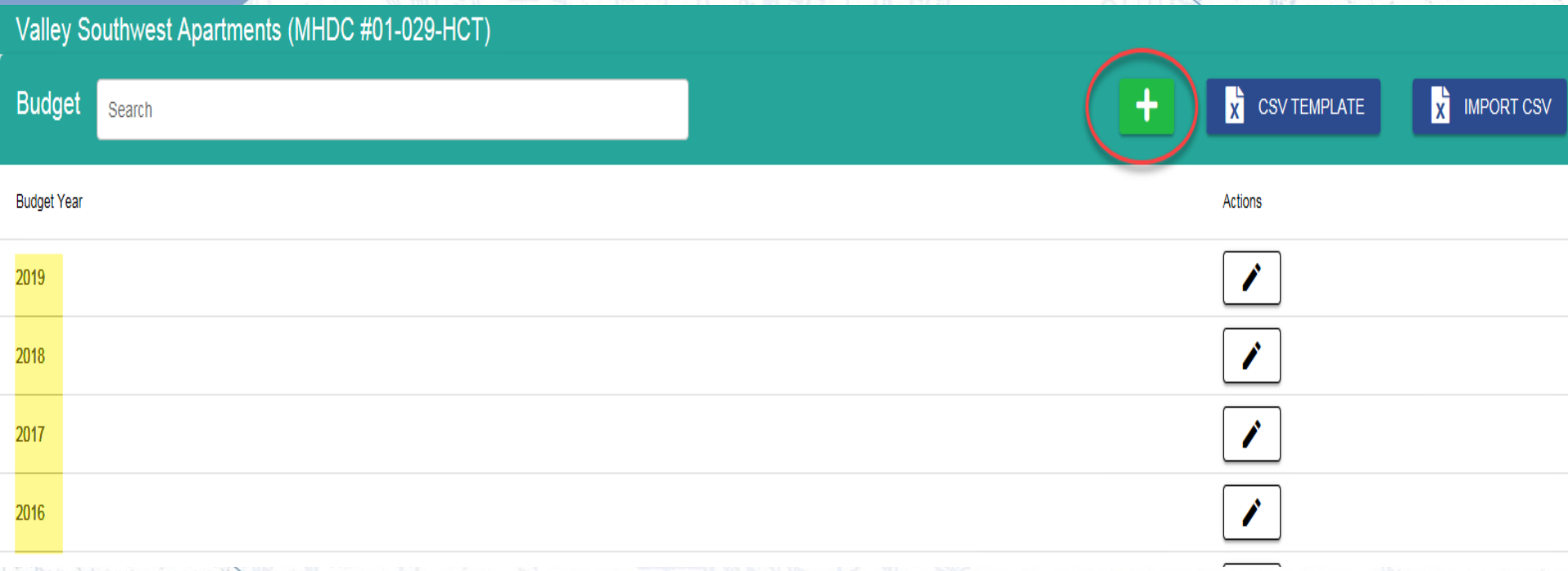


Utility Allowance



Budget Submission

Budget Submission



Valley Southwest Apartments (MHDC #01-029-HCT)

Actuals 2019 Date Range

Start 09/30/2019 End 09/30/2019

Current Rents

Rental Income

Name	Code	Audit 2018	Actuals 2019	Annualized 2019	Budget 2020	Explanation
Rent Revenue - Gross Potential *	5120	$155,113	$ 0	0	$ 265908	
Tenant Assistance Payments	5121	$0	$ 0	0	$ 0	
Rent Revenue - Commercial		$0	$ 0	0	$ 0	
Garage and Par		$0	$ 0	0	$ 0	
Flexible Subsid		$0	$ 0	0	$ 0	
Miscellaneous Rent Revenue	5190	$0	$ 0	0	$ 0	
Excess Rent	5191	$0	$ 0	0	$ 0	
Rent Revenue / Insurance	5192	$0	$ 0	0	$ 0	
Special Claims Revenue	5193	$0	$ 0	0	$ 0	
Retained Excess Income	5194	$0	$ 0	0	$ 0	
Total		**$155,113**	**$0**	**$0**	**$265,908**	

This account includes tenant assistance payments that are project based (i.e. rent supplement, rental assistance payment, and Section 8 programs). Acct 5120 + 5121 = Total Gross Potential Rent.

Vacancies

Name	Code	Audit 2018	Actuals 2019	Annualized 2019	Budget 2020	Explanation
Vacancies - Apartments *	5220	($25,566)	$ 0	0	$ -39865	
Vacancies - Stores and Commercial	5240	$0	$ 0	0	$ 0	

