

MANAGEMENT INTERACTIVE NETWORK CONNECTION

MINC

Discussions

MINC Overview

MINC IDs

Resetting Passwords

Tenant Certifications

Site Identification

Deadlines

Project Worksheets

MINC

Website:

<https://usdaminc.sc.egov.usda.gov/>

The screenshot shows the homepage of the Management Interactive Network Connection (MINC) system. At the top, there are logos for the USDA (United States Department of Agriculture, Rural Development Multi-Family Housing) and Rural Development (Committed to the future of rural communities). A navigation bar includes links for Home, Help, and Contact Us. The main content area is titled "Management Interactive Network Connection (MINC)" and includes a welcome message, a "Login" section, and a "Management Agents" section. A "Register" button is highlighted in green. On the right side, there are three sidebar sections: "I Want To..." with links for Register for MINC, Locate a USDA Service Center, and View Rural Development Instructions; "Information" with system maintenance and browser compatibility notices; and "Media Help" with links to download a PDF reader and optimize for Internet Explorer. Annotations include a green box labeled "Register" pointing to the Register for MINC link, a blue box labeled "TP ID" pointing to the Login button for Management Agents, a red box labeled "MA ID" pointing to the Login button for MA Users, and a purple box labeled "Changes to System" pointing to the System Maintenance notice.

USDA United States Department of Agriculture
Rural Development Multi-Family Housing

Rural Development
Committed to the future of rural communities

Management Interactive Network Connection (MINC)

Home Help Contact Us

You are here: [Home](#)

Management Interactive Network Connection (MINC)

Welcome to the USDA Management Interactive Network Connection (MINC) system. MINC is an interactive system that collects project budget and tenant residency status information from trusted partners. MINC also allows these trusted partners the ability to schedule electronic funds transfers for their project payments and view detailed information about their tenants residency.

Register

Login

Management Agents
Users that perform account maintenance tasks such as create a new user and assign projects to a user. The agent can also view all the transactions that their MA Users submit.

MA Users
Users that submit files with tenant transactions and budgets, schedule electronic funds transfers and review all the transactions that they submit.

TP ID Login

MA ID Login

Last Modified: 7/18/2015

I Want To...

- Register for MINC
- Locate a USDA Service Center
- View Rural Development Instructions
(Updated: 2/7/2013, Annual Income Exclusions.)
- View Release Notes The MINC application has been migrated to High Availability (HA) effective 7/18/2015

Information

- System Maintenance: Sundays 6 pm - 12 am CST The system may not be available during these times. Please plan your system use accordingly.
- The MINC system is certified for use with Internet Explorer (IE) 11 It is not certified for Mozilla Firefox browsers.

Media Help

Download PDF reader from Adobe.com

[Click to Download](#)

Optimized for Internet Explorer

[Click to Download](#)



You are here: [Home](#) \ [Help](#)

Help

Help

This site is your access point to a support system for the Multi-Family Housing (MFH) program in Rural Development for online transaction entry, transmission and information inquiry. If you experience any difficulties, please use one of the following sources to assist you in resolving your issue.

Common Questions

Please review the MINC [Common Questions \(PDF; 105.35 KB\)](#) document to help find answers to your questions.

General Information

[RD-3560 Regulations \(Updated: per PN450 07/29/2011\)](#)
[Error Conditions & System Messages \(PDF; 608.24 KB\)](#)
[eAuthentication Account Setup](#)
[User Manual \(PDF; 187 KB\)](#)
[Training Handbook \(PDF; 220.82 KB\)](#)
[Tenant Eligibility Requirements Training \(PDF; 181 KB\)](#)
[Tenant Certification Process Training \(PDF; 992 KB\)](#)
[Staged Payment Process \(PDF; 2188 KB\)](#)
[Affirmative Fair Housing Marketing Plan Form \(HUD Form 935-2a\)](#)
[Unauthorized Assistance Training \(PPT; 1130 KB\)](#)
[Unauthorized Assistance Checklist \(PDF; 55 KB\)](#)

Last Modified: 7/18/2015

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Media Help

Download PDF reader from Adobe.com



[Click to Download](#)

HELP Link

SUPPORT SUPPORT



You are here: [Home](#) \ [Contact Us](#)

Contact Us

Contact Us

If you are experiencing problems with the MINC application, we now have a one stop number for you to contact. Please contact us at the Centralized Servicing Center(CSC).

