

# MHDC Asset Management Reporting System



## AMRS 2.0

**Scott Hanak**

Director of Asset Management

[shanak@mhdc.com](mailto:shanak@mhdc.com)



# 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



# 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



# 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



# Management Company Setup



## New Management Company

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

## Primary User

<input type="text"/>	<input type="text"/>
<input type="text"/>	



# Management Company Setup



You've been invited to MHDC's AMRS Inbox X



**MHDC email server** mhdcTestEmailAddress@mhdc.com [via](#) sendgrid.net  
to me ▾

Hello Scott Hanak,

You have been invited to use Missouri Housing Development Commission's Asset Management Reporting System.

Please select a password by clicking [here](#).

*Asset Management Reporting System*

Designed and Developed by: RSM McGladrey, Inc.

Strength, Dignity, Quality of Life  
**MISSOURI HOUSING**  
DEVELOPMENT COMMISSION

← Reply

➡ Forward



# Login



Asset Management Reporting System



Strength, Dignity, Quality of Life  
**MISSOURI HOUSING**  
DEVELOPMENT COMMISSION

V.2.0

For Any Technical Issues please email [AMRS-Issue@mhdc.com](mailto:AMRS-Issue@mhdc.com)

User Name

[BSmith@mhdc.com](mailto: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



28 Properties

SIGN OUT

- AHL
- Budget 9 11/15
- Occupancy 18 10/10
- Rent Increase
- Utility Allowance 18 10/1
- Users

Rejected Submitted Late Locked Pending Not Applicable

Property	Occupancy 9/10/2019	Utility Allowance 10/1/2019	Occupancy 10/10/2019	Occupancy 11/10/2019	Budget 11/15/2019	Occupancy 12/10/2019	Utility Allowance 1/1/2020	Occupancy 1/10/2020
Ash Grove Seniors								
Bolivar Fields Apartments								
Camdenton Apartments II aka Michael's Place								
Camdenton Apts aka Lauren's Place								
Carl Junction Estates								
Cedar Towers								
Deer Run Crossing								



# Dashboard View



28 Properties

- Ash Grove Seniors
- Bolivar Fields Apartments
- Camdenton Apartments II aka Michael's Place
- Camdenton Apts aka Lauren's Place
- Carl Junction Estates
- Cedar Towers
- Deer Run Crossing
- Eldorado Springs Seniors
- Forsyth Meadows, LP
- Garden Estates of Webb City

Rejected 
Submitted 
Late 
Locked 
Pending 
Not Applicable

Property	Occupancy 9/10/2019	Utility Allowance 10/1/2019	Occupancy 10/10/2019	Occupancy 11/10/2019	Budget 11/15/2019	Occupancy 12/10/2019	Utility Allowance 1/1/2020	Occupancy 1/10/2020
Ash Grove Seniors								
Bolivar Fields Apartments								
Camdenton Apartments II aka Michael's Place								
Camdenton Apts aka Lauren's Place								
Carl Junction Estates								
Cedar Towers								
Deer Run Crossing								



# Dashboard View



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Ash Grove Seniors								
Bolivar Fields Apartments								
Camdenton Apartments II aka Michael's Place								
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Carl Junction Estates								
Cedar Towers								
Deer Run Crossing								



# Dashboard View

28 Properties

L SIGN OUT

Rejected 
Submitted 
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Not Applicable

Property	Occupancy 9/10/2019	Utility Allowance 10/1/2019	Occupancy 10/10/2019	Occupancy 11/10/2019	Budget 11/15/2019	Occupancy 12/10/2019	Utility Allowance 1/1/2020	Occupancy 1/10/2020
Ash Grove Seniors								
Bolivar Fields Apartments								
Camdenton Apartments II aka Michael's Place								
Camdenton Apts aka Lauren's Place								
Carl Junction Estates								
Cedar Towers								
Deer Run Crossing								

# Dashboard View



28 Properties

L SIGN OUT

- AHL
- Budget 9 11/15
- Occupancy 18 10/10
- Rent Increase
- Utility Allowance 18 10/1
- Users

Rejected 
Submitted 
Late 
Locked 
Pending 
Not Applicable

Property	Occupancy 9/10/2019	Utility Allowance 10/1/2019	Occupancy 10/10/2019	Occupancy 11/10/2019	Budget 11/15/2019	Occupancy 12/10/2019	Utility Allowance 1/1/2020	Occupancy 1/10/2020
Ash Grove Seniors								
Bolivar Fields Apartments								
Camdenton Apartments II aka Michael's Place								
Camdenton Apts aka Lauren's Place								
Carl Junction Estates								
Cedar Towers								
Deer Run Crossing								



