

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

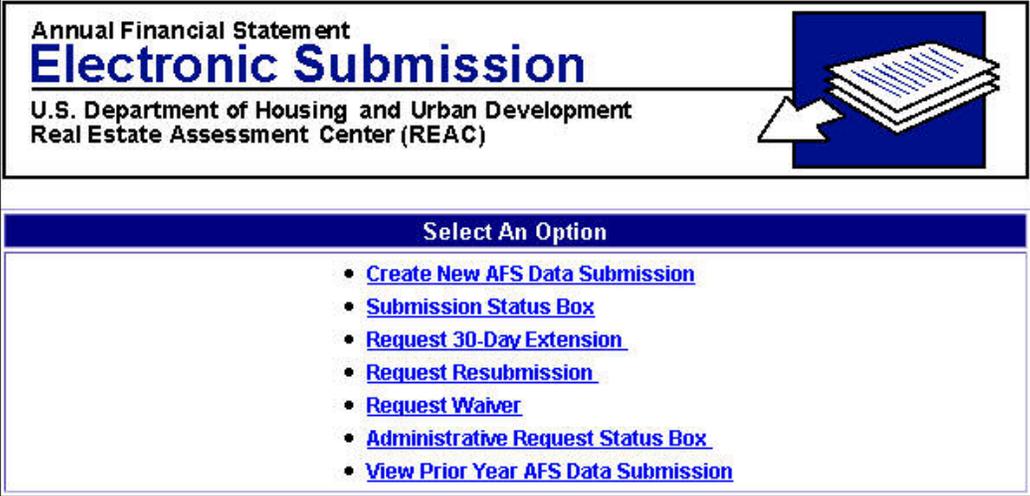
An extension of the annual financial statement due date requirement may be requested when there are extenuating circumstances that prevent a timely submission of the required data. However, a request must be accompanied by documentation supporting the extension request. Submitting a request does not 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

Continue

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.



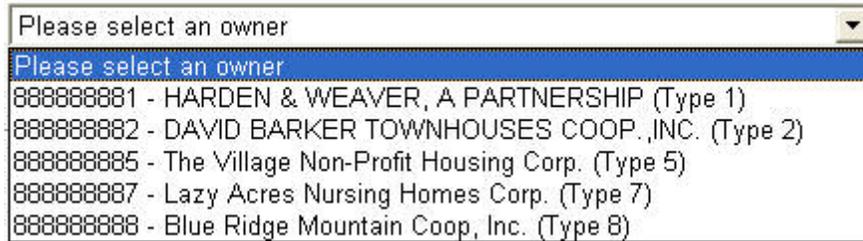
Annual Financial Statement
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Select an Owning Entity

Please select an owner

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.

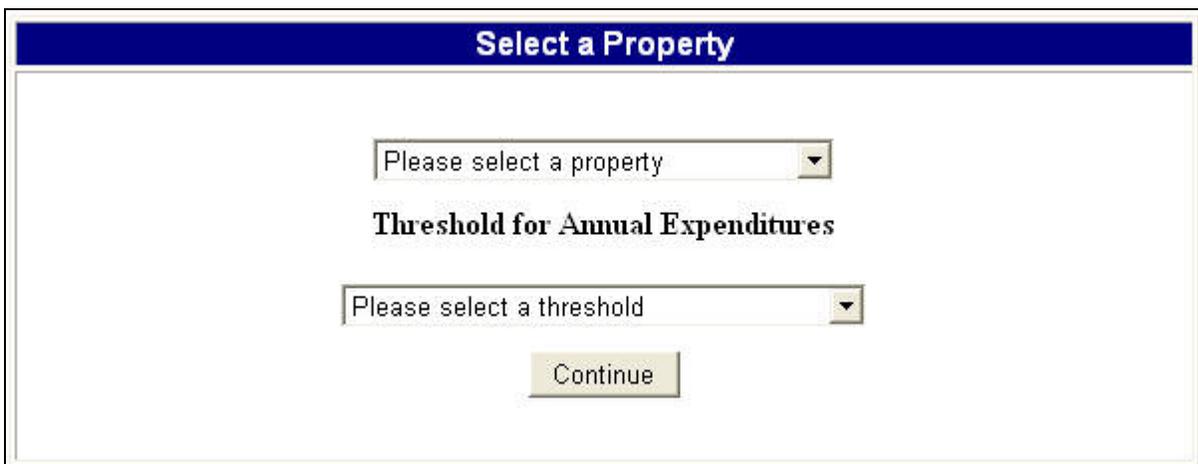


Please select an owner

Please select an owner

888888881 - HARDEN & WEAVER, A PARTNERSHIP (Type 1)
888888882 - DAVID BARKER TOWNHOUSES COOP., INC. (Type 2)
888888885 - The Village Non-Profit Housing Corp. (Type 5)
888888887 - Lazy Acres Nursing Homes Corp. (Type 7)
888888888 - Blue Ridge Mountain Coop, Inc. (Type 8)

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



Select a Property

Please select a property

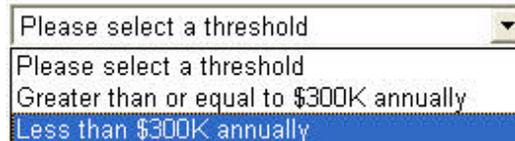
Threshold for Annual Expenditures

Please select a threshold

Continue

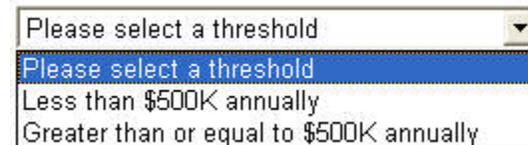
7. Select a property associated with the owning entity from the drop-down menu. If this is a Combined Submission, the properties will be listed automatically, providing the Real Estate Management Systems (REMS) database contains the critical data elements.
8. Select a threshold, if the *Threshold for 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.

NOTE: If your FYE is 12/31/2003 or prior, then the drop-down list will display:



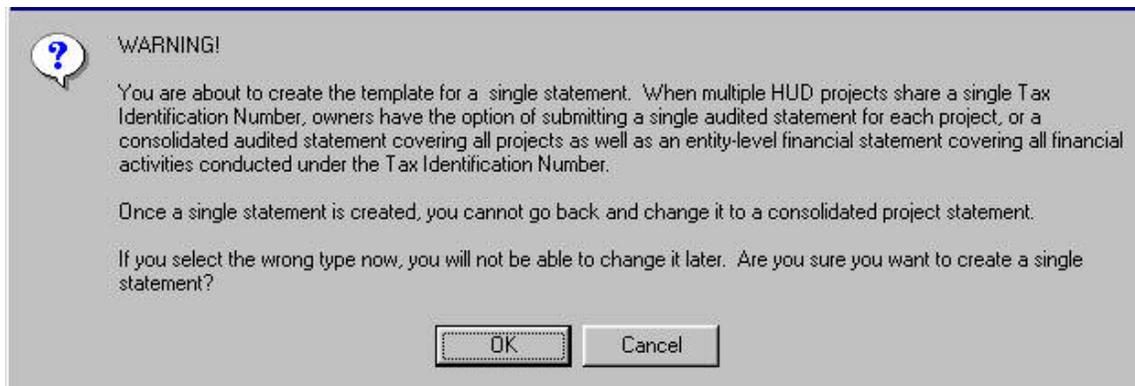
A screenshot of a web-based drop-down menu. The menu is open, showing three options: "Please select a threshold" (the selected item), "Greater than or equal to \$300K annually", and "Less than \$300K annually".

