

# Requirements for Online Reporting

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April 2024

## Department Contact Information

**Mailing Address:**

TDHCA  
PO Box 13941  
Austin, TX 78711-3941

**Physical Address:**

TDHCA  
221 E. 11<sup>th</sup> Street  
Austin, TX 78701

**Website:** <https://www.tdhca.texas.gov>

Division Phone Number: (512) 305-8869 or  
(800) 643-8204 (toll free in Texas only)

## **Compliance Monitoring & Tracking System (CMTS)**

### **Overview**

Welcome to the Requirements for Online Reporting, the Unit Status Report and the Annual Owner's Compliance Report.

The Compliance Monitoring and Tracking System (CMTS) allows owners to submit required reports, such as the Unit Status Report (USR) and the Annual Owner's Compliance Report (AOCR) and submit documentation directly to the Department.

### **Login to CMTS**

<https://www.tdhca.texas.gov/compliance-monitoring-tracking-system>

<https://pox.tdhca.state.tx.us/aims2/pox>

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## **Terms and Definitions**

- Compliance Monitoring and Tracking System (CMTS)
- Unit Status Report (USR)
- Annual Owner's Compliance Report (AOCR)
- Quarterly Vacancy Report (QVR)
- Monitor Review Questionnaire (MRQ)

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# CMTS Reporting: Login to CMTS

## Overview

Welcome to the Compliance Monitoring and Tracking System (CMTS). This system allows owners to submit required reports, such as the Unit Status Report (USR) and the Annual Owners Compliance Report (AOCR) and submit documentation directly to the Department.

## Login to the CMTS

If you have already received your user id and password from

[Login to CMTS](#)

[CMTS User Guidelines](#)

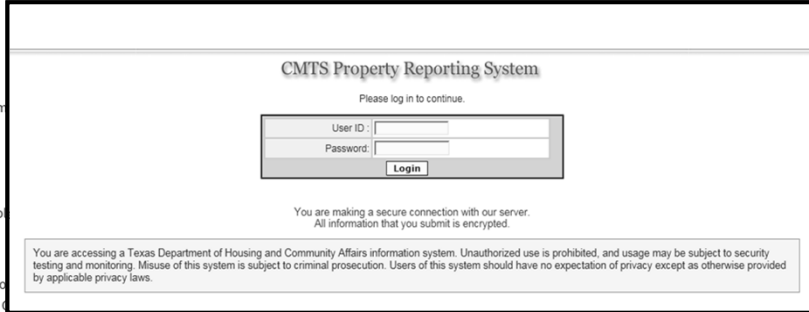
To ensure that information is properly entered into CMTS, please

- [Attaching Documents to CMTS \(PDF\) - NEW](#)

To use the CMTS Unit Upload feature for uploading household information, please refer to the [Unit Upload](#) page for that document, and field definitions for the document.

Visit the [Compliance Reports](#) page for additional information.

Visit the [Trainings Presentation](#) page for CMTS training.



# CMTS Reporting

admthca2 Property Listings

| ID   | Property Name            | Annual Owners Compliance Reports                        | Unit Status Report               | Contact Information                | Edit Manager Password               | Reports                                 | Unit Data Upload        | Tenant Data Upload                         | Electronic Document Attachment     |                                  |
|------|--------------------------|---|----------------------------------|------------------------------------|-------------------------------------|---|-------------------------|--|------------------------------------|----------------------------------|
| 1265 | Hillcrest House          | <a href="#">Annual Owners Compliance Reports - 2018</a> | <a href="#">Start New Report</a> | <a href="#">Unit Status Report</a> | <a href="#">Contact Information</a> | <a href="#">Edit Manager's Password</a> | <a href="#">Reports</a> | <a href="#">Upload Unit Household Data</a> | <a href="#">Upload Tenant Data</a> | <a href="#">Attachments (2)</a>  |
| 3417 | Wine on South Street     | <a href="#">Annual Owners Compliance Reports - 2018</a> | <a href="#">Start New Report</a> | <a href="#">Unit Status Report</a> | <a href="#">Contact Information</a> | <a href="#">Edit Manager's Password</a> | <a href="#">Reports</a> | <a href="#">Upload Unit Household Data</a> | <a href="#">Upload Tenant Data</a> | <a href="#">Attachments (45)</a> |
| 4620 | Carson Water Terrace     | <a href="#">Annual Owners Compliance Reports - 2018</a> | <a href="#">Start New Report</a> | <a href="#">Unit Status Report</a> | <a href="#">Contact Information</a> | <a href="#">Edit Manager's Password</a> | <a href="#">Reports</a> | <a href="#">Upload Unit Household Data</a> | <a href="#">Upload Tenant Data</a> | <a href="#">Attachments (50)</a> |
| 5283 | Pathways at Canton Place | <a href="#">Annual Owners Compliance Reports - 2018</a> | <a href="#">Start New Report</a> | <a href="#">Unit Status Report</a> | <a href="#">Contact Information</a> | <a href="#">Edit Manager's Password</a> | <a href="#">Reports</a> | <a href="#">Upload Unit Household Data</a> | <a href="#">Upload Tenant Data</a> | <a href="#">Attachments (41)</a> |

Logout

Texas Department of Housing and Community Affairs (TDHCA)

CMTS Property Reporting System

Upload Property Information | Enter Unit Occupancy | Print Unit Status Report | Submit Reports | Viewcase | Clearinghouse | Add and Edit Buildings | Add and Edit Units

Property Selection | Logout

Property 1265 Detail

|                               |                       |                                 |
|-------------------------------|-----------------------|---------------------------------|
| Name: Hillcrest House         | Type: Condo/Co-Op     | Building ID: N                  |
| Building ID: 1265             | Building Year: 2005   | Year Constructed: 1994          |
| Total Units: 64               | Planned Units: 64     | 1st Floor Program Units: 64     |
| Planned Units: 64             | Land Use Code: 1      | Address: N                      |
| Total Sq Ft: 20740            | Home Funding: N       | Placed in Service Date: 1       |
| Construction: 1               | Home ID: 1265         | Pre-Heating Construction: N     |
| Special Needs: 0              | Home ID: 1265         | Next PO Update Date: 06/15/2023 |
| # of parking spots: 0         | Home ID: 1265         | Last PO Update Date: 06/15/2023 |
| # of handicap spots: 0        | Home ID: 1265         | Landcode: 05.115473             |
| Conveyance Trac: 481 08002000 | Home ID: 1265         |                                 |
| SFS Date: 01/11/2023          | Home ID: 1265         |                                 |
| ATC Type: 04                  | Home ID: 1265         |                                 |
| Legal description:            | Counter Heating Prog: | Property Status: Active         |