# Dashboard View



28 Properties

- AHL
- Budget 9 11/15
- Occupancy Pending 1/10
- Rent Increase
- Utility Allowance 18 10/1
- Users

Rejected Submitted Late Locked Pending Not Applicable

Property	Occupancy 9/10/2019	Utility Allowance 10/1/2019	Occupancy 10/10/2019	Occupancy 11/10/2019	Budget 11/15/2019	Occupancy 12/10/2019	Utility Allowance 1/1/2020	Occupancy 1/10/2020
Ash Grove Seniors								
Bolivar Fields Apartments								
Camdenton Apartments II aka Michael's Place								
Camdenton Apts aka Lauren's Place								
Carl Junction Estates								
Cedar Towers								
Deer Run Crossing								



# Dashboard View



- 28 Properties
- AHL
- Budget 9 11/15
- Occupancy Next Due Date
- Rent Increase
- Utility Allowance 18 10/1
- Users

Rejected 
Submitted 
Late 
Locked 
Pending 
Not Applicable

Property	Occupancy 9/10/2019	Utility Allowance 10/1/2019	Occupancy 10/10/2019	Occupancy 11/10/2019	Budget 11/15/2019	Occupancy 12/10/2019	Utility Allowance 1/1/2020	Occupancy 1/10/2020
Ash Grove Seniors								
Bolivar Fields Apartments								
Camdenton Apartments II aka Michael's Place								
Camdenton Apts aka Lauren's Place								
Carl Junction Estates								
Cedar Towers								
Deer Run Crossing								

Dashboard View



# New User Setup



28 Properties

- AHL
- Budget 9 11/15
- Occupancy 18 10/10
- Rent Increase
- Utility Allowance 18 10/1
- Users ←

Rejected 
Submitted 
Late 
Locked 
Pending 
Not Applicable

Property	Occupancy 9/10/2019	Utility Allowance 10/1/2019	Occupancy 10/10/2019	Occupancy 11/10/2019	Budget 11/15/2019	Occupancy 12/10/2019	Utility Allowance 1/1/2020	Occupancy 1/10/2020
Ash Grove Seniors								
Bolivar Fields Apartments								
Camdenton Apartments II aka Michael's Place								
Camdenton Apts aka Lauren's Place								
Carl Junction Estates								
Cedar Towers								
Deer Run Crossing								



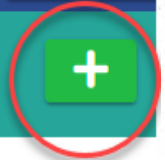


# New User Setup



L

SIGN OUT



Last Name

Email

Actions

Last Name	Email	Actions



# New User Setup

First Name

Last Name

Email

Phone

ALL PROPERTIES

ALL WRITE

ALL READ

Project	AFS	Budget	Occupancy	Users
<input type="checkbox"/> Ash Grove Seniors	None ▼	None ▼	None ▼	None ▼
<input type="checkbox"/> Bolivar Fields Apartments	None ▼	None ▼	None ▼	None ▼
<input type="checkbox"/> Camdenton Apartments II aka Michael's Place	None ▼	None ▼	None ▼	None ▼
<input type="checkbox"/> Camdenton Apts aka Lauren's Place	None ▼	None ▼	None ▼	None ▼
<input type="checkbox"/> Carl Junction Estates	None ▼	None ▼	None ▼	None ▼

# New User Setup



Asset Management Reporting System



First Name  
Bill

Last Name  
Smith

Email  
bsmith@yahoo.com

Phone  
(314) 123 - 4567

ALL PROPERTIES

ALL WRITE

ALL READ

Project

AFS

Budget

Occupancy

Users

<input checked="" type="checkbox"/> Ash Grove Seniors	Write	Write	Write	Write
<input type="checkbox"/> Bolivar Fields Apartments	None	None	None	None
<input checked="" type="checkbox"/> Camdenton Apartments II aka Michael's Place	Read	Read	Read	Read
<input type="checkbox"/> Camdenton Apts aka Lauren's Place	None	None	None	Write



# New User Setup

**Asset Management Reporting System** Missouri Housing Development Commission

First Name: Bill  
Last Name: Smith  
Email: bsmith@yahoo.com  
Phone: (314) 123 - 4567