If your FYE is 01/01/2004 or later, then the drop-down list will display:

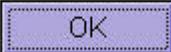


A screenshot of a web-based drop-down menu. The menu is open, showing three options: "Please select a threshold" (the selected item), "Less than \$500K annually", and "Greater than or equal to \$500K annually".

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



A warning dialog box with a question mark icon. The text reads: "WARNING! You are about to create the template for a single statement. When multiple HUD projects share a single Tax Identification Number, owners have the option of submitting a single audited statement for each project, or a consolidated audited statement covering all projects as well as an entity-level financial statement covering all financial activities conducted under the Tax Identification Number. Once a single statement is created, you cannot go back and change it to a consolidated project statement. If you select the wrong type now, you will not be able to change it later. Are you sure you want to create a single statement?" At the bottom are "OK" and "Cancel" buttons.

10. Click the  button.

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

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Verify AFS Extension Request Criteria

Organization	The Village Non-Profit Housing Corp. (Type 5)
Tax ID	8888888885
Mortgagor Type	Non-Profit
Legal Structure	Corporation
Type of Submission	Owner Certified ▼
Federal Award Threshold	Greater than or equal to \$300K annually

Property Name	FHA/Contract Number	M2M	Distribution Allowed	Date From	Date To
THE VILLAGE (1)	050TC551		LTD	01/01/2003	12/31/2003

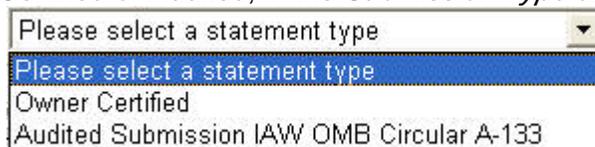
Do not continue if information is incorrect or missing from these fields.
 Contact the appropriate HUD field office representative to report any discrepancies.

[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 checked="" type="radio"/>	<input type="radio"/>
Have you verified that the Tax ID listed above is your correct Tax ID?	<input checked="" type="radio"/>	<input type="radio"/>
Have you verified that all of the HUD related properties listed above are correct?	<input checked="" type="radio"/>	<input type="radio"/>
Have you verified that the Federal Award Threshold is correct (if applicable)?	<input checked="" type="radio"/>	<input type="radio"/>
Have you verified that the Mortgagor Type listed above is correct?	<input checked="" type="radio"/>	<input type="radio"/>
Have you verified that the Legal Structure listed above is correct?	<input checked="" type="radio"/>	<input type="radio"/>
Have you verified that the M2M Indicator listed for all the HUD related properties above is correct (if applicable)?	<input checked="" type="radio"/>	<input type="radio"/>
Have you verified that the Distribution Allowed Indicator listed for all the HUD related properties above is correct (if applicable)?	<input checked="" type="radio"/>	<input type="radio"/>

Continue

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



Please select a statement type

Please select a statement type

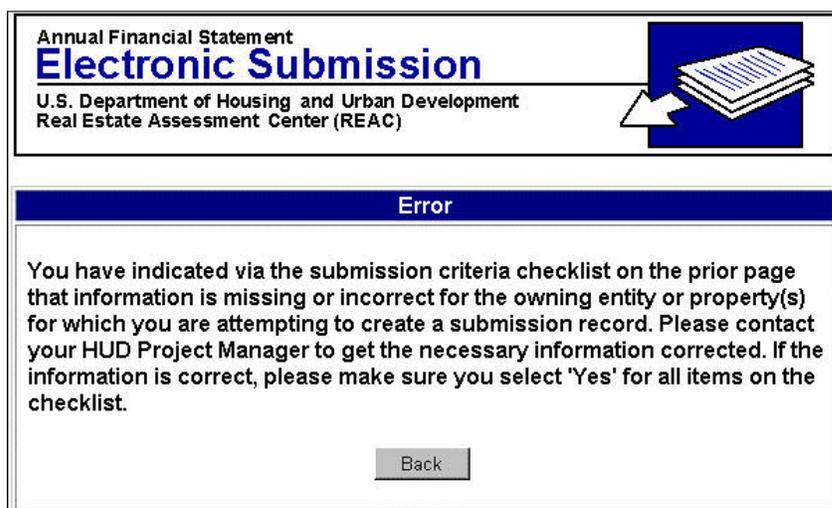
Owner Certified

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 eight 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.*



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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

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

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AFS Extension Request

Organization	The Village Non-Profit Housing Corp. (Type 5)
Tax ID	888888885
Type of Submission	Owner Certified

Property Name	FHA/Contract Number	Date From	Date To
THE VILLAGE (1)	050TC551	01/01/2003	12/31/2003

Reason for the Request:

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

Contact Information

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

*Indicates required information

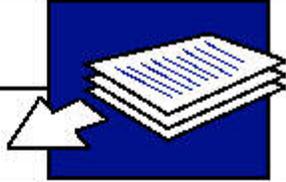
14. Enter an explanation in the *Reason for the Request* text box. An explanation must be entered in this field prior to submitting the request.

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.

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Your Extension Request for

Project Name	FHA/Contract Number	Date From	Date To
THE VILLAGE (1)	050TC551	01/01/2003	12/31/2003

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.

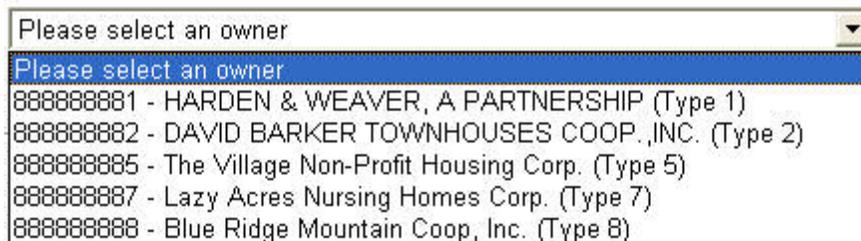
The screenshot shows a web interface for 'Annual Financial Statement Electronic Submission' from the U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC). The main heading is 'Enter Fiscal Year End (FYE) Date for Owning Entity'. Below this, there is a text input field labeled 'Owning Entity Fiscal Year End:'. A date example '12/31/2000' is provided below the field. A 'Continue' button is located at the bottom center of the form area.

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.

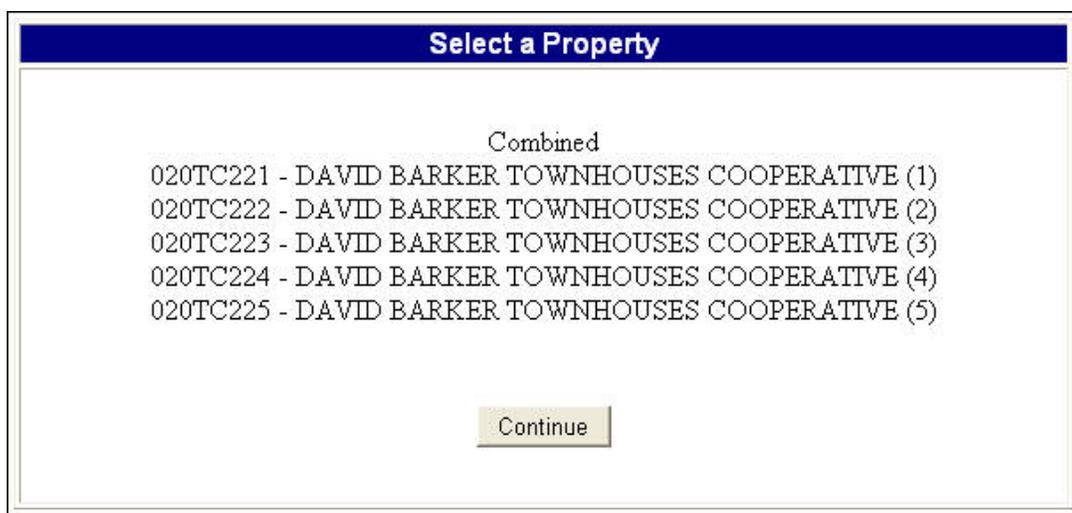
The screenshot shows a web interface for 'Annual Financial Statement Electronic Submission' from the U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC). The main heading is 'Select an Owning Entity'. Below this, there is a dropdown menu with the text 'Please select an owner'. A 'Continue' button is located at the bottom center of the form area.

