

Chapter 9: Administrative Requests Associated with AFS Submission Process

The Financial Assessment Subsystem - Multifamily Housing (FASSUB) provides three types of administrative request options: *30-Day Extension Request*, *Resubmission Request*, and *Waiver Request* for audited and owner certified annual financial statements that are submitted electronically. These administrative request options are available to owner-authorized users (e.g., employees, project owners, CPAs, management agents, and other service providers). The system captures the receipt date, the reason for the request, and project data to assist the REAC Analyst.

An administrative request can be submitted for single, consolidated or combined submissions.

Administrative Request Procedures:

- Authorized user (owner's representative) accesses FASSUB.
- User selects appropriate administrative request link (e.g., waiver, extension, resubmission) from the **Select An Option** screen.
- User selects and verifies criteria, enters information and submits request.
- REAC analyst reviews and enters a decision into the system.
- User accesses FASSUB, and views the results of the decision via the **Administrative Request Status Box**.

30-Day Extension Request

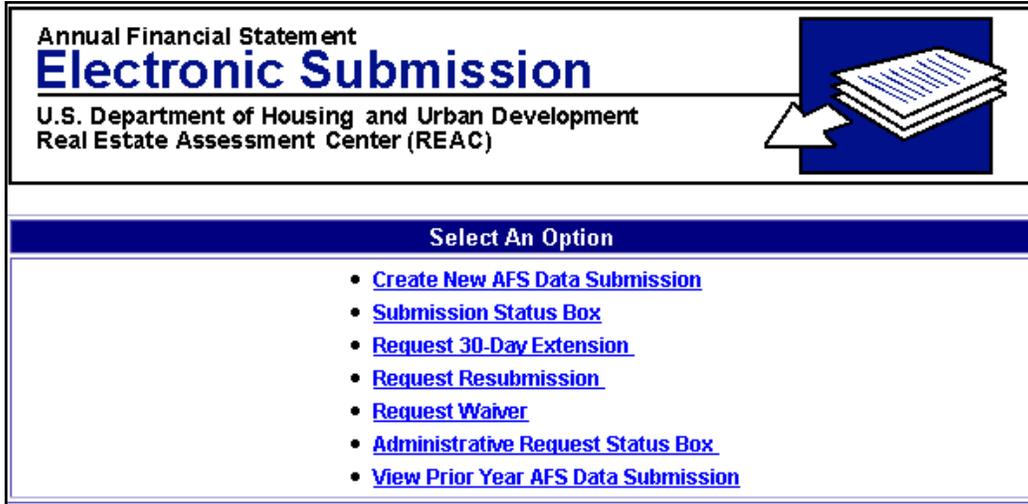
An extension of the annual financial statement due date requirement may be requested when there are extenuating circumstances that prevent a timely submission of the required data. However, a request must be accompanied by documentation supporting the extension request. Submitting a request does not automatically grant an extension of the due date, as the request must be approved by REAC before the extension is considered valid.

- Extension requests must be submitted electronically in FASSUB.
- No limit to the number of extension requests that can be submitted.
- Duplicate extension requests are not accepted. An extension request is considered duplicated if a previous extension request for the same reporting period is waiting for a response by REAC.
- Extension requests for audited statements must include the CPA engagement date, the name and phone number of the audit firm, and the email address of a contact person for the audit firm.
- Reason for the extension must be included for all requests.
- Once an extension request is approved, the due date for the annual financial statement is updated to reflect the extended due date.
- Extension requests are approved for 30 day periods.

Extension for an Owner Certified Single Submission

Requesting a 30-Day Extension of an annual financial statement for an Owner Certified Single submission:

1. Access the **Select An Option** screen.

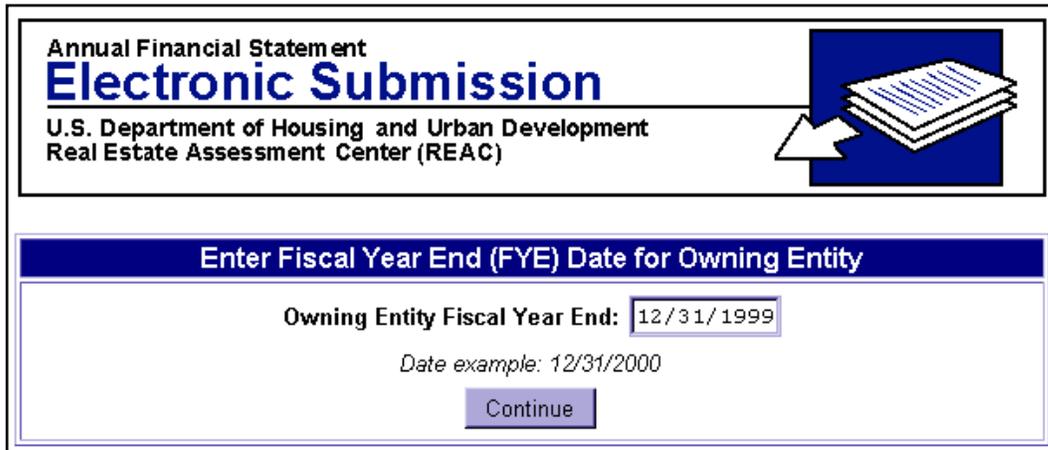


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Select An Option

- [Create New AFS Data Submission](#)
- [Submission Status Box](#)
- [Request 30-Day Extension](#)
- [Request Resubmission](#)
- [Request Waiver](#)
- [Administrative Request Status Box](#)
- [View Prior Year AFS Data Submission](#)

2. Click on the [Request 30-Day Extension](#) link. The **Enter the Fiscal Year End (FYE) Date for Owning Entity** screen displays.



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Enter Fiscal Year End (FYE) Date for Owning Entity

Owning Entity Fiscal Year End:

Date example: 12/31/2000

3. Enter the appropriate date in the *Owning Entity Fiscal Year End* field.

4. Click on the  button. The **Select an Owning Entity** screen displays.



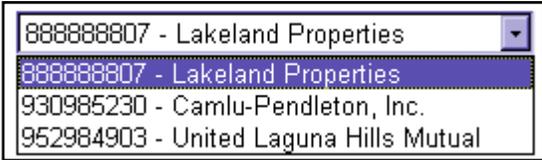
Annual Financial Statement
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Select an Owning Entity

888888807 - Lakeland Properties

Continue

5. Click on the drop-down arrow and select the appropriate owning entity. If a list of owning entities appears in the drop-down list, a user is authorized to submit for multiple owning entities.

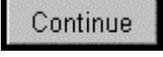


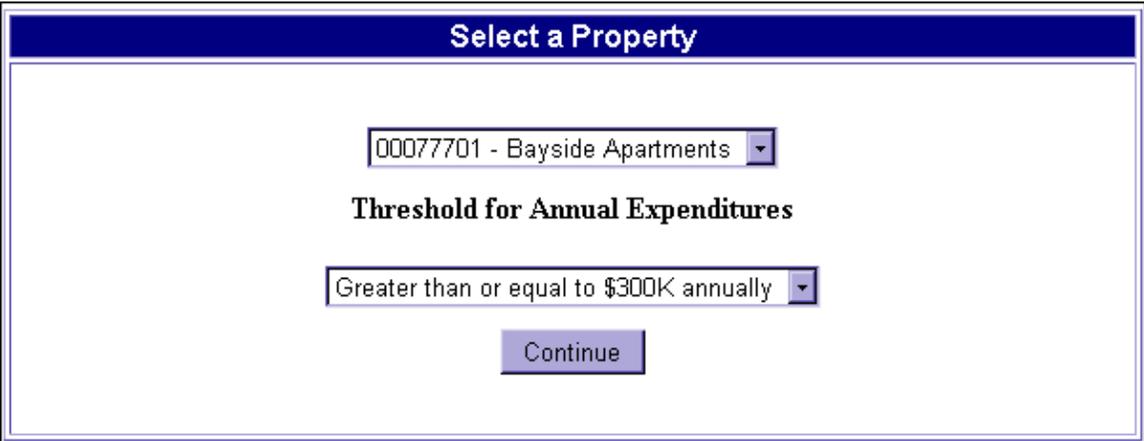
888888807 - Lakeland Properties

888888807 - Lakeland Properties

930985230 - Camlu-Pendleton, Inc.