# CMTS Reporting

**Your Property Listings**

| Property ID | Property Name          | Annual Owners Compliance Reports | 8609 Part I Report | Unit Status Report                 | Update Contact Information                 | Edit Manager Password | Reports                 | Electronic Document Attachment  |
|-------------|------------------------|----------------------------------|--------------------|------------------------------------|--|-----------------------|-------------------------|---------------------------------|
| 4651        | Bewe Garden Apartments |                                  |                    | <a href="#">Unit Status Report</a> | <a href="#">Update Contact Information</a> |                       | <a href="#">Reports</a> | <a href="#">Attachments (0)</a> |

[Logout](#)      **Manager's View of CMTS**

Texas Department of Housing and Community Affairs (TDHCA)

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# Monitor Review Questionnaire

**STAGE**

**CMTS Property Reporting System**

**cpolle Property Listings**

| Property ID | Property Name   | Annual Owners Compliance Reports                        | 8609 Part II Report              | Unit Status Report                 | Update Contact Information                 | Edit Manager Password                   | Reports                 | Unit Data Upload                           | Tenant Data Upload                 | Electronic Document Attachment   |
|-------------|-----------------|---|----------------------------------|------------------------------------|--|---|-------------------------|--|------------------------------------|----------------------------------|
| 4793        | Oasis Cove      | <a href="#">Annual Owners Compliance Reports - 2021</a> | <a href="#">Start New Record</a> | <a href="#">Unit Status Report</a> | <a href="#">Update Contact Information</a> | <a href="#">Edit Manager's Password</a> | <a href="#">Reports</a> | <a href="#">Upload Unit Household Data</a> | <a href="#">Upload Tenant Data</a> | <a href="#">Attachments (69)</a> |
| 5627        | Greenline North | <a href="#">Annual Owners Compliance Reports - 2021</a> |                                  | <a href="#">Unit Status Report</a> | <a href="#">Update Contact Information</a> | <a href="#">Edit Manager's Password</a> | <a href="#">Reports</a> | <a href="#">Upload Unit Household Data</a> | <a href="#">Upload Tenant Data</a> | <a href="#">Attachments (1)</a>  |

[Logout](#)

Texas Department of Housing and Community Affairs (TDHCA)

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# Monitor Review Questionnaire

App=STAGE DB=STAGE

Texas Department of Housing and Community Affairs

CMTS Property Reporting System

Update Property Information | Enter Unit Occupancy | Print Unit Status Report | **Unit Status Reports** | Vacancy Clearinghouse | Add and Edit Buildings | Add and Edit Units

Property ID: 4793  
Property Name: Oasis Cove

| Property#4793 Detail                      |   |                              |
|---|---|------------------------------|
| Name: Oasis Cove                          | Type: Individual/Family                 | Scattered site: N            |
| Building config: Five+ Units Per Building | Dwelling type: Multi Family Residential | Year constructed: 2013       |
| Total buildings: 5                        | Total units: 64                         | Total program units: 64      |
| Planned buildings: Total sq ft: 61880     | Planned units: Land use cfm:            | Zoning: R                    |
| Disposition:                              | Home funding: N                         | Elevator: N                  |
| Special needs:                            | Home 40/50: N                           | Floors in tallest bldg: 2    |
| # of parking spots:                       | First building in svc date: 10/17/2013  | Fair Housing Construction: N |
| # of handicap spots:                      | Last building svc date: 12/16/2013      | Next RD onsite rrw date:     |
| Census Tract: 48211650300                 | Latitude: 35.9169                       | Last RD onsite rrw date:     |
| QPS Date: 01/11/2017                      | RAD Development:                        | Longitude: -100.3762         |
| HTC Type: 9%                              | Disaster Housing Flag: N                | Property Status: Active      |
| Legal description:                        |   |                              |

Program Income Requirements

Income

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# Monitor Review Questionnaire

App=STAGE DB=STAGE

Texas Department of Housing and Community Affairs

CMTS Property Reporting System

Property ID: 4793  
Property Name: Oasis Cove

Unit Status Reports

| Report Type   | Due Date | Submitted Date         | Submit   | Print                     |
|---|----------|------------------------|----------|---------------------------|
| Unit Status Report / Desk - Quarterly Vacancy Report                  | 10/10/21 | Has not been submitted | [Submit] | Preview before submitting |
| Unit Status Report / Desk - Quarterly Vacancy Report                  | 07/10/21 | 07/09/21               |          | [Print USR PDF / Excel]   |
| Unit Status Report - Part B / Desk - Annual Owners Compliance Reports | 04/30/21 | Has not been submitted | [Submit] | Preview before submitting |
| Unit Status Report - Part B / Desk - Annual Owners Compliance Reports | 04/30/21 | 04/08/21               |          | [Print USR PDF / Excel]   |
| Unit Status Report / Desk - Quarterly Vacancy Report                  | 04/10/21 | 04/08/21               |          | [Print USR PDF / Excel]   |
| Unit Status Report / Desk - Quarterly Vacancy Report                  | 01/10/21 | 01/18/21               |          | [Print USR PDF / Excel]   |
| Unit Status Report / Desk - Quarterly Vacancy Report                  | 10/10/20 | 10/08/20               |          | [Print USR PDF / Excel]   |
| Unit Status Report - Part B / Desk - Annual Owners Compliance Reports | 07/15/20 | 04/16/20               |          | [Print USR PDF / Excel]   |
| Unit Status Report / Desk - Quarterly Vacancy Report                  | 07/10/20 | 07/10/20               |          | [Print USR PDF / Excel]   |
| Unit Status Report / Desk - Quarterly Vacancy Report                  | 04/10/20 | 04/16/20               |          | [Print USR PDF / Excel]   |
| Unit Status Report / Desk - Quarterly Vacancy Report                  | 01/10/20 | 01/10/20               |          | [Print USR PDF / Excel]   |
| Unit Status Report / Desk - Quarterly Vacancy Report                  | 10/10/19 | 10/08/19               |          | [Print USR PDF / Excel]   |
| Unit Status Report / Desk - Quarterly Vacancy Report                  | 07/10/19 | 07/11/19               |          | [Print USR PDF / Excel]   |
| Unit Status Report - Part B / Desk - Annual Owners Compliance Reports | 04/30/19 | 04/30/19               |          | [Print USR PDF / Excel]   |
| Unit Status Report / Desk - Quarterly Vacancy Report                  | 04/10/19 | 04/30/19               |          | [Print USR PDF / Excel]   |
| Unit Status Report / Onsite   | 04/02/19 | 04/02/19               |          | [Print USR PDF / Excel]   |
| Unit Status Report / Desk - Quarterly Vacancy Report                  | 01/10/19 | 01/02/19               |          | [Print USR PDF / Excel]   |
| Unit Status Report / Desk - Quarterly Vacancy Report                  | 10/10/18 | 10/11/18               |          | [Print USR PDF / Excel]   |
| Unit Status Report / Desk - Quarterly Vacancy Report                  | 07/10/18 | 07/10/18               |          | [Print USR PDF / Excel]   |
| Unit Status Report - Part B / Desk - Annual Owners Compliance Reports | 04/30/18 | 04/29/18               |          | [Print USR PDF / Excel]   |
| Unit Status Report / Desk - Quarterly Vacancy Report                  | 04/30/18 | 03/27/18               |          | [Print USR PDF / Excel]   |