**ALL PROPERTIES** **ALL WRITE** **ALL READ**

Project	AFS	Budget	Occupancy	Users
<input checked="" type="checkbox"/> Ash Grove Seniors	Write	Write	Write	Write
<input checked="" type="checkbox"/> Bolivar Fields Apartments	Write	Write	Write	Write
<input checked="" type="checkbox"/> Camdenton Apartments II aka Michael's Place	Write	Write	Write	Write
<input checked="" type="checkbox"/> Camdenton Apts aka Lauren's Place	Write	Write	Write	Write
<input checked="" type="checkbox"/> Carl Junction Estates	Write	Write	Write	Write

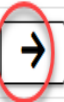




# Occupancy



28 Properties



## 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	

- AHL
- Budget 
- Occupancy** 
- Rent Increase
- Utility Allowance 
- Users



# Occupancy



## Camdenton Apartments II aka Michael's Place (MHDC #08-051-HT)

### Project Occupancy History

Period	Total Unit Count	Total Occupied	Total Unit Count	Total Unit Count	Actions
August 2019	32	31	1	97%	
July 2019	32	32	0	100%	
June 2019	32	32	0	100%	

Camdenton Apartments II aka Michael's Place

CONTACTS

CHANGE PROPERTY

Occupancy 10/10

Rent Increase

Utility Allowance 10/1



# Occupancy



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

Period September - 2019

Room Type	Total Units	Vacant Units	Occupied %
2 Bedroom	24	<input type="text" value="01"/>	96
3 Bedroom	12	<input type="text" value="03"/>	75
All	36	4	89%

Do you have a Waiting List ?

How many people are on the waiting list?  
8



# Occupancy

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?



# Occupancy - Special Needs



## Chapel Hill Commons III (MHDC #15-082-MHT)

### Period September - 2019

Room Type	Total Units	Vacant Units	Occupied %
2 Bedroom	52	<input type="text" value="0"/>	100
All	52	0	100%
<b>Special Needs</b>	<b>Total Units</b>	<b>How Many Occupied By Qualified SN HH</b>	<b>Occupied %</b>
	6	<input type="text" value="3"/>	50

### Special Needs Vacant Details Information Required \*

#### Special Needs Vacant Details

Unit #	First day of vacancy	First day of tenancy by Non-Qualified Special Needs Household
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Records per page: All 1-3 of 3

Date of last contact with Lead Referral ...   
12/31/2018

Outreach efforts for vacant Special Needs units

Do you have a Waiting List ?

SUBMIT

CANCEL

# Utility Allowance



109 Properties

Asset Management Reporting System  
Missouri Housing Development Commission

- AHL
- Budget 71 1/1
- Occupancy 90 10/10
- Rent Increase
- Utility Allowance 90 10/1**
- Users

## Utility Allowances

Property Name	Last Quarter Submitted
North Hampton Place (L.P.)	QTR 2 2019
Branson Christian County II	QTR 2 2019
North Hampton Village (L.P.)	QTR 2 2019
Glenfield Apartments - aka Oak Tree Apartments	QTR 2 2019



# Utility Allowance



Asset Management Reporting System



Ryan

## Utility Allowances

Property Name	Last Quarter Submitted	Actions
North Hampton Place (L.P.)	QTR 2 2019	
Branson Christian County II	QTR 2 2019	
North Hampton Village (L.P.)	QTR 2 2019	
Glenfield Apartments - aka Oak Tree Apartments	QTR 2 2019	
Valley Southwest Apartments	QTR 2 2019	







# Utility Allowance



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

Project Utility Allowance History

+ SUBMIT

Quarter	Actions
QTR 2 2019	 
QTR 1 2019	<input type="text" value="Utility Allowance"/> 
QTR 4 2018	



# Utility Allowance



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Utility Allowance 2019 Quarter 3

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

Bedroom Types

Bedroom Type	Source	Unit Type	Previous Allowance	Monthly Utility Allowance	Comments
2BR	Local PHA	Multi-Family	\$85	\$	

[COPY PREVIOUS](#)

**Certify**

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

**CERTIFY**



# Budget Submission



Asset Management Reporting System



Designed and Developed by: HSM Technology, Inc.