Toll Free Number: 1-866-600-7984

Email: multifamily@STL.USDA.GOV

Hours: Monday through Friday, 7 a.m. to 5 p.m. (Central Standard Time)

Please be prepared to provide the following information:

- Management Agent Name
- Management Agent ID
- Contact Person
- Phone Number
- Description of the Specific Problem

We can assist you with:

- Transmission issues regarding Payments or Tenant Certifications
- Rental Assistance Checks
- Navigating through MINC
- Waivers for Late Fees and Overages
- PAD/EFT
- Account Status or Delinquencies
- Accessing or Releasing Project Worksheets (PWS)
- Correcting Social Security Numbers
- Problems with eAuth ID's and Passwords

If you have questions about Budget Transmissions, RD Policy or RD-3560 Regulations, please contact your local Servicing Office or State Office.

I Want To...

- [Register for MINC](#)
- [Locate a USDA Service Center](#)
- [View Rural Development Instructions](#)
(Updated: 2/7/2013, Annual Income Exclusions.)
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Media Help

Download PDF reader from Adobe.com



[Click to Download](#)

CONTACT US Link

MINC TP ID vs. MA ID

There are 2 IDs:

TP ID – System Administrator ID

MA ID – Performs online transactions

NOTE: Pwds for IDs will need to be at *least 8 characters* (Needs to contain at least one **NUMBER**)

CHANGE YOUR PASSWORD WHEN PROMPTED TO ENSURE A SMOOTH TRANSITION

ID *is not* case sensitive
Password *is* Case Sensitive



IDs

- Must register for a Level 2 ID
- Issued to one Individual
- Responsible for transmitting/accepting the Project Worksheet (MA User)
- IDs should not be shared

Resetting your passwords

TP ID Reset

Step 1

Management Agents

Management Agent Login

TP ID

Access Code*:

Password*:

Forgotten/Suspended Password

* Required Field

Application Functions

- ▶ New Users
- ▶ User Projects
- ▶ Reset MA User Password
- ▶ Delete MA User
- ▶ View Transactions
- ▶ View TPA

Step 2

Management Agents

Reset Password

Management Agent Account Number*:

Management Agent Access Code*:

* Required Field

Step 3 – click on Accept

Home | Help | Contact Us | Logout

You are here: Home / Trading Partner Agreement

View TPA

Trading Partner Agreement

As the designated representative for the Borrower entity of the Multi-Family Housing (MFH) projects identified by this Management Agent (MA), I agree to transmit tenant change information, Form RD 3560-7, "MFH Budget/Utility Allowance", Form RD 3560-10, "MFH Borrower Balance Sheet" and Form RD 3560-29, "Project Worksheet for Interest Credit and Rental Assistance" to my Servicing Office(s) in accordance with this Certification.

As MA, I understand and agree to abide by the management plan and certification for each individual project, as described in 7 CFR Part 3560.102. The management plan and certification have been concurred by the Agency and entered into the Multi-Family Information System (MFIS). MFIS has the starting date and ending date on which this MA has been associated to each project.

The MINC system will be used to transmit information. I further understand the MINC ID will only give me access to properties associated to my MA ID by the Agency.

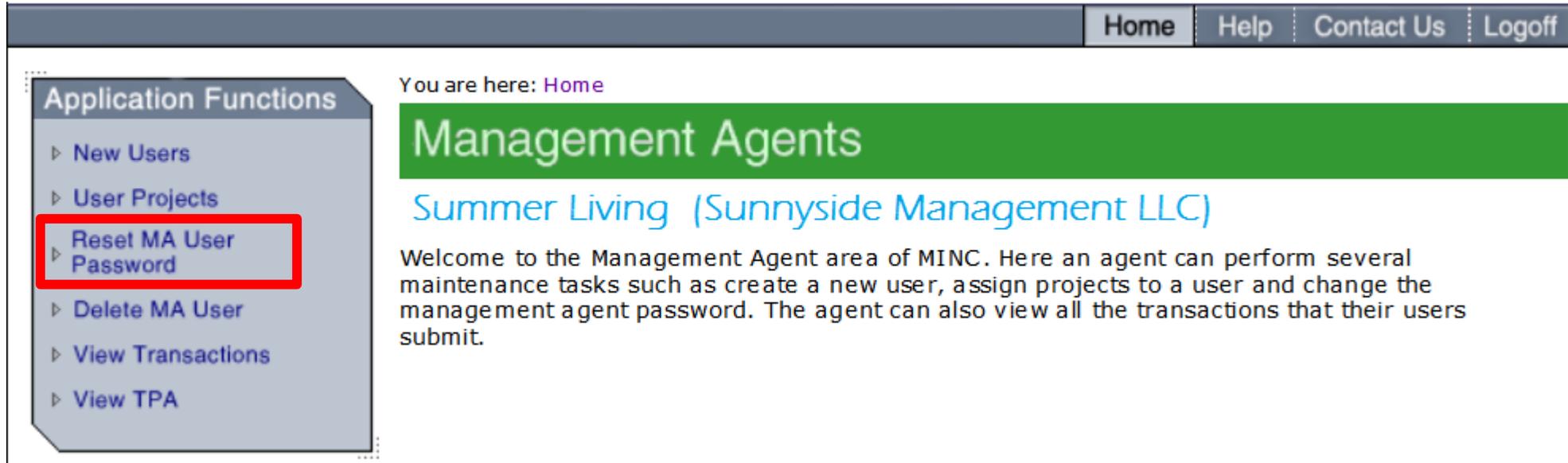
I will be assessed a penalty for late submission of tenant information while this TPA is in effect. Late submission is defined as when tenant data is received after the 10th of the month that the tenant certification is effective. **If I cannot successfully transmit tenant changes to the Agency by the tenth of the month, using the MINC system, I must contact my Servicing Office to advise them of the problem.**