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# Monitor Review Questionnaire

**Monitor Review Questionnaire**

| Report Type                      | Due Date   | Questionnaire | Submitted Date | Submit | Print                |
|----------------------------------|------------|---------------|----------------|--------|----------------------|
| Entrance Interview Questionnaire | 04/02/2019 |               | 04/02/2019     |        | [Print as Submitted] |
| Entrance Interview Questionnaire | 04/13/2016 |               | 04/12/2016     |        | [Print as Submitted] |
| Entrance Interview Questionnaire | 01/31/2014 |               | 01/29/2014     |        | [Print as Submitted] |

**Required Confirmation of Notification**

| Report Type            | Due Date   | Questionnaire                           | Submitted Date         | Submit                      | Print                       |
|------------------------|------------|---|------------------------|-----------------------------|-----------------------------|
| UPCS Inspection Report | 05/01/2020 | [Start, Edit or View before submission] | Has not been submitted | Must Save Before Submission | [Preview before submitting] |
| UPCS Inspection Report | 05/01/2017 |   | 05/04/2017             |                             | [Print as Submitted]        |
| UPCS Inspection Report | 05/01/2014 |   | 03/26/2014             |                             | [Print as Submitted]        |

**Utility Allowance Review Questionnaire**

| Report Type | Due Date | Questionnaire | Submitted Date | Submit | Print |
|-------------|----------|---------------|----------------|--------|-------|
|             |          |               |                |        |       |

Quarterly Owners Financial Certification

# Monitor Review Questionnaire

**Monitor Review Questionnaire**

| Report Type                      | Due Date   | Questionnaire                           | Submitted Date         | Submit   | Print                       |
|----------------------------------|------------|---|------------------------|----------|-----------------------------|
| Entrance Interview Questionnaire | 03/30/2021 |   | 03/25/2021             |          | [Print as Submitted]        |
| Entrance Interview Questionnaire | 04/23/2018 |   | 04/24/2018             |          | [Print as Submitted]        |
| Entrance Interview Questionnaire | 05/26/2015 |   | 05/14/2015             |          | [Print as Submitted]        |
| Entrance Interview Questionnaire | 05/25/2014 |   | 05/24/2014             |          | [Print as Submitted]        |
| Entrance Interview Questionnaire | 05/19/2013 |   | 05/29/2013             |          | [Print as Submitted]        |
| Entrance Interview Questionnaire | 07/16/2012 |   | 07/09/2012             |          | [Print as Submitted]        |
| Entrance Interview Questionnaire | 05/30/2011 |   | 05/27/2011             |          | [Print as Submitted]        |
| Entrance Interview Questionnaire | 05/27/2010 |   | 05/01/2010             |          | [Print as Submitted]        |
| Entrance Interview Questionnaire | 07/06/2009 | [Start, Edit or View before submission] | Has not been submitted | [Submit] | [Preview before submitting] |

# CMTS Attachment System

## Scroll

admtdhca2 Property Listings

| Property ID | Property Name            | Annual Owners Compliance Reports        | 8029-Part I Report | Unit Status Report | Update Contact Information | Edit Manager Password   | Reports | Unit Data Upload           | Tenant Data Upload | Electronic Document Attachment |
|-------------|--------------------------|---|--------------------|--------------------|----------------------------|-------------------------|---------|----------------------------|--------------------|--------------------------------|
| 1265        | Hilcrest House           | Annual Owners Compliance Reports - 2018 | Start New Report   | Unit Status Report | Update Contact Information | Edit Manager's Password | Reports | Upload Unit Household Data | Upload Tenant Data | Attachments (22)               |
| 1341        | Inland Palms Apartments  | Annual Owners Compliance Reports - 2018 | Start New Report   | Unit Status Report | Update Contact Information | Edit Manager's Password | Reports | Upload Unit Household Data | Upload Tenant Data | Attachments (46)               |
| 3417        | Willis on Sixth Street   | Annual Owners Compliance Reports - 2018 | Start New Report   | Unit Status Report | Update Contact Information | Edit Manager's Password | Reports | Upload Unit Household Data | Upload Tenant Data | Attachments (58)               |
| 4639        | Dorson Marie Terrace     | Annual Owners Compliance Reports - 2018 |                    | Unit Status Report | Update Contact Information | Edit Manager's Password | Reports | Upload Unit Household Data | Upload Tenant Data | Attachments (41)               |
| 5293        | Pathways at Gaston Place | Annual Owners Compliance Reports - 2018 |                    | Unit Status Report | Update Contact Information | Edit Manager's Password | Reports | Upload Unit Household Data | Upload Tenant Data | Attachments (21)               |

[Logout](#)

**Make sure you select the correct property for the reports you are submitting.**

# CMTS Attachment System Notification

## Scroll

**TDHCA Compliance Monitoring & Tracking**

SEARCH / CREATE: Organization | Person    SEARCH: Address | Property    CREATE: Property    REPORTS: Project Inventory | 811 Project Rental Assistance | Asset Manager

- The attachment was successfully uploaded, but please note that there is no email address associated to the selected TDHCA Contact (From Compliance Monitoring), so the TDHCA Contact did not receive an attachment notification email.
- Record updated successfully.