- 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.



A screenshot of a web application's drop-down menu. The menu is titled "Please select an owner" and is currently open, showing a list of five options. The first option is "Please select an owner" (highlighted in blue), followed by "888888881 - HARDEN & WEAVER, A PARTNERSHIP (Type 1)", "888888882 - DAVID BARKER TOWNHOUSES COOP. ,INC. (Type 2)", "888888885 - The Village Non-Profit Housing Corp. (Type 5)", "888888887 - Lazy Acres Nursing Homes Corp. (Type 7)", and "888888888 - Blue Ridge Mountain Coop, Inc. (Type 8)".

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

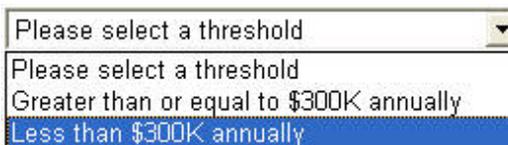


A screenshot of the "Select a Property" screen. The title bar is blue with the text "Select a Property" in white. Below the title bar, the word "Combined" is centered. Underneath, there is a list of five properties: "020TC221 - DAVID BARKER TOWNHOUSES COOPERATIVE (1)", "020TC222 - DAVID BARKER TOWNHOUSES COOPERATIVE (2)", "020TC223 - DAVID BARKER TOWNHOUSES COOPERATIVE (3)", "020TC224 - DAVID BARKER TOWNHOUSES COOPERATIVE (4)", and "020TC225 - DAVID BARKER TOWNHOUSES COOPERATIVE (5)". At the bottom center of the screen is a "Continue" button.

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.

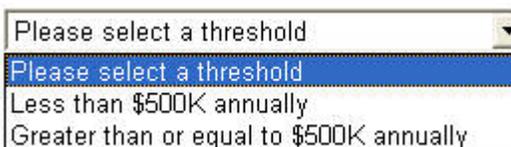
- Select a threshold, if the *Threshold for Annual Expenditures* drop-down list displays.

NOTE: If your FYE is 12/31/2003 or prior, then the drop-down list will display:



A screenshot of a web application's drop-down menu for selecting a threshold. The menu is titled "Please select a threshold" and is open, showing three options: "Please select a threshold", "Greater than or equal to \$300K annually", and "Less than \$300K annually" (highlighted in blue).

If your FYE is 01/01/2004 or later, then the drop-down list will display:



A screenshot of a web application's drop-down menu for selecting a threshold. The menu is titled "Please select a threshold" and is open, showing three options: "Please select a threshold" (highlighted in blue), "Less than \$500K annually", and "Greater than or equal to \$500K 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.

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 Extension Request Criteria

Organization	DAVID BARKER TOWNHOUSES COOP., INC. (Type 2)
Tax ID	888888882
Mortgagor Type	Other
Legal Structure	Cooperative Corporation
Type of Submission	Audited Submission IAW IG Handbook 2000.04
Federal Award Threshold	N/A

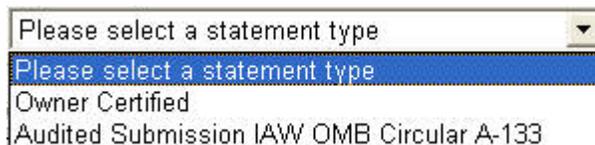
Property Name	FHA/Contract Number	M2M	Date From	Date To
Combined Statement			01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (1)	020TC221		01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (2)	020TC222		01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (3)	020TC223		01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (4)	020TC224		01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (5)	020TC225		01/01/2003	12/31/2003

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"/>

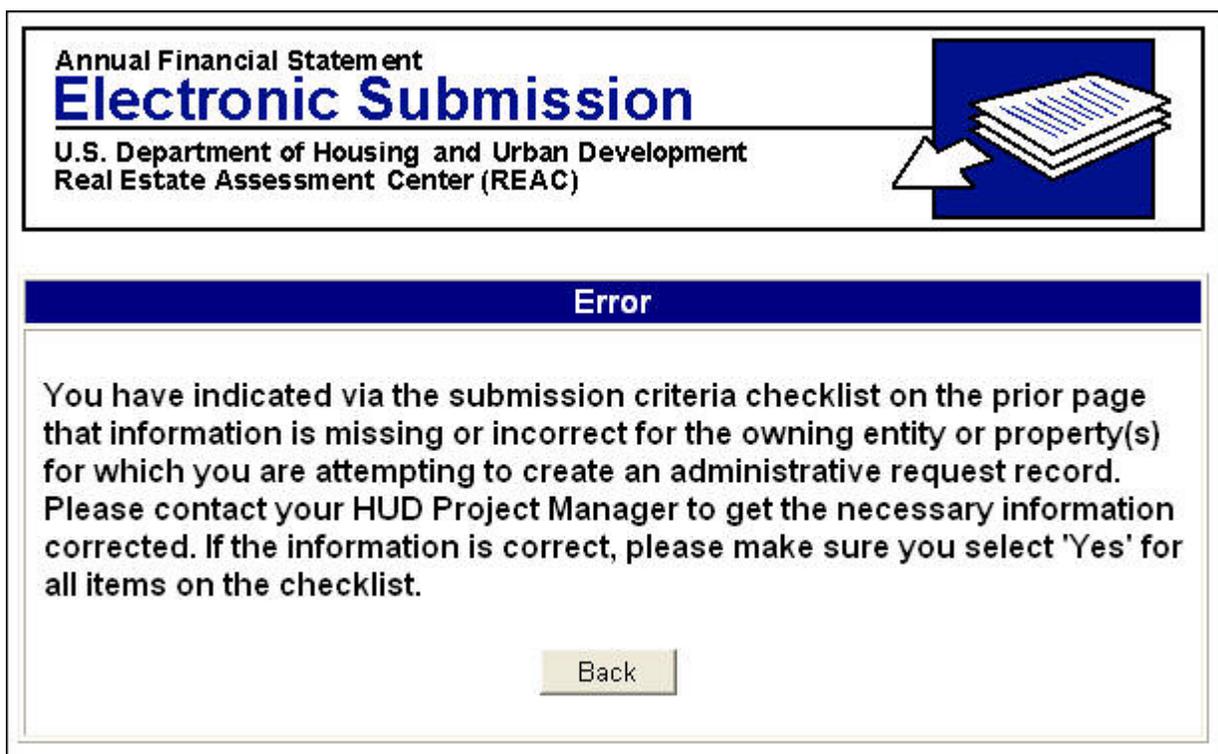
8. Select either Owner Certified or Audited if applicable, from the *Submission Type* down-down menu.



A screenshot of a web form dropdown menu. The menu is titled "Please select a statement type" and is currently open, showing two options: "Owner Certified" and "Audited Submission IAW OMB Circular A-133". The first option, "Owner Certified", is highlighted in blue.