The MA will be responsible to set up and maintain MA Users and insure each user has a separate MA User ID and password. Quarterly, the MA will be responsible to review their list of management users and verify and certify online they are still valid. The Agency will review this information during their management review.

The MA will call the Servicing Office to resolve any transmitting problems or may be called by

MA User ID Password Resets

TP ID – Mgmt resets MA IDs – a **new pwd** will be given after submission



The screenshot displays a web application interface. At the top, there is a navigation bar with links for Home, Help, Contact Us, and Logoff. Below this, a breadcrumb trail indicates the current location: 'You are here: Home'. The main content area is titled 'Management Agents' in a green banner, with a sub-section for 'Summer Living (Sunnyside Management LLC)'. A left-hand sidebar titled 'Application Functions' contains a list of options: 'New Users', 'User Projects', 'Reset MA User Password' (highlighted with a red box), 'Delete MA User', 'View Transactions', and 'View TPA'. The main content area includes a welcome message for the Management Agent area of MINC, stating that users can perform maintenance tasks like creating new users, assigning projects, and changing passwords, as well as viewing transactions.

Home Help Contact Us Logoff

You are here: [Home](#)

Management Agents

Summer Living (Sunnyside Management LLC)

Welcome to the Management Agent area of MINC. Here an agent can perform several maintenance tasks such as create a new user, assign projects to a user and change the management agent password. The agent can also view all the transactions that their users submit.

Application Functions

- ▶ New Users
- ▶ User Projects
- ▶ **Reset MA User Password**
- ▶ Delete MA User
- ▶ View Transactions
- ▶ View TPA

Tenant Certifications



Transmission of Tenant Certifications (TCs)

Must be logged in as an **MA User**

TC Dates:

- Effective the 1st of the month
- Expires last day of the month
- Must be **transmitted** by the **10th of the month**

Examples of Dates:

- New move-ins – Move-In May 2nd Effective = June 1st
- Vacates – Date keys are turned in (**cannot** be the 1st of the month)
- **NOTE** – if Tenant moves into another property – (whether receiving RA or not) – Old property vacates tenant and New Property receives the tenant of the new effective date
 - Example: Tenant leaves Rainy Apts and moves to Sunny Apts on 4/2/2016 & does not turn in keys at old property

Rainy Apts vacates tenant as of 4/1/2016

Sunny Apts transmits TC with effective date of 5/1/2016 with a MI date as of 4/2/2016

Choose – if you have your own software

- Application Functions
- ▶ Send Files
 - ▶ Fill-A-Form
 - ▶ Review Transactions
 - ▶ Project Worksheets
 - ▶ Payments
 - ▶ New Borrower ID's
 - ▶ Task Calendar
 - ▶ Income Limits

Choose – if you have NO software

- Application Functions
- ▶ Send Files
 - ▶ Fill-A-Form
 - ▶ Review Transactions
 - ▶ Project Worksheets
 - ▶ Payments
 - ▶ New Borrower ID's
 - ▶ Task Calendar
 - ▶ Income Limits

Without Industry Interface Software (Fill-A-Form) for USDA

Use "Fill-A-Form" when you want to send an individual Tenant Certification or Budget.