Electronic Document Attachments for **Pandora Springs**

[ Refresh ]    [ Attach a Document ]

| Type                   | Description                  | TDHCA Contact              | Path   | Date     | Read? | Created By |             |
|------------------------|------------------------------|----------------------------|--|----------|-------|------------|-------------|
| 1 TDHCA Correspondence | Testing - no action required | From Compliance Monitoring | 2021110128523-CMTS-Attachment-Test-Page.docx | 11/20/21 | N     | cpollet    | ✕ Edit View |

[Return to Property Detail](#)

## CMTS Attachment System Notification

The Attachment System is used by the Department for a number of purposes. This is the digital filing cabinet for the property and will be used by various divisions (Compliance, Physical Inspections, Asset Management, Fair Housing, Complaints, etc.) to communicate with the Development. It should be monitored regularly and anything uploaded into the system to the property's attention should be responded to accordingly.

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## CMTS Attachment System Notification

When documentation is uploaded into CMTS by the Department, only the email addresses associated with the property, ownership entity and management company entity will be notified by email.

If the company/group would like more than one person notified of uploads into CMTS it is the company/group's responsibility to setup an email address that would allow more persons to be notified. Note: only one email address may be entered for each of these.

For example, instead of the management entity being john.doe@propertygmt.com there could be an email address that allows emails to multiple persons, like compliance@propertygmt.com. You should work with your IT staff to set this up. The Department does not offer this resource.

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## CMTS: Attachment System Upload Notification Email

**From:** [cmts.notifications@tdhca.state.tx.us](mailto:cmts.notifications@tdhca.state.tx.us)  
**To:** [REDACTED]  
**Subject:** New Attachment for [REDACTED] by TDHCA Staff  
**Date:** Tuesday, February 13, 2024 8:40:49 AM

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Notification of Attachments in CMTS

A document has been uploaded by TDHCA to [REDACTED] CMTS ID [REDACTED] in the Compliance Monitoring and Tracking System (CMTS). Please login to CMTS at [https://www.tdhca.state.tx.us/comp\\_reporting.htm](https://www.tdhca.state.tx.us/comp_reporting.htm) and click the Attachments link on the Property Listings screen to view the attachments.

Please do not send a response to this unmonitored email address as it will not be read. Email [cmts.requests@tdhca.state.tx.us](mailto:cmts.requests@tdhca.state.tx.us) if you have questions or need assistance.

Thank you,  
TDHCA Staff

Document Type: TDHCA Correspondence  
 Document Description: Monitoring Report with regards to onsite monitoring review which was conducted on February 8, 2024. Action is required by May 13, 2024.  
 File Name: [REDACTED]\_Monitoring-Report\_2024.02.13.pdf

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## CMTS: Contact Information and Why it Matters

- Notification of on-site reviews are **ONLY** uploaded to the Compliance Monitoring and Tracking System (CMTS).
- Management should be checking CMTS attachments regularly, but also need to (1) verify in CMTS to ensure that all of the contact information entered there is correct (particularly the email addresses), and (2) ensure that the “owner” contact is an owner contact and not property management or management company contact.
- Management needs to receive the automated email notices, however, it is vital for the owner to also receive notices since the owners are ultimately responsible for any noncompliance.
- The owner is the one who would be subject to administrative penalties and/or debarment for noncompliance, so they need to receive and review notices, and supervise corrections by management.

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## CMTS: How to get there...

### Set Up to Report Online

If you have not received a user id and password from the Department, two steps are required to initiate online compliance reporting:

1. Read, complete and submit the [2023 CMTS Filing Agreement \(DOCX\)](#) 
2. You can now enter your buildings and units directly into CMTS. Please read the [Instructions for Adding Buildings and Units in CMTS](#) 

Submit via email to [cmts.requests@tdhca.state.tx.us](mailto:cmts.requests@tdhca.state.tx.us) and we will process your request and send you an Administrator of Accounts id and password. Please allow three (3) to five (5) business days to process your request.

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## CMTS: Setting It All Up

### Set-up to Report Online

- CMTS Filing Agreement
- Instructions for Adding Buildings and Units in CMTS
- Submit via email to **[cmts.requests@tdhca.texas.gov](mailto:cmts.requests@tdhca.texas.gov)** and we will process your request and send you an Administrator of Accounts id and password. Please allow three (3) to five (5) business days to process your request.

### CMTS User Guidelines & Resources

- CMTS Unit Upload Instructions & Specification

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## CMTS: Set-up to Report Online

If you have not received a user id and password from the Department, two steps are required to initiate online compliance reporting.

1. Read, Complete and Submit the CMTS Filing Agreement.
2. You can now enter your buildings and units directly into CMTS. Please read the Instructions for Adding Buildings and Units in CMTS for Guidance.

Submit via email to [cmts.requests@tdhca.texas.gov](mailto:cmts.requests@tdhca.texas.gov) and we will process your request and send you an Administrator of Accounts id and password. Please allow three (3) to five (5) business days to process your request.

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## CMTS: The Filing Agreement

This section of the form is to designate the Administrator of Accounts. This person will

### Administrator of Accounts Designation:

The default is to replace the previous Administrator of Accounts with the new individual designated above. By answering "no," you are indicating you wish to add an additional Administrator of Accounts besides the individual currently assigned. Please note, this Filing Agreement does not automatically enroll you to receive email notifications when correspondence has been uploaded into CMTS. Please contact [cmts.requests@tdhca.state.tx.us](mailto:cmts.requests@tdhca.state.tx.us) for further details.

SIGNED on the date indicated below.

Signature of Owner

Signature of Administrator of Accounts

The last page is for all parties to sign. Please make sure that the Owner AND the Administrator of Accounts designee sign and date the form.

**\*\*Unsigned forms will be returned for corrections, thus delaying the process.\*\***

Date

Date

Please complete and return this form to [cmts.requests@tdhca.state.tx.us](mailto:cmts.requests@tdhca.state.tx.us) and allow for three (3) to five (5) business days to process.

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## TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

### Compliance Monitoring and Tracking System (CMTS) Filing Agreement

This is an agreement between the Texas Department of Housing and Community Affairs and the affordable housing property Owner to facilitate compliance with requirements established through existing laws, regulations, and Department policy.

In accordance with 10 Tex. Admin. Code §10.602 (Notice to Owners and Corrective Action Periods) and 10 Tex. Admin. Code §1.22 (Providing Contact Information to the Department), the Owner is responsible for providing the Department with full, accurate, and complete contact information. The Department will rely solely on the information supplied by the Owner in CMTS to meet notification requirements. Owner agrees to ensure such information is full, accurate, and complete. Further, the Owner agrees to update CMTS with any changes in contact information (including contact persons, physical addresses, mailing addresses, email addresses, phone numbers, and/or the name of the property as known by the public) for the Ownership entity, management company, and/or Development within ten (10) days of the change.

