

# Chapter 9: Property Attributes

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# 9

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## Property Attributes

The **Property Attributes** page is the default page whenever a property is selected from the *My Properties* tab on the **Portfolio/Dashboard** page. This page displays specific address and property information for each property. The following tabs: **Property Name/Address**, **Buildings**, **Rents (TRACS)**, **Neighborhood Network Center** and **Non-HUD Information List** display on the **Property Attribute** page. The **Property Name, Address** tab is the default and automatically opens when a property is selected. This page displays the current property name, the AKA name, primary address, servicing site, the HUB and the Workshare Company (if applicable). The **Buildings** tab displays all applicable building types for the property. The primary address, other individual building addresses and the associated building description (from PASS) are also displayed in a table. The **Rents (TRACS)** tab displays rent information from TRACS for all contracted units and non-contract units listed for the property. The rent information includes the rent effective date, the contract status, the contract rent, total number of units, and fair market rents. The **Neighborhood Network Center** tab displays information specific to the Neighborhood Network center approved and established dates, contract information for the resident organization and narrative fields. The **Non-HUD Information List** tab displays a list of Other Agency information. This list includes: Other Agency Name, Other Property ID, Other Property Name, Other Agency Alias Name, and # of Assisted Units. The **Energy Benchmarking Score** tab displays the performance metrics for a given property, this is the means by which the EPA compares the energy and water usage efficiency of similar properties nationally. The **Pay for Success** tab displays the information used as part of the pilot implementation for the energy and water conservation pay-for-success (PFS) pilot program

### Objectives:

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

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

## 9.1 Property Name and Address

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

The **Property Name, Address** tab displays the current property name and any other names associated with the property (e.g. the AKA name). This page also displays the primary address, the servicing site the Hub and the Workshare Company. The *Servicing Site* field displays the HUD office responsible for the management and/or servicing functions for a property. The *HUB* field is view-only and displays the name of the Multifamily Housing Hub office that is associated with the servicing site you select. The *Workshare Company* field is displayed only when a project, with financing and assistance, has been transferred to an outside contract company to perform the asset management responsibilities. This field is *read-only* and will not display if no contract company is assigned.

### Accessing the Property Name Page:

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

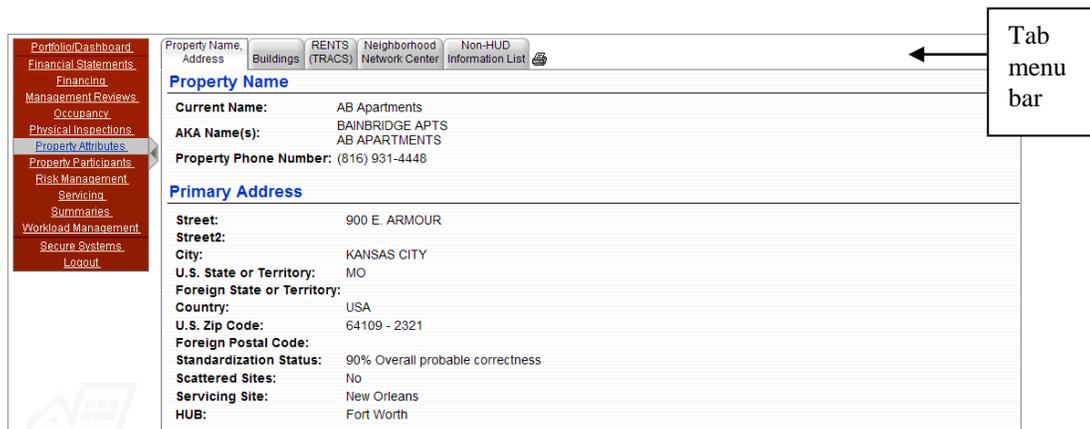
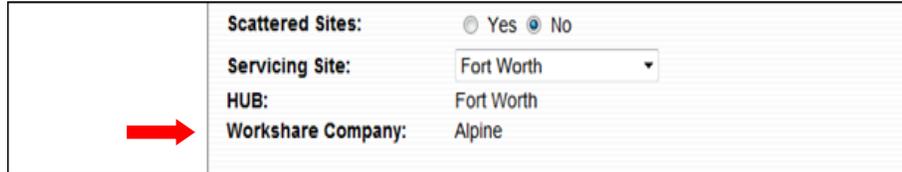


Figure 9-1. Property Name Page

*Note: Properties with Financing and assistance are being transferred to other offices, and being transferred to outside contract companies to perform the asset management responsibilities. A new read-only field is on the Property Name Address tab called "Workshare Company". This field will identify if this property has a record that is currently effective and not expired in the new table called property\_workshare\_tracking. If no record is detected, this field will not display*