	Audit	Actuals	Annualized	Budget
Totals	($3,952)	$0	$0	$631

SAVE SUBMIT CANCEL

Required Breakdowns

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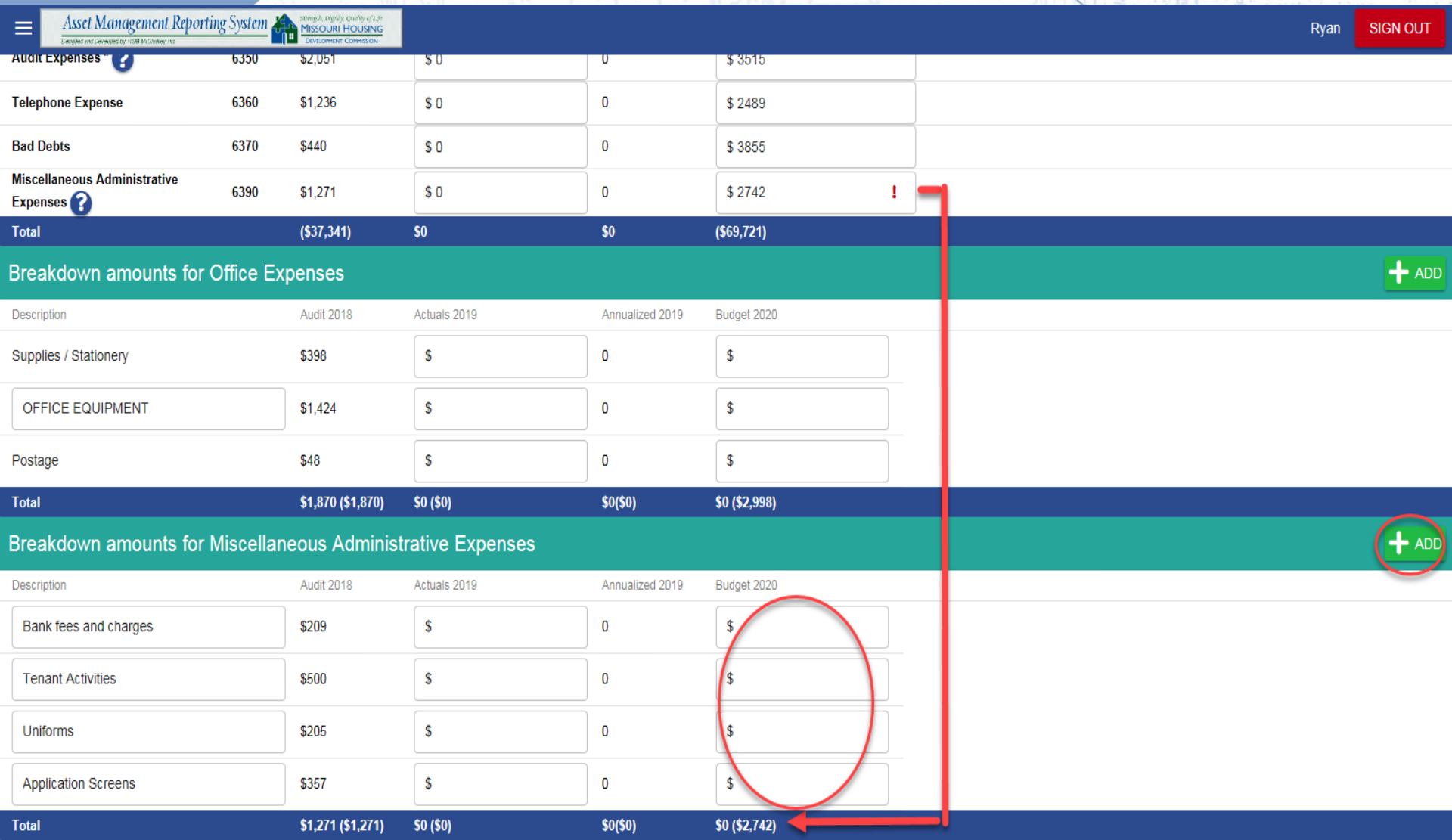
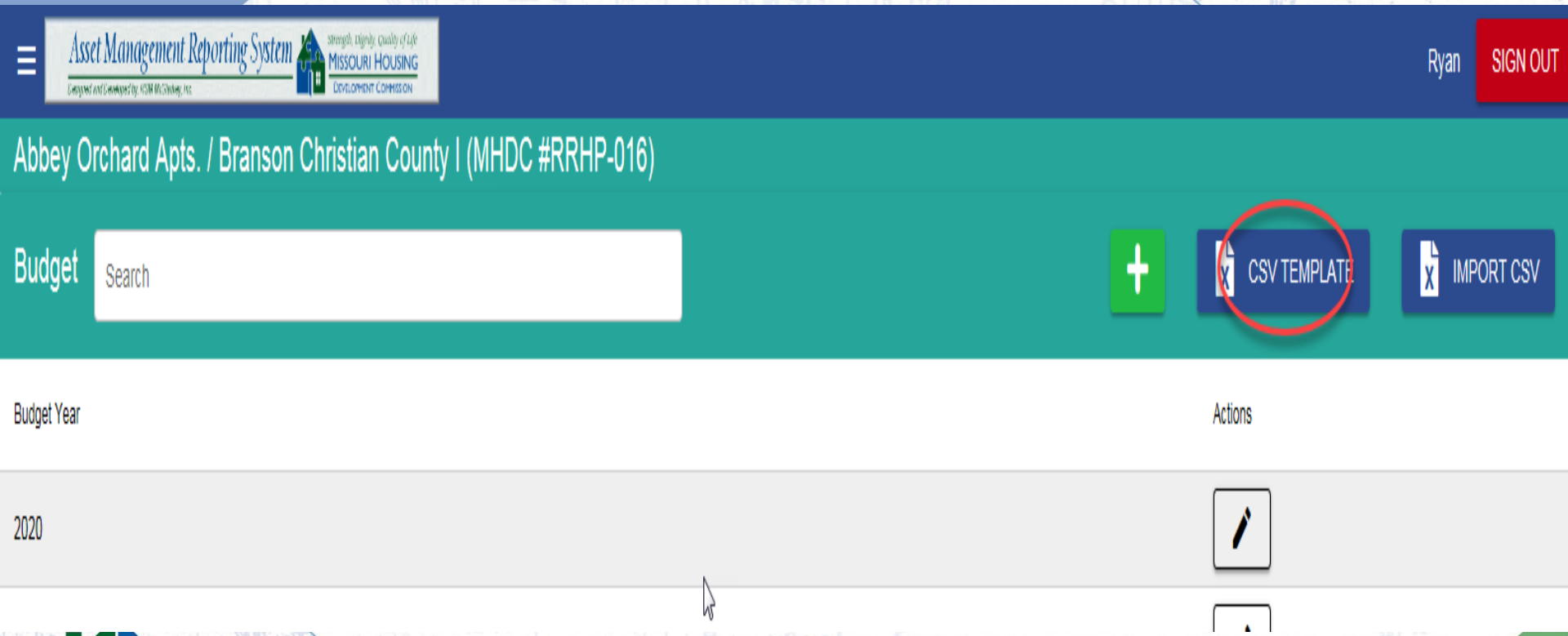


