

Chapter 10: Property Participants

Table of Contents

Chapter 10: Property Participants	10-1
10.1 Property Participant List	10-2
10.2 Current Owner/Contact	10-3
10.3 Owner History/Narratives	10-4
10.4 Current Lessee/Contact	10-5
10.5 Lessee History/Narratives	10-7
10.6 Current Management Agent/Contacts	10-8
10.7 Management Agent History/Narratives	10-10
10.8 Management Fees	10-12
10.9 Sponsor/Developer/Contact	10-12

List of Figures

Figure 10-1. Property Participants List page	10-3
Figure 10-2. Current Owner Detail page	10-4
Figure 10-3. FYE History page	10-4
Figure 10-4. Owner List/History page	10-5
Figure 10-5. Current Lessee Detail page	10-6
Figure 10-6. Participant Search page	10-6
Figure 10-7. Lessee History/Narratives Page	10-7
Figure 10-8. Current Management Agent Detail page	10-9
Figure 10-9. Management Agent List/History page	10-10
Figure 10-10. Management Agent List/History page	10-11
Figure 10-11. Previous Management Agent Detail page	10-11
Figure 10-12. Management Agent Fees page	10-12
Figure 10-13. Sponsor/Developer/Contact Page	10-13

10

Property Participants

Property Participants are defined as an Owner, Lessee, Management Agent, Sponsor or Developer, (individuals or organizations) having a business relationship with a HUD Multifamily property. Participant information is entered and maintained in APPS and can be viewed in iREMS. Limited participant information can be updated and/or entered into iREMS. However, associated property relationships are maintained in the iREMS database. The **Property Participants** page displays information on all persons or organizations associated with a specific property. On these pages you can view, add and edit limited information related to any person or organization associated with a property.

Objectives:

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

- Navigate the Property Participant page
- Access information related to persons or organizations associated with the property
- View property contact information.
- Enter comments on the Management Agent History/Narratives

10.1 Property Participant List

The **Property Participant List** page displays information in a table format, of several participants associated with the property. This view only page displays the following information:

Current Property Participants

- *Role (function of the participant)*
- *Name*
- *TIN*
- *Effective Date*

Current Contract Administrators

- *Contract*
- *CA ID*
- *Name*
- *TIN*
- *Effective Date*

Current Mortgagee (Insured Loans)

- *Financing Instrument*
- *Role*
- *Lender ID*
- *Name (of lending company)*

To access detailed information on the participant:

When you select a participant from the *Current Property Participant* table, a page displays the details for that participant. If the participant is an owner, the *Current Owner /Contact* tab displays the **Current Owner Detail** page. If the participant is a Lessee, the *Current Lessee/Contact* tab displays the **Current Lessee Detail** page. If the participant is a management agent, the *Current Management Agent/Contacts* tab displays the **Current Management Agent Detail** page.

When you select a participant from the *Current Contract Administrators* table, the Subsidy Administration business area is opened and the **Assistance Contract** page displays.

When a mortgagee is selected, from the *Current Mortgagee* table, the **Financing Detail** page will display.

All columns on the **Property Participant List** page can be sorted in ascending and descending order. To view detailed information on a Current Property Participant, click on an entry under the *Role*, *Name* or *Tin* fields and the Current Participant Detail page will display current information about the selected participant with additional contact and property information.

Accessing the Property Participants Page:

To access the **Property Participants** page you must select a specific property on the **My Properties** tab from the **Asset Management Portfolio/Dashboard** page. Once you have selected a property, the **Property Attributes** page displays. From the **Property Attributes** page you can select the *Property Participants* link from the **iREMS** sidebar

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

Role	Name	TIN	Effective Date
Owner	ABCAP Housing III, Inc.	311267721	09/27/1990
Management Agent	ABCEO, Inc.	310710683	06/01/1999
Sponsor/ Developer	ABCAP Housing III, Inc.	311267721	N/A

Contract	C.A ID	Name	TIN	Effective Date
OH10T881013	OH800	Columbus Metropolitan Housing Authority (Ohio)	316401164	09/01/2000

Financing Instrument	Role	Lender ID	Name
No current Mortgagees for this property.			

