

Chapter 9: Property Attributes

Table of Contents

Chapter 9: Property Attributes	9-1
9.1 Property Name and Address	9-2
9.2 Buildings	9-2
9.3 Rents (TRACS)	9-4
9.4 Neighborhood Network Center	9-5
9.4.1 Resident Organization Contact.....	9-6
9.4.2 Summary Narratives	9-10

List of Figures

Figure 9-1. Property Name Page	9-2
Figure 9-2. Buildings Tab	9-3
Figure 9-3. Property Address page	9-4
Figure 9-5. Rent Detail from TRACS	9-5
Figure 9-6. Neighborhood Network Center	9-6
Figure 9-7. Contact Search page	9-6
Figure 9-8. Blank Contact Detail page	9-7
Figure 9-9. Contact Search page	9-8
Figure 9-10. Select Contact Information	9-9
Figure 9-11. Contact Detail page	9-9
Figure 9-12. Delete Confirmation	9-10
Figure 9-13. Summary Narratives	9-11

9

Property Attributes

The **Property Attributes** page is the default page whenever a property is selected from the *My Properties* tab on the **Portfolio/Dashboard** page. This page displays specific address and property information for each property. The following tabs: **Property Name, Address, Buildings, Rents (TRACS)**, and **Neighborhood Network Center** display on the **Property Attribute** page. The **Property Name, Address** tab is the default and automatically opens when a property is selected. This page displays the current property name, the AKA name, primary address, servicing site, and HUB. The **Buildings** tab displays all applicable building types for the property. The primary address, other individual building addresses and the associated building description (from PASS) are also displayed in a table. The **Rents (TRACS)** tab displays rent information from TRACS for all contracted units and non-contract units listed for the property. The rent information includes the rent effective date, the contract status, the contract rent, total number of units, and fair market rents. The **Neighborhood Network Center** tab displays information specific to the Neighborhood Network center approved and established dates, contract information for the resident organization and narrative fields.

Objectives:

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

- Access the Property Attributes page
- Navigate through the Property Attributes page
- View a property name
- View a Building address

9.1 Property Name and Address

The **Property Attributes** page displays with the **Property Name, Address** tab as the default when a property is selected from the **Portfolio/Dashboard** page. The **Property Attributes** link in the **iREMS** sidebar can also be accessed once a property is selected using the search feature.

The **Property Name, Address** tab displays the current property name and any other names associated with the property (e.g. the AKA name). This page also displays the primary address, the servicing site and the Hub. The *Servicing Site* field displays the HUD office responsible for the management and/or servicing functions for a property. The HUB field is view-only and displays the name of the Multifamily Housing Hub office that is associated with the servicing site selected.

Accessing the Property Name Page:

To access the **Property Attributes** page you must first select a property from the property lists displayed on the **Asset Management Portfolio/Dashboard** page. Once you have selected a property the **Property Name** page automatically displays with detailed information on the selected property.

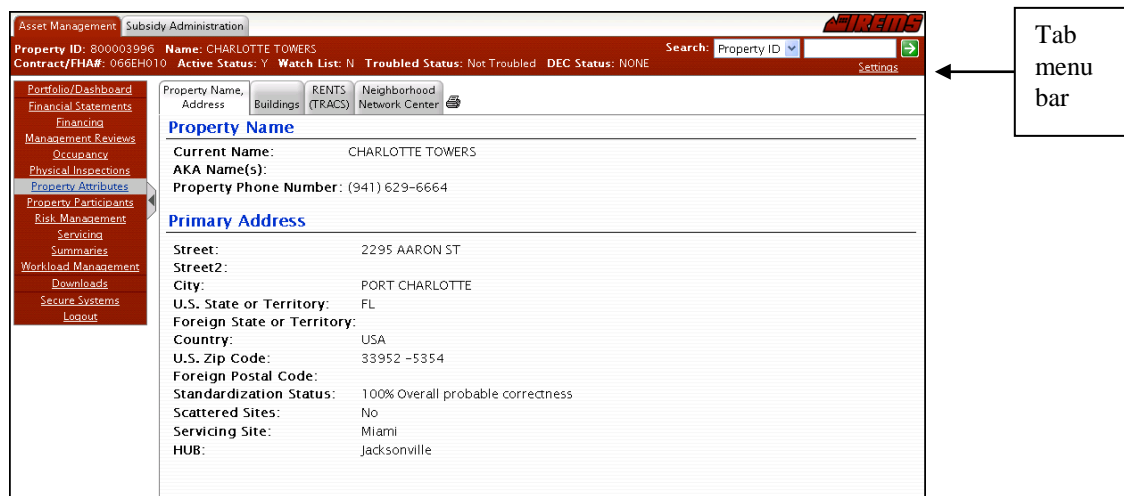


Figure 9-1. Property Name Page

9.2 Buildings

The **Buildings** tab displays information about a property's physical location and building type. The primary address and all site addresses associated with the property are displayed in a table at the bottom of the page. View only information from PASS, such as the Building Name, the year it was built are also included in the table.