952984903 - United Laguna Hills Mutual

6. Click on the  button. The **Select a Property** screen displays.



Select a Property

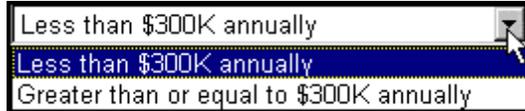
00077701 - Bayside Apartments

Threshold for Annual Expenditures

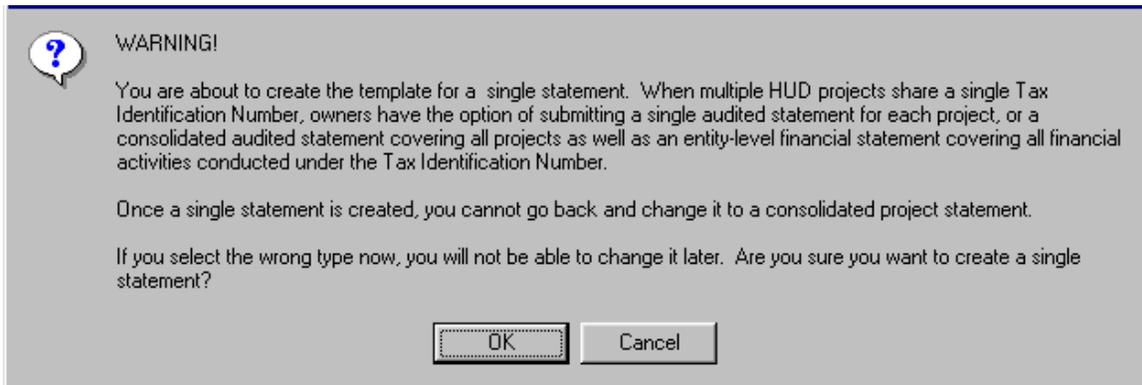
Greater than or equal to \$300K annually

Continue

7. Select a property associated with the owning entity from the drop-down menu.
8. Select a threshold, if the *Threshold for Annual Expenditures* drop-down list displays. The *Threshold for Annual Expenditures* drop-down list is only available for entities that are Non-Profit. It must be reselected each time, regardless of whether the user is creating a new AFS data record, or modifying an existing record.



9. Click on the  button. A JavaScript message displays.



10. Click the  button.

The **Verify AFS Extension Request Criteria** screen displays.

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Verify AFS Submission Criteria				
Organization	Lakeland Properties			
Tax ID	999999999			
Mortgagor Type	Non-Profit (OMB A-133)			
Legal Structure	Corporation			
Type of Submission	Audited Submission IAW OMB Circular A-133 ▼			
Federal Award Threshold	Greater Than or Equal To \$300,000			

Property Name	FHA/Contract Number	M2M	Date From	Date To
Lakeland Apartments	12345678		01/01/1997	12/31/1997

Do not continue if information is incorrect or missing from these fields.
 Contact the appropriate HUD field office representative to report any discrepancies.
[Return to Main Menu](#)

Submission Criteria Verification	Yes	No
Have you verified that your Type of Submission (i.e. Owner Certified, A-133 or IG 2000.04) listed or selected above is the type of submission you intend to submit?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Tax ID listed above is your correct Tax ID?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that all of the HUD related properties listed above are correct?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Federal Award Threshold is correct (if applicable)?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Mortgagor Type listed above is correct?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Legal Structure listed above is correct?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the M2M Indicator listed for all the HUD related properties above is correct (if applicable)?	<input type="radio"/>	<input checked="" type="radio"/>

11. Select either Owner Certified or Audited, in the *Submission Type* drop-down list display field.

Owner Certified ▼

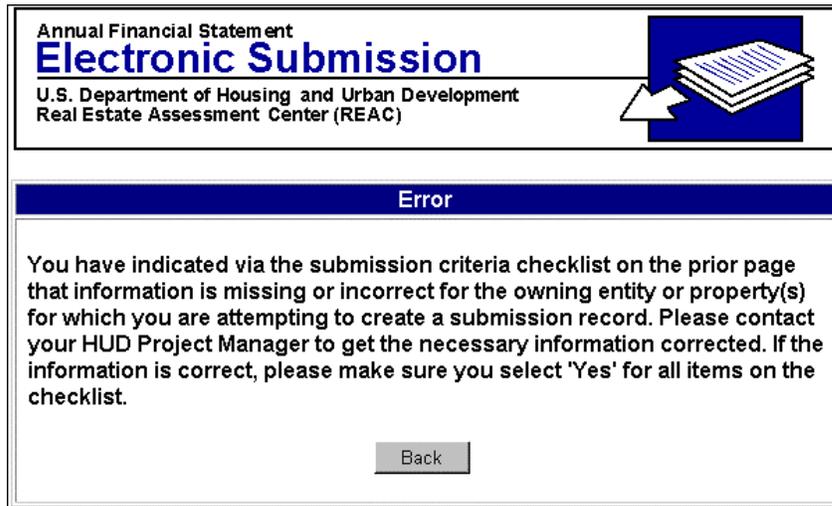
Owner Certified

Audited Submission IAW OMB Circular A-133

NOTE: It is important to note that the *Type of Submission* field does not always offer a drop-down menu. Additionally, verify the accuracy and completeness of the data displayed on this screen. The screens and accounts made available for data entry are based on this information.

12. Click on the appropriate Yes or No radio buttons for each of the seven questions in the *Submission Criteria Verification* section. The default setting for the questions is No.

NOTE: The user should not continue to the data entry screens if any information on the **Verify AFS Extension Request Criteria** screen is incorrect. If the user answers No to any of the seven questions in the *Submission Criteria Verification* section, an error message displays. Until the user verifies the **information and changes the verification to Yes, they cannot continue the extension request process.**



The screenshot shows a web interface for "Annual Financial Statement Electronic Submission". The header includes the text "Annual Financial Statement", "Electronic Submission", and "U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)". To the right is an icon of a document with an arrow pointing to it. Below the header is a blue bar with the word "Error" in white. The main content area contains the following text: "You have indicated via the submission criteria checklist on the prior page that information is missing or incorrect for the owning entity or property(s) for which you are attempting to create a submission record. Please contact your HUD Project Manager to get the necessary information corrected. If the information is correct, please make sure you select 'Yes' for all items on the checklist." At the bottom center is a "Back" button.

13. Click on the  button. The **AFS Extension Request** screen displays. (next page)

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AFS Extension Request

Organization	Lakeland Properties		
Tax ID	888888807		
Type of Submission	Owner Certified		

Property Name	FHA/Contract Number	Date From	Date To
Bayside Apartments	00077701	01/01/2000	12/31/2000

Reason for the Request:

It is mandatory that data be entered into fields with a red * next to them.

Contact Information

First Name*	Herman	Last Name*	Melville
Phone Number* <small>e.g. 333 234-5678</small>	222-345-6789	Extension	

*Indicates required information

14. Enter an explanation in the *Reason for the Request* text box. An explanation must be entered in this field prior to submitting the request.

NOTE: Be certain that the Contact Information is entered into the fields with a red asterisk. An error message displays if data is missing from the 30-Day Extension Request.

15. Select the button to submit the request.

An **Extension Request** receipt displays if the data was entered completely and correctly. (next page)

Annual Financial Statement Electronic Submission U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)			
Your Extension Request for			
Project Name	FHA/Contract Number	Date From	Date To
Bayside Apartments	00077701	01/01/2000	12/31/2000
has been successfully submitted!			

Extension for a Combined Submission

Requesting a 30-Day Extension of an annual financial statement for a Combined Owner Certified submission:

1. Access the **Select An Option** screen. Click on the Request 30-Day Extension link. The **Enter the Fiscal Year End (FYE) Date for Owning Entity** screen displays.

Annual Financial Statement Electronic Submission U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)			
Enter Fiscal Year End (FYE) Date for Owning Entity			
Owning Entity Fiscal Year End: <input type="text" value="12/31/1999"/>			
<i>Date example: 12/31/2000</i>			
<input type="button" value="Continue"/>			

2. Enter the appropriate date in the *Owning Entity Fiscal Year End* field.

3. Click on the  button. The **Select an Owning Entity** screen displays.

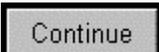


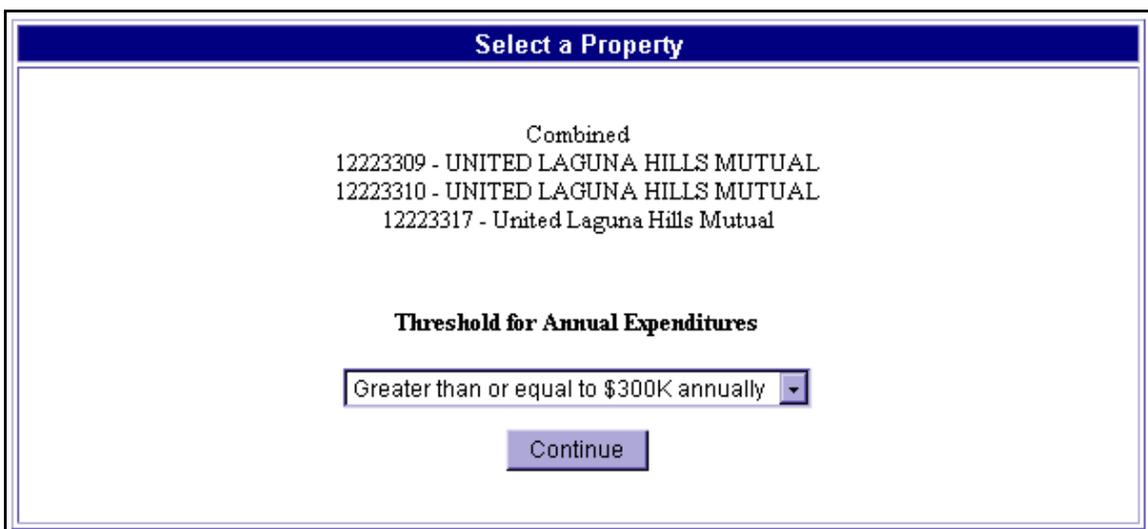
The screenshot shows the top section of the application with the title "Annual Financial Statement Electronic Submission" and the organization "U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)". Below this is a blue header for the "Select an Owning Entity" screen. A drop-down menu is open, showing "952984903 - United Laguna Hills Mutual". A "Continue" button is located below the menu.