Figure 10-1. Property Participants List page

10.2 Current Owner/Contact

The owner of a property is defined as the individual or organization recorded on the property deed and is legally responsible for making payments on the associated mortgage(s). The **Current Owner/Detail** page displays the owner and owner contact and other ownership information for a specific property. APPS is the source system for the participant information. In **iREMS** the information is view-only.

Once an owner is linked to a specific property within **iREMS**, the owner is associated to that property until the link is deleted. When the link is deleted, all the related information is also deleted from the property, including the owner contact. **iREMS** keeps a historical record of ownership in all instances.

To access the Current Owner Detail page:

From the **Property Participant List** page, click on the *Current Owner/Contact* tab and the **Current Owner Detail** page displays.

Current Owner Detail

Name: ALVERNO HOUSING CORPORATION TIN: 391441818
 Phone: (920) 674-8378
 Street: N4637 County Road Y Fax: 920-674-8422
 E-Mail: crathmann@capricommunities.com

City: JEFFERSON
 U.S. State or Territory: WISCONSIN
 Foreign State or Territory:
 Country: USA
 U.S. Zip Code: 53549 - 0000
 Foreign Postal Code:
 Standardization Status: Not Standardized
 Source System: APPS

Company Type: Non-Profit
 Owner Legal Structure: Corporation
 DUNS #:

Date Owner Assumed Financial Responsibility (FASS): 01/31/1900
 Owner Financial Statement Required: Yes
 Owner Fiscal Year End Date: (mm/dd) 06/30

Owner Fiscal Year End Change Notification Date*: 03/06/2000
 (*Owner Fiscal Year End Change Notification Date is the last established date of the Owner's FYE and it should not be changed every year. If FYE changes for the owner then enter the date you were notified. There should be at least one record in the history and there should only be other records if the owner changes their FYE.)

FYE History

Date Deed Recorded: 01/31/1900
 Regulatory Agreement signed by current owner and HUD?: Unconfirmed
 Date Signed:
 Date of Last Amendment:
 Distribution Allowed: Unconfirmed
 Source Document for Distributions: Unconfirmed
 Final HUD TPA Approval Date:

Owner Contact

Name: Sandra Saelens Phone: 920-674-8378
 Title: Finance Director Fax:
 Street: N4637 County Road Y Pager/Cell Phone:
 E-Mail: ssaelens@stcoietlawi.org

Figure 10-2. Current Owner Detail page

*Note: The **FYE History** button displays on the Current Owner Detail page and the Previous Owner Detail page. Click on the button and the FYE History table will display. The table displays all FYE Effective Dates and Fiscal Year End Dates associated with the current or previous owner.*

FYE History [Back]

Displaying records 1 to 1 of 1

First < Previous Next > Last

FYE Effective Date	Fiscal Year End Date
03/06/2000	06/30

Figure 10-3. FYE History page

10.3 Owner History/Narratives

The **Owner List / History** page displays information on all owners who are currently or were previously linked to a specific property. When the link between the owner and the property has been deleted, iREMS keeps a historical record of ownership. The following information is displayed on the **Owner List History** page:

- Owner/List History
 - Owner Name

- Owner TIN
 - Date Owner Assumed Financial Responsibility (FASS)
 - FASS Ownership Expiration Date
 - FYE
 - Financial Statement Required
 - Company Type
 - Legal Structure
- Owner/ Field Office Contact Narrative: Ownership
 - Summary Narrative: Ownership

To view the Owner List/History page:

1. From the **Property Participants List** page, click on the *Owner History/Narratives* tab and the **Owner List History** page displays.

Owner Name	Owner TIN	DUNS #	Date Owner Assumed Financial Responsibility (FASS)	FASS Ownership Expiration Date	FYE	Financial Statement Required	Company Type	Legal Structure
ALVERNO HOUSING CORPORATION	391441616		01/31/1900		06/30	Yes	Non-Profit	Corporation

Figure 10-4. Owner List/History page

10.4 Current Lessee/Contact

The Lessee is the individual or organization leasing the property from the owner. The Current Lessee/Contact page displays current information about the lessee and contact for a specific property. You may view current Lessee information or add new Lessee information. You may also add, update or delete Lessee contact data.