	Scattered Sites:	<input type="radio"/> Yes <input checked="" type="radio"/> No
	Servicing Site:	Fort Worth
	HUB:	Fort Worth
	Workshare Company:	Alpine

## 9.2 Buildings

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

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

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

### To access building information:

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

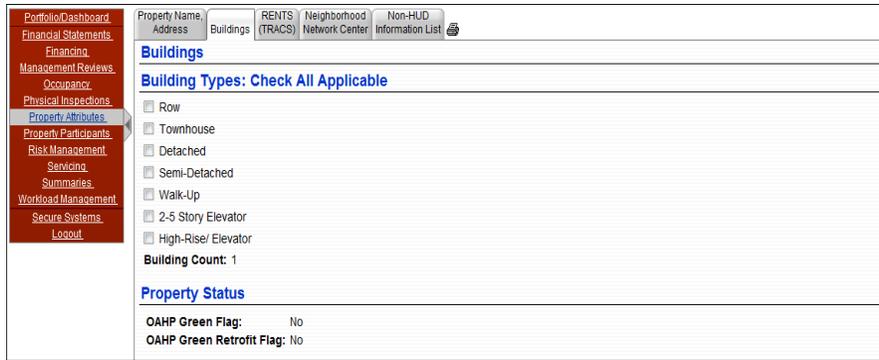


Figure 9-2. Buildings Tab

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

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

**To view building information:**

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

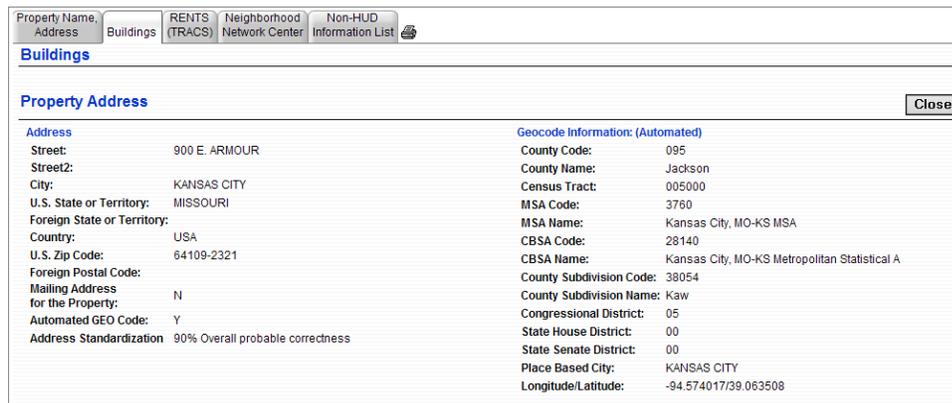


Figure 9-3. Property Address page

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

## 9.3 Rents (TRACS)

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

**To view rent detail information:**

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

Rent Effective Date	Contract# Project#	Contract Status	Unit Type	#Units	Contract Rent	Utility Allow. Effective Date	Utility Allow.	Gross Rent	FMR
07/01/2013	MO360003009	Active	1	198	880		0	880	631
07/01/2013	MO36H195080	Active	1	69	957		0	957	631
			2	6	1078		0	1078	814

Rent Effective Date	FHA #	Unit Type	Total TRACS Project # Units	Basic Rent	Market Rent	Utility Allow.	Gross Rent
Last Update from TRACS: 09/21/2013							

**Figure 9-4. Rent Detail from TRACS**

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

## 9.4 Neighborhood Network Center

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

**To access the neighborhood network center information:**

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

Portfolio/Dashboard  
Financial Statements  
Financing  
Management Reviews  
Occupancy  
Physical Inspections  
Property Attributes  
Property Participants  
Risk Management  
Servicing  
Summaries  
Workload Management  
Secure Systems  
Logout

Property Name, Address | Buildings | RENTS (TRACS) | Neighborhood Network Center | Non-HUD Information List

**Neighborhood Network Center** [Save] [Reset]

Neighborhood Network? Yes  
Date Plan Approved: 08/05/2002  
Date Plan Established: 08/12/2002

**Resident Organization Contact** [Add]

Name: Phone:  
Title: Fax:  
Street: Pager / Cell Phone:  
Street2: E-mail:  
City:  
U.S. State or Territory:  
Foreign State or Territory:  
Country:  
U.S. Zip Code: -  
Foreign Postal Code:  
Standardization Status:

**Residents & Neighborhood Office Contact Narratives**

**Property Management**

Summary Narrative: Residents & Neighborhood

Contract Administrators Summary Narrative: Residents & Neighborhood

Figure 9-5. Neighborhood Network Center

### 9.4.1 Resident Organization Contact

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

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

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

Property Name, Address | Buildings | RENTS (TRACS) | Neighborhood Network Center

**Contact Add** [Back](#)

**Search for Contact by Name**

[Submit]

[Add Contact]

Figure 9-6. Contact Search page

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

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

- Name:
- Title:  (with a dropdown arrow)
- Street:
- Street2:
- City:
- U.S. State or Territory:  (with a dropdown arrow)
- Foreign State or Territory:  (with a dropdown arrow)
- Country:  (with a dropdown arrow, currently showing "USA")
- U.S. Zip Code:  -
- Foreign Postal Code:
- Standardization Status: Not Standardized
- Phone:
- Fax:
- Pager / Cell Phone:
- E-mail:

Figure 9-7. Blank Contact Detail page

4. Enter the contact information:

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

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

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

**OR**

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

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

**To add a new contact USING the search feature:**

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

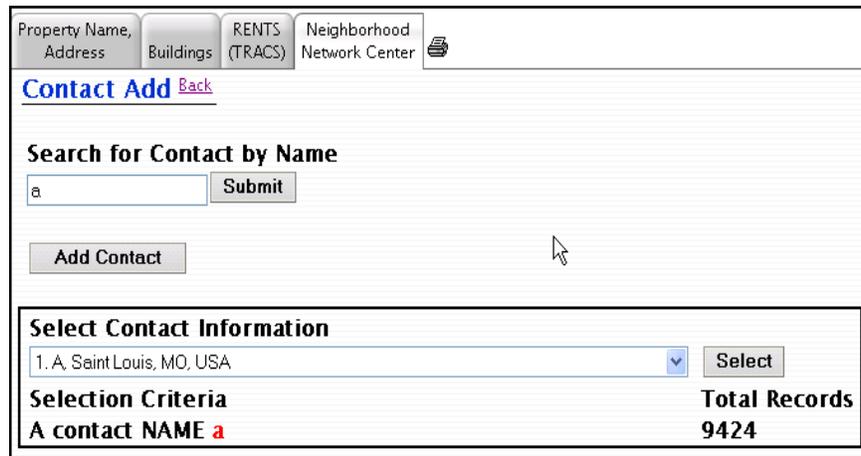


**Figure 9-8. Contact Search page**

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

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

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



Selection Criteria	Total Records
A contact NAME a	9424

Figure 9-9. Select Contact Information

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

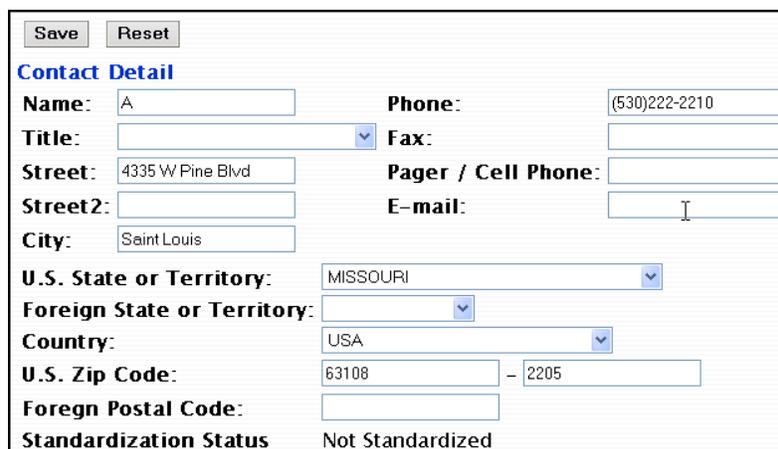
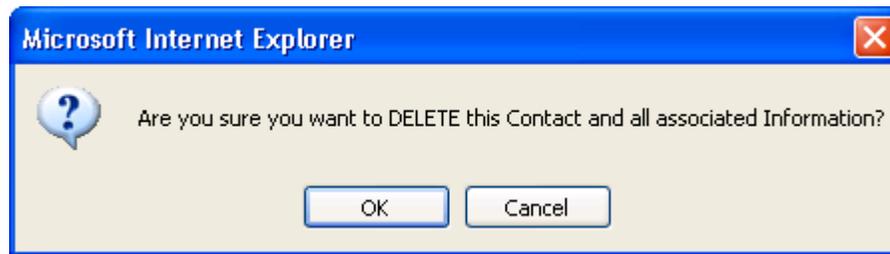


Figure 9-10. Contact Detail page

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

**To delete a contact:**

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



**Figure 9-11. Delete Confirmation**

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

**Alternative Option**

Click on  to cancel the function.