4. Click on the drop-down arrow and select the appropriate owning entity. If a list of owning entities appears in the drop-down list, a user is authorized to submit for multiple owning entities.



The screenshot shows the expanded drop-down menu with the following options: "888888807 - Lakeland Properties" (highlighted), "888888807 - Lakeland Properties", "930985230 - Camlu-Pendleton, Inc.", and "952984903 - United Laguna Hills Mutual".

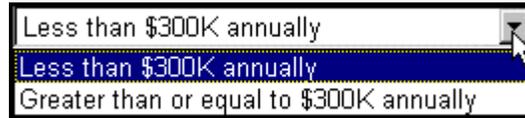
5. Click on the  button. The **Select a Property** screen displays.



The screenshot shows the "Select a Property" screen. It lists three properties under the heading "Combined": "12223309 - UNITED LAGUNA HILLS MUTUAL", "12223310 - UNITED LAGUNA HILLS MUTUAL", and "12223317 - United Laguna Hills Mutual". Below this is a section titled "Threshold for Annual Expenditures" with a drop-down menu set to "Greater than or equal to \$300K annually". A "Continue" button is at the bottom.

Properties associated with Combined submissions will be listed in the top portion of the **Select A Property** screen. This indicates that the owning entity is a Cooperative Corporation and financial statement data for multiple properties is combined and submitted in a single AFS data submission.

6. Select a threshold, if the *Threshold for Annual Expenditures* drop-down list displays.



The *Threshold for Annual Expenditures* drop-down list is only available for entities that are Non-Profit. It must be reselected each time, regardless of whether the user is creating a new AFS data record, or modifying an existing record.

7. Click on the  button. The **Verify AFS Extension Request Criteria** screen displays. (next page)

This 30-Day Request submission lists all of the properties associated with the Combined submission under the Property heading of the **Verify AFS Extension Request Criteria**.

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Verify AFS Submission Criteria

Organization	Lakeland Properties
Tax ID	888888888
Mortgagor Type	Non-Profit (OMB A-133)
Legal Structure	Cooperative Corporation
Type of Submission	Audited Submission IAW OMB Circular A-133 ▼
Federal Award Threshold	Greater Than or Equal To \$300,000

Property Name	FHA/Contract Number	M2M	Date From	Date To
Combined Statement			01/01/2001	12/31/2001
Lakeland Apartments I	01234567		01/01/2001	12/31/2001
Lakeland Apartments II	12345678		01/01/2001	12/31/2001

Do not continue if information is incorrect or missing from these fields.
 Contact the appropriate HUD field office representative to report any discrepancies.

[Return to Main Menu](#)

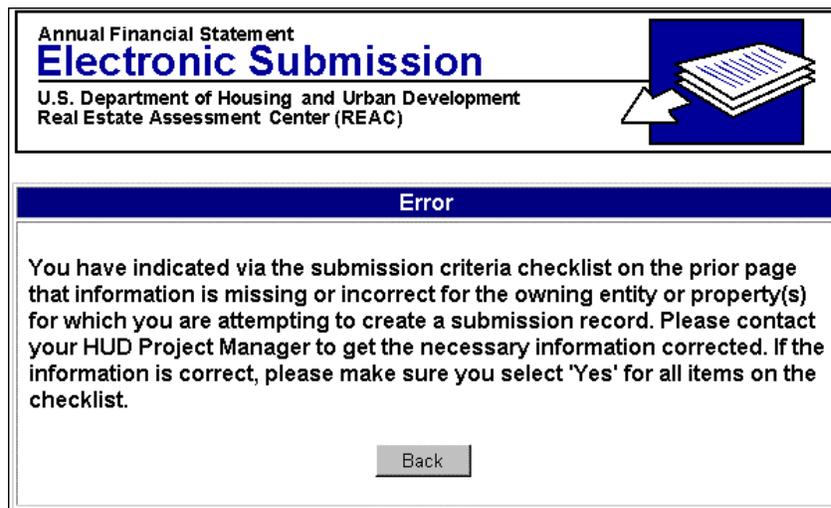
Submission Criteria Verification	Yes	No
Have you verified that your Type of Submission (i.e. Owner Certified, A-133 or IG 2000.04) listed or selected above is the type of submission you intend to submit?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Tax ID listed above is your correct Tax ID?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that all of the HUD related properties listed above are correct?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Federal Award Threshold is correct (if applicable)?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Mortgagor Type listed above is correct?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Legal Structure listed above is correct?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the M2M Indicator listed for all the HUD related properties above is correct (if applicable)?	<input type="radio"/>	<input checked="" type="radio"/>

8. Select either Owner Certified or Audited if applicable, from the *Submission Type* down-down menu.



- Click on the appropriate Yes or No radio buttons for each of the seven questions in the *Submission Criteria Verification* section. The default setting for the questions is No.

NOTE: The user should not continue to the data entry screens if any information on the **Verify AFS Extension Request Criteria** screen is incorrect. If the user answers No to any of the seven questions in the *Submission Criteria Verification* section, an error message displays.



The screenshot shows a web interface for 'Annual Financial Statement Electronic Submission' by the U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC). It features a blue header with a document icon. Below the header is a blue bar with the word 'Error' in white. The main content area contains a message explaining that information is missing or incorrect and instructs the user to contact their HUD Project Manager. A 'Back' button is located at the bottom center of the message area.

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Error

You have indicated via the submission criteria checklist on the prior page that information is missing or incorrect for the owning entity or property(s) for which you are attempting to create a submission record. Please contact your HUD Project Manager to get the necessary information corrected. If the information is correct, please make sure you select 'Yes' for all items on the checklist.

Back

Until the user verifies the *information and changes the verification to Yes, they cannot continue with the extension request process.*

- Click on the  button. The **AFS Extension Request** screen displays. (next page)

Annual Financial Statement Electronic Submission U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)			
			
AFS Extension Request			
Organization	United Laguna Hills Mutual		
Tax ID	952984903		
Type of Submission	Audited Submission IAW OMB Circular A-133		
Property Name	FHA/Contract Number	Date From	Date To
Combined Statement	N/A	01/01/2000	12/31/2000
UNITED LAGUNA HILLS MUTUAL	12223309	01/01/2000	12/31/2000
UNITED LAGUNA HILLS MUTUAL	12223310	01/01/2000	12/31/2000
United Laguna Hills Mutual	12223317	01/01/2000	12/31/2000
Reason for the Request:			
<div style="border: 1px solid gray; padding: 5px;"> A reason for the request must be entered into this field. </div>			
Contact Information			
First Name *	Herman	Last Name *	Melville
Phone Number * <small>e.g. 333 234-5678</small>	333-234-5678	Extension	
Auditor Firm Information			
Auditor Firm Name *	Auditor	CPA Engagement Date * <small>e.g. 12/31/2000</small>	12/31/2000
Auditor Phone * <small>e.g. 333 234-5678</small>	333-234-5678	Auditor Email Address:	
<input type="button" value="Submit Request"/>		<input type="button" value="Cancel"/>	
*Indicates required information			

11. Enter an explanation in the *Reason for the Request* text box. An explanation must be entered in this field prior to submitting the request.

NOTE: Be certain that the Contact Information is entered into the fields with red asterisk. An error message displays if data is missing from the 30-Day Extension Request.

It is important to verify the accuracy and completeness of the data displayed on this screen. The screens and accounts made available for data entry are based on this information.

12. Select the  button to submit the request.

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Your Extension Request for

Project Name	FHA/Contract Number	Date From	Date To
Combined Statement		01/01/1999	12/31/1999
UNITED LAGUNA HILLS MUTUAL	12223309	01/01/1999	12/31/1999
UNITED LAGUNA HILLS MUTUAL	12223310	01/01/1999	12/31/1999
United Laguna Hills Mutual	12223317	01/01/1999	12/31/1999

has been successfully submitted!

An error message displays if data is missing from the 30-Day Extension Request.

Extension Request for Owner Certified Consolidated Submissions

To request a 30-Day Extension of an Consolidated annual financial statement for an Owner Certified Consolidated submission:

1. Access the **Select An Option** screen. Click on the [Request 30-Day Extension](#) link. The **Enter the Fiscal Year End (FYE) Date for Owning Entity** screen displays.

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Enter Fiscal Year End (FYE) Date for Owning Entity

Owning Entity Fiscal Year End:

Date example: 12/31/2000

2. Enter the appropriate date in the *Owning Entity Fiscal Year End* field.
3. Click on the  button. The **Select an Owning Entity** screen displays.