The Owner acknowledges that correspondence from the Department may be directly uploaded to the property's CMTS account using the secure electronic document attachment system (<http://www.tdhca.state.tx.us/pmcdocs/CMTSUserGuide-AttachingDocs.pdf>) rather than sending correspondence by mail, and that all responses from Owner are required to be uploaded to that system unless otherwise specifically directed in writing by the Compliance Division.

An authorized representative of the Owner must sign this Agreement. The signature of the Owner on this Agreement is deemed to appear on all electronically filed Compliance Reports as if actually so appearing, including, without limitation, all forms filed electronically by any property management employee or any other independent, third-party contractor. Owner acknowledges that all information submitted in an electronically filed Compliance Report must be accurate, and that property management employees or any third-party contractor completing those reports must have sufficient knowledge and access to all applicable information in order to file an accurate report.

This Agreement is effective as of the latest date specified below and remains effective until terminated by written notification from either party.

HOWEVER, if there is a transfer of ownership or change in the Management Company, the new or existing Owner must submit an updated Filing Agreement within ten (10) days of the change. Accounts that are inactive or for whom the assigned Administrator of Accounts is no longer employed with the Management Company/Ownership will be deactivated.

This Agreement may be amended at any time by the execution of a written addendum to this Agreement by the Owner and the Texas Department of Housing and Community Affairs.

**Initial Contact Information:**

|                               |                               |
|-------------------------------|-------------------------------|
| Property Name:                | CMTS ID:                      |
| Property Address:             | City and Zip Code:            |
| Owner Organization:           | Name of Owner Representative: |
| Role of Owner Representative: | Owner Representative Email:   |

**Administrator of Accounts Designation:**

I declare that I am authorized to make this Administrator of Accounts Designation and I entrust the Administrator of Accounts to: assign and control access rights to all property and tenant information entered into CMTS, and to allow access only to those select individuals who are responsible for the information required by the Compliance Division. I also entrust the Administrator of Accounts to establish security policy and procedure to protect those access rights and the integrity of the data, and to ensure compliance with the agreements/procedures specified in this Agreement, and any other requirements of the Compliance Division related to electronic reporting.

I, owner representative \_\_\_\_\_ designate \_\_\_\_\_ as the Administrator of Accounts for the above referenced property as of the date of this Agreement.

|                                     |
|-------------------------------------|
| Administrator Contact Name:         |
| Administrator Contact Email:        |
| Administrator Contact Organization: |

When is the effective date of the change? \_\_\_\_\_ (Please note this agreement will not be processed before this date)

Reason for Filing Agreement submission (check all that apply):

- Ownership change (Per 10TAC...10 days to change info in CMTS)
- Management Company change (Per 10TAC...10 days to change info in CMTS)
- Addition of a 3<sup>rd</sup> party consultant
- Adding access for additional owner/management company staff
- Other reason \_\_\_\_\_

Is this individual currently serving as an Administrator of Accounts for another property in the TDHCA portfolio?  Yes  No If yes, enter existing username here: \_\_\_\_\_

This process will provide you with two (2) levels of access. The first will be assigned to the Administrator of Accounts and will begin with “adm” and the second is for the property manager and will begin with “mgr.”

Would you like a separate login for the owner (if applicable but not required)?  Yes  No  
If yes, enter existing username here: \_\_\_\_\_

If an Administrator of Accounts is currently assigned to the property, would you like to replace them with the Administrator of Accounts designated above?  Yes  No

The default is to replace the previous Administrator of Accounts with the new individual designated above. By answering "no," you are indicating you wish to add an additional Administrator of Accounts besides the individual currently assigned. Please note, this Filing Agreement does not automatically enroll you to receive email notifications when correspondence has been uploaded into CMTS. Please contact [cmts.requests@tdhca.state.tx.us](mailto:cmts.requests@tdhca.state.tx.us) for further details.

SIGNED on the date indicated below.

|   |               |
|---|---------------|
| _____<br>Signature of Owner                     | _____<br>Date |
| _____<br>Signature of Administrator of Accounts | _____<br>Date |

Please complete and return this form to [cmts.requests@tdhca.state.tx.us](mailto:cmts.requests@tdhca.state.tx.us) and allow for three (3) to five (5) business days to process.

|   |
|---|
| <p><b>For TDHCA Internal Use Only</b></p> <p>Filing Agreement Processed By: _____ on _____</p> <p>811 Participant? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>811 Team Notified of Change? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> |
|---|

## CMTS: Password Resets

- **The Owner or Administrator of Accounts can reset a manager user account password**
  - The Department will not reset manager user passwords unless there is a technical issue.
- **The Department can reset an Owner or Administrator of Accounts password**
  - Submit the request via email to [cmts.requests@tdhca.texas.gov](mailto:cmts.requests@tdhca.texas.gov) and we will process your request and send you an Administrator of Accounts new password. Please allow three (3) to five (5) business days to process your request.

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## CMTS: Management Company Update

**After logging in to CMTS you have the ability to update the Management Company information by following the steps below:**

- Select Update Contact Information for the new property on the Your Property Listings page
- Select Update Management Information
- The next screen will display the current management company's information. It is important to select delete, listed to the right of the management company listed before making any changes.
- Once the prior company's information has been deleted, you will have the option to select add to the right of the line Name.
- On the next screen enter the new company's name or Tax ID, and select Submit Query
- If the organization is currently entered in CMTS you will select the organization and the assign it to the development, if it is not you select Add Organization, enter the necessary information, and then assign it to the development.

**Failure to delete the prior management company as directed above before changing any information, will cause errors in CMTS and will not update the management company as desired.**

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## CMTS: Management Company Update

| CMTS Property Reporting System   |  |
|--|--|
| <b>Management Company Update</b>   |  |
| Name: THF - Housing Management Corp.<br>Tax Identification Number: 743003211 | <a href="#">Delete</a><br><a href="#">Edit</a> |

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## CMT: Attaching Documents

### Overview

Welcome to the Compliance Monitoring and Tracking System (CMTS). This system allows owners to submit required reports, such as the Unit Status Report (USR) and the Annual Owners Compliance Report (AOCR) and submit documentation directly to the Department.

### Login to the CMTS



If you have already received your user id and password from the Department, login to update or submit required information.

[Login to CMTS](#) 

[CMTS User Guidelines](#)

To ensure that information is properly entered into CMTS, please review the following references:

- [Attaching Documents to CMTS \(PDF\) \\*\\*\\*NEW\\*\\*\\*](#) 

To use the CMTS Unit Upload feature for uploading household and tenant data from other systems to CMTS, please read the [CMTS Unit Upload Instructions \(PDF\)](#) . As mentioned on the first page of that document, the file layouts and field definitions for the CMTS Unit Upload feature are contained in the [CMTS Unit Upload Specification \(XLSX\)](#) .