CSV Submission



CSV Submission

Category_	Name	Code	Required	Actuals	Budget
1	Rent Revenue - Gross Potential	5120	TRUE		
4	Tenant Assistance Payments	5121	FALSE		
5	Rent Revenue - Stores and Commercial	5140	FALSE		
6	Garage and Parking Spaces	5170	FALSE		
7	Flexible Subsidy Income	5180	FALSE		
8	Miscellaneous Rent Revenue	5190	FALSE		
9	Excess Rent	5191	FALSE		
10	Rent Revenue / Insurance	5192	FALSE		
11	Special Claims Revenue	5193	FALSE		
12	Retained Excess Income	5194	FALSE		
2	Vacancies - Apartments	5220	TRUE		
3	Vacancies - Stores and Commercial	5240	FALSE		
13	Vacancies - Rental Concessions	5250	FALSE		
92	Vacancies - Rents Loss To Lease	5260	FALSE		
14	Vacancies - Garage and Parking Spaces	5270	FALSE		
15	Vacancies - Miscellaneous	5290	FALSE		
68	Supportive Services Revenue	5390	FALSE		
16	Financial Revenue - Project Operations	5410	FALSE		
17	Revenue from Investments - Residual Receipts	5430	FALSE		
18	Revenue from Investments - Replacement Reserve	5440	FALSE		
19	Revenue from Investments - Miscellaneous	5490	FALSE		
20	Laundry and Vending Revenue	5910	FALSE		
21	Tenant Charges	5920	FALSE		
22	Interest Reduction Payment Revenue	5945	FALSE		
23	Cable TV / Internet Access Revenue	5954	FALSE		
24	Miscellaneous Revenue	5990	FALSE		
25	Conventions, Meetings & Training	6203	FALSE		
26	Management Consultants	6204	FALSE		
27	Advertising and Marketing	6210	FALSE		

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Importing CSV File

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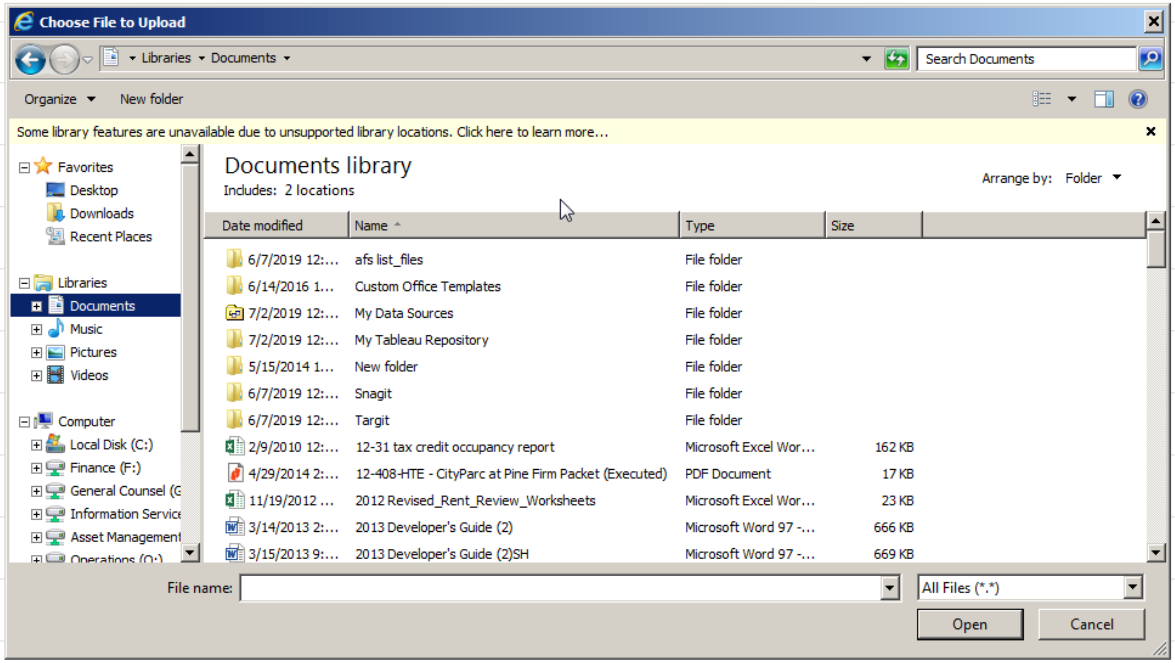
Abbey Orchard Apts. / Branson Christian County I (MHDC #RRHP-016)

Budget | Search | + | CSV TEMPLATE | IMPORT CSV

Budget Year | Actions

2020
2019
2018
2017
2016
2015
2014
2013
2012
2011



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Messaging

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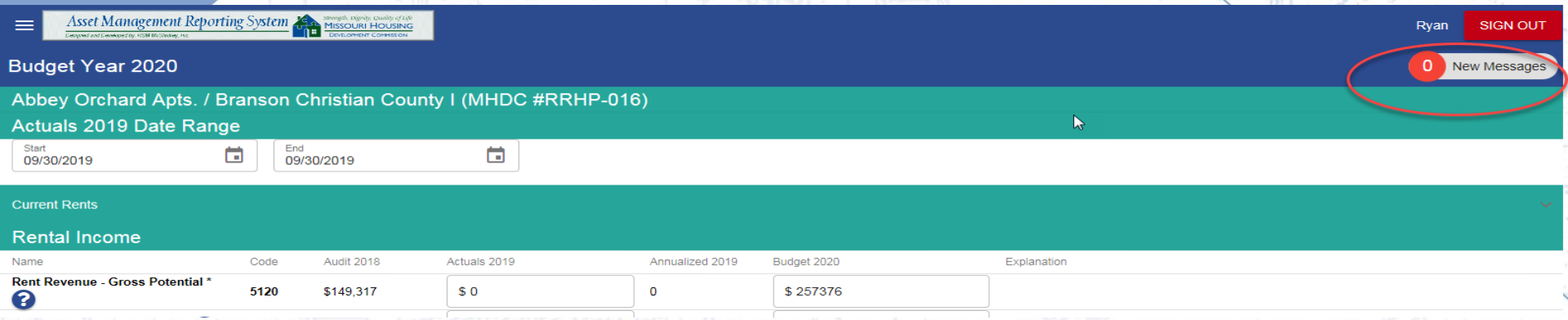

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Messaging

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Budget Year 2020

0 New Messages

Abbey Orchard Apts. / Branson Christian County I (MHDC #RRHP-016)