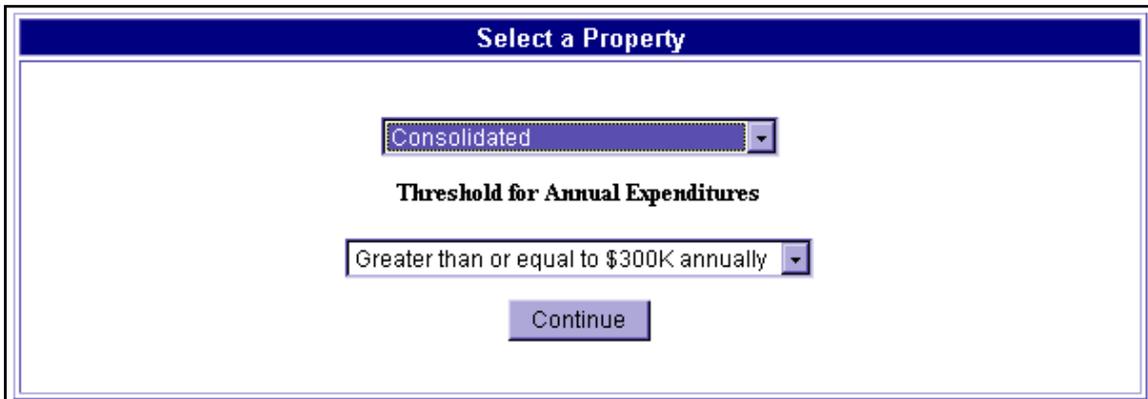
Annual Financial Statement
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Select an Owning Entity

888888807 - Lakeland Properties

Continue

4. Click on the drop-down arrow and select the appropriate owning entity. If a list of owning entities appears in the drop-down list, a user is authorized to submit for multiple owning entities.
5. Click on the  button. The **Select a Property** screen displays.



Select a Property

Consolidated

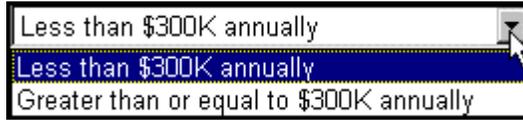
Threshold for Annual Expenditures

Greater than or equal to \$300K annually

Continue

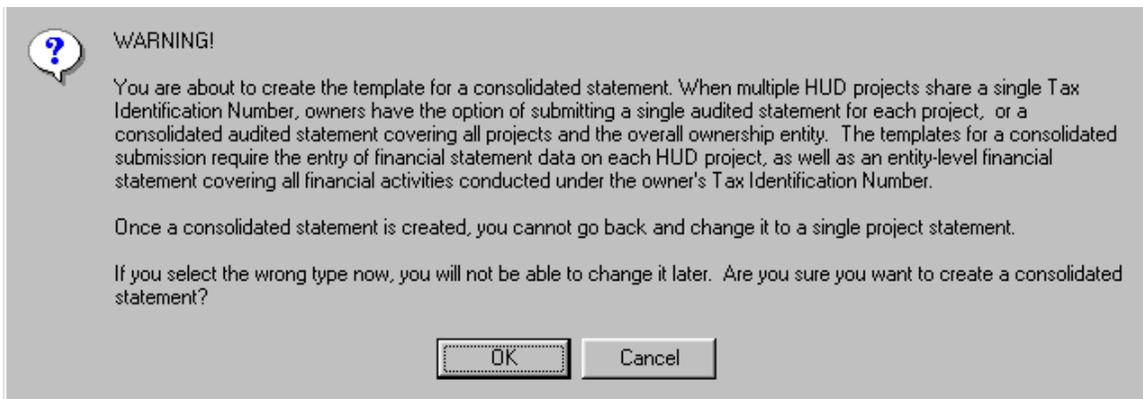
6. Click on the drop-down arrow and select either Consolidated or an individual property associated with the Consolidated submission for the applicable annual financial statement. The word "Consolidated" indicates that multiple projects were developed under a single owning entity (e.g., two or more projects sharing the same tax identification number).

7. Select a threshold, if the *Threshold for Annual Expenditures* drop-down list displays.



The *Threshold for Annual Expenditures* drop-down list is only available for entities that are Non-Profit. It must be reselected each time, regardless of whether the user is creating a new AFS data record, or modifying an existing record.

8. Click on the  button. The following JavaScript message displays.



9. Select the  button. The **Verify AFS Extension Request Criteria** displays (next page).

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Verify AFS Submission Criteria

Organization	Lakeland Properties
Tax ID	888888807
Mortgagor Type	Non-Profit (OMB A-133)
Legal Structure	Corporation
Type of Submission	Audited Submission IAW OMB Circular A-133 <input type="button" value="v"/>
Federal Award Threshold	Greater Than or Equal To \$300,000

Property Name	FHA/Contract Number	M2M	Date From	Date To
Consolidated Statement			01/01/2001	12/31/2001
Lakeland Apartments I	01234567		01/01/2001	12/31/2001
Lakeland Apartments II	12345678		01/01/2001	12/31/2001

Do not continue if information is incorrect or missing from these fields.
 Contact the appropriate HUD field office representative to report any discrepancies.

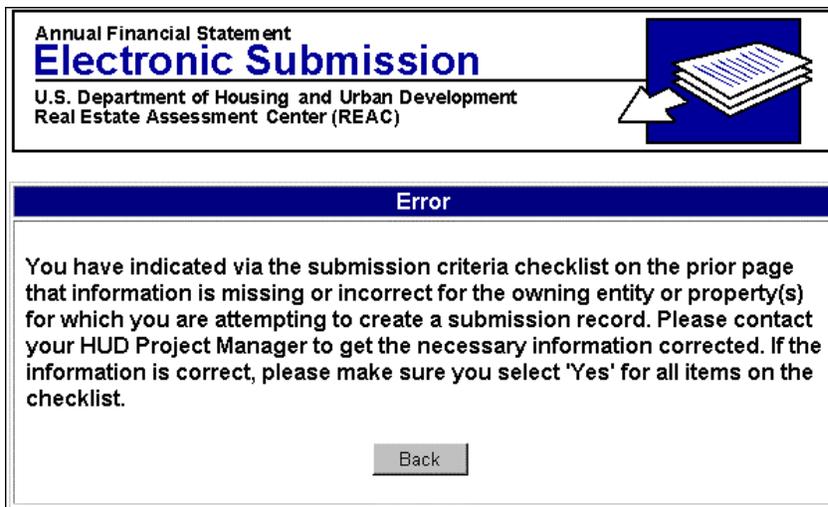
[Return to Main Menu](#)

Submission Criteria Verification	Yes	No
Have you verified that your Type of Submission (i.e. Owner Certified, A-133 or IG 2000.04) listed or selected above is the type of submission you intend to submit?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Tax ID listed above is your correct Tax ID?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that all of the HUD related properties listed above are correct?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Federal Award Threshold is correct (if applicable)?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Mortgagor Type listed above is correct?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Legal Structure listed above is correct?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the M2M Indicator listed for all the HUD related properties above is correct (if applicable)?	<input type="radio"/>	<input checked="" type="radio"/>

NOTE: It is important to verify the accuracy and completeness of the data displayed on this screen. The screens and accounts made available for data entry are based on this information.

- Click on the appropriate Yes or No radio buttons for each of the seven questions in the *Submission Criteria Verification* section. The default setting for the questions is No.

NOTE: The user should not continue to the data entry screens if any information on the **Verify AFS Extension Request Criteria** screen is incorrect. If the user answers No to any of the seven questions in the *Submission Criteria Verification* section, an error message displays.

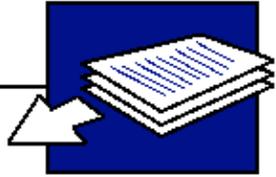


Until the user verifies the *information and changes the verification to Yes, they cannot continue with the extension request process.*

- Click on the  button to submit the request. The **AFS Extension Request** screen displays. (next page)

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AFS Extension Request

Organization	Lakeland Properties
Tax ID	888888807
Type of Submission	Owner Certified

Property Name	FHA/Contract Number	Date From	Date To
Consolidated Statement	N/A	01/01/1999	12/31/1999
Bayside Apartments	00077701	01/01/1999	12/31/1999
Oakwood Commons	00077702	01/01/1999	12/31/1999

Reason for the Request:

Enter the reason for the request in this field.

A red * means that data must be entered into those fields.

Contact Information			
First Name*	<input type="text" value="Herman"/>	Last Name*	<input type="text" value="Melville"/>
Phone Number* <small>e.g. 333 234-5678</small>	<input type="text" value="222-345-6789"/>	Extension	<input type="text"/>

*Indicates required information

12. Enter an explanation in the *Reason for the Request* text box. An explanation must be entered in this field prior to submitting the request. Be certain that the Contact Information is entered into the fields that have a red asterisk next to them.

13. Click on the button to submit the request to REAC.

The **Your Extension Request** receipt displays if all data was entered completely and correctly. (next page)

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Your Extension Request for

Project Name	FHA/Contract Number	Date From	Date To
Consolidated Statement		01/01/1999	12/31/1999
Bayside Apartments	00077701	01/01/1999	12/31/1999
Oakwood Commons	00077702	01/01/1999	12/31/1999

has been successfully submitted!

Resubmission Request

A request to resubmit an annual financial statement may be submitted to correct information associated with a previously accepted annual financial statement data submission. The resubmission request should include a description of the circumstances creating the need for a revised annual financial statement data submission. A request does not automatically grant permission to resubmit; the request must be approved by REAC before a resubmission can be initiated.

Resubmissions should only be requested in instances where the original submission contained material misstatements or omissions of financial data. In the case of audited annual financial statement submissions, resubmissions should only be requested in cases where the auditor was forced to re-issue the hard copy audit report due to material misstatement, omissions or subsequent events. Submissions containing minor, immaterial errors; should be reported to REAC in letter form, and a resubmission request is not submitted.