Grants and loans are made available through HUD's Office of Affordable Housing Preservation (OAHP) for eligible property owners to make energy and green retrofit investments in the property. OAHP and the M2M system mark the projects/properties that are qualified and eligible for the recovery money to go green. iREMS displays the OAHP Green flag for only those properties that have gone through the M2M Green process. In addition iREMS displays the OAHP Green Retrofit (GRP) flag. These view only fields display on the **Buildings** page and come from the M2M system.

The OAHP Green flag and the OAHP Green Retrofit (GRP) flag are at the property/project level and not the contract level. This will eliminate the problem with phased or scattered sites.

To access building information:

1. From the **Property Name** page, click on the *Buildings* tab and the **Buildings** page displays.

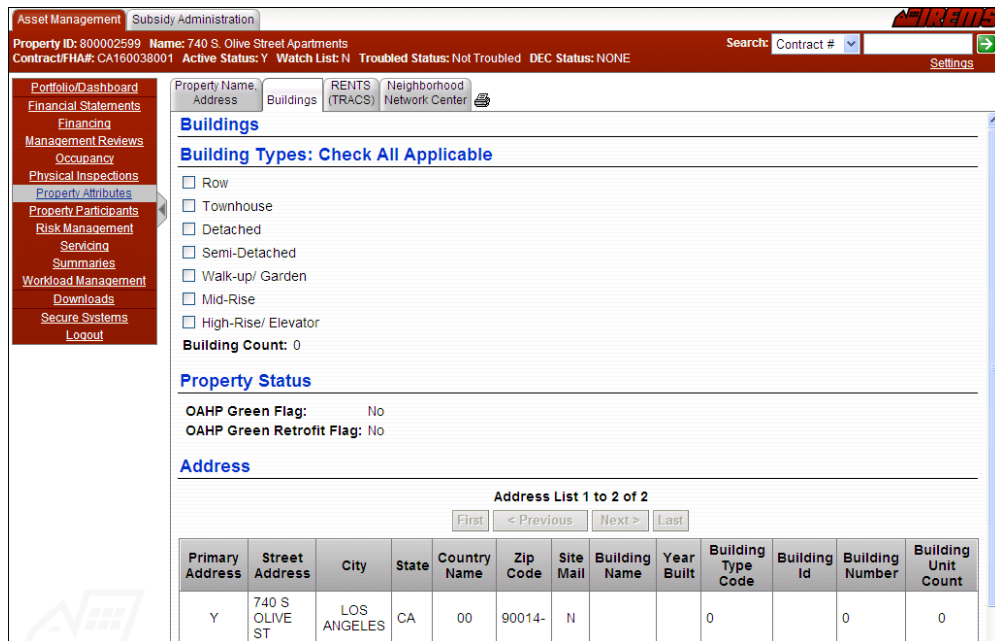


Figure 9-2. Buildings Tab

2. View building information.
3. Click on another tab or a sidebar option to exit this page.

Note: The navigational buttons display on pages when more than 10 records exist. If there are 10 or less records, the “first”, “previous”, “next”, or “last” buttons will not display.

To view building information:

1. On the **Buildings** page, click on the one of the addresses listed in the Address table. The **Property Address** page displays.