To access the Current Lessee/Contact page:

From the **Property Participants List** page, click on the *Current Lessee/Contact* tab and the **Current Lessee Detail** page displays.

Figure 10-5. Current Lessee Detail page

*Note: The **FYE History** button displays on the Current Lessee Detail page and the Previous Lessee Detail page. Click on the button and the FYE History table will display. The table displays all FYE Effective Dates and Fiscal Year End Dates associated with the current or previous lessee.*

FYE Effective Date	Fiscal Year End Date
07/01/2013	12/31
06/13/2011	12/31

Figure 10-6. Participant Search page

10.5 Lessee History/Narratives

The **Lessee List/History** page displays information on those lessees currently on the property and those who were previously linked to a specific property. **iREMS** keeps a historical record of lessee information.

To view the Lessee List / History and Narratives Page

Click on the **Lessee History/Narratives** tab, from the **Property Participants List** page and the **Lessee List/History** page displays.

Property Participant List	Current Owner/Contact	Owner History/Narratives	Current Lessee/Contact	Lessee History/Narratives	Current Management Agent/Contacts	Management Agent History/Narratives	Management Fees	Sponsor/Developer/Contact
Lessee List / History								
Lessee Name	Lessee TIN	Regulatory Agreement Signed Date	Lessee Lease Effective Date	Lessee Lease Expiration Date	FYE	Company Type	Legal Structure	
There are no lessee history records for this property								
Lessee Field Office Contact Narrative: Lessee/Operator								
Summary Narrative: Lessee/Operator								


Figure 10-7. Lessee History/Narratives Page

The following information is displayed on the **Lessee List/History** page:

- Lessee List/ History
 - Lessee Name
 - Lessee TIN
 - Regulatory Agreement Signed Date
 - Lessee/Lease Effective Date
 - Lessee/Lease Expiration Date
 - FYE
 - Company Type
 - Legal Structure
- Lessee Field Office Contact Narrative: Lessee/Operator
- Summary Narrative: Lessee/Operator

10.6 Current Management Agent/Contacts

Multifamily Housing requires that information about the management of a property be maintained APPS. Users have the ability to add property management participants and contacts in iREMS. When you add participants, the information updates both the property and the **iREMS** national database. Contacts, however, are added only to the specific property. Information about the management agent certification and effective and termination dates can also be recorded.

 *Note: Previous Management Agents can be re-associated with the property.*

To view the Management Agent/Detail page:

From the **Property Participants List** page, click on the *Current Management Agent/Contacts* tab and the **Current Management Agent Detail** page displays.