Strength, Integrity, Quality of Life  
MISSOURI HOUSING  
DEVELOPMENT COMMISSION

Ryan

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109 Properties

## Budgets

Property Name	Budget Year	Status	Actions
Valley Southwest Apartments	2019	Submitted	→
Harrisonville Meadows	2019	Submitted	→
Abbey Orchard Apts. / Branson Christian County I	2019	Submitted	→
Callaway Villa / AKA Holts Summit Square	2019	Submitted	→

AHL

Budget

71 1/1

Occupancy

90 10/10

Rent Increase

Utility Allowance

90 10/1

Users



# Budget Submission

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

Budget



CSV TEMPLATE

IMPORT CSV

Budget Year

Actions

- 2019
- 2018
- 2017
- 2016

- 
- 
- 
- 













# 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 Parking 		\$0	\$ 0	0	\$ 0	
Flexible Subsidy 		\$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	
<b>Total</b>		<b>\$155,113</b>	<b>\$0</b>	<b>\$0</b>	<b>\$265,908</b>	

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	<a href="#">SAVE</a> <a href="#">SUBMIT</a> <a href="#">CANCEL</a>



# Required Breakdowns



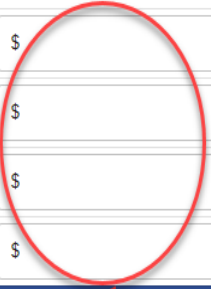
<b>Audit Expenses</b>	6350	\$2,051	\$ 0	0	\$ 3515
<b>Telephone Expense</b>	6360	\$1,236	\$ 0	0	\$ 2489
<b>Bad Debts</b>	6370	\$440	\$ 0	0	\$ 3855
<b>Miscellaneous Administrative Expenses</b>	6390	\$1,271	\$ 0	0	\$ 2742
<b>Total</b>		<b>(\$37,341)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$69,721)</b>

**Breakdown amounts for Office Expenses** + ADD

Description	Audit 2018	Actuals 2019	Annualized 2019	Budget 2020
Supplies / Stationery	\$398	\$	0	\$
OFFICE EQUIPMENT	\$1,424	\$	0	\$
Postage	\$48	\$	0	\$
<b>Total</b>	<b>\$1,870 (\$1,870)</b>	<b>\$0 (\$0)</b>	<b>\$0(\$0)</b>	<b>\$0 (\$2,998)</b>

**Breakdown amounts for Miscellaneous Administrative Expenses** + ADD

Description	Audit 2018	Actuals 2019	Annualized 2019	Budget 2020
Bank fees and charges	\$209	\$	0	\$
Tenant Activities	\$500	\$	0	\$
Uniforms	\$205	\$	0	\$
Application Screens	\$357	\$	0	\$
<b>Total</b>	<b>\$1,271 (\$1,271)</b>	<b>\$0 (\$0)</b>	<b>\$0(\$0)</b>	<b>\$0 (\$2,742)</b>



# CSV Submission



Ryan [SIGN OUT](#)

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

Budget

[+](#) [CSV TEMPLATE](#) [IMPORT CSV](#)