Actuals 2019 Date Range

Start 09/30/2019 End 09/30/2019

Current Rents

Rental Income

Name	Code	Audit 2018	Actuals 2019	Annualized 2019	Budget 2020	Explanation
Rent Revenue - Gross Potential *	5120	$149,317	$ 0	0	$ 257376	
Tenant Assistance Payments	5121	$0	$ 0	0	$ 0	
Rent Revenue - Stores and Commercial	5140	$0	$ 0	0	$ 0	
Garage and Parking Spaces	5170	$0	$ 0	0	$ 0	
Flexible Subsidy Income	5180	$0	$ 0	0	$ 0	
Miscellaneous Rent Revenue	5190	$0	$ 0	0	$ 0 !	
Excess Rent	5191	$0	$ 0	0	$ 0	
Rent Revenue / Insurance	5192	$0	$ 0	0	$ 0	
Special Claims Revenue	5193	$0	$ 0	0	$ 0	
Retained Excess Income	5194	$0	$ 0	0	$ 0	
Total		**$149,317**	**$0**	**$0**	**$257,376**	

Vacancies

Name	Code	Audit 2018	Actuals 2019	Annualized 2019	Budget 2020	Explanation
Vacancies - Apartments *	5220	($1,644)	$ 0	0	$ -3327	

	Audit	Actuals	Annualized	Budget
Totals				

SAVE SUBMIT CANCEL

Message Center

Pleae Note this is not instant messaging

Message

New Rent Increase Policy

- Properties can automatically receive a 2% rent increase without the need for a budget based/DCR review.
- Automatic 2% rent increases still subject to compliance testing.
- Budget based justification reviews will be required for any requests between 3% and 7%.
- Budget based rent increase reviews will still follow current review process.
- 7% cap still remains.

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New Rent Increase Policy

- Rolling 12 months of occupancy will be used instead of last three months.
- Elderly properties will be capped at greater of 2% or previous years COLA.
- No longer separate Tax Credit Only or MHDC Loan rent increase policies.
- COLA will be 3% for 2020 increases.

Rent Increase

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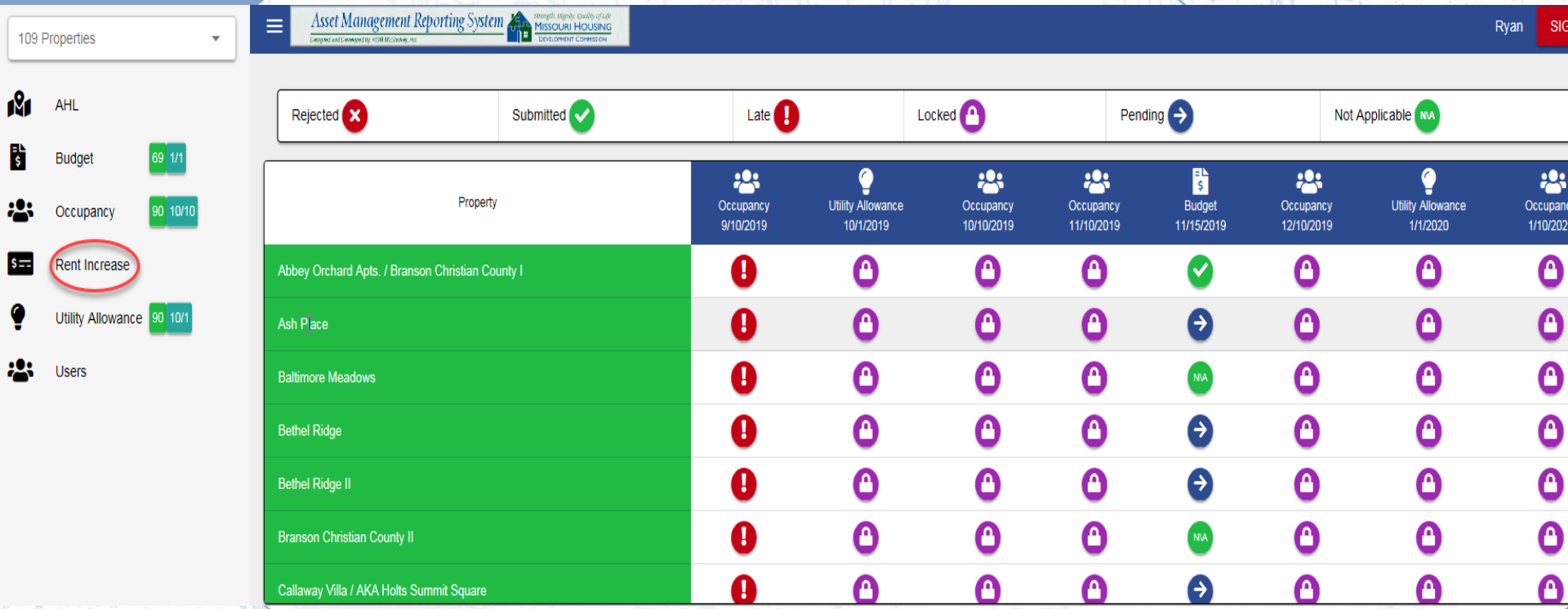