Property Participant List	Current Owner/Contact	Owner History/Narratives	Current Lessee/Contact	Lessee History/Narratives	Current Management Agent/Contacts	Management Agent History/Narratives	Management Fees	Sponsor/Developer/Contact
Current Management Agent Detail								
<p>Name: ABCEO, Inc. TIN: 310710683 Phone: (937) 378-6041 Street: 406 W. Plum Street Fax: (937) 378-4114 E-Mail: need_email@hud.gov</p> <p>City: Georgetown U.S. State or Territory: OHIO Foreign State or Territory: Country: USA U.S. Zip Code: 45121 - 1261 Foreign Postal Code: Standardization Status: 100% Overall probable correctness Source System: APPS</p>								
<p>Agent Effective Date: 06/01/1999 Open Ended Certification: Yes Management Certification Time Period: (term certifications only) Start Date: End Date: Management Certification Type: Identity of Interest Does agent manage other HUD properties?: Yes Agent Termination Date:</p>								
<p>Do companies related to the management company provide project services? Unconfirmed</p> <p>Type of related company services:</p> <p><input checked="" type="checkbox"/> Bookkeeping <input checked="" type="checkbox"/> Cleaning <input checked="" type="checkbox"/> Landscape <input type="checkbox"/> Data Processing <input type="checkbox"/> Construction <input type="checkbox"/> Other</p> <p>Describe Other:</p>								
Management Agent Regional Office Contact								
<p>Name: ABCEO, INC. Phone: 937-378-6041 Title: Fax: 937-378-4400 Street: 406 W Plum St Pager/Cell Phone: E-Mail: sspiller@abcap.net</p> <p>City: Georgetown U.S. State or Territory: OHIO Foreign State or Territory: Country: USA U.S. Zip Code: 45121 - 1056 Foreign Postal Code: Standardization Status: 100% Overall probable correctness</p>								
Management Agent Contact								
<p>Name: SHELLY SPILLER Phone: 937-378-6041, X256 Title: Fax: 937-378-4400 Street: 406 W Plum St Pager/Cell Phone: E-Mail: sspiller@abcap.net</p> <p>City: Georgetown U.S. State or Territory: OHIO Foreign State or Territory: Country: USA U.S. Zip Code: 45121 - 1056 Foreign Postal Code: Standardization Status: 100% Overall probable correctness</p>								
Management Agent Site Manager								
<p>Name: PAT MONTGOMERY Phone: 937-378-6041 Title: Property Manager Fax: 937-378-4400 Street: 230 Spruce Ln Pager/Cell Phone: E-Mail: pamontgomery2005@yahoo.com</p> <p>City: West Union U.S. State or Territory: OHIO Foreign State or Territory: Country: USA U.S. Zip Code: 45693 - 9599 Foreign Postal Code: Standardization Status: 100% Overall probable correctness</p>								
Rental Inquiries Contact								
<p>Rental Inquiry Contact address is the same as: Rental Inquiry Contact (Not tied to anyone - Enter Data)</p> <p>Name: ABCEO, Inc. Phone: 937-378-6041 Title: Fax: (937) 378-4114 Street: 406 W. Plum Street Pager/Cell Phone: E-Mail:</p> <p>City: Georgetown U.S. State or Territory: OHIO Foreign State or Territory: Country: USA U.S. Zip Code: 45121 - 1261 Foreign Postal Code: Standardization Status: House number not found</p>								

Figure 10-8. Current Management Agent Detail page

10.7 Management Agent History/Narratives

The Management Narratives page allows you to view detailed information on the property management contacts. The narrative fields on this page are *Owner Field Office Contact Narrative: Property Management*, *Summary Narrative: Property Management* and *Contact Administrator Summary Narrative: Property Management*.

To view the Management Narratives Page:

From the **Property Participants List** page, click on the *Management Agent History\Narratives* tab and the **Management Agent List /History** page displays.

Management Agent Name	Management Agent TIN	Agent Effective Date	Agent Termination Date	Agent Certification Start Date	Agent Certification End Date	Certification Type
ABCEO, Inc.	310710683	06/01/1999				Identity of Interest

Figure 10-9. Management Agent List/History page

To add comments in the Management Narratives:

1. From the **Property Participants List** page, click on the *Management Agent HistoryNarratives* tab and the **Management Agent List/History** page displays.
2. In the *Management Narratives* section, enter information in the following field:
 - *Contact Administrator Summary Narrative: Property Management*
3. Click and the *save successful* message displays.

To view Previous Management Agents:

1. From the **Property Participants List** page, click on the *Management Agent HistoryNarratives* tab and the **Management Agent List/History** page displays.

Management Agent Name	Management Agent TIN	Agent Effective Date	Agent Termination Date	Agent Certification Start Date	Agent Certification End Date	Certification Type
American Baptist Homes of the West	941225374	06/04/2013				Administrator
Cascade Management Corp.	931042095	12/01/2008	06/03/2013	12/01/2008	06/03/2013	Identity of Interest

Management Narratives

Owner/Field Office Contact Narrative: Property Management
 e-mail message sent to Don Port Sr Project Manager, Portland Oregon on August 20, 1998 to add 4 digit zip to management address. lm

Summary Narrative: Property Management

Contract Administrator Summary Narrative: Property Management
 00 close date 9/14/01. Unable to input data.
 02 review rescheduled at mgmt. agent's request. Too busy to prep files for review, and vacation. Rescheduled for 9/24/2002. AW

Figure 10-10. Management Agent List/History page

- Click on the previous *Management Agent Name* and the **Previous Management Agent Participant Detail** page will display.