The screenshot shows a web application interface for 'Fill-A-Form'. On the left is a sidebar menu titled 'Application Functions' with the following items: Send Files, Fill-A-Form (highlighted), Review Transactions, Project Worksheets, Payments, New Borrower ID's, Task Calendar, and Income Limits. The main content area has a breadcrumb trail: 'You are here: Home / User Projects / Transaction Selection'. Below this is a green header with 'Fill-A-Form' and a white sub-header with 'Transaction Selection'. The project name is 'Perfect Living'. There are two columns of transaction options: 'Budgets' and 'Certifications'. The 'Budgets' column includes: Send Proposed Budget, Send Year End Actuals, Send Quarterly Budget, Send Monthly Budget, Send Balance Sheet, and their corresponding 'Remove' actions. The 'Certifications' column includes: Send Application, Send Initial Certification, Send ReCertification, Send Modify Certification, Send CoTenant to Tenant ReCertification, Send Vacate, Send Inside Transfer, Send Swap, Send Tenant Subsidy, Send Start Absence, Send End Absence, Send Eviction, and their corresponding 'Remove' actions. A blue box on the left contains the text 'Send Financial Instruments' with a blue arrow pointing to the 'Send Proposed Budget' option. A red box at the bottom contains the text 'ALL non USDA-software has to contain these transactions' with a red arrow pointing to the 'Certifications' list. A 'User Projects' button is located at the bottom right of the main content area.

Application Functions

- Send Files
- Fill-A-Form**
- Review Transactions
- Project Worksheets
- Payments
- New Borrower ID's
- Task Calendar
- Income Limits

You are here: [Home](#) / [User Projects](#) / Transaction Selection

Fill-A-Form

Transaction Selection

Project: Perfect Living

Budgets:

- Send Proposed Budget
- Send Year End Actuals
- Send Quarterly Budget
- Send Monthly Budget
- Send Balance Sheet
- Remove Proposed Budget
- Remove Year End Actuals
- Remove Quarterly Budget
- Remove Monthly Budget
- Remove Balance Sheet

Certifications:

- Send Application
- Send Initial Certification
- Send ReCertification
- Send Modify Certification
- Send CoTenant to Tenant ReCertification
- Send Vacate
- Send Inside Transfer
- Send Swap
- Send Tenant Subsidy
- Send Start Absence
- Send End Absence
- Send Eviction
- Remove Application
- Remove Initial Certification
- Remove ReCertification
- Remove CoTenant to Tenant ReCertification
- Remove Vacate
- Remove Inside Transfer
- Remove Swap
- Remove Tenant Subsidy
- Remove Start Absence
- Remove End Absence
- Remove Eviction

User Projects

Send Financial Instruments

ALL non USDA-software has to contain these transactions

TCs

- Choose Fill-a-form
- Under Certifications – click Send Initial Certification
- Fill out the form and remember to add additional household members, if applicable

- Dependents = \$480 deduction **per minor**
- Elderly or Disabled = \$400 **one deduction per household**
- Childcare Deduction = Reasonable unreimbursed child care expenses for the care of children under the age of 13 are deducted from annual income
- **Medical Deductions** - Expenses are in excess of 3% of annual income

Enter **all Zero's** if you do not have SSN for dependent (System will auto generate one) – make sure you have a follow-up to receive SSN and modify TC with SSN.

Submitting TC's

[Home](#) | [Help](#) | [Contact Us](#) | [Log](#)

Application Functions

- [Send Files](#)
- [Fill-A-Form](#)
- [Review Transactions](#)
- [Project Worksheets](#)
- [Payments](#)
- [New Borrower ID's](#)
- [Task Calendar](#)
- [Income Limits](#)

You are here: [Home](#) / [User Projects](#) / [Transaction Selection](#)

Fill-A-Form

Transaction Selection

Project: River Ridge Apts

Budgets:

- [Send Proposed Budget](#)
- [Send Year End Actuals](#)
- [Send Quarterly Budget](#)
- [Send Monthly Budget](#)
- [Send Balance Sheet](#)

- [Remove Proposed Budget](#)
- [Remove Year End Actuals](#)
- [Remove Quarterly Budget](#)
- [Remove Monthly Budget](#)
- [Remove Balance Sheet](#)

Certifications:

- [Send Application](#)
- [Send Initial Certification](#)
- [Send ReCertification](#)
- [Send Modify Certification](#)
- [Send CoTenant to Tenant ReCertification](#)
- [Send Vacate](#)
- [Send Inside Transfer](#)
- [Send Swap](#)
- [Send Tenant Subsidy](#)
- [Send Start Absence](#)
- [Send End Absence](#)
- [Send Eviction](#)