Budget Year

Actions

2020



# 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		



# Importing CSV File

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

Budget



CSV TEMPLATE

IMPORT CSV

Budget Year

2020

2019

2018

2017

2016

2015

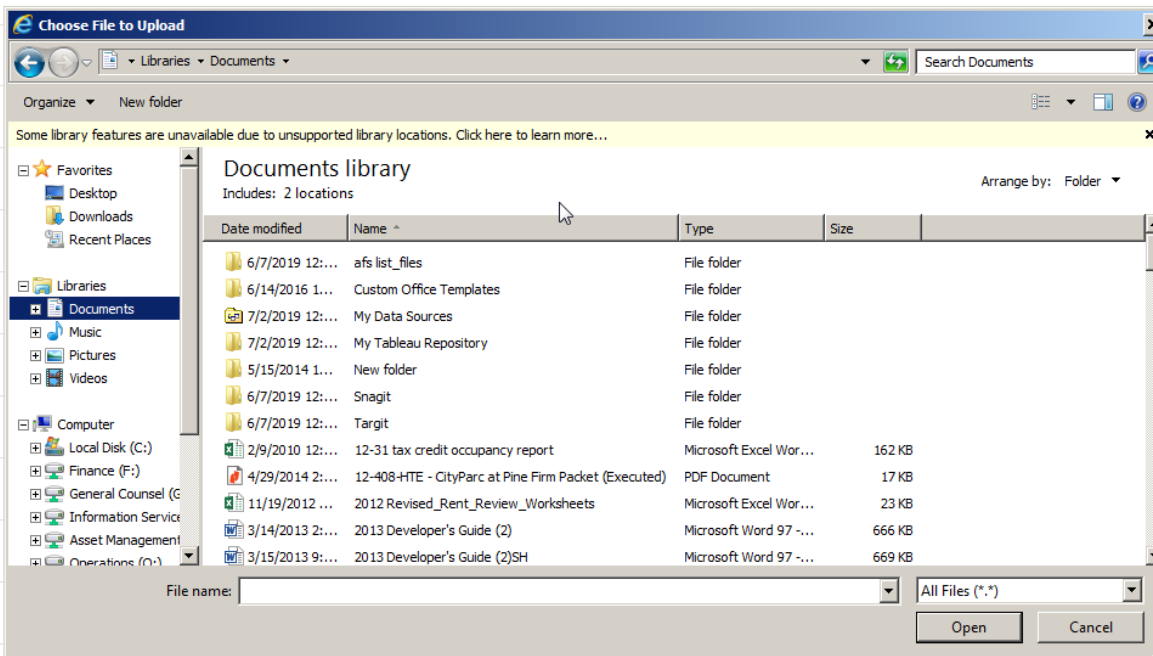
2014

2013

2012

2011

Actions



Date modified	Name	Type	Size
6/7/2019 12:...	afs list_files	File folder	
6/14/2016 1...	Custom Office Templates	File folder	
7/2/2019 12:...	My Data Sources	File folder	
7/2/2019 12:...	My Tableau Repository	File folder	
5/15/2014 1...	New folder	File folder	
6/7/2019 12:...	Snagit	File folder	
6/7/2019 12:...	Target	File folder	
2/9/2010 12:...	12-31 tax credit occupancy report	Microsoft Excel Wor...	162 KB
4/29/2014 2:...	12-408-HTE - CityParc at Pine Firm Packet (Executed)	PDF Document	17 KB
11/19/2012 ...	2012 Revised_Rent_Review_Worksheets	Microsoft Excel Wor...	23 KB
3/14/2013 2:...	2013 Developer's Guide (2)	Microsoft Word 97 -...	666 KB
3/15/2013 9:...	2013 Developer's Guide (2)SH	Microsoft Word 97 -...	669 KB

# Messaging



Budget Year 2020

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	



# Messaging



Budget Year 2020

0 New Messages

## Message Center

Please Note this is not instant messaging

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	\$ 257,376	
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	
<b>Total</b>		<b>\$149,317</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$257,376</b>	

### Vacancies

Name	Code	Audit 2018	Actuals 2019	Annualized 2019	Budget 2020	Explanation
Vacancies - Apartments *	5220	(\$1,644)	\$ 0	0	\$ -3327	
<b>Total</b>		<b>\$ -1,644</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ -3,327</b>	

SAVE SUBMIT CANCEL

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.



# 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



109 Properties

- AHL
- Budget 69 1/1
- Occupancy 90 10/10
- Rent Increase**
- Utility Allowance 90 10/1
- Users

Property	Occupancy 9/10/2019	Utility Allowance 10/1/2019	Occupancy 10/10/2019	Occupancy 11/10/2019	Budget 11/15/2019	Occupancy 12/10/2019	Utility Allowance 1/1/2020	Occupancy 1/10/2020
Abbey Orchard Apts. / Branson Christian County I	!	🔒	🔒	🔒	✓	🔒	🔒	🔒
Ash Place	!	🔒	🔒	🔒	➔	🔒	🔒	🔒
Baltimore Meadows	!	🔒	🔒	🔒	NA	🔒	🔒	🔒
Bethel Ridge	!	🔒	🔒	🔒	➔	🔒	🔒	🔒
Bethel Ridge II	!	🔒	🔒	🔒	➔	🔒	🔒	🔒
Branson Christian County II	!	🔒	🔒	🔒	NA	🔒	🔒	🔒
Callaway Villa / AKA Holts Summit Square	!	🔒	🔒	🔒	➔	🔒	🔒	🔒