Visit the [Compliance Reports](#) page for additional information.

Visit the [Trainings Presentation](#) page for CMTS training.

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## CMTS: Attaching Documents; How is it done?

**How to Attach a Document using CMTS**

- Log into CMTS: [http://www.tdhca.state.tx.us/comp\\_reporting.htm](http://www.tdhca.state.tx.us/comp_reporting.htm)

**Compliance Monitoring & Tracking System**

**Overview**  
 Overview of the Compliance Monitoring and Tracking System (CMTS). This system allows compliance to the current required reports, such as the Unit Status Reports and the Reporting Summary Report and other information directly to the Department through secure reporting.

**Login to the CMTS**  
 If you have already accessed your user ID and password from the Department, login to review or enter required information.

**Read the User Guide/Help**

- From the Property Listing screen, you will see an option for Electronic Document Attachment.

**To Upload a Document, click on the Attachment link, which will take you to:**

**To upload a document, you will need to complete the following field:**

- Type: Select the Type of document you are attaching from the drop down box.
  - If you do not see the Type of document you are attaching, choose Other and be sure to include a detailed description of the document.

**File Path:** Select Browse to find the document you would like to upload.

- All file types are accepted
- No special characters in the name of the file
- Maximum file size is 10 MB

**Save:** Your file is not attached until you click on SAVE!

**Maximum file size is 15 MB.**

<https://www.tdhca.texas.gov/sites/default/files/pmcdocs/CMTSUserGuide-AttachingDocs.pdf>

To ensure that information is properly entered into CMTS, please review the available references on the Department's website.

## CMTS: Attaching Documents; Step-by-Step

- File Path: Select Browse to find the document you would like to upload
  - All file types are accepted
  - No special characters in the name of the file
  - Maximum file size is 10 MB

- Save: Your file is not attached until you click on SAVE!

**Maximum file size is 15 MB.**

**Save**

# How to Attach a Document using CMTS

1. Log Onto CMTS: [http://www.tdhca.state.tx.us/comp\\_reporting.htm](http://www.tdhca.state.tx.us/comp_reporting.htm)

Austin, Texas 7/6/11 3:34 PM

## Compliance Monitoring & Tracking System

### Overview

Welcome to the Compliance Monitoring and Tracking System (CMTS). This system allows developments to submit required reports, such as the Unit Status Reports and the Housing Sponsor Report and other information directly to the Department through online reporting.

### Login to the CMTS

If you have already received your user id and password from the Department, login to review or enter required information.

[Login to CMTS](#)

### Read the User Guidelines

2. From the Property Listing screen, you will now see an option for Electronic Document Attachment:

Your Property Listings

| PROPERTIES  |                         |                                  |                     |                                    |  |                       |   |
|-------------|-------------------------|----------------------------------|---------------------|------------------------------------|--|-----------------------|---|
| Property ID | Property Name           | Annual Owners Compliance Reports | 8609 Part II Report | Unit Status Report                 | Update Contact Information                 | Edit Manager Password | Reports   |
| 4651        | Bowie Garden Apartments |                                  |                     | <a href="#">Unit Status Report</a> | <a href="#">Update Contact Information</a> |                       | <a href="#">Reports</a>   |
|             |                         |                                  |                     |                                    |  |                       | <a href="#">Electronic Document Attachment</a><br><a href="#">Attachments (0)</a> |

[Logout](#)

[Texas Department of Housing and Community Affairs \(TDHCA\)](#)

3. To upload a document, click on the [Attachments](#) link; which will take you to:

Electronic Document Attachments for Bowie Garden Apartments (4651)

| ATTACHMENTS | Type | Description | TDHCA Contact | Path | Delete                            |
|-------------|------|-------------|---------------|------|-----------------------------------|
|             |      |             |               |      | <a href="#">Attach a Document</a> |

[Return to Your Property Listings](#)

[Texas Department of Housing and Community Affairs \(TDHCA\)](#)

4. Click on [Attach a Document](#), which will take you to:

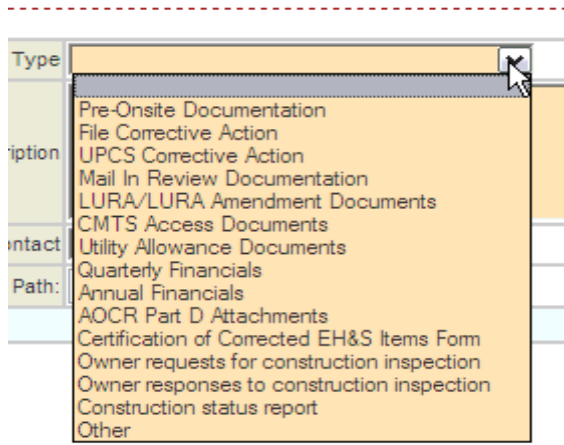
Add Electronic Document Attachments for Bowie Garden Apartments (4651)

| DOCUMENT DETAILS           |  |
|----------------------------|--|
| Type                       | <input type="text"/>                           |
| Description                | <input type="text"/>                           |
| TDHCA Contact              | <input type="text"/>                           |
| File Path                  | <input type="text"/> <a href="#">Browse...</a> |
| Maximum file size is 10 MB |  |
| <a href="#">Save</a>       |  |

[Return to List of Document Attachments](#)

[Texas Department of Housing and Community Affairs \(TDHCA\)](#)

5. To upload a document, you will need to complete the following field:
  - a. **Type:** Select the Type of document you are attaching from the drop down box
    - i. If you do not see the Type of document you are attaching, choose Other and be sure to include a detailed description of the document



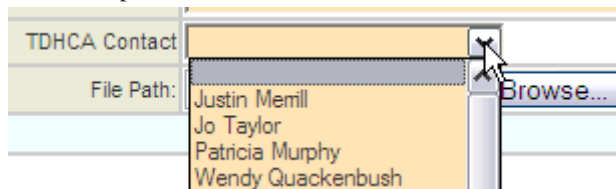
**b. Description:** Include a brief description of the document in the field provided

- i. For example, the Type may be File Corrective Action and the Description could be Corrective action submitted in response to the onsite monitoring review conducted mm/dd/yyyy



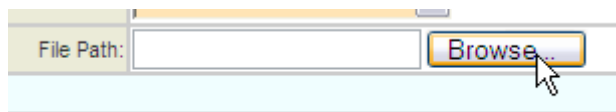
**c. TDHCA Contact:** Select the TDHCA Contact to whom your document needs to be sent to from drop down box

- i. This is the way that a TDHCA staff member will be notified that there is a document that has been uploaded for them. If you do not assign a TDHCA staff member, your document may not get to the correct person.