- [Remove Application](#)
- [Remove Initial Certification](#)
- [Remove ReCertification](#)
- [Remove CoTenant to Tenant ReCertification](#)
- [Remove Vacate](#)
- [Remove Inside Transfer](#)
- [Remove Swap](#)
- [Remove Tenant Subsidy](#)
- [Remove Start Absence](#)
- [Remove End Absence](#)
- [Remove Eviction](#)

Initial Certification

Project: **Perfect Living**

Site ID: 55603

Effective Date:

Unit ID: -- Select --

Tenant Subsidy: --Select--

Enter Effective Date – Initial is always on the 1st of the month

- Select--
- Select--
- No Deep Tenant Subsidy
- Other Public RA
- Private RA
- HUD Voucher
- Other Types at Basic Rent

	Member 1	Member 2	Member 3	Member 4
Type:	Tenant	-- Select --	-- Select --	-- Select --
SSN:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender:	-- Select --	-- Select --	-- Select --	-- Select --
Birth Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race:	<input type="checkbox"/> AI/A <input type="checkbox"/> A <input type="checkbox"/> B/AA <input type="checkbox"/> H/PI <input type="checkbox"/> W	<input type="checkbox"/> AI/A <input type="checkbox"/> A <input type="checkbox"/> B/AA <input type="checkbox"/> H/PI <input type="checkbox"/> W	<input type="checkbox"/> AI/A <input type="checkbox"/> A <input type="checkbox"/> B/AA <input type="checkbox"/> H/PI <input type="checkbox"/> W	<input type="checkbox"/> AI/A <input type="checkbox"/> A <input type="checkbox"/> B/AA <input type="checkbox"/> H/PI <input type="checkbox"/> W
Ethnicity:	-- Select --	-- Select --	-- Select --	-- Select --
Classification:	-- Select --	-- Select --	-- Select --	-- Select --
Info Source:	-- Select --	-- Select --	-- Select --	-- Select --

Other Subsidy Income: None Full Partial

Number of Foster Children:

Net Family Assets:

Income From Assets:

Wages, Salaries, etc:

Social Security, Pensions, etc:

Assistance:

Other:

Excess Medical:

Child Care:

Monthly Welfare Shelter Payment:

Household Has Exempt Income:

Date of Initial Project Entry:

- Certification by Borrower:
- Eligible to live in unit
 - Ineligible due to Income
 - Ineligible due to Occupancy
 - Ineligible due to Income and Occupancy

**RACE LEGEND: AI/A = American Indian/Alaskan, A = Asian, B/AA = Black/African American
H/PI = Hawaiian/Pacific Islander, W=White**

[Add more household members...](#)

Click here to add additional household members

Notice Race Legend is now visible for easy access

Vacates

MINC Fillable Form will give you this message – if you entered the **1st**

Vacate

Project: Perfect Living

Form field errors: Effective cannot be the first day of the month.

Site ID: 55603

Effective Date:

Unit ID: -- Select --

Tenant Household Information

SSN:

Last Name:

First Name:

MI:

Submit

Cancel

Never on the 1st

Transferring to Another Unit

Perform Action – Send Inside Transfer

If transferring to Outside Project

– Notify CSC and they can perform the transaction for you.