# Rent Increase – Global View



Rent Increase - 2020

EXPORT

Project #	Project Name	Request #	Submitted Date	Requested Effective Date	Reviewed Date	Status	Actions
28	North Hampton Place (L.P.)					Not Started	<input type="button" value="+"/> <input type="button" value="↺"/>
29	Branson Christian County II					Not Started	<input type="button" value="+"/> <input type="button" value="↺"/>
31	North Hampton Village (L.P.)					Not Started	<input type="button" value="+"/> <input type="button" value="↺"/>
56	Glenfield Apartments - aka Oak Tree Apartments					Not Started	<input type="button" value="+"/> <input type="button" value="↺"/>
103	Summersville Estates (L.P.)					Not Started	<input type="button" value="+"/> <input type="button" value="↺"/>
126	Valley Southwest Apartments					Not Started	<input type="button" value="+"/> <input type="button" value="↺"/>



# Rent Increase – Property View



Rent Increase

Last 5 Years ▾

+ REQUEST INCREASE

EXPORT

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	 



# Rent Increase Submission



## 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](http://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

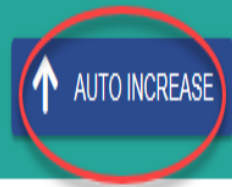


AUTO INCREASE

### Rent 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



**AUTO INCREASE**

### Update Requested Rent

Max Percent Increase: 7%

Current Percent Increase: 2%

Suggested Percent Increase: 2%

### Rent Increase

Bedroom Type	# of Units	Rent Type	Current Rents
2 Bedroom	19	HIGH HOME	\$428
2 Bedroom	24	HOME	\$350
2 Bedroom	5	LOW HOME	\$411

Requested vs. Current	\$ Increase
2%	\$7
0%	\$0
0%	\$0



# Rent Increase Submission



Asset Management Reporting System



Strength, Integrity, Quality of Life  
MISSOURI HOUSING  
DEVELOPMENT COMMISSION

Designed and Developed by: HDM Technology, Inc.

## Comparable Rents

3 BR ▾

2 BR

3 BR

Property	Room Type	Rent Amount	Distance Away
Deer Creek Apartments	3 BR	\$530	1.2 miles
Deer Creek Apartments	3 BR	\$825	1.2 miles

Records per page: 100 ▾ 1-2 of 2 < >



# Rent Increase Submission



## 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 < >



# Rent Increase Submission



## 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



Comments

Exhibit A-21



Rent Roll




Certify

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

CERTIFY

 SAVE

 SUBMIT

# Rent Increase Submission



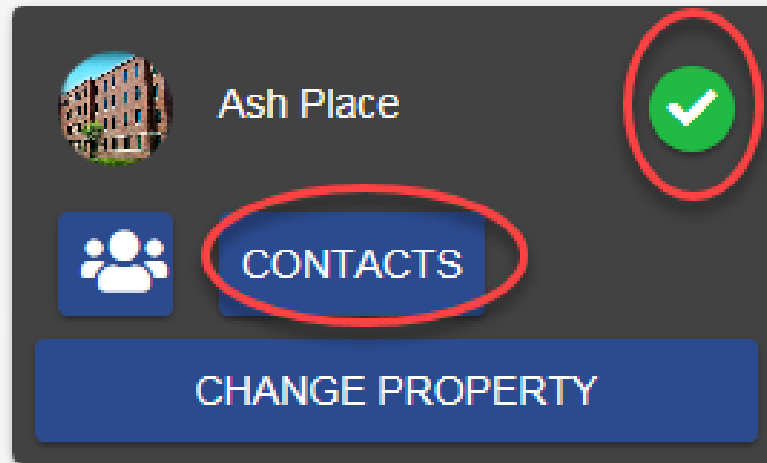
Comments





Submitted on 09/30/2019. Waiting for Admin Response



# Property Dashboard






Ash Place




CONTACTS

CHANGE PROPERTY

 Occupancy  10/10

 Rent Increase

 Utility Allowance  10/1

# View/Edit Contacts



CONTACTS Project Occupancy History Search

Partnership Contacts Search +

Name	Roles	Email	Phone	Actions
Re...	General Partner		417-552-1111	
Ut...	Limited Partner		573-442-2024	
	Limited Partner		573-442-2024	

Management Contacts Search +

Name	Roles	Email	Phone	Actions
Property Manager	Leasing Agent	ashplace@fairwaymanagement.com	417-552-1111	
	Regional Contact, Leasing Agent, Compliance Contact, Primary Contact, Occupancy Contact		573-442-2024	
	Compliance Contact, Primary Contact, Occupancy Contact, Financial Contact		573-442-2024	

