

Chapter 13: Summaries

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Summaries

The **Summary** pages provide an overview of information for each property in **iREMS** and also contain the **Consolidated Screen Print** page. The *Summary* and *Summary Narrative* tabs are accessed once you have selected **Summaries** from the sidebar. All information displayed on the summary pages are view only. You would need to access the appropriate **iREMS** page to add, update, or delete information.

The **Summary** page provides an overview of property information (e.g., property address, owner, finances, and physical inspection information), and also displays the person assigned to the property. The **Property Summary Narratives** page displays narratives that were entered on various **iREMS** pages for a property. The last tab is the *Consolidated Screen Print* tab. The **Consolidated Screen Print** page allows you to select several pages from **iREMS** to be printed as one document.

Objectives:

By the end of this chapter, you will be able to:

- Verify current user assignments and roles
- View pertinent property data in one location
- Create a consolidated screen print document
- Review summary narratives entered throughout **iREMS** in one location

13.1 Property Summary

The **Property Summary** page displays cumulative information about the selected property to give you an overview of the status of the property. You can view a variety of information specific to a property, such as property address and status, building and inspection data from PASS, and annual financial statement information from FASS. All information displayed on this page is view-only; you would need to return to the original screen where the data was entered to update the information.

Accessing the Summary Page:

To access the **Summary** page you must first select a specific property. Once you have selected a property, the **Property Attributes** page displays. From the **Property Attributes** page you can select the *Summaries* link from the **iREMS** sidebar. (See Chapter 3: Portfolio/Dashboard or Chapter 2. Getting Started for detailed information.)

✎ The Property Header located at the top of the page, displays the Property ID, Name, Contract/FHA#, Active Status, Watch List, Troubled Status and DEC Status. This Header will appear on most of the pages in iREMS. There is also a search feature in the header that allows the user to select a different property without having to return to the Portfolio/Dashboard to make the change.

To view Summary information:

Select a property and click on Summaries from the sidebar. The **Summary** page displays.

Summary
Summary
Narrative
Consolidated
Screen Print

Property Summary

Assigned Project Manager

Project Manager: DENISE ALLISON

<p>Primary Address</p> <p>Street: 740 S OLIVE ST</p> <p>Street2:</p> <p>City: LOS ANGELES</p> <p>U.S. State or Territory: CA</p> <p>Foreign State or Territory:</p> <p>Country:</p> <p>U.S. Zip Code: 90014 -</p> <p>Foreign Postal Code:</p> <p>Standardization Status: Not Standardized</p> <p>Scattered Sites: No</p> <p>Servicing Site: Los Angeles</p> <p>HUB: Los Angeles</p>	<p>Geocode Information:(Automated)</p> <p>County Code: 037</p> <p>County Name: LOS ANGELES</p> <p>Census Tract: 00</p> <p>MSA Code: 4480</p> <p>MSA Name: Los Angeles-Long Beach CA</p> <p>County Subdivision Code:</p> <p>County Subdivision Name:</p> <p>Congressional District: 00</p> <p>State House District: 00</p> <p>State Senate District: 00</p> <p>Place Based City:</p> <p>Longitude/Latitude: 0 /0</p>
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Building & Unit Information

Building Type Descriptions:

Row

Townhouse

Detached

Semi-Detached

Walk-up/ Garden

Mid-Rise

High-Rise/ Elevator

Building Count: 0

Initial Occupancy Date :

Unit Type	# Total Units
0	33
1	274
2	0
3	0
4	0
5	0
6	0
7	0
8	0
9	0
Total Units	307

Property Status

Active Status: Y

Troubled Status: Not Troubled

OPIIS Risk Category: Low

Action Plan Approved: No

DEC Status: NONE

Demo Program Closing Date:

OMHAR Mark Down to Market Restructure Date:

OAHP Green Flag: No

OAHP Green Retrofit Flag: No

Open Root Problem Cause(s)

Entered Date	Underlying Problem

Open Mitigation Strategies

Entered Date	Recommended Mitigation Strategy

Figure 13-1. Summary page (display 1 of 3)