- Resubmission requests must be submitted electronically in FASSUB.
- Prior to a resubmission request being submitted, a multifamily project's annual financial statement for a given fiscal year must have been received by REAC.
- Resubmission requests are only accepted for the latest annual financial statement in FASS for a given reporting year.
- Duplicate resubmission requests are not accepted. A resubmission request is considered a duplicate if a previous resubmission request for the same fiscal year is waiting for a decision by REAC, or if a resubmission request for the same fiscal year has already been approved and the resubmission has not yet been made.
- Reason for the resubmission request must be included.

If a request for resubmission is approved, the annual financial statement submission must be re-entered in its entirety in FASSUB. FASSUB does not allow users to edit prior submissions.

Requesting a Resubmission of an annual financial statement submission for a single property:

1. Access the **Select An Option** screen.
2. Click on the Request Resubmission link. The **Enter Fiscal Year End (FYE) Date for Owning Entity** displays.

<p>Annual Financial Statement Electronic Submission U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)</p> 
<p>Enter Fiscal Year End (FYE) Date for Owning Entity</p> <p>Owning Entity Fiscal Year End: <input type="text" value="12/31/1999"/></p> <p><i>Date example: 12/31/2000</i></p> <p><input type="button" value="Continue"/></p>

3. Click on the  button. The **Select an Owning Entity** screen displays.



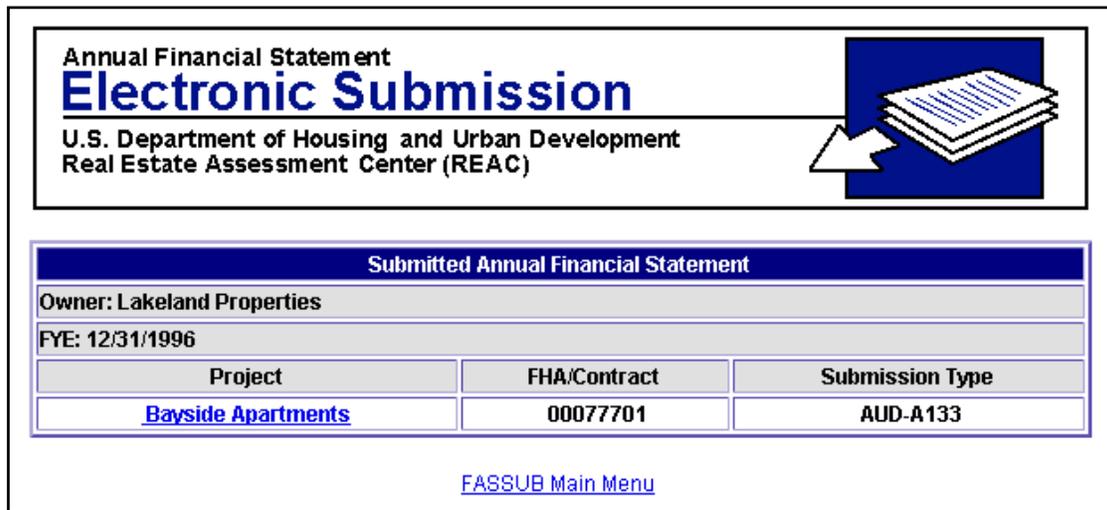
Annual Financial Statement
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

Select an Owning Entity

888888807 - Lakeland Properties

Continue

4. Select the Owning Entity and click on the  button. The **Submitted Annual Financial Statement** screen displays.



Annual Financial Statement
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

Submitted Annual Financial Statement

Owner: Lakeland Properties
FYE: 12/31/1996

Project	FHA/Contract	Submission Type
Bayside Apartments	00077701	AUD-A133

[FASSUB Main Menu](#)

5. Click on the Project name (e.g., Bayside Apartments). The **AFS Resubmission Request** screen displays (next page).

AFS Resubmission Request			
Organization	Lakeland Properties		
Tax ID	888888807		
Type of Submission	Audited Submission IAW IG Handbook 2000.04		
Property Name	FHA/Contract Number	Date From	Date To
Bayside Apartments	00077701	01/01/1996	12/31/1996
Reason for the Request:			
Enter data in all fields that have a red * next to them.			
Contact Information			
First Name *	Lynn	Last Name *	Denton
Phone Number * <small>e.g. 333 234-5678</small>	333-234-5678	Extension	
Submit Request		Cancel	

- Enter an explanation in the *Reason for the Request* text box. An explanation must be entered in this field prior to submitting the request. An error message displays if the resubmission request has missing data. Be certain that the Contact Information is entered into the fields with red asterisks next to them.
- Click on the  button. The **Your Resubmission Request** receipt screen displays.

Annual Financial Statement Electronic Submission U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)			
Your Resubmission Request for			
Project Name	FHA/Contract Number	Date From	Date To
Bayside Apartments	00077701	01/01/1996	12/31/1996
has been successfully submitted!			

Requesting a Resubmission of an annual financial statement for a Combined Submission:

1. Access the **Select An Option** screen. Click on the Request Resubmission link. The **Enter Fiscal Year End (FYE) Date for Owning Entity** displays.

Annual Financial Statement
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)



Enter Fiscal Year End (FYE) Date for Owning Entity

Owning Entity Fiscal Year End:

Date example: 12/31/2000

2. Click on the button. The **Select an Owning Entity** screen displays.

Annual Financial Statement
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)



Select an Owning Entity

3. Select the Owning Entity and click on the button. The **Submitted Annual Financial Statement** screen displays. (next page)

Annual Financial Statement

Electronic Submission

U.S. Department of Housing and Urban Development
 Real Estate Assessment Center (REAC)



Submitted Annual Financial Statement

Owner: United Laguna Hills Mutual		
FYE: 12/31/1994		
Project	FHA/Contract	Submission Type
Combined Statement		AUD-A133
UNITED LAGUNA HILLS MUTUAL	12223309	AUD-A133

- Click on the [Combined Statement](#) link. The **AFS Resubmission Request** screen displays.

AFS Resubmission Request

Organization	United Laguna Hills Mutual		
Tax ID	952984903		
Type of Submission	Audited Submission IAW IG Handbook 2000.04		

Property Name	FHA/Contract Number	Date From	Date To
Combined Statement		01/01/1994	12/31/1994
UNITED LAGUNA HILLS MUTUAL	12223309	01/01/1994	12/31/1994
UNITED LAGUNA HILLS MUTUAL	12223310	01/01/1994	12/31/1994
United Laguna Hills Mutual	12223317	01/01/1994	12/31/1994

Reason for the Request:

Enter data in all fields that have a red * next to them.

Contact Information

First Name *	Lynn	Last Name *	Denton
Phone Number * <small>e.g. 333 234-5678</small>	333-234-5678	Extension	

- Enter an explanation in the *Reason for the Request* text box. An explanation must be entered in this field prior to submitting the request. An error message displays if the resubmission request has missing data.

NOTE: Be certain that data is entered into the Contact Information fields that have a red asterisk next to them.

6. Click on the  button. The **Your Resubmission** receipt screen displays.

Annual Financial Statement
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)



Your Resubmission Request for

Project Name	FHA/Contract Number	Date From	Date To
Combined Statement		01/01/1994	12/31/1994
UNITED LAGUNA HILLS MUTUAL	12223309	01/01/1994	12/31/1994
UNITED LAGUNA HILLS MUTUAL	12223310	01/01/1994	12/31/1994
United Laguna Hills Mutual	12223317	01/01/1994	12/31/1994

has been successfully submitted!

NOTE: An error message displays if the resubmission request has missing data.

Requesting a Resubmission of a Consolidated annual financial statement submission:

1. Go to the **Select An Option** screen. Click on the Request Resubmission link. The **Enter Fiscal Year End (FYE) Date for Owning Entity** displays.

Annual Financial Statement
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)



Enter Fiscal Year End (FYE) Date for Owning Entity

Owning Entity Fiscal Year End:

Date example: 12/31/2000

2. Click on the  button. The **Select an Owning Entity** screen displays.

Annual Financial Statement
Electronic Submission
 U.S. Department of Housing and Urban Development
 Real Estate Assessment Center (REAC)



Select an Owning Entity

888888807 - Lakeland Properties ▾



3. Select an Owning Entity and click on the  button. The **Submitted Annual Financial Statement** displays.

Annual Financial Statement
Electronic Submission
 U.S. Department of Housing and Urban Development
 Real Estate Assessment Center (REAC)



Submitted Annual Financial Statement

Owner: Lakeland Properties

FYE: 12/31/1995

Project	FHA/Contract	Submission Type
Consolidated Statement		AUD-A133
Bayside Apartments	00077701	AUD-A133
Oakwood Commons	00077702	AUD-A133

4. Click on the Consolidated Statement link. The **AFS Resubmission Request** screen displays.

Annual Financial Statement
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)



AFS Resubmission Request

Organization	Lakeland Properties
Tax ID	012121212
Type of Submission	Owner Certified

Property Name	FHA/Contract Number	Date From	Date To
Consolidated Statement		01/01/1999	12/31/1999
Bayside Apartments	00077701	01/01/1999	12/31/1999
Oakwood Commons	00077702	01/01/1999	12/31/1999

Reason for the Request:

Contact Information

First Name*	<input type="text"/>	Last Name*	<input type="text"/>
Phone Number* <small>e.g. 333 234-5678</small>	<input type="text"/>	Extension	<input type="text"/>

*Indicates required information

5. Enter an explanation in the *Reason for the Request* text box. An explanation must be entered in this field prior to submitting the request. Be certain that information is entered in the Contact Information fields that have a red asterisk next to them. An error message displays if data is missing from the Resubmission Request form.