## 9.4.2 Summary Narratives

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

<p><a href="#">Residents &amp; Neighborhood Office Contact Narratives</a></p> <p><b>Property Management</b></p> <p><a href="#">Summary Narrative: Residents &amp; Neighborhood</a></p> <p><a href="#">Contract Administrators Summary Narrative: Residents &amp; Neighborhood</a></p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
---

Figure 9-12. Summary Narratives

**To enter narratives:**

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

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

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

## 9.5 Non-HUD Information List

When a property is financed by more than one agency such as IRS, USDA, State HFA and HUD, there was a duplication of effort in conducting physical inspections for this property. Once an agency is selected to conduct the physical inspection of such a property, the other agencies which are also financing the property shall use the **iREMS** application to view the results generated by the agency that conducts the physical inspection.

**To view the Other Agency List:**

1. On the Property Name page, click on the Non-HUD Information List tab.
2. The Other Agency List displays



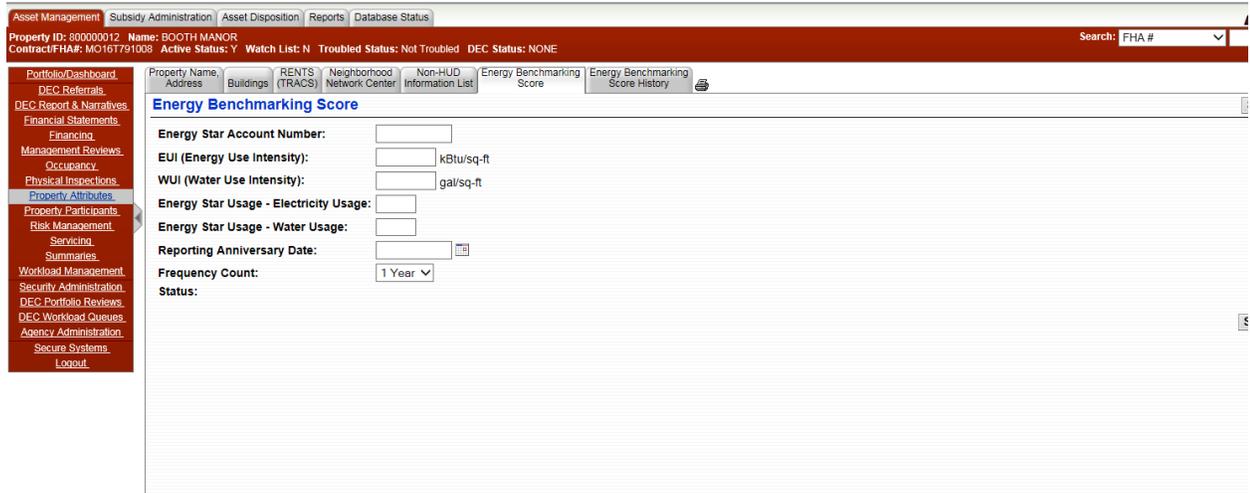
Figure 9-14. Summary Narratives

## 9.6 Energy Benchmarking Score

In order to meet OAMPO's ( Office of Asset Management & Portfolio ) Energy Benchmarking Initiative, iREMS has been modified ( as of April 2018 ) to create new functionality that will allow designated users to enter the Energy Benchmarking Score ( Energy Performance Metrics ) for each property. The Energy Benchmarking Score is used by the Environmental Protection Agency (EPA ) to see how similar properties across the nation perform against each other in terms of energy efficiency.

### To view the Energy Benchmarking Score:

1. On the Property Name page, click on the Energy Benchmarking Score tab.
2. The Energy Benchmarking Score for that property displays. If there is no "current" data then the fields are blank.



1.

Figure 9-13. Energy Benchmarking Score

3. There key performance metrics correspond to the 8 required fields for the Energy Benchmarking Score:
  - a. **Energy Star Account Number** ( 10 characters ): A unique 10 digit identifier for each property provided by the Energy Star Portfolio Manager for property owners participating in the EPA's Energy Star program. Each property can have one and only one Energy Star Account Number.
  - b. **EUI** : Energy Use Intensity number, or the total energy consumed per square foot per year ( a number between 1-100,000 kBtu/sq-ft having one decimal place ), provided by the property owners from their Energy Star Portfolio Manager Account.
  - c. **WUI**: Water Use Intensity number, or the water consumed per square foot per year ( a number between 1-100,000 gal/sq-ft having one decimal place), provided by the property owners from their Energy Star Portfolio Manager Account.