Owner Annual Financial Statements from FASS										
Due Date	TIN	Non-Filer Email Sent	Date Received	Number of Compliance Flags - Assessed	Performance Value/Color	Date FASS Letter Sent	Response Due Date	Referred To	Response Received Date	Closed Date
Lessee Annual Financial Statement from FASS										
Due Date	TIN	Non-Filer Email Sent	Date Received	Number of Compliance Flags - Assessed	Performance Value/Color	Date FASS Letter Sent	Response Due Date	Referred To	Response Received Date	Closed Date
Released Physical Inspections from PASS										
	Inspection Number	Inspection Date	EH&S Items?	Released Date	Score					
1	183801	07/29/2003	Y	08/07/2003	96.0000, c					
2	89934	01/20/2000	N	02/03/2000	94.0000, a					
On-Site Visits and Physical Inspection History										
Performed Date	Overall Rating	Report Date	Response Due Date	Response Received Date	Closed Date	Type of Reviewer				
01/20/2000	Superior	01/20/2000	02/20/2000	02/08/2000	02/08/2000	HUD/Contractor				
Management Review										
	Scheduled Date	Performed Date	Report Date	Response Due Date	Closed Date	Overall Rating				
1	03/19/2007	03/20/2007	04/10/2007	05/10/2007	10/02/2007	Satisfactory				
2	04/13/2006	04/14/2006	05/09/2006	06/08/2006	11/20/2006	Satisfactory				
3	04/27/2005	04/27/2005	05/13/2005	06/12/2005	11/11/2005	Satisfactory				
4	05/06/2004	05/06/2004	06/03/2004	07/08/2004	12/14/2004	Satisfactory				
Financing										
FHA Number	SOA/Group Type	Field Office Status	Active	Business Phase	Under Management	Pipeline	Primary Financing Instrument	In Delinquency or Default		
Contract Rent										
Rent Effective Date	Contract# Project#	Contract Status	Unit Type	#Units	Contract Rent	Utility Allow. Effective Date	Utility Allow.	Gross Rent	FMR	
07/13/2004	CA160038001	Active	0	33	928	07/13/2004	23	951	843	
			1	274	978	07/13/2004	23	1001	1016	
Project/Contract Rents										
Rent Effective Date	FHA #	Unit Type	Total TRACS Project #	Units	Basic Rent	Market Rent	Utility Allow.	Gross Rent		

Figure 13-2. Summary page (display 2 of 3)

IRP List

Non-Insured Number	Previous Associated Financing	Current Associated Financing	IRP Status	HUD Approved Date	HUD Execution Date	IRP End Date
		801 01344	Active			

Current Owner

Name: ABC HOUSING DEVELOPMENT FUND CO. INC. **TIN:** 160989723
Title: **Phone:** (607) 723-5470
Street: 100 CHENANGO ST **Fax:**
City: BINGHAMTON **E-Mail:**
U.S. State or Territory: NY
Foreign State or Territory:
Country: USA
U.S. Zip Code: 13901 - 0000
Foreign Postal Code:
Standardization Status: Not Standardized

Current Lessee

Name: **TIN:**
Title: **Phone:**
Street: **Fax:**
City: **E-Mail:**
U.S. State or Territory:
Foreign State or Territory:
Country:
U.S. Zip Code: -
Foreign Postal Code:
Standardization Status:

Management Agent

Name: CRM Rental Management Inc. **TIN:** 160984401
Title: **Phone:** (315) 337-1401
Street: 117 W Liberty St **Fax:** (315)336-0371
City: Rome **E-Mail:** acloomis@aol.com
U.S. State or Territory: NEW YORK
Foreign State or Territory:
Country: USA
U.S. Zip Code: 13440 -5758

Servicing Mortgagee

Name: FNMA CAPMARK FINANCE INC
Street: ATTN GMAC COMMERCIAL MTG CORP
 P O BOX 809
City: HORSHAM
State: PA
Zip Code: 19044
Lender ID: 9407700401


Property Disposition

Date of 21 Day Hearing Letter:
Date Foreclosure Sale Held:
Mortgagee In Possession Date:

Use Restriction / Lock-out

Effective Date	Reason(s) for Restriction	Use Restriction Status	Date of Recordation	End Date	Quantity of Units Restricted
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Figure 13-3. Summary page (display 3 of 3)

 Note: All fields in the Property Summary page are view-only.

13.2 Summary Narrative

The **Summary Narrative** page displays all *summary narratives* written throughout **iREMS** in one location. You can read all *summary narratives* written for the management of a specific property. All data displayed on this page is view-only, and you would need to return to the original page where the data was entered to update information.

To view **Summary Narratives** page:

1. From the **Summary** page, click on the *Summary Narrative* tab and the **Summary Narrative** page displays.

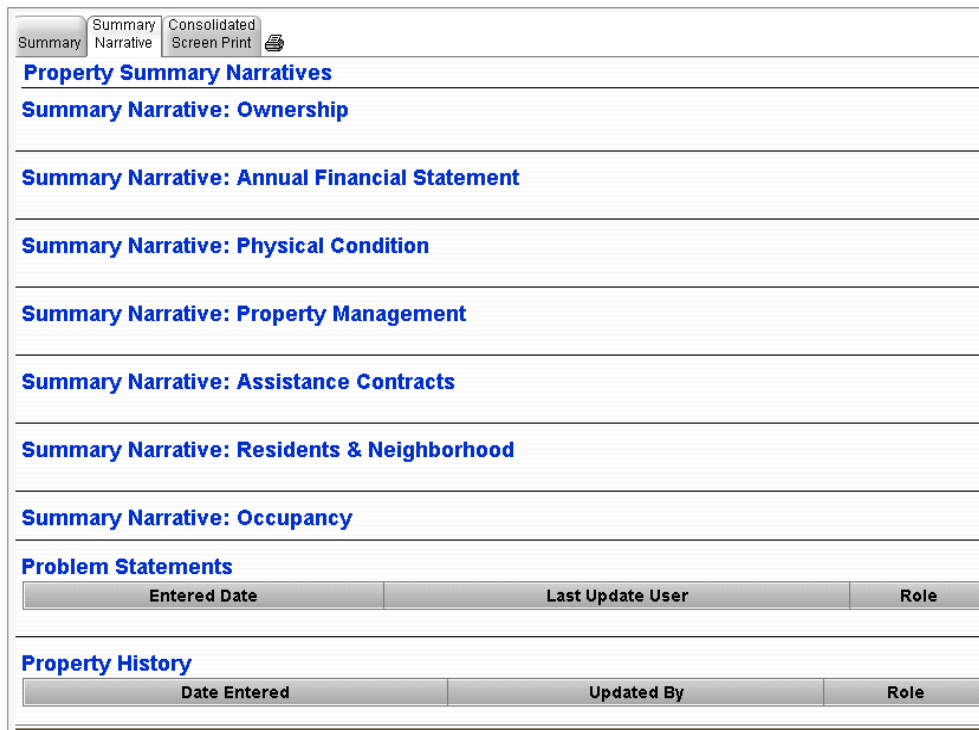



Figure 13-4. Summary Narrative page

2. View the information.
3. Click on one of the other *Page* tabs or a *Side-bar* link to change to exit this page..

13.3 Consolidated Screen Print

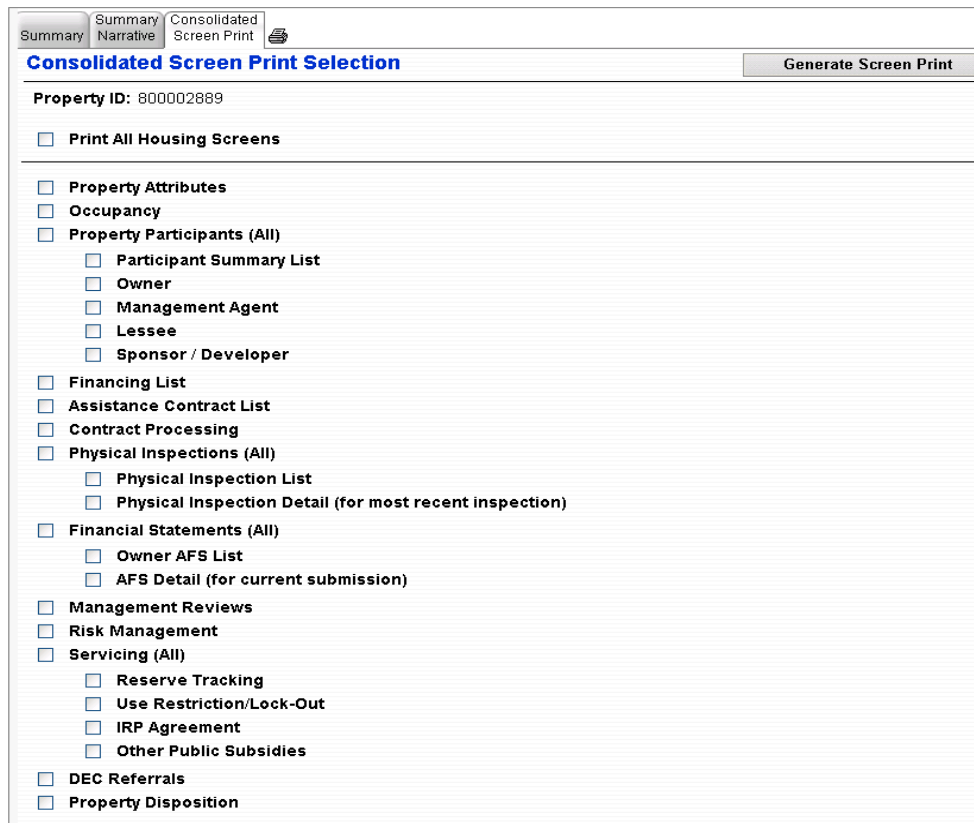
The *Consolidated Screen Print* tab allows you to select multiple Housing pages in **iREMS** for a property and print as a single document. This function simplifies the printing process when consolidated information is needed from several pages in **iREMS**. The **Consolidated Screen Print Selection** page allows the user to select all Housing or specified DEC pages for a property.