9. 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 header section with the text "Annual Financial Statement" and "Electronic Submission" in large blue font. Below this is "U.S. Department of Housing and Urban Development" and "Real Estate Assessment Center (REAC)". To the right is an icon of a stack of papers 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 an administrative request 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.

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

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

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AFS Extension Request

Organization	DAVID BARKER TOWNHOUSES COOP.,INC. (Type 2)
Tax ID	888888882
Type of Submission	Audited Submission IAW IG Handbook 2000.04

Property Name	FHA/Contract Number	Date From	Date To
Combined Statement	N/A	01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (1)	020TC221	01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (2)	020TC222	01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (3)	020TC223	01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (4)	020TC224	01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (5)	020TC225	01/01/2003	12/31/2003

Reason for the Request:

A reason for the request is a mandatory field.

Contact Information

First Name *	First <input type="text"/>	Last Name *	Last <input type="text"/>
Phone Number * <small>e.g. 333 234-5678</small>	123-456-7890	Extension	<input type="text"/>

Auditor Firm Information

Auditor Firm Name *	t M. Last CPA	CPA Engagement Date * <small>e.g. 12/31/2000</small>	12/31/2000
Auditor Phone * <small>e.g. 333 234-5678</small>	123-456-7891	Auditor Email Address:	CPA@email.com

*Indicates required information

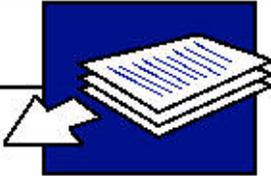
11. Enter an explanation in the *Reason for the Request* text box. An explanation must be entered in this field prior to submitting the request.

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			
DAVID BARKER TOWNHOUSES COOPERATIVE (1)		01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (2)	020TC221	01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (3)	020TC222	01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (4)	020TC223	01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (5)	020TC224	01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (5)	020TC225	01/01/2003	12/31/2003

has been successfully submitted!

[FASSUB Main Menu](#)

[<REAC Financial Assessment for FHA/MF Housing>](#)

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

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 a 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.

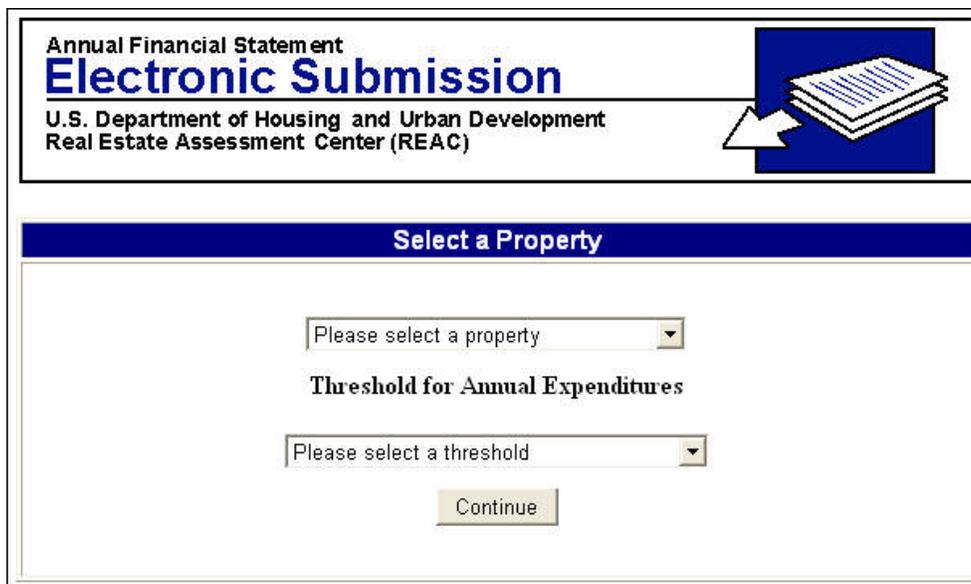
The screenshot shows a web interface for an 'Annual Financial Statement Electronic Submission'. The header includes the text 'Annual Financial Statement Electronic Submission' and 'U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)'. To the right is an icon of a stack of papers with an arrow pointing to it. Below the header is a blue bar with the title 'Enter Fiscal Year End (FYE) Date for Owning Entity'. The main content area contains the label 'Owning Entity Fiscal Year End:' followed by a text input field. Below the input field is the text 'Date example: 12/31/2000' and a 'Continue' button.

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 a web interface for an '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 stack of papers with an arrow pointing to it. Below the header is a blue bar with the title 'Select an Owning Entity'. The main content area contains a drop-down menu with the text 'Please select an owner' and a downward-pointing arrow. Below the drop-down menu is a 'Continue' button.

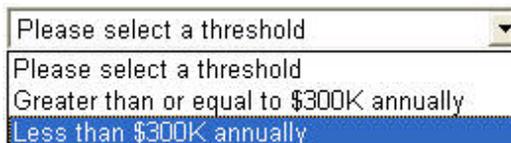
4. Click on the drop-down arrow and select the appropriate owning entity. If a list of owning entities appears in the drop-down list, a user is authorized to submit for multiple owning entities.

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

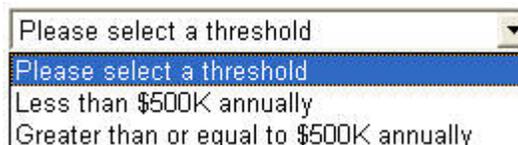


6. Click on the drop-down arrow and select either Consolidated or an individual property associated with the Consolidated submission for the applicable annual financial statement. The word "Consolidated" indicates that multiple projects were developed under a single owning entity (e.g., two or more projects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

NOTE: If your FYE is 12/31/2003 or prior, then the drop-down list will display:



If your FYE is 01/01/2004 or later, then the drop-down list will display:



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.

 **WARNING!**

You are about to create the template for a consolidated statement. When multiple HUD projects share a single Tax Identification Number, owners have the option of submitting a single audited statement for each project, or a consolidated audited statement covering all projects and the overall ownership entity. The templates for a consolidated submission require the entry of financial statement data on each HUD project, as well as an entity-level financial statement covering all financial activities conducted under the owner's Tax Identification Number.

Once a consolidated statement is created, you cannot go back and change it to a single project statement.

If you select the wrong type now, you will not be able to change it later. Are you sure you want to create a consolidated statement?

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

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



Verify AFS Extension Request Criteria

Organization	Legacy Multifamily Limited Corp (Type C)				
Tax ID	000000				
Mortgage Type	For Profit				
Legal Structure	Corporation				
Type of Submission	<input type="radio"/> Single-Project Statement Type <input checked="" type="radio"/> Consolidated Statement Type				
Federal Award Threshold	Greater than or equal to \$50,000				

Property Name	FHA/Contract Number	MEM	Distribution Allowed	Date From	Date To
Consolidated Statement				1/1/2007	12/31/2007
100-123456789	000000			1/1/2007	12/31/2007

Do not continue if you have an incorrect project name or address.
Contact the operator. Use the close button to return to the discretion screen.
[Return to Main Menu](#)

Submission Criteria Verification	Yes	No
Have you verified that your type of submission (i.e. Single/Consolidated) is 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 is your master 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 Mortgage 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 MEM indicated listed for all the HUD related properties above is correct (if applicable)?	<input type="radio"/>	<input checked="" type="radio"/>
Have you verified that the Distribution Allowed 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.

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 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.

Annual Financial Statement
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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 an administrative request 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.