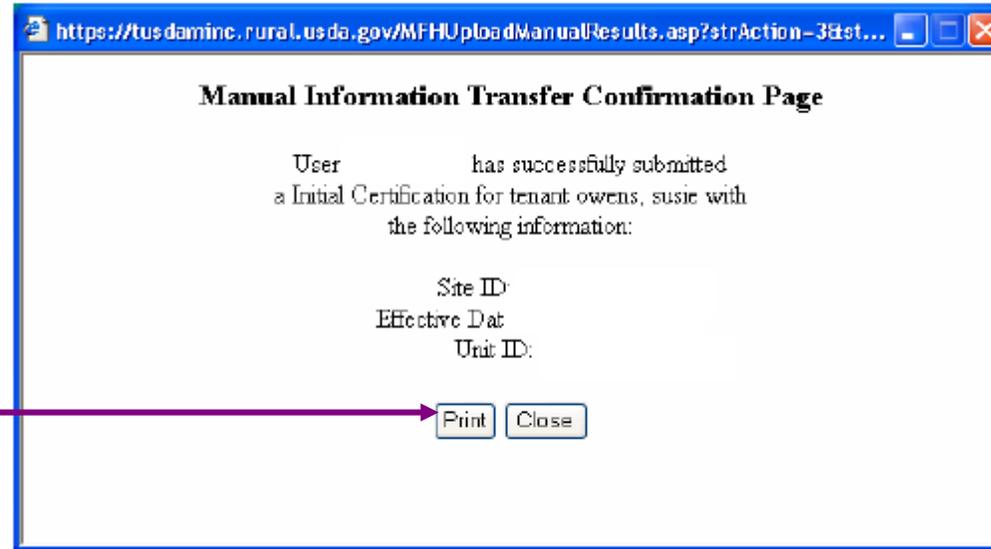
The screenshot shows a web application interface. At the top, there is a breadcrumb trail: "You are here: Home / User Projects / Transaction Selection". Below this is a green header bar with the text "Fill-A-Form". Underneath the header is a section titled "Transaction Selection" with the sub-header "Project: Perfect Living". The main content area is divided into two columns: "Budgets:" and "Certifications:". The "Budgets:" column contains a list of actions: "Send Proposed Budget", "Send Year End Actuals", "Send Quarterly Budget", "Send Monthly Budget", "Send Balance Sheet", "Remove Proposed Budget", "Remove Year End Actuals", "Remove Quarterly Budget", "Remove Monthly Budget", and "Remove Balance Sheet". The "Certifications:" column contains a list of actions: "Send Application", "Send Initial Certification", "Send ReCertification", "Send Modify Certification", "Send CoTenant to Tenant ReCertification", "Send Vacate", "Send Inside Transfer", "Send Swap", "Send Tenant Subsidy", "Send Start Absence", "Send End Absence", "Send Eviction", "Remove Application", "Remove Initial Certification", "Remove ReCertification", "Remove CoTenant to Tenant ReCertification", "Remove Vacate", "Remove Inside Transfer", "Remove Swap", "Remove Tenant Subsidy", "Remove Start Absence", "Remove End Absence", and "Remove Eviction". A red arrow points from the "Send Inside Transfer" option in the "Budgets:" list to the "Send Inside Transfer" option in the "Certifications:" list. At the bottom right of the page, there is a button labeled "User Projects".

DO NOT VACATE TENANT

NOTE: You do not recertify TC unless income or household size has changed.

Confirmation Notice

This will not print
the Tenant
Certification –
only a
confirmation
notice



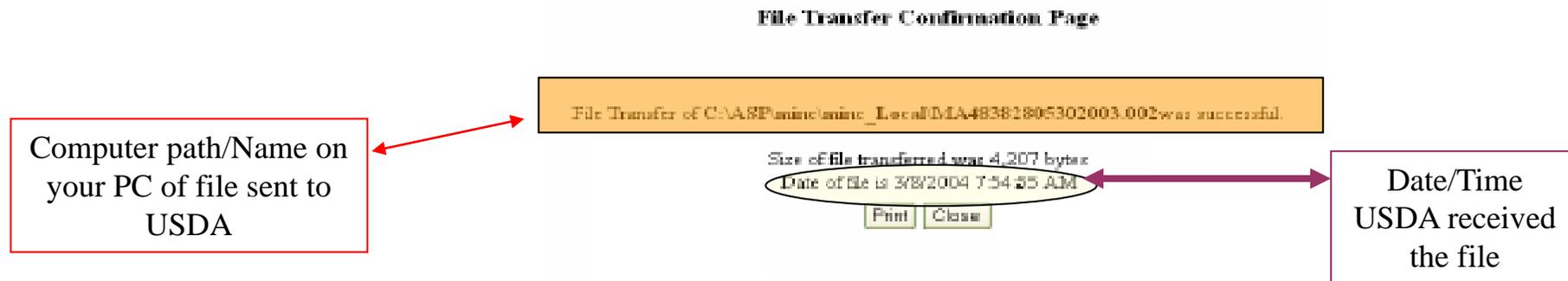
Review Transactions - check if whether was **accepted** or **rejected**.

USDA – will receive file at the top of the hour

Print this document!

Using your Own Software

After transmitting a file the following will appear.