**d. File Path:** Select Browse to find the document you would like to upload

- i. All file types are accepted
- ii. No special characters in the name of the file
- iii. Maximum file size is 15 MB



**e. Save:** Your file is not attached until you click on SAVE!

Maximum file size is 15 MB.  
file sizes that are unnecessarily large. For example, a (PI) or less. If you convert files from Word or Excel to l



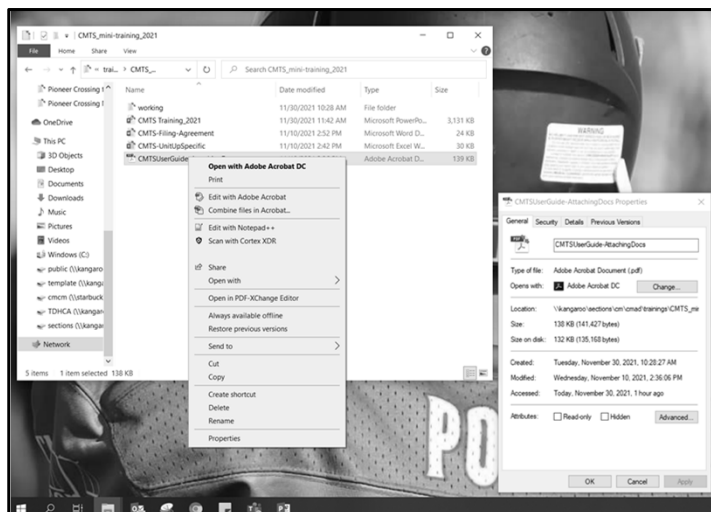
## CMTS: Checking File Size

|                             |  |
|-----------------------------|--|
| Type                        | Utility Allowance Documents  |
| Description                 | 2021 Utility Allowance Submission for Pandora Springs; Energy Consumption Model, annual Review |
| TDHCA Contact               | Utility Allowance  |
| File Path:                  | Choose File No file chosen   |
| Maximum file size is 15 MB. |  |

**When uploading for Utility Allowance review, select the TDHCA Contact of Utility Allowance. Most other submissions will have a specific TDHCA contact.**

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## CMTS: Checking File Size



**To check the file size of your upload:**

- 1. Right-click on the document**
- 2. Select Properties**
- 3. Review the size in the middle of the pop-up for properties**

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## CMTS: Error Messages

### Internal Server Error

The server encountered an internal error or misconfiguration and was unable to complete your request.

Please contact the server administrator at [root@tdhca.state.tx.us](mailto:root@tdhca.state.tx.us) to inform them of the time this error occurred, and the actions you performed just before this error.

More information about this error may be available in the server error log.

#### If you receive an error message, check the following:

- **Make sure the file size is under 15 MB**
- **Make sure the file name does not have any special characters (\$, #, %, &, ', etc.)**
- **Make sure the file name is not too long; sometimes this can confuse CMTS and cause an error**

If the above items are not the issue, you can always email [cmts.requests@tdhca.texas.gov](mailto:cmts.requests@tdhca.texas.gov) for assistance. You can also email the Department contact that you are uploading to and ask for assistance and let them know you have run into an upload error.

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## CMTS: Adding Buildings and Units

### Set Up to Report Online

If you have not received a user id and password from the Department, two steps are required to initiate online compliance reporting:


1. Read, complete and submit the [2023 CMTS Filing Agreement \(DOCX\)](#) 
2. You can now enter your buildings and units directly into CMTS. Please read the [Instructions for Adding Buildings and Units in CMTS](#)  for guidance.

Submit via email to [cmts.requests@tdhca.state.tx.us](mailto:cmts.requests@tdhca.state.tx.us) and we will process your request and send you an Administrator of Accounts id and password. Please allow three (3) to five (5) business days to process your request.

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## CMTS: Setting Up Buildings

To use the CMTS Unit Upload feature for uploading household and tenant data from other systems to CMTS, please read the CMTS Unit Upload Instructions (PDF). As mentioned on the first page of that document, the file layouts and field definitions for the CMTS Unit Upload feature are contained in the CMTS Unit Upload Specification (XLSX).



**Texas Department of Housing and Community Affairs**  
**CMTS Unit Upload Instructions**  
 Created Date: March 13, 2017  
 Date Last Updated: March 31, 2017

**This is not mandatory, but is an option available. You can enter the information unit-by-unit in CMTS.**

property owner/manager upload corresponding household and tenant data files in .csv format. Each file should be submitted with the following naming convention:

... .csv extension

ing data from your internal systems into a CSV file format that conforms to the file layouts defined in the layouts here.

arate fields. Microsoft Excel automatically associates the .csv extension to Excel, so it is not recommended to open CSV files on your computer. However, you can also open CSV files with text editors as follows:

- If you open CSV files in Excel to view them prior to uploading them to CMTS, do NOT save them in Excel. The reason is that Excel automatically changes some values. For example, a unit number of '01-00' will be changed to 'Jan-00'. Also, please note that XLS files cannot be uploaded, only CSV files. If for some reason you need to edit a CSV file prior to uploading it to CMTS, use a text editor instead of Excel. Use Excel only to view CSV files. For more on CSV files, read the Wikipedia page at [https://en.wikipedia.org/wiki/Comma-separated\\_values](https://en.wikipedia.org/wiki/Comma-separated_values).

<https://www.tdca.texas.gov/sites/default/files/pmcdocs/cmts-unit-upload-instructions.pdf>

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## CMTS: Setting Up Buildings

When you are setting up buildings in CMTS, please do not include the “-” in the Building Identification Numbers (BIN).

The “-” is causing errors on reporting and documents within CMTS.

If a monitor finds that the BINs contain “-” marks we will remove them and notify the property contacts.

This will become an issue when the property’s operating system links directly to CMTS for uploads, property staff will have to make the edits on a regular basis.