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

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

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



AFS Extension Request

Organization	Lazy Acres Nursing Homes Corp. (Type 7)
Tax ID	888888887
Type of Submission	Owner Certified

Property Name	FHA/Contract Number	Date From	Date To
Consolidated Statement	N/A	01/01/2003	12/31/2003
ACRES HOMES (2)	070TC772	01/01/2003	12/31/2003

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="First"/>	Last Name *	<input type="text" value="Last"/>
Phone Number *	<input type="text" value="123-456-7890"/>	Extension	<input type="text"/>

e.g. 333 234-5678

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)

Annual Financial Statement
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Real Estate Assessment Center (REAC)



Your Extension Request for

Project Name	FHA/Contract Number	Date From	Date To
Consolidated Statement ACRES HOMES (2)	070TC772	01/01/2003 01/01/2003	12/31/2003 12/31/2003

has been successfully submitted!

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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.

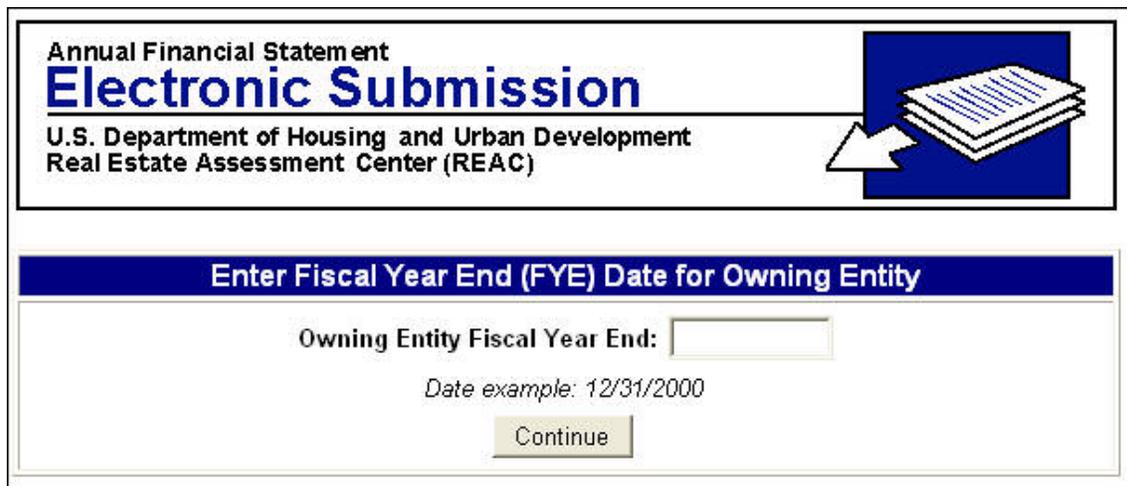
Resubmissions should only be requested in instances where the original submission contained material misstatements or omissions of financial data. In the case of audited annual financial statement submissions, resubmissions should only be requested in cases where the auditor was forced to re-issue the 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.



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 main heading is 'Enter Fiscal Year End (FYE) Date for Owning Entity'. Below this, there is a text input field labeled 'Owning Entity Fiscal Year End:' with a date example '12/31/2000' below it. A 'Continue' button is positioned at the bottom center of the form area.

3. Click on the  button. The **Select an Owning Entity** screen 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 main heading is 'Select an Owning Entity'. Below this, there is a dropdown menu with the text 'Please select an owner' and a downward arrow. A 'Continue' button is positioned at the bottom center of the form area.

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: THE VILLAGE NON PROFIT HOUSING CORP

FYE: 12/31/2002

Project	FHA/Contract	Submission Type
THE VILLAGE	888888885	AUD-A133

5. Click on the Project name (e.g., The Village). The **AFS Resubmission Request** screen displays.

AFS Resubmission Request

Organization	THE VILLAGE NON PROFIT HOUSING CORP		
Tax ID	888888885		
Type of Submission	Audited Submission IAW OMB Circular A-133		

Property Name	FHA/Contract Number	Date From	Date To
THE VILLAGE	050TC551	01/01/2002	12/31/2002

Reason for the Request:

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

Contact Information

First Name *	First <input style="width: 90%;" type="text"/>	Last Name *	Last <input style="width: 90%;" type="text"/>
Phone Number * <small>e.g. 333 234-5678</small>	123-456-7890	Extension	<input style="width: 90%;" type="text"/>

6. 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.

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

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Your Resubmission Request for

Project Name	FHA/Contract Number	Date From	Date To
THE VILLAGE	050TC551	01/01/2002	12/31/2002

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.

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 main heading is 'Enter Fiscal Year End (FYE) Date for Owning Entity'. Below this, there is a text input field labeled 'Owning Entity Fiscal Year End:' with a date example '12/31/2000' and a 'Continue' button.

2. Click on the  button. The **Select an Owning Entity** screen 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 main heading is 'Select an Owning Entity'. Below this, there is a dropdown menu with the text 'Please select an owner' and a 'Continue' button.

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: DAVID BARKER TOWNHOUSES COOPERATIVE

FYE: 12/31/2002

Project	FHA/Contract	Submission Type
Combined Statement		AUD-2000.04
DAVID BARKER TOWNHOUSES COOPERATIVE	020TC221	AUD-2000.04
DAVID BARKER TOWNHOUSES COOPERATIVE	020TC222	AUD-2000.04
DAVID BARKER TOWNHOUSES COOPERATIVE	020TC223	AUD-2000.04
DAVID BARKER TOWNHOUSES COOPERATIVE	020TC224	AUD-2000.04
DAVID BARKER TOWNHOUSES COOPERATIVE	020TC225	AUD-2000.04

- Click on the Combined Statement link. The **AFS Resubmission Request** screen displays.

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AFS Resubmission Request

Organization	DAVID BARKER TOWNHOUSES COOPERATIVE
Tax ID	888888882
Type of Submission	Audited Submission IAW IG Handbook 2000.04

Property Name	FHA/Contract Number	Date From	Date To
Combined Statement		01/01/2001	12/31/2001
DAVID BARKER TOWN HOUSES	020TC221	01/01/2002	12/31/2002
DAVID BARKER TOWNHOUSES COOPERATIVE	020TC222	01/01/2002	12/31/2002
DAVID BARKER TOWNHOUSES COOPERATIVE	020TC223	01/01/2002	12/31/2002
DAVID BARKER TOWNHOUSES COOPERATIVE	020TC224	01/01/2002	12/31/2002
DAVID BARKER TOWNHOUSES COOPERATIVE	020TC225	01/01/2002	12/31/2002

Reason for the Request:

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

Contact Information

First Name *	<input type="text" value="First"/>	Last Name *	<input type="text" value="Last"/>
Phone Number * <small>e.g. 333 234-5678</small>	<input type="text" value="123-456-7890"/>	Extension	<input type="text"/>

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. 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.

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Your Resubmission Request for

Project Name	FHA/Contract Number	Date From	Date To
Combined Statement		01/01/2002	12/31/2002
DAVID BARKER TOWNHOUSES COOPERATIVE	070TC221	01/01/2002	12/31/2002
DAVID BARKER TOWNHOUSES COOPERATIVE	070TC222	01/01/2002	12/31/2002
DAVID BARKER TOWNHOUSES COOPERATIVE	070TC223	01/01/2002	12/31/2002
DAVID BARKER TOWNHOUSES COOPERATIVE	070TC224	01/01/2002	12/31/2002
DAVID BARKER TOWNHOUSES COOPERATIVE	070TC225	01/01/2002	12/31/2002

has been successfully submitted!