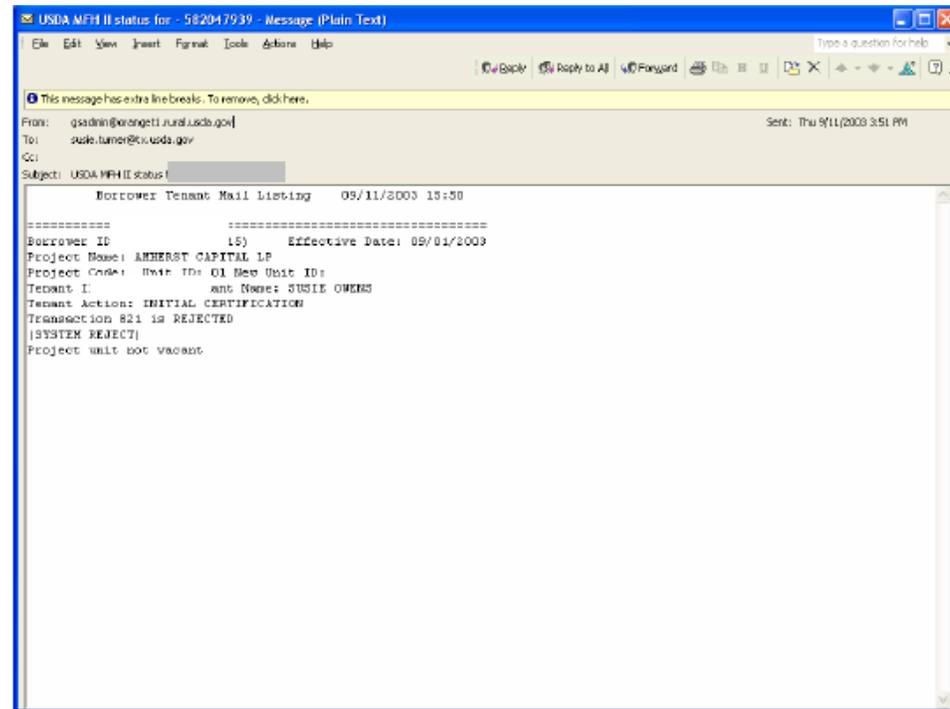


If there are any problems with the transactions not processing at the USDA, this document will help us trace your file.

If you do not see this document, your file did not TRANSMIT

Please note: If your non-USDA software package controls the connection to MINC, you will need to contact the company to determine how to confirm that the file was sent to USDA.

After the transaction is processed, you will receive an e-mail notification showing the transmission was received and processed.



(Make sure your e-mail is kept up-to-date at all times.)



Choose – to view transactions that have been submitted

Home | Help | Contact Us | Logoff

You are here: Home / Select Review Criteria

Review Transactions

Select Review Criteria

Project:

Transferred Dates

Beginning:

Ending:

Application Function

- Send Files
- Fill-A-Form
- Review Transactions**
- Project Worksheets
- Payments
- New Borrower ID's
- Task Calendar
- Income Limits

Click on Arrow to choose Project

Type in Beg/End Date

-- Select --
-- Select --
-- ALL Projects --
RIVER RIDGE APTS - 467726603 01 8

Screen Appears

Tran Nbr: 4023168
Download Date: 11/29/2007
Download Nbr: 0
Site Id: 55603
II Version: New
User: MS RD MA55603
Borrower Id: 1111111
Project Nbr:
Project Name: Perfect Living
Tran Type: Modify Certification
Eff Date: 12/01/2007
Unit Id: 111A
New Unit Id:

Tran Status: REJECTED
Tran Status Msg: SYSTEM REJECT --> Mod cert must have same eff date as last cert, else should be recert

Click on
Edit
Button

Certification Data										
Financial Item					Non-Financial Item Value					
Wage Income					Subsidy Code					
				\$9,887.00	Eligibility				6	
Sol Security Income				\$7,044.00	Foster Children				E	
Asset Income				\$0.00	Non Dependents				0	
Other Income				\$0.00					0	
Childcare				\$0.00						
Medical				\$0.00						
Public Assistance				\$0.00						
Net Family Assets				\$3,155.00						
Welfare Shelter Pymnt				\$0.00						
Other Subsidy Type				PARTIAL						
Other Subsidy				\$298.00						
Exempt Income				NO						
Household Members										
First Name/ Last Name	MI	Ssn	BirthDate	Dep Cde	Ethnicity	Rno Cde	ISrc	Role	Sex	Title
Jane Doe		111111111	09/26/1948	D	N	W	C	T	F	

Edit



Screen Appears

Modify Certification

Project: **Perfect Living**
 Site ID: 55603
 Effective Date: 12/01/2007
 Unit ID: 27A03
 Tenant Subsidy: HUD Voucher

Can change effective Date to match last Cert if was a MODIFY in this case – so you will not have to re-input information