(Organization)
Name: Cascade Management Corp. TIN: 931042095
 Phone: 503-682-7788
Street: 13221 SW 68th Parkway Suite 310 Fax: 503-682-5656 E-Mail: dave@cascade-management.com
City: Portland
U.S. State or Territory: OREGON
Foreign State or Territory:
Country: USA
U.S. Zip Code: 97223 - 8328
Foreign Postal Code:
Standardization Status: 100% Overall probable correctness
Source System: APPS

Agent Effective Date : 12/01/2008
Open Ended Certification : No
Management Certification Time Period (term certifications only)
Start Date : 12/01/2008
End Date : 06/03/2013
Management Certification Type: Identity of Interest
Does Agent manage other HUD properties?: Yes No Unconfirmed
Agent Termination Date : 06/03/2013

Do companies related to the management company provide project services? Yes No Unconfirmed
Type of related company services:
 Bookkeeping
 Cleaning
 Landscape
 Data Processing
 Construction
 Other

Figure 10-11. Previous Management Agent Detail page

- View the agent information. Click on “Back” to return to the **Management Agent List/History** page.

10.8 Management Fees

Management fees are displayed in a summary table on the Management Fees page.

To view the Management Fees page:

From the **Property Participants List** page, click on the *Management Fees* tab and the **Management Fees** page displays.

Property Participant List	Current Owner/Contact	Owner History/Narratives	Current Lessee/Contact	Lessee History/Narratives	Current Management Agent/Contacts	Management Agent History/Narratives	Management Fees	Sponsor/Developer/Contact
Management Fees								
Displaying records 1 to 6 of 6								
<input type="button" value="First"/> <input type="button" value=" < Previous"/> <input type="button" value=" Next >"/> <input type="button" value="Last"/>								
Fee Type	Fee Percentage	PUPM Fee Amount	Gross Fee Amount	Effective Date	Hold Harmless Indicator	Capped Indicator		
Residential	6.50	\$32.60	\$0.00	05/01/1999	N/A	No		
<i>Comment:</i>								
Residential	6.75	\$37.80	\$0.00	09/24/2002	N/A	N/A		
<i>Comment: 45 UNITS. OJT</i>								
Residential	6.50	\$35.88	\$0.00	09/01/2004	N/A	N/A		
<i>Comment:</i>								
Residential	6.50	\$37.73	\$0.00	09/01/2006	N/A	N/A		
<i>Comment:</i>								

Figure 10-12. Management Agent Fees page

10.9 Sponsor/Developer/Contact

The iREMS database allows you to access Sponsor or Developer information from APPS. Sponsor/developer detail and contact information may be added, updated and deleted on the Sponsor/Developer/Contact pages.

To access the Sponsor/Developer/Contact Page:

From the **Property Participants List** page, click on the *Sponsor/Developer/Contact* tab and the **Sponsor/Developer Detail** page displays.

Property Participant List	Current Owner/Contact	Owner History/Narratives	Current Lessee/Contact	Lessee History/Narratives	Current Management Agent/Contacts	Management Agent History/Narratives	Management Fees	Sponsor/Developer/Contact
Sponsor/Developer Detail								
<p>Name: ABCAP Housing III, Inc. TIN: 311267721 Phone: 937-378-6041 Street: 406 W. Plum Street Fax: 937-378-4400 E-Mail: anorris@abcap.net City: Georgetown U.S. State or Territory: OHIO Foreign State or Territory: Country: USA U.S. Zip Code: 45121 - 1241 Foreign Postal Code: Standardization Status: 100% Overall probable correctness Source System: APPS</p>								
Sponsor/Developer Contact								
<p>Name: Phone: Title: Fax: Street: Pager/Cell Phone: E-Mail:</p>								

Figure 10-13. Sponsor/Developer/Contact Page