[FASSUB Main Menu](#)

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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.

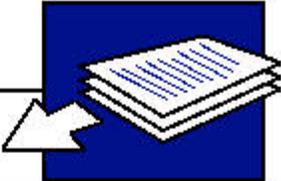
The screenshot shows a web interface for 'Annual Financial Statement Electronic Submission' by the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC). The main heading is 'Enter Fiscal Year End (FYE) Date for Owning Entity'. Below this, there is a text input field labeled 'Owning Entity Fiscal Year End:' with a date example '12/31/2000' and a 'Continue' button.

2. Click on the  button. The **Select an Owning Entity** screen 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 main heading is 'Select an Owning Entity'. Below this, there is a dropdown menu with the text 'Please select an owner' and a 'Continue' button.

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: HARDEN & WEAVER, A PARTHERSHIP

FYE: 12/31/2002

Project	FHA/Contract	Submission Type
Consolidated Statement		AUD-2000.04
HARDEN APARTMENTS	010TC111	AUD-2000.04
WEAVER APARTMENTS	010TC112	AUD-2000.04

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

Annual Financial Statement
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AFS Resubmission Request

Organization	HARDEN & WEAVER, A PARTHERSHIP
Tax ID	888888881
Type of Submission	Audited Submission IAW IG Handbook 2000.04

Property Name	FHA/Contract Number	Date From	Date To
Consolidated Statement		01/01/2002	12/31/2002
HARDEN APARTMENTS	010TC111	01/01/2002	12/31/2002
WEAVER APARTMENTS	010TC112	01/01/2002	12/31/2002

Reason for the Request:

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

Contact Information

First Name *	First <input style="width: 90%;" type="text"/>	Last Name *	Last <input style="width: 90%;" type="text"/>
Phone Number *	123-456-7890	Extension	<input style="width: 60%;" type="text"/>

e.g. 333 234-5678

*Indicates required information

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.

5. 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
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Your Resubmission Request for

Project Name	FHA/Contract Number	Date From	Date To
Consolidated Statement		01/01/2002	12/31/2002
HARDEN APARTMENTS	010TC111	01/01/2002	12/31/2002
WEAVER APARTMENTS	010TC112	01/01/2002	12/31/2002

has been successfully submitted!

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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.

NOTE: Sometime in the near future, this procedure will be amended to discontinue the protocol with REAC, in that, the Office of Asset Management does not have waiver authority. Changes to this section will be posted on the REAC website at the appropriate time under "What's Hot".

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.

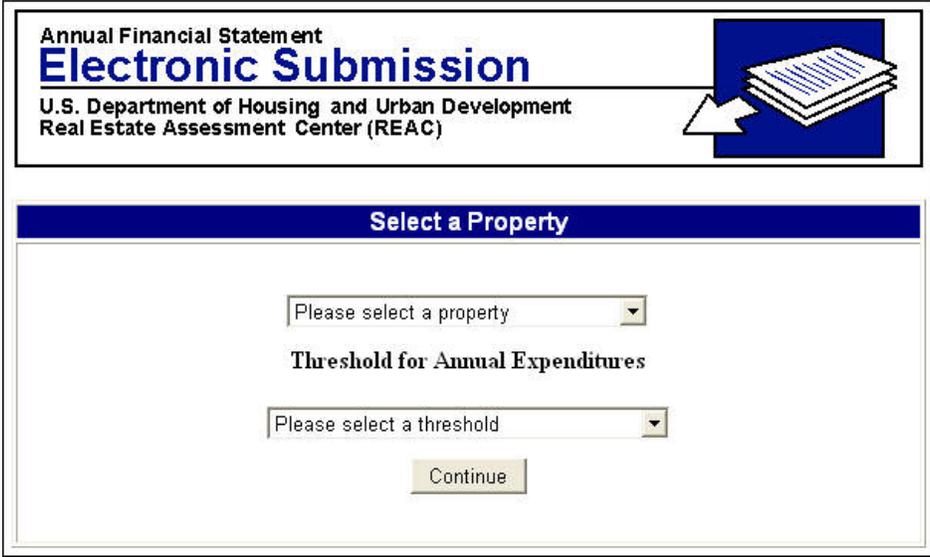
The screenshot shows a web interface for 'Annual Financial Statement Electronic Submission' from the U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC). The main heading is 'Enter Fiscal Year End (FYE) Date for Owning Entity'. Below this, there is a text input field labeled 'Owning Entity Fiscal Year End:' with a date example '12/31/2000' and a 'Continue' button.

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 next step in the web interface, titled 'Select an Owning Entity'. It features a dropdown menu with the text 'Please select an owner' and a 'Continue' button.

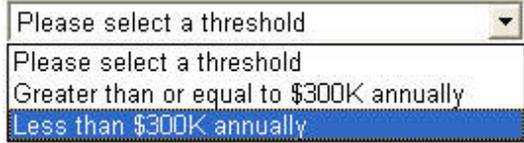
4. Click on the drop-down arrow and select the appropriate Owning Entity.

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

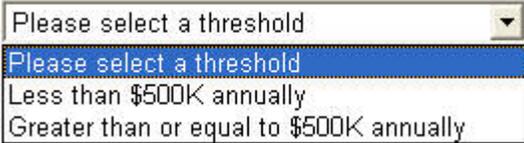


6. Select a property associated with the Owning Entity from the drop-down menu.
7. Select a threshold, if the *Threshold for Annual Expenditures* drop-down list displays.

NOTE: If your FYE is 12/31/2003 or prior, then the drop-down list will display:

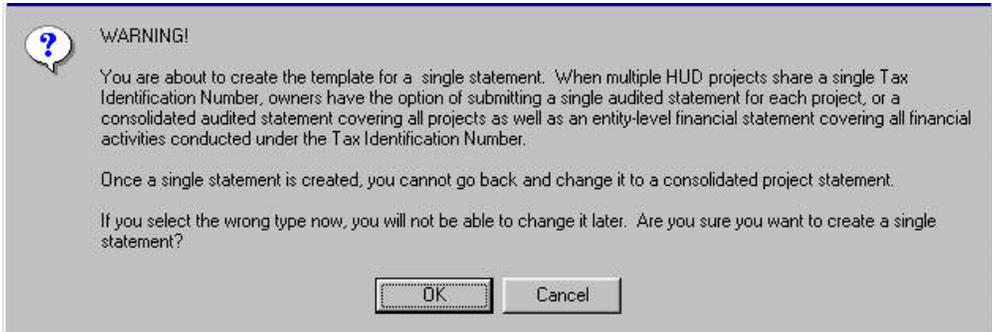


If your FYE is 01/01/2004 or later, then the drop-down list will display:



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

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



Verify AFS Waiver Request Criteria	
Organization	The Village Non-Profit Housing Corp. (Type 5)
Tax ID	888888885
Mortgagor Type	Non-Profit
Legal Structure	Corporation
Type of Submission	Owner Certified ▼
Federal Award Threshold	Greater than or equal to \$300K annually

Property Name	FHA/Contract Number	M2M	Distribution Allowed	Date From	Date To
THE VILLAGE (1)	050TC551		LTD	01/01/2003	12/31/2003

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 checked="" type="radio"/>	<input type="radio"/>
Have you verified that the Tax ID listed above is your correct Tax ID?	<input checked="" type="radio"/>	<input type="radio"/>
Have you verified that all of the HUD related properties listed above are correct?	<input checked="" type="radio"/>	<input type="radio"/>
Have you verified that the Federal Award Threshold is correct (if applicable)?	<input checked="" type="radio"/>	<input type="radio"/>
Have you verified that the Mortgagor Type listed above is correct?	<input checked="" type="radio"/>	<input type="radio"/>
Have you verified that the Legal Structure listed above is correct?	<input checked="" type="radio"/>	<input type="radio"/>
Have you verified that the M2M Indicator listed for all the HUD related properties above is correct (if applicable)?	<input checked="" type="radio"/>	<input type="radio"/>
Have you verified that the Distribution Allowed Indicator listed for all the HUD related properties above is correct (if applicable)?	<input checked="" type="radio"/>	<input 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.