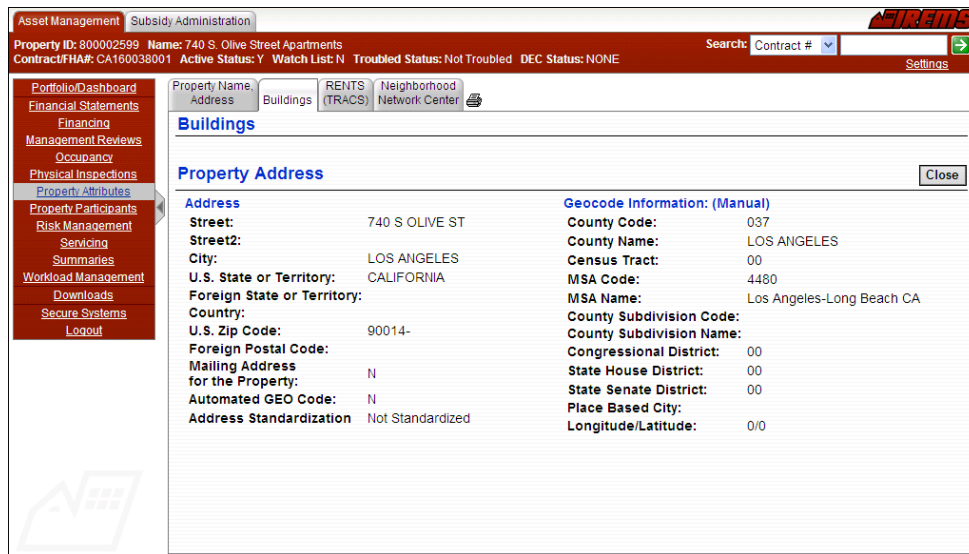


Figure 9-3. Property Address page

2. View property address information.
3. Click on the **Close** button to return to the **Buildings** page.

9.3 Rents (TRACS)

The **Rents (TRACS)** tab displays contract rent information from TRACS for all contracted units and non-contract units listed for the property. The information is updated in **iREMS** within 24 hours after TRACS is updated. The date the information was received is displayed on the **Rent Information from TRACS** page. The rent detailed information includes rent effective dates, unit type, contract rents, utility allowance effective date and amount, gross rent and fair market rents.

To view rent detail information:

1. Click on the **RENTS (TRACS)** tab and the **Rent Information from TRACS** page displays.

Asset Management Subsidy Administration **REIMS**

Property ID: 800002599 Name: 740 S. Olive Street Apartments Search: Contract #

Contract/FHA#: CA160038001 Active Status: Y Watch List: N Troubled Status: Not Troubled DEC Status: NONE Settings

Property Name: Address Buildings RENTS (TRACS) Neighborhood Network Center

Rent Detail from TRACS

Contracts

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	976	07/13/2004	23	1001	1016

Project/Contract

Rent Effective Date	FHA #	Unit Type	Total TRACS Project #	Units	Basic Rent	Market Rent	Utility Allow.	Gross Rent
Last Update from TRACS: 10/03/2007								

Figure 9-4. Rent Detail from TRACS

2. View TRACS data.
3. Select another tab or sidebar option to exit this page.

9.4 Neighborhood Network Center

The **Neighborhood Network Center** section is used to indicate whether or not a property has a neighborhood network. You can view the date when the network plan was approved and the date it was established. In addition, this section has resident organization contact information and residents and neighborhood office contact narratives.

To access the neighborhood network center information:

1. From the **Property Name** page, click on the *Neighborhood Network Center* tab and the **Neighborhood Network Center** page displays.

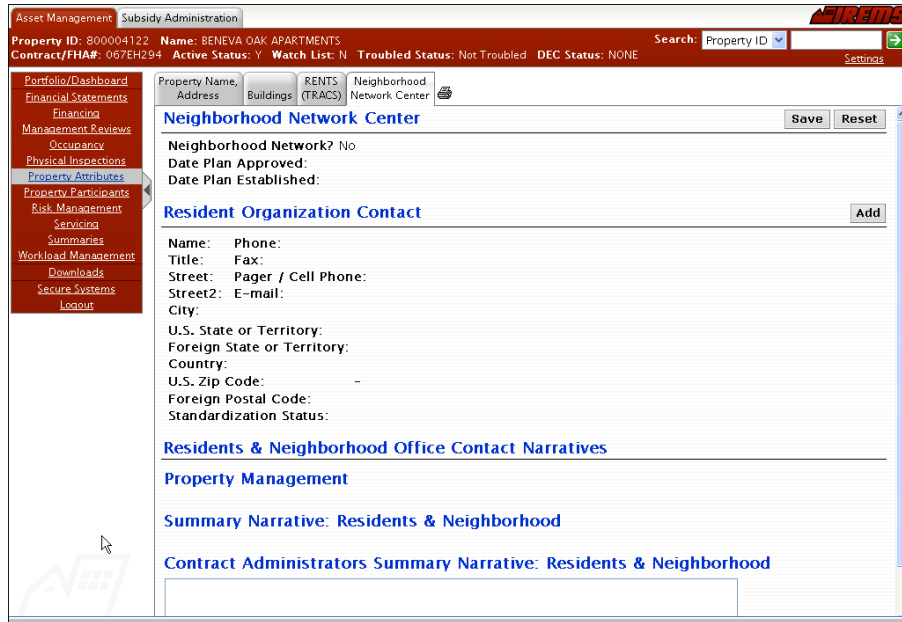


Figure 9-5. Neighborhood Network Center

9.4.1 Resident Organization Contact

The Resident Organization Contact section is used to add or update resident organization contact information. The add button will only display if the contract is PBCA administered.

To add a resident organization contact WITHOUT using the search feature:

1. From the **Property Name** page, click on the *Neighborhood Network Center* tab and the **Neighborhood Network Center** page displays.
2. Click on **Add** and the **Contact Add** page displays.