Once a *Consolidated Screen Print* document is generated, it displays on the page, formatted for printing. The cover page displays the *Property Name and Property ID, the Referral ID*, and the selection criteria for the document. The pages are separated by page breaks, with the Property Name and Property ID displayed at the top of each page.

 *Note: Only users with at least “view” rights to the pages are allowed to print them. Access level is determined by user ID and role.*

To generate a Consolidated Screen Print document for “All Housing Screens”:

1. From the **Summary** page, click on the *Consolidated Screen Print* tab and the **Consolidated Screen Print Selection** page displays.



Summary | **Consolidated Screen Print** | 

Consolidated Screen Print Selection Generate Screen Print


Property ID: 800002889

- Print All Housing Screens

- Property Attributes
- Occupancy
- Property Participants (All)
 - Participant Summary List
 - Owner
 - Management Agent
 - Lessee
 - Sponsor / Developer
- Financing List
- Assistance Contract List
- Contract Processing
- Physical Inspections (All)
 - Physical Inspection List
 - Physical Inspection Detail (for most recent inspection)
- Financial Statements (All)
 - Owner AFS List
 - AFS Detail (for current submission)
- Management Reviews
- Risk Management
- Servicing (All)
 - Reserve Tracking
 - Use Restriction/Lock-Out
 - IRP Agreement
 - Other Public Subsidies
- DEC Referrals
- Property Disposition

Figure 13-5. Consolidated Screen Print page

2. Click in the checkbox for “*Print All Housing Screens*”.

 *Note: Selecting “Print All Housing Screens” will print most pages in the system for a property. This feature will produce a large document that may take several minutes to complete.*

3. Click on and the following message displays:

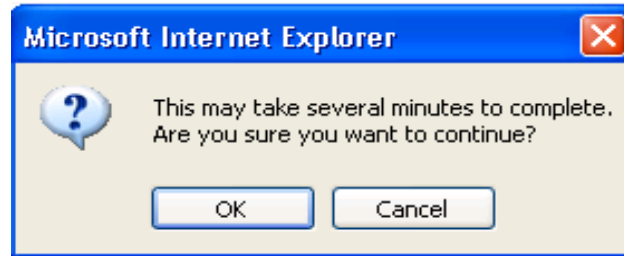



Figure 13-6. Print Time Warning message

4. Click on and a loading message displays on the **Consolidated Screen Print Selection** page.

 *Note: Once the requested document is complete, the report displays on the bottom half of the page*

5. Click on the **Print** icon in the browser toolbar to print the report. .
6. Click on to return to the **Consolidated Screen Print Selection** page.

To generate a Consolidated Screen Print document for specific pages:

1. From the **Summary** page, click on the *Consolidated Screen Print* tab and the **Consolidated Screen Print Selection** page displays.

Consolidated Screen Print Selection Generate Screen Print

Property ID: 800002889

Print All Housing Screens

- Property Attributes
- Occupancy
- Property Participants (All)
 - Participant Summary List
 - Owner
 - Management Agent
 - Lessee
 - Sponsor / Developer
- Financing List
- Assistance Contract List
- Contract Processing
- Physical Inspections (All)
 - Physical Inspection List
 - Physical Inspection Detail (for most recent inspection)
- Financial Statements (All)
 - Owner AFS List
 - AFS Detail (for current submission)
- Management Reviews
- Risk Management
- Servicing (All)
 - Reserve Tracking
 - Use Restriction/Lock-Out
 - IRP Agreement
 - Other Public Subsidies
- DEC Referrals
- Property Disposition

Figure 13-7. Consolidated Screen Print page

2. Click in the checkbox for specific pages you want to generate.
3. Click on .


Note: Once the requested document is complete, the report displays on the bottom half of the page.

Management Review List

Management Review 1 to 5 of 5

	Scheduled Date ▼	Performed Date	Report Date	Response Due Date	Closed Date	Overall Rating
1	07/19/2007	07/23/2007	08/07/2007	09/06/2007		Below Average
2	07/19/2006	07/20/2006	08/10/2006	09/09/2006	12/18/2006	Satisfactory
3	07/19/2005	07/28/2005	08/10/2005	09/10/2005	04/14/2006	Satisfactory
4	06/07/2002	06/07/2002	07/07/2002	12/01/2002	05/28/2003	Satisfactory
5	05/03/2001	05/03/2001	06/01/2001	07/01/2001	11/02/2001	Satisfactory

Figure 13-8. Sample Report displayed at bottom of the Consolidated Screen Print page

4. Click on the *Print* icon in the browser toolbar to print the report. .
5. Click on  to return to the **Consolidated Screen Print Selection** page.