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)

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



AFS Waiver Request

Organization	The Village Non-Profit Housing Corp. (Type 5)
Tax ID	888888885
Type of Submission	Owner Certified

Property Name	FHA/Contract Number	Date From	Date To
THE VILLAGE (1)	050TC551	01/01/2003	12/31/2003

Reason for the Request:

Data must be entered into the fields with a red * next to them.

Contact Information

First Name *	<input type="text" value="First"/>	Last Name *	<input type="text" value="Last"/>
Phone Number *	<input type="text" value="123-456-7890"/>	Extension	<input type="text"/>

e.g. 333 234-5678

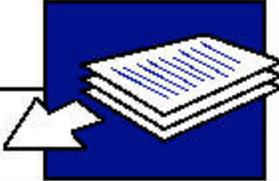
*Indicates required information

11. 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
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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
THE VILLAGE (1)	050TC551	01/01/2003	12/31/2003

has been successfully submitted!

[FASSUB Main Menu](#)

[<REAC Financial Assessment for FHA/MF Housing>](#)

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

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.

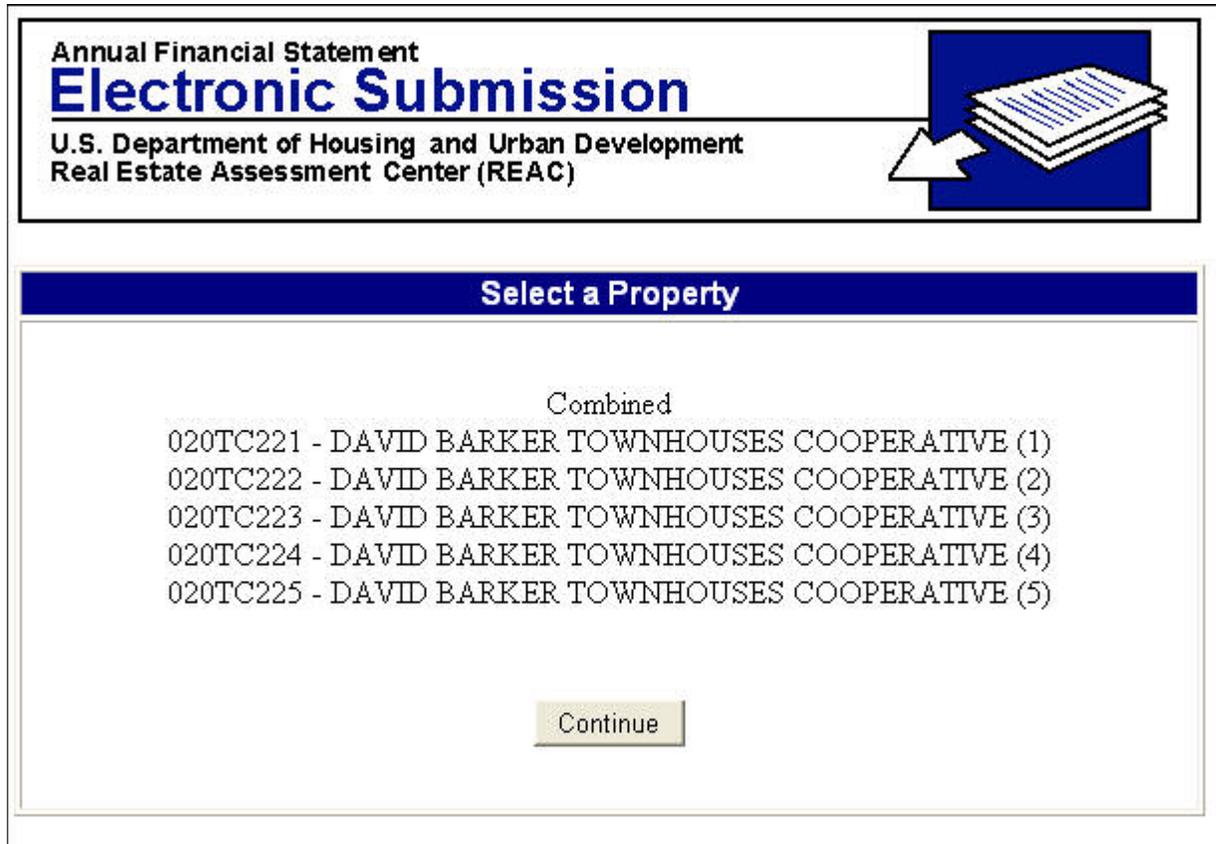
The screenshot shows a web interface for 'Annual Financial Statement Electronic Submission' by the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC). The main heading is 'Enter Fiscal Year End (FYE) Date for Owning Entity'. Below this, there is a text input field labeled 'Owning Entity Fiscal Year End:' with a date example '12/31/2000' and a 'Continue' button.

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 same header as the previous screen. The main heading is 'Select an Owning Entity'. Below this, there is a dropdown menu with the text 'Please select an owner' and a 'Continue' button.

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



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Select a Property

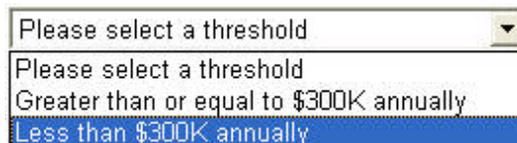
Combined

020TC221 - DAVID BARKER TOWNHOUSES COOPERATIVE (1)
020TC222 - DAVID BARKER TOWNHOUSES COOPERATIVE (2)
020TC223 - DAVID BARKER TOWNHOUSES COOPERATIVE (3)
020TC224 - DAVID BARKER TOWNHOUSES COOPERATIVE (4)
020TC225 - DAVID BARKER TOWNHOUSES COOPERATIVE (5)

Continue

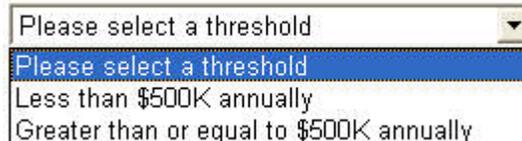
5. Select a threshold, if the *Threshold for Annual Expenditures* drop-down list displays.

NOTE: If your FYE is 12/31/2003 or prior, then the drop-down list will display:



Please select a threshold
Greater than or equal to \$300K annually
Less than \$300K annually

If your FYE is 01/01/2004 or later, then the drop-down list will display:



Please select a threshold
Please select a threshold
Less than \$500K annually
Greater than or equal to \$500K 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.

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

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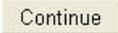
Verify AFS Waiver Request Criteria				
Organization	DAVID BARKER TOWNHOUSES COOP., INC. (Type 2)			
Tax ID	888888882			
Mortgagor Type	Other			
Legal Structure	Cooperative Corporation			
Type of Submission	Audited Submission IAW IG Handbook 2000.04			
Federal Award Threshold	N/A			

Property Name	FHA/Contract Number	M2M	Date From	Date To
Combined Statement			01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (1)	020TC221		01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (2)	020TC222		01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (3)	020TC223		01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (4)	020TC224		01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (5)	020TC225		01/01/2003	12/31/2003

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"/>



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.