- d. **Energy Star score for electricity usage** ( a whole number between 1 -100 ). This is a percentile value provided by the Energy Star Portfolio Manager that ranks how the property is performing in relation to similar properties nationally. The higher the percentile, the better the performance. A score of 75 or higher means the property is a top performer.
  - e. **Energy Star score for water usage** ( a whole number between 1 – 100 ). This is a percentile value provided by the Energy Star Porfolio Manager that ranks how the property is performing in relation to similar properties nationally. The higher the percentile, the better the performance. A score of 75 or higher means the property is a top performer.
  - f. **Reporting Anniversary Date** ( MM/DD/YYYY): The Reporting Anniversary Date coupled with the frequency count determines status of the Energy Benchmarking Score. The date has to be in the past.
  - g. **Frequency Count** : Three options (1 Year, 2 Year, 3 Year ), used with the Reporting Anniversary Date to determine the status of the Energy Benchmarking Score.
  - h. **Energy Benchmark Score Status** : The Status can be “Current” or “Expired”. Current scores are always editable and displayed in the Energy Benchmarking Score tab. Expired scores are read-only and displayed in the Energy Benchmarking Score History tab.
4. Designated HUD users with access to the property owner’s Energy Benchmarking Score information will enter the values in the tab.
    - a. HUD users with access to the Property Attributes tab and with edit roles will be able to enter Energy Benchmarking Score values.
    - b. All other users with read-only roles will be able to view the information in the tab.
  5. The Energy Benchmarking Score tab always shows the “current” values of the Energy Benchmarking Score for a given property. As long as the status is “Current” the fields are editable ( except for the Energy Star Account Number ). Whether the status is “Current” or “Expired” depends on the Reporting Anniversary Date plus Frequency Count fields.
    - a. For example, if a Reporting Anniversary Date of Jan 12, 2017 and a Frequency Count of 2 years is entered, then the data will remain “Current” until midnight of Jan 12, 2019.
    - b. At 12:00 AM Jan 13, 2019, iREMS will change the status of the entry to “Expired” and the data will no longer be editable.
    - c. Data that is “Expired” will no longer be editable and will be archived. All archived data will still be visible to the user, but in “read-only” mode.
    - d. This “Expired” data will be moved to the Energy Benchmarking Score History tab.
  6. The figure below shows validation that occurs when entering incorrect values for the Energy Benchmark Score:

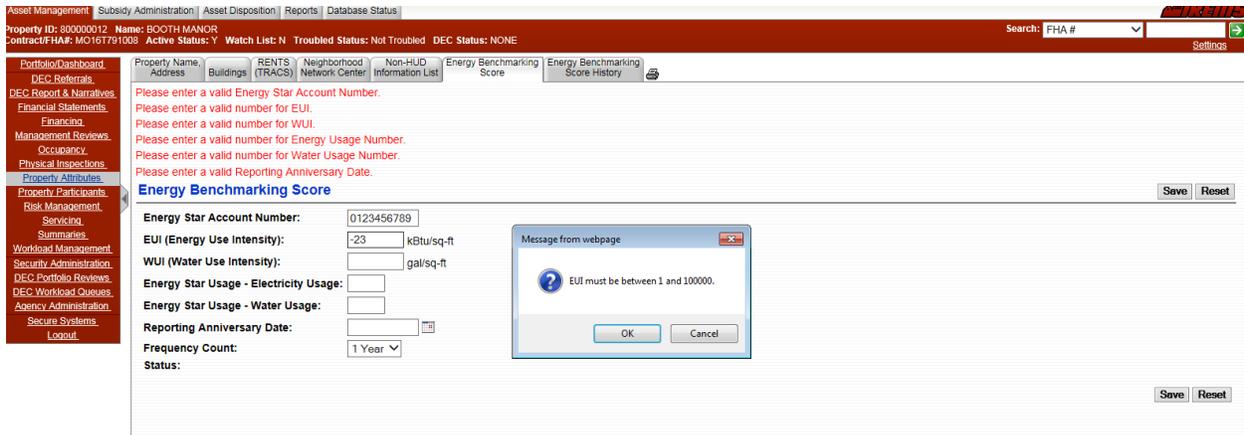


Figure 9-14. Energy Benchmarking Score Validation

7. Once valid values are entered and the Save button is selected, a “Save Successful” message will appear.

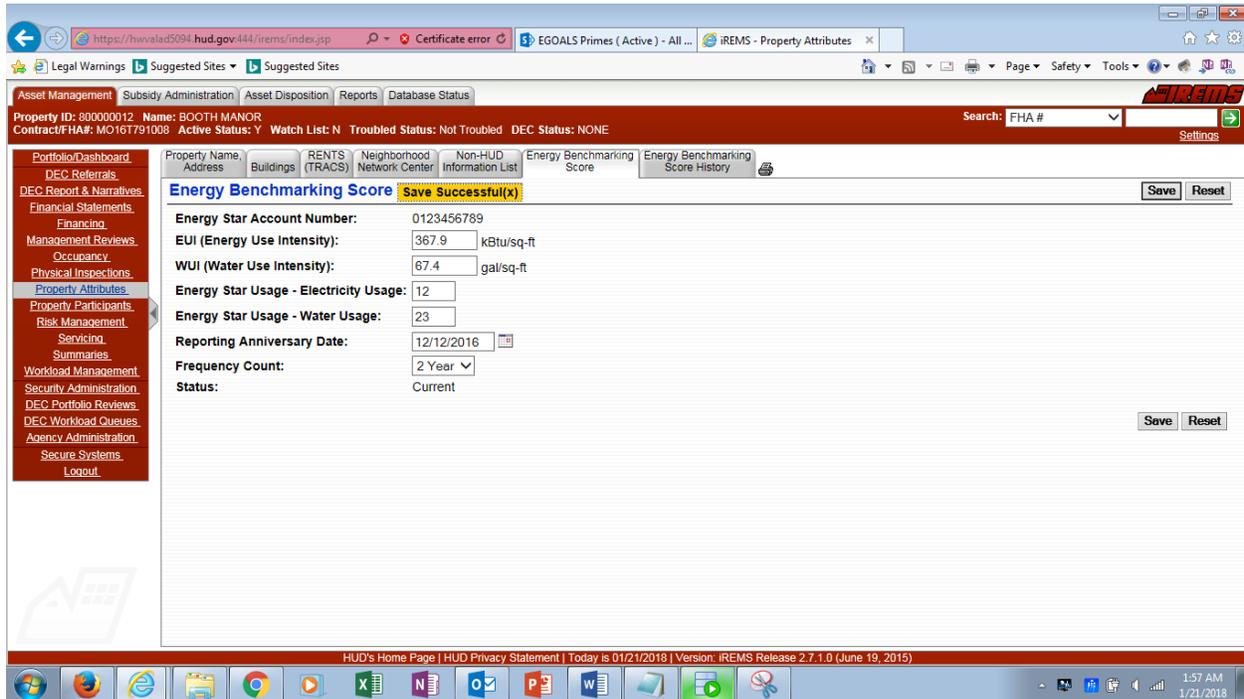


Figure 9-15. Energy Benchmarking Score Saved Successfully

- If the status for the Energy Benchmarking Score is “Current” then the fields ( with the exception of the Energy Star Account Number ) on the Energy Benchmarking Score tab are editable. However once the status is “Expired” ( when the current date passes the Reporting Anniversary Date plus Frequency Count ) the data will be moved to the Energy Benchmarking Score History tab. Values in this tab are read-only.

Reporting Anniversary Date	Energy Star Account Number	Energy Use Intensity Number	Water Use Intensity Number	ESS Electricity	ESS Water	Status	Created Date	Last Update Date
12/12/2016	0123456789	367.9	67.4	12	23	Expired	01/21/2018	01/21/2018

Figure 9-16. “Expired” Scores in Energy Benchmarking Score History Tab

- The Energy Benchmarking Score tab will “refresh” after the expired data has been moved to the Energy Benchmarking Score History tab. The EUI, WUI, Energy Star Usage for Electricity and Water fields will be “blanked out”, awaiting new input.

**Current Energy Benchmark Score is expired!! Please enter a new score.**

Energy Star Account Number: 0123456789

EUI (Energy Use Intensity):  kBTU/sq-ft

WUI (Water Use Intensity):  gal/sq-ft

Energy Star Usage - Electricity Usage:

Energy Star Usage - Water Usage:

Reporting Anniversary Date: 12/12/2017

Frequency Count: 1 Year

Status:

Figure 9-17. Energy Benchmarking Score Tab “Refreshed”

## 9.7 Pay for Success

The Pay for Success (PFS) functionality in iREMS has been developed as part of the pilot implementation for the energy and water conservation pay-for-success (PFS) pilot program. This program will enable HUD to enter into performance-based agreements with intermediaries, which then raise private capital from investors to fund energy and water upgrades in HUD-assisted

properties. Investors are paid back when certain cost savings are realized. The following information is captured in the Pay for Success (PFS) tab:

1. A means for identifying properties that are participating in the PFS pilot
2. For participating PFS properties, the following **required** parameters will be captured:
  - a. The PFS total project cost ( a value greater than \$0 but less than \$1 billion )
  - b. The PFS reserve for replacement amount (a value greater than or equal to \$0 but less than \$1 billion )
  - c. PFS reserve for replacement uses: This is a comments section with a 4000 character limit.

