Texas Department of Housing and Community Affairs
Instructions for Adding Buildings and Units in CMTS
Created Date: March 31, 2017
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Section 1: Introduction

This document provides instructions for creating building and units for a property, using screens in CMTS that allow up to 20 buildings or units at a time to be added. Buildings and units must be created before household and tenant data can be entered through CMTS or uploaded through the CMTS Unit Upload feature.

Section 2: Navigating to the Screens for Adding and Editing Buildings and Units

The first screen displayed after logging in to CMTS is the Your Property Listings screen. Click the Unit Status Report link on that screen as shown below.

Next, on the Property Detail screen, click the Add and Edit Buildings or Add and Edit Units links to add and edit buildings or units.

Section 3: Adding and Editing Buildings

After clicking **Add and Edit Buildings** on the **Property Detail** screen , click the **add many** link to add up to 20 buildings at a time. You can also click the **add** link to add one at a time.
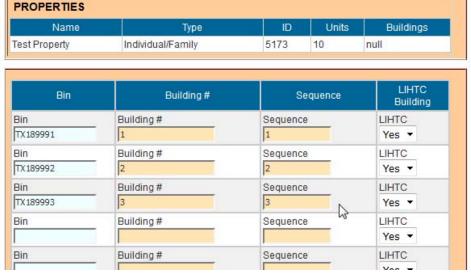

On the **Add Buildings to Property** screen, enter the **BIN**, **Building #**, **Sequence** number, and **LIHTC Building** flag for each building.

- Building Identification Number ("BIN") - Enter the BIN for each building. The Department has provided the owner with a range of BINs in the development's allocation paperwork which may be assigned to the buildings. Please note that not all funding sources will require BINs.
- Building Number - Enter each building's number.
- Sequence Number - Enter the building's sequence number, which controls the order in which the buildings will be listed on the Unit Status Report. This should generally match the building number; however, in some circumstances (e.g., the development starts with building number 2), this may not be the case.
- LIHTC Building - Select **Yes** or **No** from the drop-down to indicate whether the building has received Tax Credit funding.
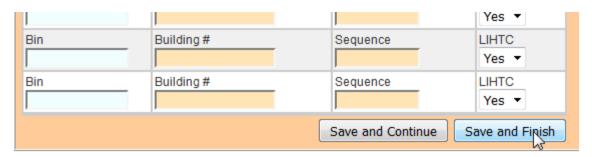
Click **Save and Finish** at the bottom of the screen to add the buildings.

Bin	Building #	Sequence	LIHTC
			Yes ▼
Bin	Building #	Sequence	LIHTC
			Yes ▼

[Save and Continue] [Save and Finish]

The system will return to the **Property Buildings** screen, where the buildings you added will be displayed.
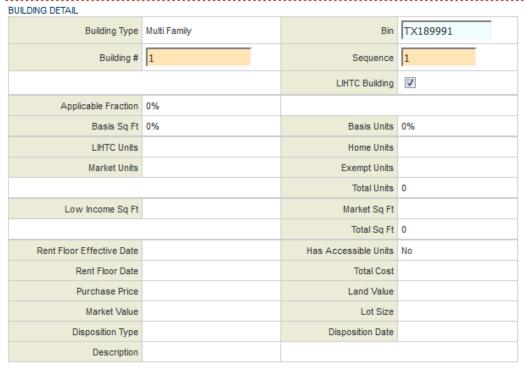
Property Detail > Buildings

PROPERTY BUILDINGS [3 FOUND]

Bin#	Building#	Fraction	Total Units	LIHTC Units	Market Units	Exempt Units	Home Units	Edit	Done	Units
TX189991	1	0	0					[edit]	☐	[units]
TX189992	2	0	0					[edit]	☐	[units]
TX189993	3	0	0					[edit]	☐	[units]

[add] [add many]

To edit a **BIN**, **Building #**, **Sequence** number, or **LIHTC Building** flag, click the **edit** link.

Property Detail > Buildings

BUILDING DETAIL

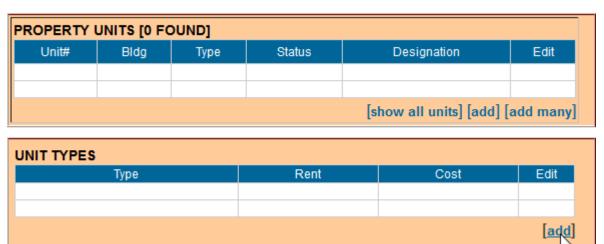|			
Building Type	Multi Family	Bin	TX189991
Building #	1	Sequence	1
		LIHTC Building	☑
Applicable Fraction	0%		
Basis Sq Ft	0%	Basis Units	0%
LIHTC Units		Home Units	
Market Units		Exempt Units	
		Total Units	0
Low Income Sq Ft		Market Sq Ft	
		Total Sq Ft	0
Rent Floor Effective Date		Has Accessible Units	No
Rent Floor Date		Total Cost	
Purchase Price		Land Value	
Market Value		Lot Size	
Disposition Type		Disposition Date	
Description			