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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 an administrative request 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.

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

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

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AFS Waiver Request

Organization	DAVID BARKER TOWNHOUSES COOP., INC. (Type 2)		
Tax ID	888888882		
Type of Submission	Audited Submission IAW IG Handbook 2000.04		

Property Name	FHA/Contract Number	Date From	Date To
Combined Statement	N/A	01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (1)	020TC221	01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (2)	020TC222	01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (3)	020TC223	01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (4)	020TC224	01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (5)	020TC225	01/01/2003	12/31/2003

Reason for the Request:

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

Contact Information

First Name *	First <input style="width: 90%;" type="text"/>	Last Name *	Last <input style="width: 90%;" type="text"/>
Phone Number * <small>e.g. 333 234 5678</small>	123-456-7890 <input style="width: 90%;" type="text"/>	Extension	<input style="width: 90%;" type="text"/>

*Indicates required information

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.

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Your Waiver Request for

Project Name	FHA/Contract Number	Date From	Date To
Combined Statement			
DAVID BARKER TOWNHOUSES COOPERATIVE (1)		01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (2)	020TC221	01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (3)	020TC222	01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (4)	020TC223	01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (5)	020TC224	01/01/2003	12/31/2003
DAVID BARKER TOWNHOUSES COOPERATIVE (5)	020TC225	01/01/2003	12/31/2003

has been successfully submitted!

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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.

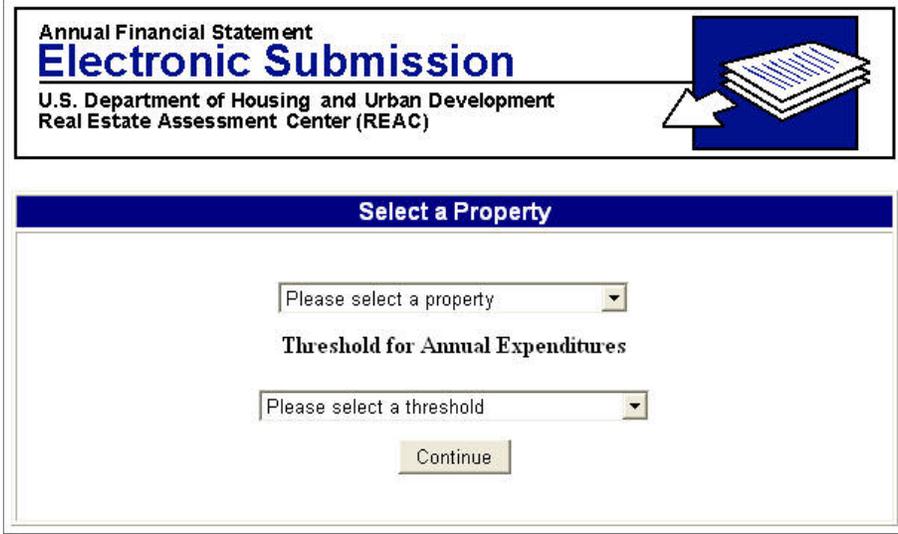
The screenshot shows a web interface for 'Annual Financial Statement Electronic Submission' by the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC). The main heading is 'Enter Fiscal Year End (FYE) Date for Owning Entity'. Below this, there is a text input field labeled 'Owning Entity Fiscal Year End:' with a date example '12/31/2000' and a 'Continue' button.

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.

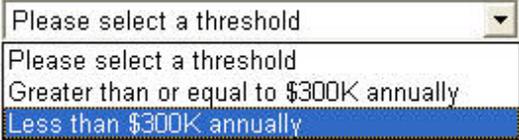
The screenshot shows a web interface for 'Annual Financial Statement Electronic Submission' by the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC). The main heading is 'Select an Owning Entity'. Below this, there is a dropdown menu with the text 'Please select an owner' and a 'Continue' button.

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

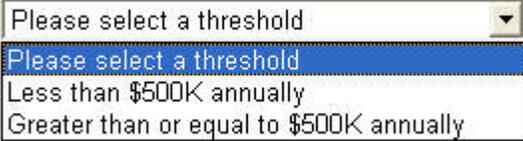


5. Select a threshold, if the *Threshold for Annual Expenditures* drop-down list displays.

NOTE: If your FYE is 12/31/2003 or prior, then the drop-down list will display:

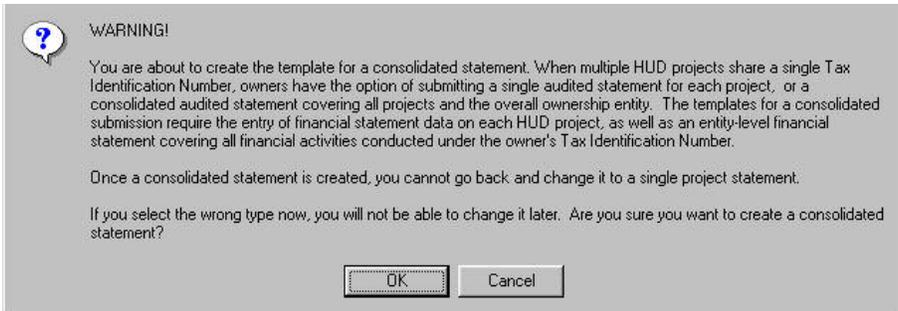


If your FYE is 01/01/2004 or later, then the drop-down list will display:



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.

6. 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.



7. Click on the  button to continue.

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

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Verify AFS Waiver Request Criteria

Organization	HARDEN & WEAVER, A PARTNERSHIP (Type 1)
Tax ID	888888881
Mortgagor Type	Profit Motivated
Legal Structure	Limited Partnership
Type of Submission	Audited Submission IAW IG Handbook 2000.04
Federal Award Threshold	N/A

Property Name	FHA/Contract Number	M2M	Date From	Date To
Consolidated Statement			01/01/1995	12/31/1995
HARDEN APARTMENTS (1)	010TC111		01/01/1995	12/31/1995
WEAVER APARTMENTS (2)	010TC112		01/01/1995	12/31/1995

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"/>

- 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.

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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 an administrative request 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.

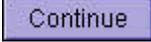
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Until the user verifies the *information and changes the verification to Yes, they cannot continue with the AFS waiver request process.*

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

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AFS Waiver Request

Organization	HARDEN & WEAVER, A PARTNERSHIP (Type 1)
Tax ID	888888881
Type of Submission	Audited Submission IAW IG Handbook 2000.04

Property Name	FHA/Contract Number	Date From	Date To
Consolidated Statement	N/A	01/01/1995	12/31/1995
HARDEN APARTMENTS (1)	010TC111	01/01/1995	12/31/1995
WEAVER APARTMENTS (2)	010TC112	01/01/1995	12/31/1995

Reason for the Request:

Fields that have a red * next to them are Required fields.

Contact Information

First Name *	First <input style="width: 90%;" type="text"/>	Last Name *	Last <input style="width: 90%;" type="text"/>
Phone Number *	123-456-7890	Extension	<input style="width: 90%;" type="text"/>

e.g. 333 234-5678

Submit Request

Cancel

*Indicates required information

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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. See sample message below:



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

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Your Waiver Request for

Project Name	FHA/Contract Number	Date From	Date To
Consolidated Statement HARDEN APARTMENTS (1)	010TC111	01/01/1995	12/31/1995
WEAVER APARTMENTS (2)	010TC112	01/01/1995	12/31/1995

has been successfully submitted!

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