6. Select the  button to submit the request. The **Resubmission Request Receipt** screen displays.

Annual Financial Statement

Electronic Submission

U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)



Your Resubmission Request for

Project Name	FHA/Contract Number	Date From	Date To
Consolidated Statement		01/01/1995	12/31/1995
Bayside Apartments	00077701	01/01/1995	12/31/1995
Oakwood Commons	00077702	01/01/1995	12/31/1995

has been successfully submitted!

Waiver Request

A waiver may be requested in order to relieve or defer annual financial submission requirements or audit requirements. A waiver request should include a description of the circumstances believed to warrant a waiver of the requirement. Submitting a request does not automatically grant the waiver; the request must be approved by REAC before the waiver is considered valid.

- Requests for waivers can be submitted electronically in FASSUB.
- Once a waiver request is approved, the system updates the project owner's AFS submission requirements.
- Duplicate waiver requests will not be accepted. A waiver request will be considered a duplicate, if a previous request is waiting for a decision by REAC.
- Waiver requests are only valid for one year.
- If a waiver request is disapproved, then the project owner or their agent must submit the appropriate annual financial statement.
- When submitting a Consolidated administrative request, you will be required to submit a Consolidated Financial Statement, which consists of data for each property as well as data for the owning entity. Review details of Consolidated statements in the Introduction prior to requesting a Consolidated administrative request.

To request an electronic Waiver of an annual financial statement for a Single property:

1. Access the **Select An Option** screen. Click on the Request Waiver link. The **Enter the Fiscal Year End (FYE) Date for Owning Entity** screen displays.

Annual Financial Statement
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

Enter Fiscal Year End (FYE) Date for Owning Entity

Owning Entity Fiscal Year End:

Date example: 12/31/2000

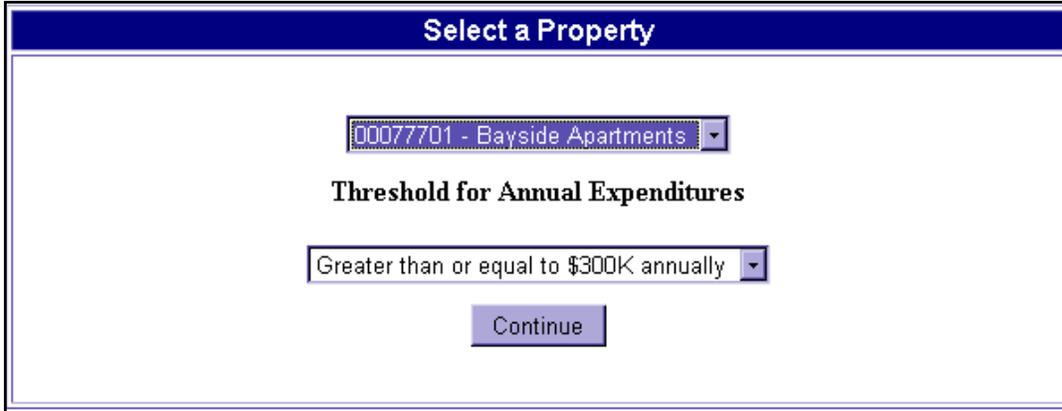
2. Enter the appropriate date in the *Owning Entity Fiscal Year End* field.
3. Click on the button. The **Select an Owning Entity** screen displays.

Annual Financial Statement
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

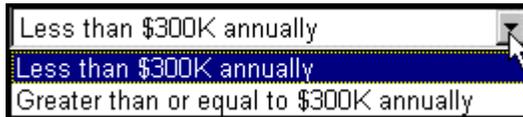
Select an Owning Entity

4. Click on the drop-down arrow and select the appropriate Owning Entity.

5. Click on the  button. The **Select a Property** screen displays.

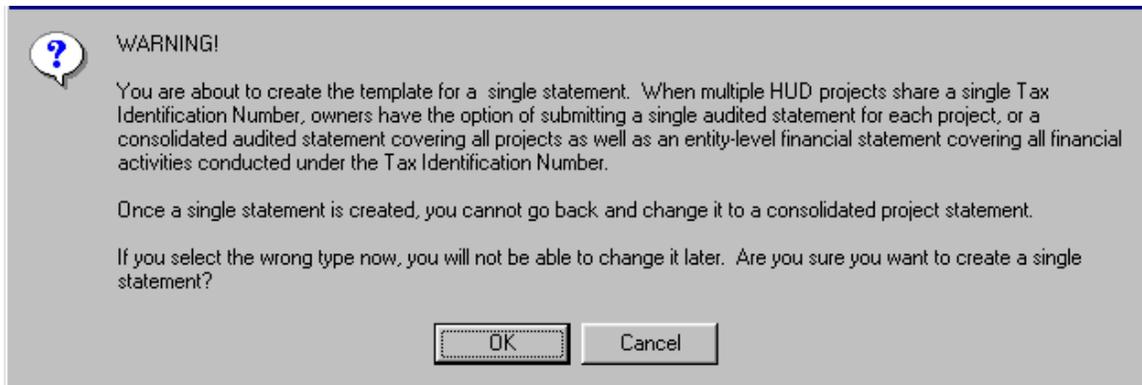


6. Select a property associated with the Owning Entity from the drop-down menu.
7. Select a threshold, if the *Threshold for Annual Expenditures* drop-down list displays.



The *Threshold for Annual Expenditures* drop-down list is only available for entities that are Non-Profit. It must be reselected each time, regardless of whether the user is creating a new AFS data record, or modifying an existing record.

8. Click on the  button. The following message displays:



9. Select the  button to continue with the waiver request.

The following **Verify AFS Waiver Request Criteria** screen displays:

Annual Financial Statement
Electronic Submission
 U.S. Department of Housing and Urban Development
 Real Estate Assessment Center (REAC)



Verify AFS Submission Criteria	
Organization	Lakeland Properties
Tax ID	999999999
Mortgagor Type	Non-Profit (OMB A-133)
Legal Structure	Corporation
Type of Submission	Audited Submission IAW OMB Circular A-133 ▾
Federal Award Threshold	Greater Than or Equal To \$300,000

Property Name	FHA/Contract Number	M2M	Date From	Date To
Lakeland Apartments	12345678		01/01/1997	12/31/1997

Do not continue if information is incorrect or missing from these fields.
 Contact the appropriate HUD field office representative to report any discrepancies.

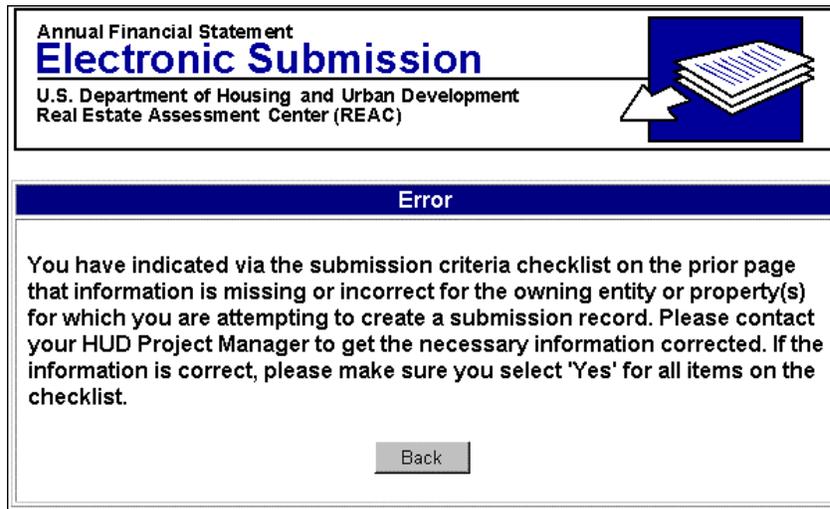
[Return to Main Menu](#)

Submission Criteria Verification	Yes	No
Have you verified that your Type of Submission (i.e. Owner Certified, A-133 or IG 2000.04) listed or selected above is the type of submission you intend to submit?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Tax ID listed above is your correct Tax ID?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that all of the HUD related properties listed above are correct?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Federal Award Threshold is correct (if applicable)?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Mortgagor Type listed above is correct?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Legal Structure listed above is correct?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the M2M Indicator listed for all the HUD related properties above is correct (if applicable)?	<input type="radio"/>	<input checked="" type="radio"/>

10. Click on the appropriate Yes or No radio buttons for each of the seven questions in the *Submission Criteria Verification* section. The default setting for the questions is No.

NOTE: The user should not continue to the data entry screens if any information on the **Verify AFS Waiver Request Criteria** screen is incorrect. If the

user answers No to any of the seven questions in the *Submission Criteria Verification* section, an error message displays.



The screenshot shows a web interface for "Annual Financial Statement Electronic Submission" by the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC). The interface includes a header with a document icon and a blue bar labeled "Error". The error message text reads: "You have indicated via the submission criteria checklist on the prior page that information is missing or incorrect for the owning entity or property(s) for which you are attempting to create a submission record. Please contact your HUD Project Manager to get the necessary information corrected. If the information is correct, please make sure you select 'Yes' for all items on the checklist." A "Back" button is located at the bottom of the error message box.