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Rent Increase – Global View

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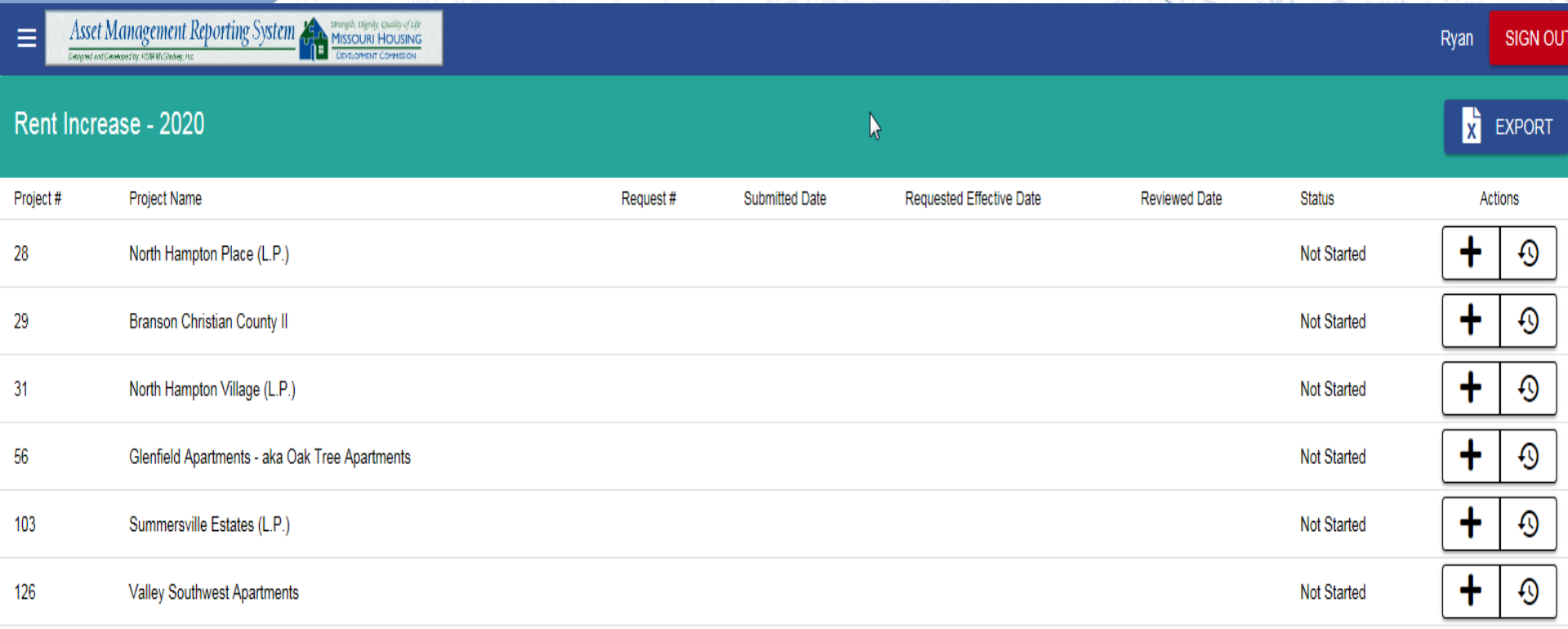

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Rent Increase – Property View

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Request #	Project Name	Budget Year	Submitted Date	Requested Effective Date	Reviewed Date	Status	Actions
444	Valley Southwest Apartments	2016	11/15/2015	02/01/2016	11/17/2015	Approved	
445	Valley Southwest Apartments	2017	11/17/2016	02/01/2017	01/06/2017	Approved	
446	Valley Southwest Apartments	2018	11/15/2017	01/01/2018	12/28/2017	Approved	
447	Valley Southwest Apartments	2019	11/09/2018	04/01/2019	09/03/2019	Approved	

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Rent Increase Submission

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Rent Increase 2020 - Valley Southwest Apartments

Rents may be increased per unit type to a maximum of 7% annually per unit type for non-elderly properties or the Social Security COLA adjustment % for elderly properties and maintain compliance with the Section 42 rent limits. The Social Security COLA% can be found on MHDC's website www.mhdc.com. The increase will be effective as of the date of execution by MHDC and will remain in effect for one year. Also, note that according to Missouri law, tenants must receive 30 day notification prior to any rent increase.

Properties wanting to increase rents in excess of 7% or the Social Security COLA must first contact MHDC and receive prior approval. Upon approval, submit the rent request at 7% or the Social Security COLA and leave comments stating what increase percentage the property is actually wanting to increase to. Please provide any details that will be helpful for review in the Comments Section below including the date MHDC gave prior permission.

The rent effective date must be at least one year since the last approved rent increase. Any rent increase request submitted before November 16th can have a rent effective date as early as January 1st. Any rent increase request submitted between November 16th and December 15th can have an effective date as early as February 1st. Rent increase requests submitted after December 15th will have an effective date no earlier than March 1st. All rent increase requests must be submitted by December 31st.

Unit breakout and rent amounts were taken from the property's Land Use Restriction Agreement (LURA), Regulatory Agreement, or the most current MHDC approved Schedule II. Please contact MHDC if any discrepancies are noted.

Note: If a property has tenants with Section 8 vouchers, MHDC must have documentation of the currently approved S8 voucher rents if they are higher than the approved LIHTC rent. The documentation may be in the form of a copy of the lease or a letter from the Housing Authority, but it must be signed and show an effective date. Please upload all Section 8 documentation during the Rent Roll and Section 8 upload.

Rent Effective Date
01/01/2020

Rent Increase

AUTO INCREASE

Bedroom Type	# of Units	Rent Type	Current Rents	Requested Rents	Requested vs. Current	$ Increase
2 Bedroom	19	HIGH HOME	$428	$428	0%	$0
2 Bedroom	24	HOME	$350	$350	0%	$0

Rent Increase Submission

Strength, Dignity, Quality of Life
MISSOURI HOUSING
DEVELOPMENT COMMISSION

Rent Increase

AUTO INCREASE

Bedroom Type	# of Units	Rent Type	Current Rents	Requested vs. Current	$ Increase
2 Bedroom	19	HIGH HOME	$428	2%	$7
2 Bedroom	24	HOME	$350	0%	$0
2 Bedroom	5	LOW HOME	$411	0%	$0