Save
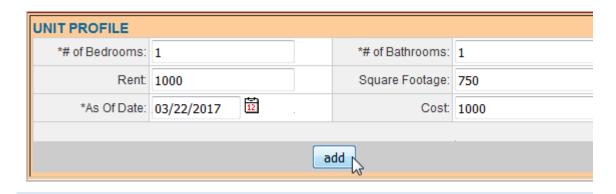
Section 4: Adding and Editing Units

Before adding units, the unit types must first be defined. Click **Add and Edit Units** on the **Property Detail** screen , then click the **add** link in the **Unit Types** section of the **Property Units/Unit Types** screen to add unit types.
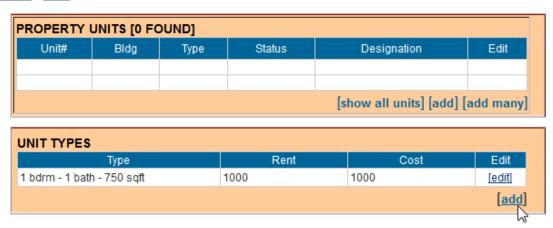

On the **Unit Profile** pop-up screen, enter the required fields, which are **# of Bedrooms**, **# of Bathrooms**, and **As Of Date**. The value for **As Of Date** defaults to today's date, but you can edit that as needed. The **Rent**, **Square Footage**, and **Cost** of the unit type may also be entered, but those fields are not required. Click **add** when complete.

The system will return to the **Property Units/Unit Types** screen, and the unit type that you added will be displayed in the **Unit Types** section.

Buildings > Units

PROPERTY UNITS [0 FOUND]					
Unit#	Bldg	Type	Status	Designation	Edit

[show all units] [add] [add many]

UNIT TYPES			
Type	Rent	Cost	Edit
1 bdrm - 1 bath - 750 sqft	1000	1000	[edit]

[add]

In this example, **add** is clicked again to add a second unit type.

UNIT PROFILE			
*# of Bedrooms:	2	*# of Bathrooms:	2
Rent:	1500	Square Footage:	1200
*As Of Date:	03/22/2017	Cost:	1500

add

After completing the fields and clicking **add** on the **Unit Profile** pop-up screen, the **Unit Types** list now displays both unit types that were added. Now we can click **add many** at the bottom of the **Property Units** section to add units of either of the two unit types created above.

CMTS Property Reporting System

Buildings > Units

PROPERTY UNITS [0 FOUND]					
Unit#	Bldg	Type	Status	Designation	Edit

[show all units] [add] [add many]

UNIT TYPES			
Type	Rent	Cost	Edit
1 bdrm - 1 bath - 750 sqft	1000	1000	[edit]
2 bdrm - 2 bath - 1200 sqft	1500	1500	[edit]

[add]

After clicking **add many**, the system displays the **Add Units to Property** screen. The first step in adding units on this screen is to select the building to which the units belong. In this example, building TX189992 is selected.
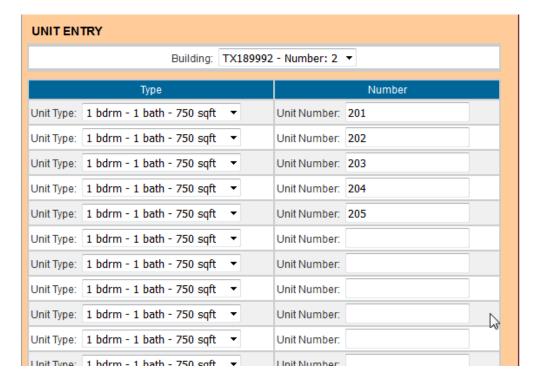

Next, select the **Unit Type** for each unit to be added and enter the **Unit Number**. In this example, five units are entered, all tagged with the **1 bdrm - 1 bath unit - 750 sqft** type.
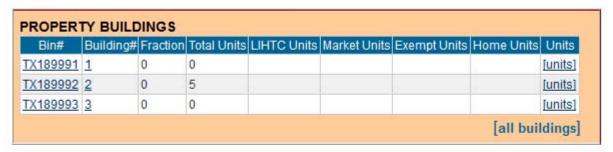
Click **Save and Finish** at the bottom of the screen to add the units.

After clicking **Save and Finish**, the system displays the **Property Buildings/Property Units** screen, which lists all buildings and units for the property. (This screen can also be accessed by clicking **show all units** link at the bottom of the **Property Units** section of the **Property Units/Unit Types** screen.)

The five units added in this example are now displayed on this screen.

Clicking the **edit** link next to the unit you would like to edit opens the **Unit Details** pop-up screen. In the following example, unit 203 is selected for editing and then the Unit Type is changed from **1 bdrm - 1 bath - 750 sqft** to **2 bdrm - 2 bath - 1200 sqft**.

Section 4: Navigation Back to Previous Screens

To navigate from the **Property Buildings/Property Units** screen back to higher level screens, follow these steps:

a) Click the **Buildings** link to return to the **Property Buildings** screen.

b) On the **Property Buildings** screen, click the **Property Detail** link to return to the **Property Detail** screen.

c) On the **Property Detail** screen, click the **Property Selection** link to return to the **Your Property Listings** screen.