**To view the Pay for Success (PFS) information:**

1. On the Property Name page, click on the Pay for Success (PFS) tab.
2. The Pay for Success information for the property displays.



**Figure 9-18. Pay for Success (PFS) Tab Default Setting**

3. By default all properties initially have the PFS Participation Property Field set to “No”.
4. **Designated HUD users with SPM, PM and BPM roles that are assigned to the property will have edit privileges on the PFS tab.** All other users will have read-only privileges on the PFS tab.
5. If the property is participating in the PFS pilot program, the designated HUD user will change the PFS Participating Property flag to “Yes”. This will bring up the three other required fields:
  - a. The PFS Total Project Cost – a dollar amount greater than \$0 but less than \$1 billion.
  - b. The PFS Reserve for Replacement Amount - a dollar amount greater than or equal to \$0 but less than \$1 billion.
  - c. The PFS Reserve for Replacement Uses – An explanation of how the reserve for replacement amount will be used. The limit is 4000 characters.

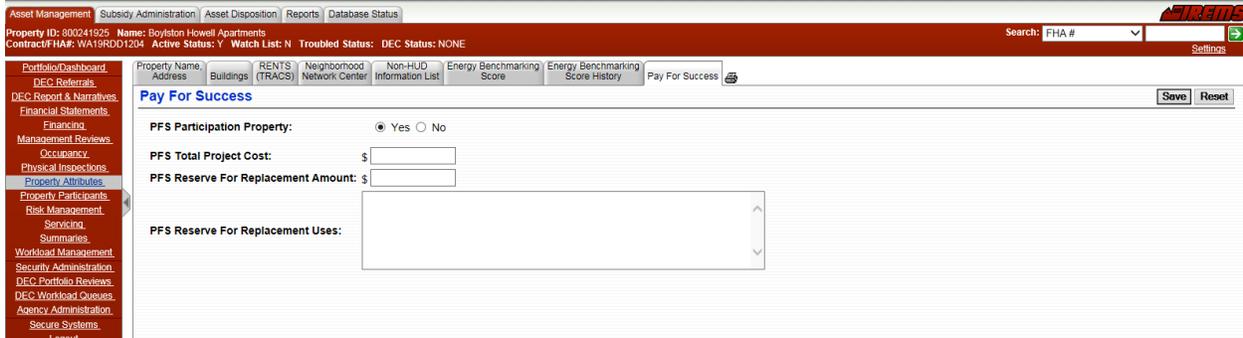


Figure 9-19. PFS Required Fields

6. Validation will ensure that only the proper values can be inserted into the fields.

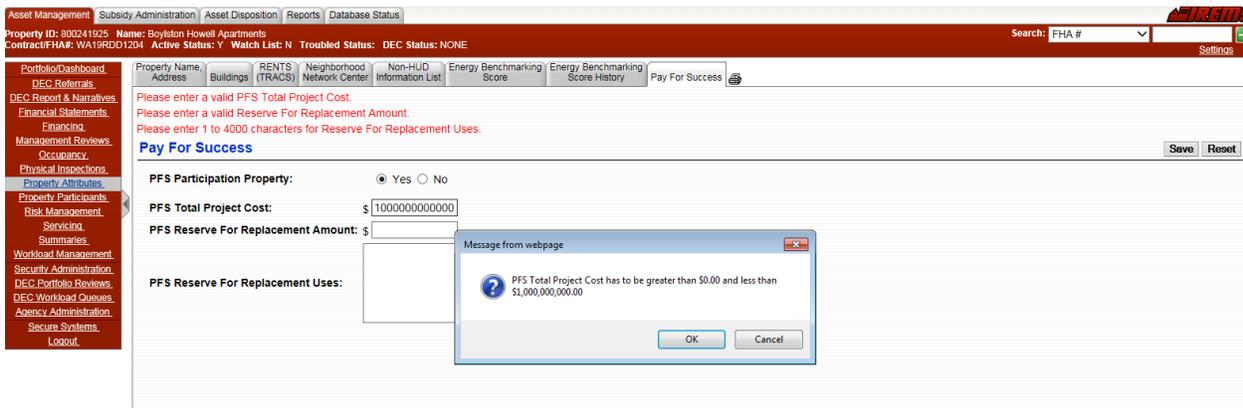


Figure 9-20. PFS Field Validation

7. Once the appropriate values have been inserted, the HUD user can click on the Save Button and a “Save Successful” message should appear.