Figure 9-6. Contact Search page

3. Click on **Add Contact** and the Contact Detail page displays.


The screenshot shows a web form titled 'Add Contact'. At the top left is a button labeled 'Add Contact'. Below it are two buttons: 'Save' and 'Reset'. The main section is titled 'Contact Detail' and contains the following fields:

- Name:** [Text input]
- Title:** [Text input with a drop-down arrow]
- Street:** [Text input]
- Street2:** [Text input]
- City:** [Text input]
- U.S. State or Territory:** [Text input with a drop-down arrow]
- Foreign State or Territory:** [Text input with a drop-down arrow]
- Country:** [Text input with 'USA' and a drop-down arrow]
- U.S. Zip Code:** [Text input] - [Text input]
- Foreign Postal Code:** [Text input]
- Standardization Status:** Not Standardized
- Phone:** [Text input]
- Fax:** [Text input]
- Pager / Cell Phone:** [Text input]
- E-mail:** [Text input]

Figure 9-7. Blank Contact Detail page

4. Enter the contact information:

- *Name (first, last)*
- *Title, from the drop-down list*
- *Address*
- *City*

 *Note: A country must be selected from the drop-down list before the US state or territory or a foreign state or territory can be selected.*

- *Country, from the drop-down list*
- *US State or Territory, from the drop-down list*
- *US Zip Code*

OR

- *Foreign State or Territory, from the drop-down list*
- *Foreign Postal Code*
- *Phone*
- *Fax*

- *Pager/Cell Phone*
 - *Email*
5. Click on and the **Contact Detail** page displays the save was successful message. The *Resident Organization Contact* section of the page is now populated with the new data.


To add a new contact USING the search feature:

1. From the **Property Name** page, click on the *Neighborhood Network Center* tab and the **Neighborhood Network Center** page displays.
2. In the Resident Organization Contact section of the **Neighborhood Network Center** page, click on and the Contact Search page displays.



Figure 9-8. Contact Search page

3. Enter a full or partial Name and click on . The Select Contact Information page displays.

-  *Note: You can search using a partial name. If you enter “Fran” in the Name field and click on , all contacts whose first names begin with Fran (such as Frank and Francis) will display in the resulting drop-down list.*


-  *Note: iREMS searches the contact database using the first characters you type. Consequently, you should always enter contact names using the “First Name, Last Name” convention and conduct searches the same way (“Jane Doe” as opposed to “Doe, Jane”).*

Figure 9-9. Select Contact Information

4. Highlight the appropriate name from the drop down list and click on . The Contact Detail page displays.

Figure 9-10. Contact Detail page

5. Click on and the **Contact Detail** page displays the save was successful message. The *Resident Organization Contact* section of the page is now populated with the new data.

To delete a contact:

1. From the **Property Name** page, click on the *Neighborhood Network Center* tab and the **Neighborhood Network Center** page displays.
2. In the Resident Organization Contact section of the **Neighborhood Network Center** page, click on and the following confirmation message displays:

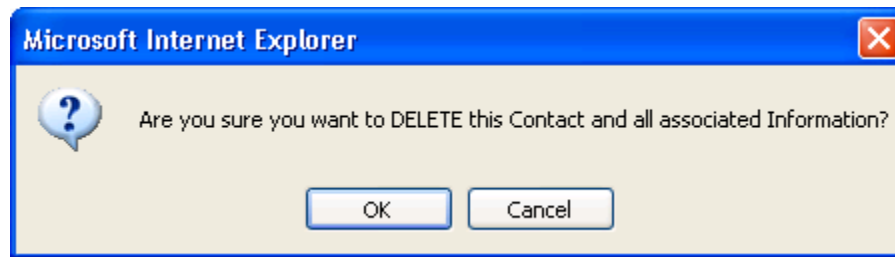


Figure 9-11. Delete Confirmation

1. Click on and a confirmation indicating save was successful message displays.

Alternative Option

Click on to cancel the function.

9.4.2 Summary Narratives


The **Neighborhood Network Center** page displays a Residents and Neighborhood Office Contact Narratives section. In this section there are three narrative fields; *Property Management, Summary Narrative: Residents and Neighborhood and Contract Administrators Summary Narrative: Residents and Neighborhoods*. CA users can only add narrative in the *Contract Administrators Summary Narrative* field. The other two narrative fields are reserved for Housing users.

Residents & Neighborhood Office Contact Narratives
Property Management
Summary Narrative: Residents & Neighborhood
Contract Administrators Summary Narrative: Residents & Neighborhood
<input type="text"/>

Figure 9-12. Summary Narratives

To enter narratives:

1. In the Narratives section of the **Neighborhood Network Center** page, click on the *Contract Administrators Summary Narrative: Residents and Neighborhood* text box to enter comments.

 *Note: In the narrative fields, the cursor defaults to the end of the existing notes.*

2. Click on and the **Neighborhood Network Center** page displays a message that the save was successful.