Until the user verifies the *information and changes the verification to Yes, they cannot continue with the AFS waiver request process.*

The **AFS Waiver Request** screen displays. (next page)

<p>Annual Financial Statement Electronic Submission U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)</p>	
---	---

AFS Waiver Request	
Organization	Lakeland Properties
Tax ID	888888807
Type of Submission	Audited Submission IAW OMB Circular A-133

Property Name	FHA/Contract Number	Date From	Date To
Bayside Apartments	00077701	01/01/1996	12/31/1996

Reason for the Request: *
<div style="border: 1px solid gray; padding: 5px;"> <p>Data must be entered into the fields with a red * next to them.</p> </div>

Contact Information	
First Name *	<input type="text" value="Lynn"/>
Last Name *	<input type="text" value="Denton"/>
Phone Number *	<input type="text" value="333-234-5678"/> example: 333 234-5678
Extension	<input type="text"/>

- Update the *Reason for the Request* text box. An explanation must be entered in this field prior to submitting the request. Be certain that information is entered in the Contact Information fields that have a red asterisk next to them. An error message displays if data is missing from the AFS Waiver form.

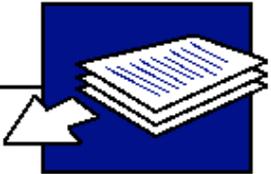
12. Click the  button.

A screen displays informing the user that the waiver request has been successfully submitted.

Annual Financial Statement Electronic Submission U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)			
Your Waiver Request for			
Project Name	FHA/Contract Number	Date From	Date To
Bayside Apartments	00077701	01/01/1996	12/31/1996
has been successfully submitted!			

To request an electronic Waiver of a Combined annual financial statement:

1. Access the **Select An Option** screen. Click on the [Request Waiver](#) link. The **Enter the Fiscal Year End (FYE) Date for Owning Entity** screen displays.

Annual Financial Statement Electronic Submission U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)			
Enter Fiscal Year End (FYE) Date for Owning Entity			
Owning Entity Fiscal Year End: <input type="text" value="12/31/1999"/>			
<i>Date example: 12/31/2000</i>			
			

2. Enter the appropriate date in the *Owning Entity Fiscal Year End* field.

3. Click on the  button. The **Select an Owning Entity** screen displays.



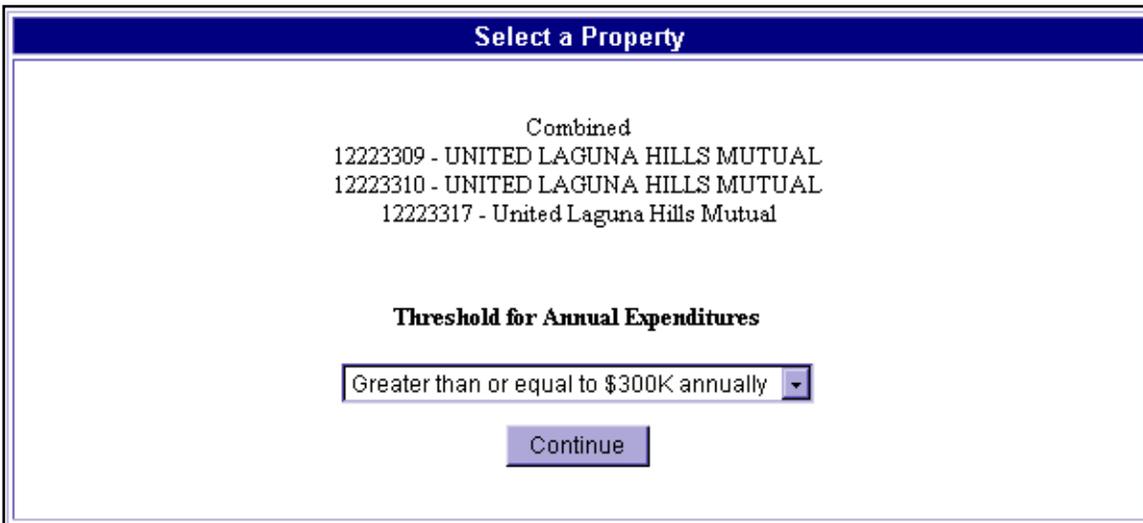
Annual Financial Statement
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

Select an Owning Entity

952984903 - United Laguna Hills Mutual

Continue

4. Select the Owning Entity and click on the  button. The **Select a Property** screen displays.



Select a Property

Combined
12223309 - UNITED LAGUNA HILLS MUTUAL
12223310 - UNITED LAGUNA HILLS MUTUAL
12223317 - United Laguna Hills Mutual

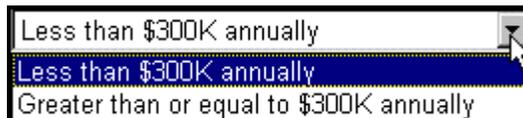
Threshold for Annual Expenditures

Greater than or equal to \$300K annually

Continue

5. Select a threshold, if the *Threshold for Annual Expenditures* drop-down list displays.

The *Threshold for Annual Expenditures* drop-down list is only available for entities that are Non-Profit. It must be reselected each time, regardless of whether the user is creating a new AFS data record, or modifying an existing record.



Less than \$300K annually
Less than \$300K annually
Greater than or equal to \$300K annually

6. Click on the  button. The **Verify AFS Wavier Request Criteria** screen displays.

Annual Financial Statement
Electronic Submission
 U.S. Department of Housing and Urban Development
 Real Estate Assessment Center (REAC)



Verify AFS Submission Criteria

Organization	Lakeland Properties
Tax ID	888888888
Mortgagor Type	Non-Profit (OMB A-133)
Legal Structure	Cooperative Corporation
Type of Submission	Owner Certified ▼
Federal Award Threshold	Greater Than or Equal To \$300,000

Property Name	FHA/Contract Number	M2M	Date From	Date To
Combined Statement			01/01/2001	12/31/2001
Lakeland Apartments I	01234567		01/01/2001	12/31/2001
Lakeland Apartments II	12345678		01/01/2001	12/31/2001

Do not continue if information is incorrect or missing from these fields.
 Contact the appropriate HUD field office representative to report any discrepancies.

[Return to Main Menu](#)

Submission Criteria Verification	Yes	No
Have you verified that your Type of Submission (i.e. Owner Certified, A-133 or IG 2000.04) listed or selected above is the type of submission you intend to submit?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Tax ID listed above is your correct Tax ID?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that all of the HUD related properties listed above are correct?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Federal Award Threshold is correct (if applicable)?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Mortgagor Type listed above is correct?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Legal Structure listed above is correct?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the M2M Indicator listed for all the HUD related properties above is correct (if applicable)?	<input type="radio"/>	<input checked="" type="radio"/>



7. Click on the appropriate Yes or No radio buttons for each of the seven questions in the *Submission Criteria Verification* section. The default setting for the questions is No.

NOTE: The user should not continue to the data entry screens if any information on the **Verify AFS Waiver Request Criteria** screen is incorrect. If the user answers No to any of the seven questions in the *Submission Criteria Verification* section, an error message displays.

The screenshot shows a web interface for the 'Annual Financial Statement Electronic Submission' system. At the top, it identifies the U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC). Below this is a blue header bar with the word 'Error' in white. The main content area contains a message explaining that the user has indicated missing or incorrect information on a previous page and provides instructions to contact their HUD Project Manager for corrections. At the bottom of the message area is a 'Back' button.

Annual Financial Statement
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

Error

You have indicated via the submission criteria checklist on the prior page that information is missing or incorrect for the owning entity or property(s) for which you are attempting to create a submission record. Please contact your HUD Project Manager to get the necessary information corrected. If the information is correct, please make sure you select 'Yes' for all items on the checklist.

Back

Until the user verifies the *information and changes the verification to Yes, they cannot continue with the waiver request process.*

- Click on the button to submit the Waiver request. The **AFS Waiver Request** screen displays. (next page)

Annual Financial Statement
Electronic Submission
 U.S. Department of Housing and Urban Development
 Real Estate Assessment Center (REAC)



AFS Waiver Request	
Organization	United Laguna Hills Mutual
Tax ID	952984903
Type of Submission	Owner Certified

Property Name	FHA/Contract Number	Date From	Date To
Combined Statement	N/A	01/01/1996	12/31/1996
UNITED LAGUNA HILLS MUTUAL	12223309	01/01/1996	12/31/1996
UNITED LAGUNA HILLS MUTUAL	12223310	01/01/1996	12/31/1996
United Laguna Hills Mutual	12223317	01/01/1996	12/31/1996

Reason for the Request: *

Enter data into the fields that have a red * next to them.

Contact Information	
First Name *	<input type="text" value="Lynn"/>
Last Name *	<input type="text" value="Denton"/>
Phone Number *	<input type="text" value="333-234-5678"/> <small>example: 333 234-5678</small>
Extension	<input type="text"/>

Submit Request

9. Update the *Reason for the Request* text box. An explanation must be entered in this field prior to submitting the request. Be certain that information is entered in the Contact Information fields that have a red asterisk next to them. An error message displays if data is missing from the AFS Waiver form.