Update Requested Rent

$ 435

Max Percent Increase: 7%

Current Percent Increase: 2%

Suggested Percent Increase: 2%

CANCEL SET

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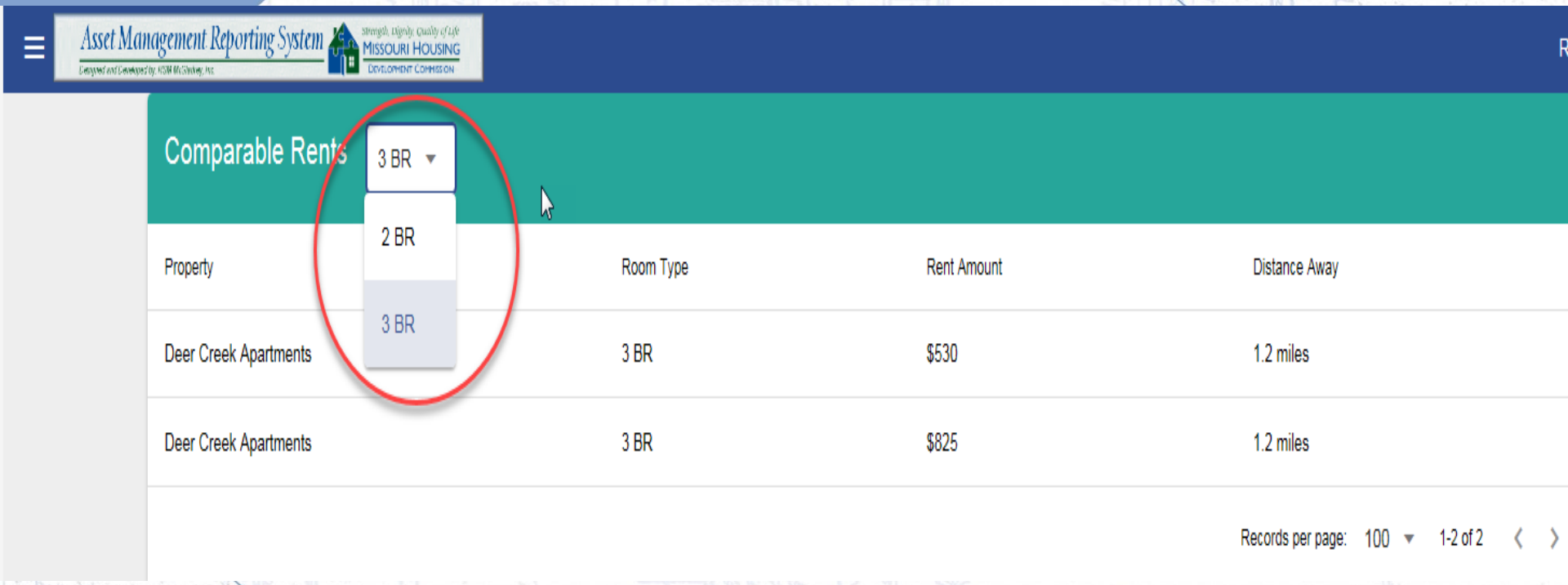
Rent Increase Submission



Rent Increase Submission

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Occupancy Report

Room Type	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Rolling 12 Month Average
2 Bedroom	88%	96%	96%	100%	100%	100%	96%	92%	88%	88%	92%	94%
3 Bedroom	92%	96%	92%	88%	88%	96%	92%	92%	92%	92%	92%	92%
Total	90%	96%	94%	94%	94%	98%	94%	92%	90%	90%	92%	96%

Records per page: 100 ▼ 1-3 of 3 〈 〉

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Rent Increase Submission

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Utility Allowance

Must be updated before submitting.

Utility Allowance 2019 Quarter 3

Valley Southwest Apartments (MHDC #01-029-HCT)

Bedroom Types

Bedroom Type	Source	Unit Type	Previous Allowance	Monthly Utility Allowance	Comments
2BR	Local PHA	Walk-up Apartment	*$161*	$	
3BR	Local PHA	Walk-up Apartment	*$196*	$	

COPY PREVIOUS

Certify

I certify this document is accurate to the best of my knowledge

CERTIFY

SUBMIT

Rent Increase Submission

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Comments

Exibit A-21 +

Rent Roll +

Certify

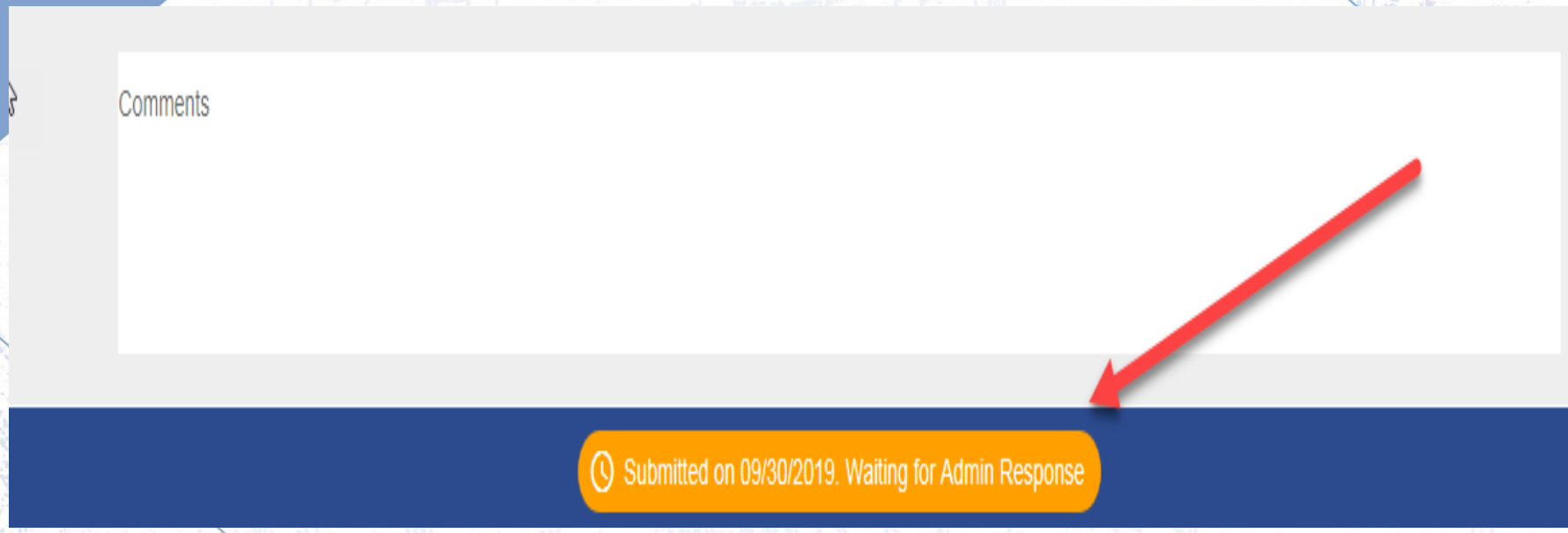
I certify this document is accurate to the best of my knowledge