	Member 1	Member 2	Member 3	Member 4
Type:	Tenant	-- Select --	-- Select --	-- Select --
SSN:	11111111			
Title:				
Last Name:	Doe			
First Name:	Jane			
MI:	L			
Gender:	Female	-- Select --	-- Select --	-- Select --
Birth Date:	09/26/1948			
Race:	<input type="checkbox"/> AI/A <input type="checkbox"/> A <input type="checkbox"/> B/AA <input type="checkbox"/> H/PI <input checked="" type="checkbox"/> W	<input type="checkbox"/> AI/A <input type="checkbox"/> A <input type="checkbox"/> B/AA <input type="checkbox"/> H/PI <input type="checkbox"/> W	<input type="checkbox"/> AI/A <input type="checkbox"/> A <input type="checkbox"/> B/AA <input type="checkbox"/> H/PI <input type="checkbox"/> W	<input type="checkbox"/> AI/A <input type="checkbox"/> A <input type="checkbox"/> B/AA <input type="checkbox"/> H/PI <input type="checkbox"/> W
Ethnicity:	Non-Hispanic	-- Select --	-- Select --	-- Select --
Classification:	Disabled	-- Select --	-- Select --	-- Select --
Info Source:	Customer	-- Select --	-- Select --	-- Select --

RACE LEGEND: AI/A = American Indian/Alaskan, A = Asian, B/AA = Black/African American
 H/PI = Hawaiian/Pacific Islander, W=White



If using your own software and you have corrected in your system. You may select the “Edit” option and correct. But *DO NOT* resend the file thru your software.

Transaction Detail

Printable Transaction

Transaction List

Site Id: 55603 Download Date: 10/27/2004 Download Nbr: 0 Tran Nbr: 1217126

Industry Interface Version: NEW Management Agent User: MA353924

Borrower Id: 541098163 Project Nbr: 016 Project Name: Perfect Living

Tran Type: VACATE Eff Date: 11/15/2004 Unit Id: 32 New Unit Id:

Tran Status: REJECTED Tran Status Msg: SYSTEM REJECT --> Tenant household record not found

Tenant SSN: 222156215 Subsidy Code:

Edit

Site ID

- Correct Location identified in Software
- Ensures the **CORRECT** Servicing Office receives your data
 - Wytheville – 55601
 - Lynchburg - 55602
 - Harrisonburg – 55603
 - Courtland - 55604

Project Worksheets

Payments are DUE on the **1st of each month**

- Grace Period until the 10th of each month
- **Make sure you hit Approve and complete payment amounts.**

If the project worksheet is not correct, **DO NOT SUBMIT** until you contact your servicing office. Always review it for accuracy.

If submitted late, late fee will be added

- Late fees charged to a borrower's account will equal 6 percent of the total regular payments due as specified in any promissory notes, assumption agreements, or reamortization agreements related to the borrower's account (HB-2-3560, Appendix 1)
- Late fees are a borrower expense and **must not be paid** from housing project funds
- Will need to provide evidence that either management or owner funds have been deposited into the general operating account to cover these charges within 15 days from the date of this letter.

Project Worksheet

Worksheet List

Borrower ID: 541271974
 Project Nbr: 01 2
 Project Name: **Perfect Living**
 Fnl Inst Name: BRANCH BANKING & TRUST COMPANY
 Account Nbr: **11111111**

If **on** Pad will see these options

Can cancel Payment – if future date has been entered.

Up to **Five** Releases will be available

Released	
Date	Action
December 2007 - Payable January 1, 2008	<input type="button" value="View"/> <input type="button" value="Approve"/> OR <input type="button" value="Form 1944-29"/>
November 2007	<input type="button" value="View"/> Approved (12/07/2007 \$3,188.58) <input type="button" value="Cancel Payment"/>
October 2007	<input type="button" value="View"/> Approved (11/09/2007 \$3,188.58)
September 2007	<input type="button" value="View"/> Approved (10/09/2007 \$3,008.58)
August 2007	<input type="button" value="View"/> Approved (09/07/2007 \$3,008.58)
Pre-Release	
Date	Action
January 2008	<input type="button" value="View"/>

If **not** on PAD will only see these options – Send is Display

Date	Action / Status
October 2004 - Payable November 1, 2004	<input type="button" value="View"/> <input type="button" value="Send"/> <input type="button" value="Form 1944-29"/>

If you are not authorized to **CANCEL** payments you will get this message.



The following message will appear when you approve your worksheet.



If you enter a date of credit after the 10th, the system may display the following message:



3560-29 - Mail In Option



Project Worksheets

Borrower ID: 11111111 **Project Nbr:** 01 6

Project Name: Perfect Living

Fnd Inst Name: N/A

Account Nbr: N/A

Form will pre-fill with all data due for that Month's Billing

Date	Action / Status
October 2004 - Payable November 1, 2004	<input type="button" value="View"/> <input type="button" value="Approve"/> OR <input type="button" value="Form 1944-29"/>

- Print Form 3560-29
- Write the check
- Mail it to CSC

Questions?