# Edit Contacts



## Edit New Contact

Name  
Property Manager

Address 1  
2095 N Ash Street

Address 2


City  
Nevada

State  
MO

Zip  
64772

Phone  
417-448-5730

Email  
ashplace@fairwaymanagement.com

Roles  
Leasing Agent ✕ 

Regional Contact

Leasing Agent

Compliance Contact

Primary Contact

Occupancy Contact

Financial Contact



# Edit Contacts



## Edit New Contact

Name  
Property Manager

Address 1  
2095 N Ash Street

Address 2

City  
Nevada

State  
MO

Zip  
64772

Phone  
417-448-5730

Email  
ashplace@fairwaymanagement.com Edit Contacts

Roles  
Leasing Agent, Primary Contact ✕

Regional Contact

Leasing Agent

Compliance Contact

Primary Contact

Occupancy Contact

Financial Contact

Exhibit L is required.

Upload Exhibit L +

UPDATE CONTACT

# Management Companies Without Users Setup



232 RENT Property Management	<b>Developmental Connections</b>
Advanced Manufactured Home Moving and Maintenance	<b>Eagle Point Management, LLC</b>
<b>Belmont Management Company, Inc.</b>	<b>East Missouri Action Agency, Inc</b>
Beyond Housing/NHS	Economic Security Community Development Corporation
Broad Management Group LLC	<b>Entrust Property Solutions LLC</b>
Canyon View Properties LLC fka myRetirementASSETS	FkGibbs Company, LLC
Capital Realty Group Inc	Forest Cove North LLC
CAPREIT Residential Management	Fourmidable South LLC
Clinton Housing Authority	<b>Fox Grove Management, LLC</b>
<b>Cohen-Esrey Real Estate</b>	Gene B. Glick Company Inc.
Compass Health Inc.	Gladstone Partners, LLC
ConAm Management	<b>Hannibal Housing Authority</b>
<b>Countryside Holdings</b>	Harry S Truman CDC

- Management Companies **Bolded** have identified their Primary User but have not set up any users.
- Management Companies **not** bolded have not registered a primary contact to set up users.



# Management Companies Without Users Setup



Herman & Kittle Properties Inc.	Mary Ryder Home
Horizon Housing Development Company	<b>Maxus Properties</b>
HRI Management	Michael & Associates, Inc.
<b>Interstate Realty Mgmt. Co</b>	Midwest Development Associates, L.P.
<b>Kaman Properties</b>	Millennia Housing Management Ltd
Keystone Property Mgt LLC	Moline Management LLC
KM-TEH Management LLC	Mount Carmel Communities O'Fallon LLC
<b>Kodiak Prop. Mgmt. Resources</b>	National Church Residences
Kohner Properties	New Horizons Community Support Services Inc
<b>Laramar Management Services LLC</b>	<b>North Grand Neighborhood Services</b>
<b>LEDIC Management Group LLC</b>	<b>North Newstead Association</b>
<b>Lutheran Senior Services</b>	Northeast Missouri Community Action Agency (NMCAA)
Macon Affordable Housing Corp.	Nye Management, LC

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- Management Companies **not** bolded have not registered a primary contact to set up users.





# Management Companies Without Users Setup



OG Investments	<b>Red Brick Management, LLC</b>
Osage Estates 2011, LLC	Regency Realty CO, LLC
Ozark Properties	Roger Fountain
Parkside Property Management	<b>St Louis Christian Elderly and Rehabilitation Management LLC</b>
<b>Peak Living</b>	St. Andrew's Management Services
Phillips Development Corp.	<b>St. Patrick Center</b>
<b>POAH Communities</b>	<b>Sugar Creek Realty, L.L.C.</b>
Preferred Family Healthcare	The Habitat Company of Missouri, LLC
<b>Premier Property Management</b>	The Lipton Group
<b>Preservation Management</b>	Trident Group Partners LLC
Professional Property Management	Trinity Multifamily
<b>Property Pro's Management Co</b>	Triumph Housing Management, LLC
Real Estate Denver Team	TurnKey Property Enterprises LLC

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- Management Companies **not** bolded have not registered a primary contact to set up users.



# Management Companies Without Users Setup



<b>Vatterott Properties, Inc.</b>
<b>Viola Boland</b>
Whitney Management Corp
Willow Springs Community Foundation
<b>Wingate Management Company</b>
YARCO

- Management Companies **Bolded** have identified their Primary User but have not set up any users.
- Management Companies **not** bolded have not registered a primary contact to set up users.