CERTIFY

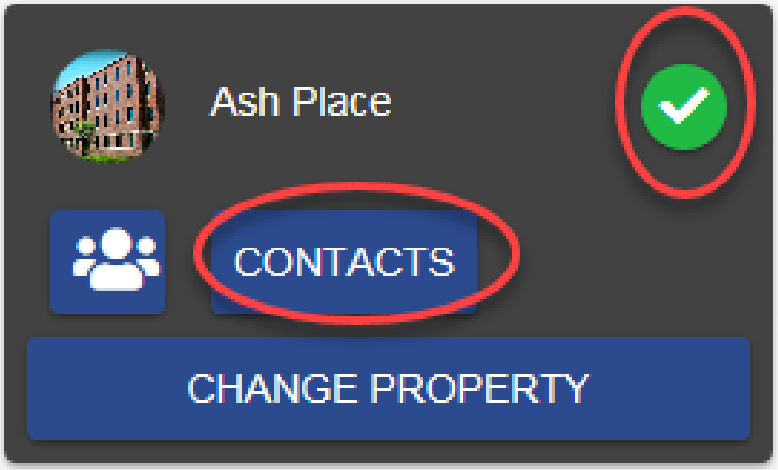
SAVE

SUBMIT

Rent Increase Submission



Property Dashboard



Occupancy 10/10

Rent Increase

Utility Allowance 10/1

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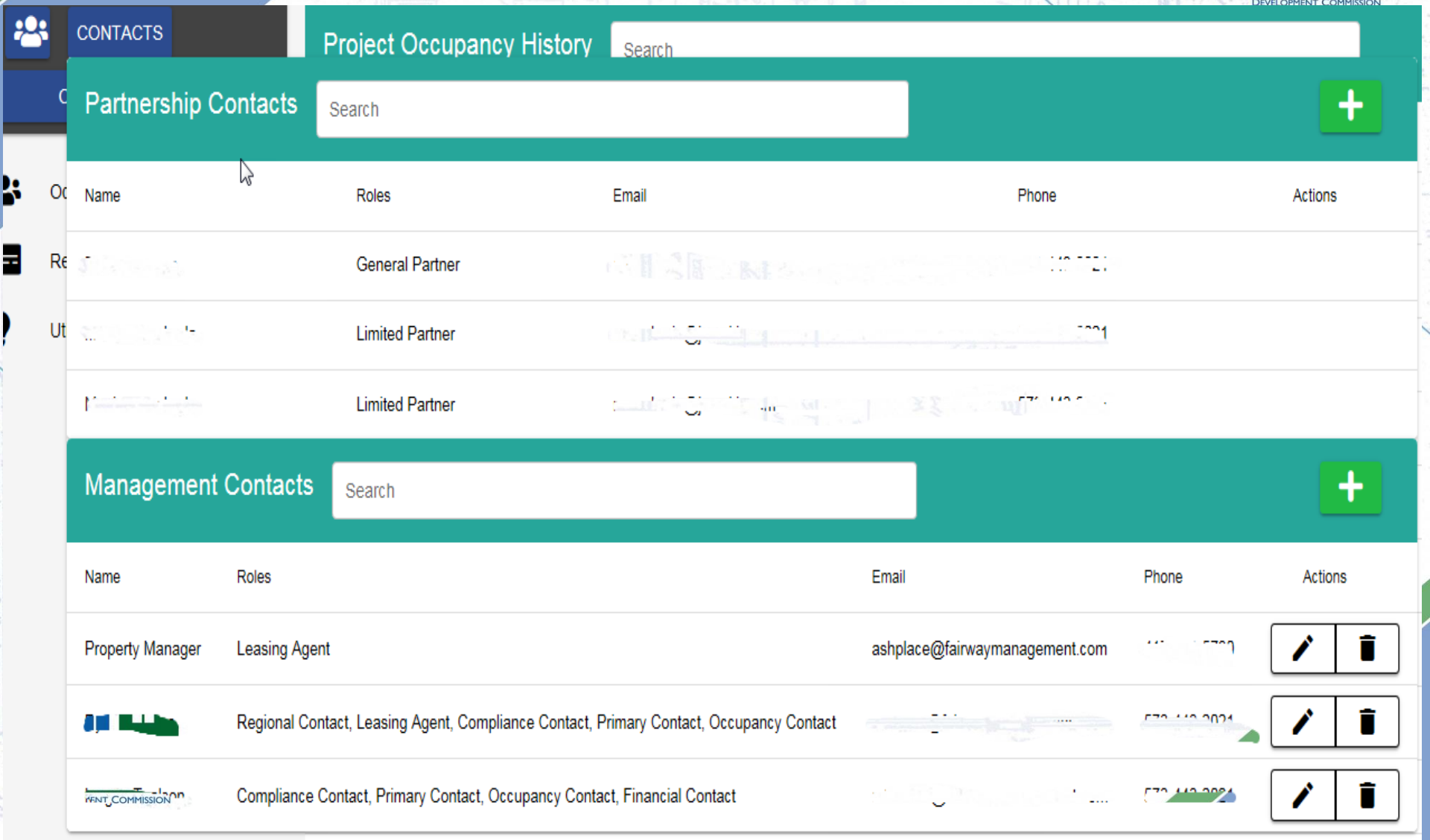
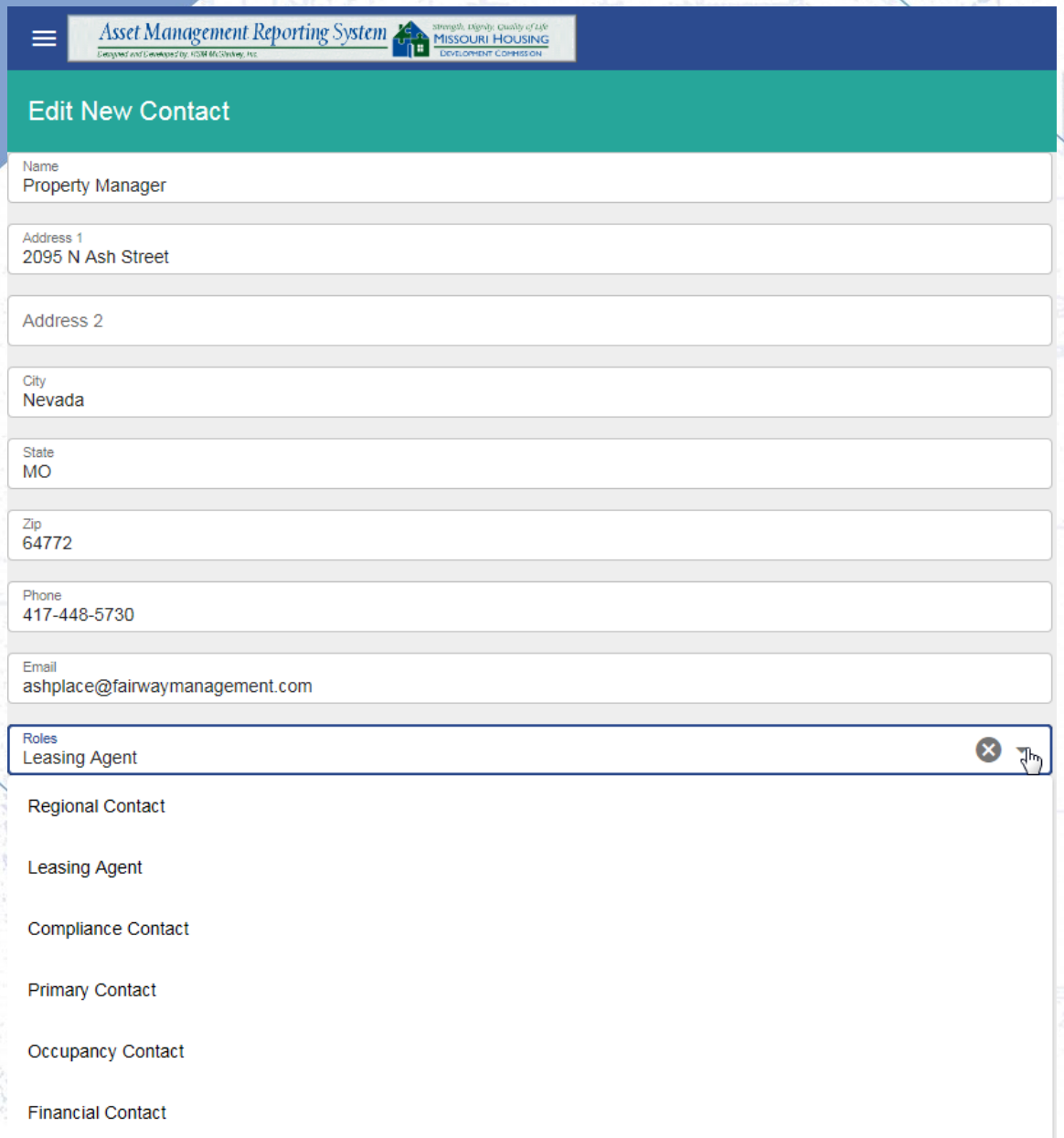