10. Select the  button. A screen displays informing the user that the waiver request has been successfully submitted.

Annual Financial Statement
Electronic Submission
 U.S. Department of Housing and Urban Development
 Real Estate Assessment Center (REAC)



Your Waiver Request for

Project Name	FHA/Contract Number	Date From	Date To
Combined Statement		01/01/1996	12/31/1996
UNITED LAGUNA HILLS MUTUAL	12223309	01/01/1996	12/31/1996
UNITED LAGUNA HILLS MUTUAL	12223310	01/01/1996	12/31/1996
United Laguna Hills Mutual	12223317	01/01/1996	12/31/1996

has been successfully submitted!

Requesting an electronic Waiver of a Consolidated annual financial statement:

1. Access the **Select An Option** screen. Click on the [Request Waiver](#) link. The **Enter the Fiscal Year End (FYE) Date for Owning Entity** screen displays.

Annual Financial Statement
Electronic Submission
 U.S. Department of Housing and Urban Development
 Real Estate Assessment Center (REAC)



Enter Fiscal Year End (FYE) Date for Owning Entity

Owning Entity Fiscal Year End:

Date example: 12/31/2000

2. Enter the appropriate date in the *Owning Entity Fiscal Year End* field.

3. Click on the  button. The **Select an Owning Entity** screen displays.



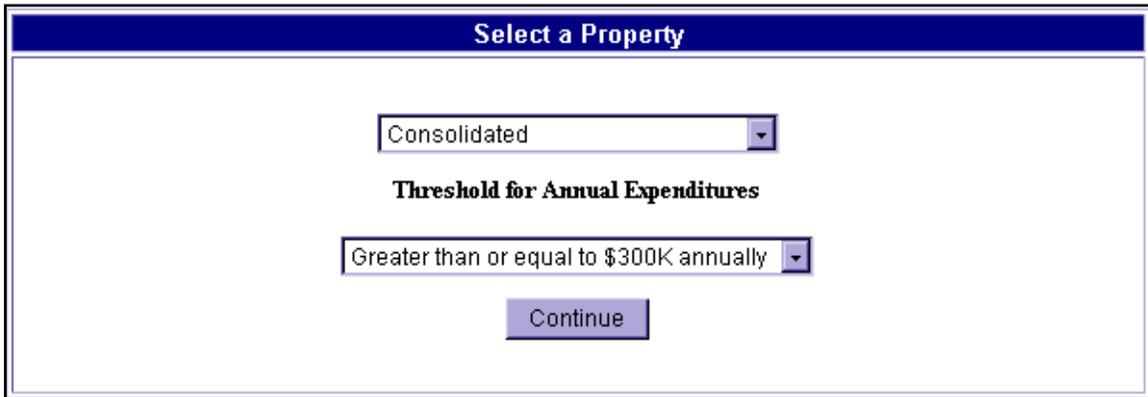
Annual Financial Statement
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

Select an Owning Entity

888888807 - Lakeland Properties

Continue

4. Select the Owning Entity and click on the  button. The **Select a Property** screen displays.



Select a Property

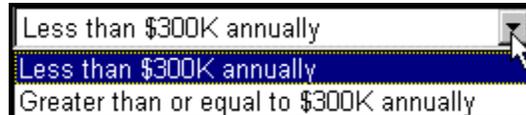
Consolidated

Threshold for Annual Expenditures

Greater than or equal to \$300K annually

Continue

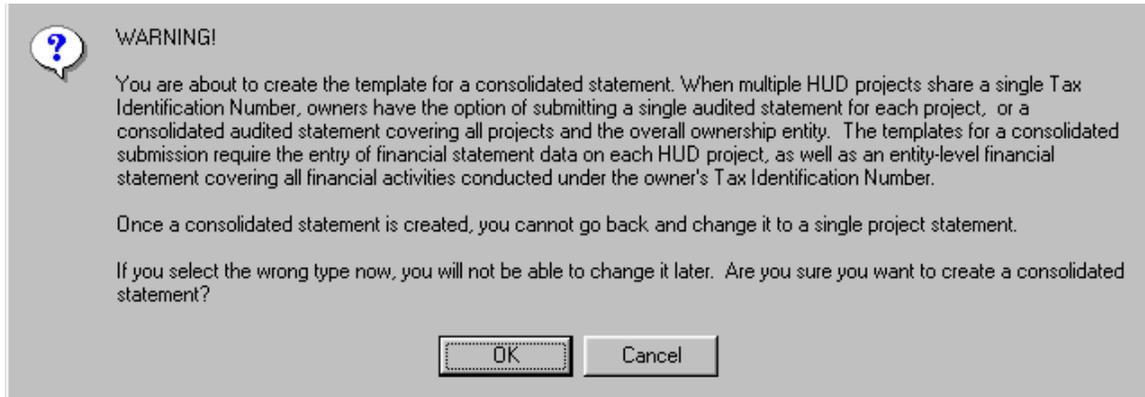
5. Select a threshold, if the *Threshold for Annual Expenditures* drop-down list displays.



Less than \$300K annually
Less than \$300K annually
Greater than or equal to \$300K annually

The *Threshold for Annual Expenditures* drop-down list is only available for entities that are Non-Profit. It must be reselected each time, regardless of whether the user is creating a new AFS data record, or modifying an existing record.

- Click on the  button. A JavaScript message below will display. This message alerts the user that they are going to be creating multiple templates for a Consolidated submission.



- Click on the  button to continue.

The **Verify AFS Waiver Request Criteria** page displays.

Annual Financial Statement

Electronic Submission

U.S. Department of Housing and Urban Development
 Real Estate Assessment Center (REAC)



Verify AFS Submission Criteria

Organization	Lakeland Properties
Tax ID	888888807
Mortgagor Type	Non-Profit (OMB A-133)
Legal Structure	Corporation
Type of Submission	Audited Submission IAW OMB Circular A-133 ▼
Federal Award Threshold	Greater Than or Equal To \$300,000

Property Name	FHA/Contract Number	M2M	Date From	Date To
Consolidated Statement			01/01/2001	12/31/2001
Lakeland Apartments I	01234567		01/01/2001	12/31/2001
Lakeland Apartments II	12345678		01/01/2001	12/31/2001

Do not continue if information is incorrect or missing from these fields.
 Contact the appropriate HUD field office representative to report any discrepancies.

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Submission Criteria Verification	Yes	No
Have you verified that your Type of Submission (i.e. Owner Certified, A-133 or IG 2000.04) listed or selected above is the type of submission you intend to submit?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Tax ID listed above is your correct Tax ID?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that all of the HUD related properties listed above are correct?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Federal Award Threshold is correct (if applicable)?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Mortgagor Type listed above is correct?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Legal Structure listed above is correct?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the M2M Indicator listed for all the HUD related properties above is correct (if applicable)?	<input type="radio"/>	<input checked="" type="radio"/>

8. Click on the appropriate Yes or No radio buttons for each of the seven questions in the *Submission Criteria Verification* section. The default setting for the questions is No.

NOTE: The user should not continue to the data entry screens if any information on the **Verify AFS Waiver Request Criteria** screen is incorrect. If the user answers No to any of the seven questions in the *Submission Criteria Verification* section, an error message displays.

<p>Annual Financial Statement Electronic Submission U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)</p> 
<p style="text-align: center;">Error</p> <p>You have indicated via the submission criteria checklist on the prior page that information is missing or incorrect for the owning entity or property(s) for which you are attempting to create a submission record. Please contact your HUD Project Manager to get the necessary information corrected. If the information is correct, please make sure you select 'Yes' for all items on the checklist.</p> <p style="text-align: center;"><input type="button" value="Back"/></p>

Until the user verifies the *information and changes the verification to Yes, they cannot continue with the AFS waiver request process.*

9. Click on the  button. The **AFS Waiver Request** screen displays.



AFS Waiver Request			
Organization	Lakeland Properties		
Tax ID	888888807		
Type of Submission	Owner Certified		
Property Name	FHA/Contract Number	Date From	Date To
Consolidated Statement	N/A	01/01/1999	12/31/1999
Bayside Apartments	00077701	01/01/1999	12/31/1999
Oakwood Commons	00077702	01/01/1999	12/31/1999
Reason for the Request*			
It is mandatory that data be entered in the fields that have a red * next to them.			
Contact Information			
First Name*	Lynn	Last Name*	Denton
Phone Number e.g. 333 234-5678	333-234-5678	Extension	
<input type="button" value="Submit Request"/>		<input type="button" value="Cancel"/>	

*Indicates required information

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[Comments or Questions <REAC Technical Assistance Center>](#)

10. Enter an explanation in the *Reason for the Request* text box. An explanation must be entered in this field prior to submitting the request. Be certain that information is entered in the Contact Information fields that have a red asterisk next to them. An error message displays if data is missing from the AFS Waiver form.

11. Click on the  button to submit the request for processing by REAC. A screen displays informing the user that the waiver request has been successfully submitted.

Annual Financial Statement
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)



Your Waiver Request for

Project Name	FHA/Contract Number	Date From	Date To
Consolidated Statement	N/A	01/01/1999	12/31/1999
Bayside Apartments	00077701	01/01/1999	12/31/1999
Oakwood Commons	00077702	01/01/1999	12/31/1999

has been successfully submitted!