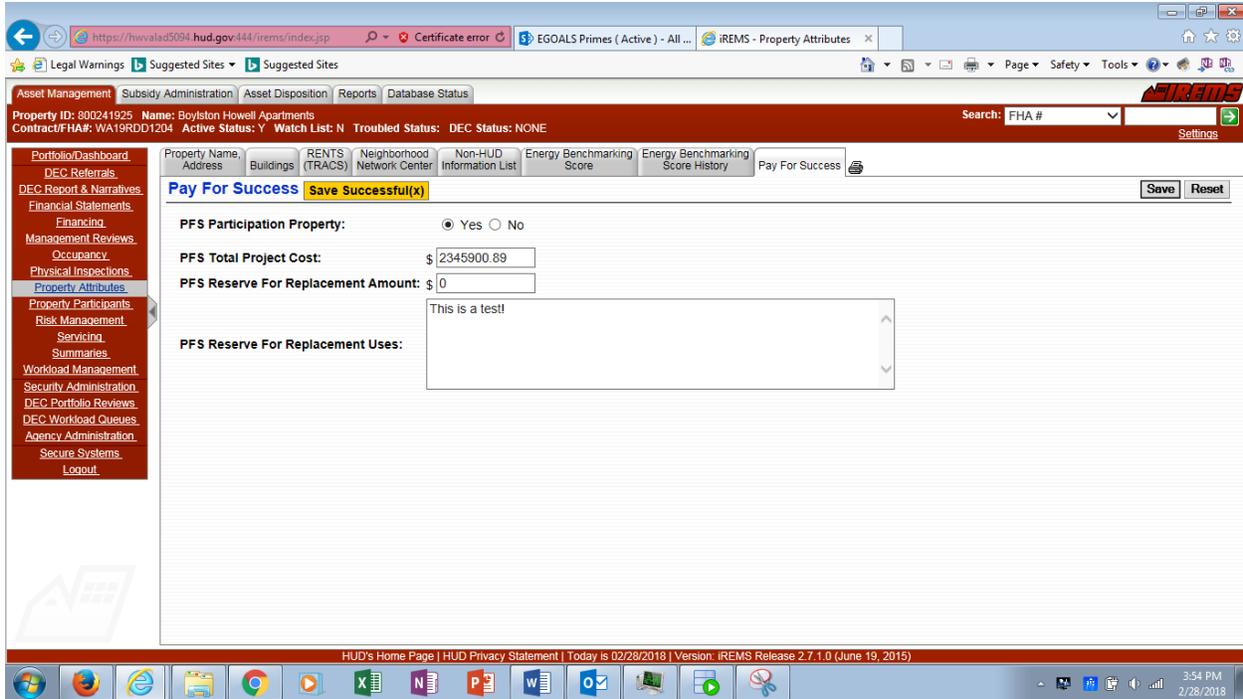


Figure 9-21. PFS Information Saved Successfully

- The figure below shows what HUD users with read-only privileges will see when they click on the PFS tab for a participating property. The Save and Reset buttons have been removed:

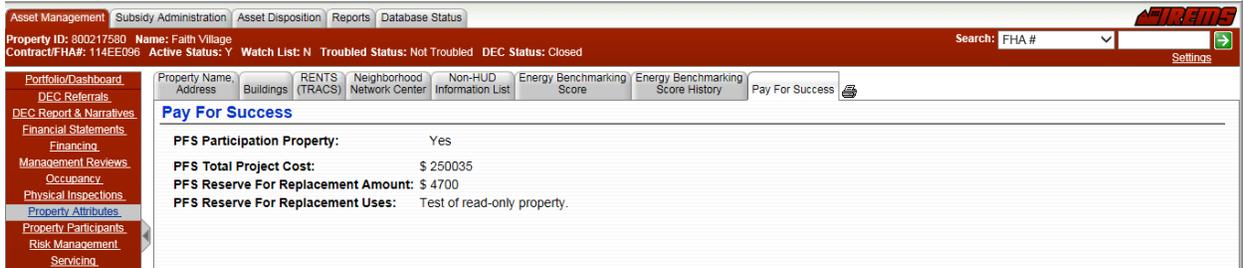


Figure 9-22. Read Only View of PFS Tab

Note: If a property was marked initially as a PFS participant and later, as not participating, then all existing PFS information will remain on that property, but hidden from view. If this property is once again marked as a PFS participant, the original information will be displayed.