Edit Contacts



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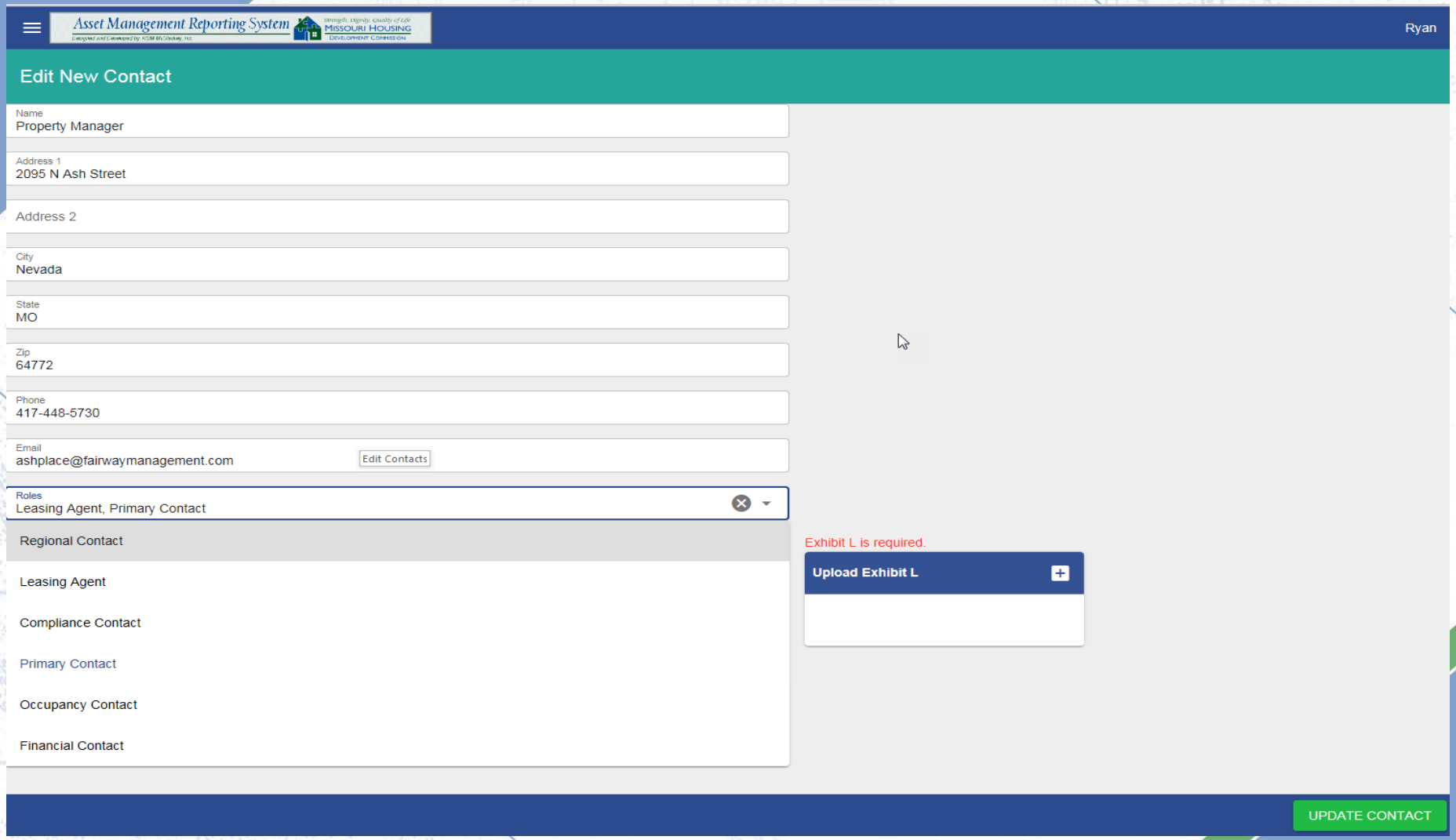
Missouri Housing Development Commission

Strength, Dignity, Quality of Life
Missouri Housing Development Commission

Edit Contacts