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**Texas Department of Housing and Community Affairs  
Instructions for Adding Buildings and Units in CMTS**

Created Date: March 31, 2017

Date Last Updated: March 31, 2017

**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.

**CMTS Property Reporting System**

**admtest Property Listings**

PROPERTIES

| Property ID | Property Name | Annual Owners Compliance Reports | 8609 Part II Report | Unit Status Report                 | Update Contact Information                 | Edit Manager's Password                 | Reports                 | Unit Data Upload                           |
|-------------|---------------|----------------------------------|---------------------|------------------------------------|--|---|-------------------------|--|
| 5173        | Test Property |                                  |                     | <a href="#">Unit Status Report</a> | <a href="#">Update Contact Information</a> | <a href="#">Edit Manager's Password</a> | <a href="#">Reports</a> | <a href="#">Upload Unit Household Data</a> |

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.

**CMTS Property Reporting System**

[Print Unit Status Report](#) | [Submit Reports](#) | [Vacancy Clearinghouse](#) | | [Add and Edit Buildings](#) | [Add and Edit Units](#)

[Property Selection](#) | [Logout](#)

### 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.

## CMTS Property Reporting System

[Property Detail](#) > [Buildings](#)

PROPERTY BUILDINGS [0 FOUND]

| Bin# | Building# | Fraction | Total Units | LIHTC Units | Market Units | Exempt Units | Home Units | Edit | Done | Units |
|------|-----------|----------|-------------|-------------|--------------|--------------|------------|------|------|-------|
|      |           |          |             |             |              |              |            |      |      |       |
|      |           |          |             |             |              |              |            |      |      |       |

[add] [add many]



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.

## CMTS Property Reporting System

[Buildings](#) > [Units](#)

### Add Buildings to Property

| PROPERTIES    |                   |      |       |           |
|---------------|-------------------|------|-------|-----------|
| Name          | Type              | ID   | Units | Buildings |
| Test Property | Individual/Family | 5173 | 10    | null      |

| Bin             | Building #      | Sequence      | LIHTC Building |
|-----------------|-----------------|---------------|----------------|
| Bin<br>TX189991 | Building #<br>1 | Sequence<br>1 | LIHTC<br>Yes ▾ |
| Bin<br>TX189992 | Building #<br>2 | Sequence<br>2 | LIHTC<br>Yes ▾ |
| Bin<br>TX189993 | Building #<br>3 | Sequence<br>3 | LIHTC<br>Yes ▾ |
| Bin             | Building #      | Sequence      | LIHTC<br>Yes ▾ |
| Bin             | Building #      | Sequence      | LIHTC<br>Yes ▾ |



Click **Save and Finish** at the bottom of the screen to add the buildings.

|     |            |          |                |
|-----|------------|----------|----------------|
| Bin | Building # | Sequence | LIHTC<br>Yes ▾ |
| Bin | Building # | Sequence | LIHTC<br>Yes ▾ |

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           |             |              |              |            | <a href="#">[edit]</a> | <input type="checkbox"/> | <a href="#">[units]</a> |
| TX189992 | 2         | 0        | 0           |             |              |              |            | <a href="#">[edit]</a> | <input type="checkbox"/> | <a href="#">[units]</a> |
| TX189993 | 3         | 0        | 0           |             |              |              |            | <a href="#">[edit]</a> | <input type="checkbox"/> | <a href="#">[units]</a> |

[\[add\]](#) [\[add many\]](#)

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       | <input checked="" type="checkbox"/> |
| 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               |              |                      |                                     |

### 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.

## 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 |
|------|------|------|------|
|      |      |      |      |
|      |      |      |      |

[\[add\]](#)

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.

**UNIT PROFILE**

|  |  |
|--|--|
| *# of Bedrooms: <input style="width: 80%;" type="text" value="1"/>       | *# of Bathrooms: <input style="width: 80%;" type="text" value="1"/>  |
| Rent: <input style="width: 80%;" type="text" value="1000"/>              | Square Footage: <input style="width: 80%;" type="text" value="750"/> |
| *As Of Date: <input style="width: 80%;" type="text" value="03/22/2017"/> | Cost: <input style="width: 80%;" type="text" value="1000"/>          |

add

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 | <a href="#">[edit]</a> |

[\[add\]](#)

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

**UNIT PROFILE**

|  |   |
|--|---|
| *# of Bedrooms: <input type="text" value="2"/>       | *# of Bathrooms: <input type="text" value="2"/>   |
| Rent: <input type="text" value="1500"/>              | Square Footage: <input type="text" value="1200"/> |
| *As Of Date: <input type="text" value="03/22/2017"/> | Cost: <input type="text" value="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 | <a href="#">[edit]</a> |
| 2 bdrm - 2 bath - 1200 sqft | 1500 | 1500 | <a href="#">[edit]</a> |

[\[add\]](#)

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.

## CMTS Property Reporting System

[Buildings](#) > [Units](#)

### Add Units to Property

**PROPERTIES**

| Name          | Type              | ID   | Units | Buildings |
|---------------|-------------------|------|-------|-----------|
| Test Property | Individual/Family | 5173 | 10    | 3         |

**UNIT ENTRY**

Building: TX189991 - Number: 1 ▼

TX189991 - Number: 1  
**TX189992 - Number: 2**  
 TX189993 - Number: 3

| Type                                    | Number                            |
|---|-----------------------------------|
| Unit Type: 1 bdrm - 1 bath - 750 sqft   | <input type="text"/>              |
| Unit Type: 1 bdrm - 1 bath - 750 sqft ▼ | Unit Number: <input type="text"/> |
| Unit Type: 1 bdrm - 1 bath - 750 sqft ▼ | Unit Number: <input type="text"/> |

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.

**UNIT ENTRY**

Building: TX189992 - Number: 2 ▼

| Type                                    | Number  |
|---|---|
| Unit Type: 1 bdrm - 1 bath - 750 sqft ▼ | Unit Number: <input type="text" value="201"/> |
| Unit Type: 1 bdrm - 1 bath - 750 sqft ▼ | Unit Number: <input type="text" value="202"/> |
| Unit Type: 1 bdrm - 1 bath - 750 sqft ▼ | Unit Number: <input type="text" value="203"/> |
| Unit Type: 1 bdrm - 1 bath - 750 sqft ▼ | Unit Number: <input type="text" value="204"/> |
| Unit Type: 1 bdrm - 1 bath - 750 sqft ▼ | Unit Number: <input type="text" value="205"/> |
| Unit Type: 1 bdrm - 1 bath - 750 sqft ▼ | Unit Number: <input type="text"/>             |
| Unit Type: 1 bdrm - 1 bath - 750 sqft ▼ | Unit Number: <input type="text"/>             |
| Unit Type: 1 bdrm - 1 bath - 750 sqft ▼ | Unit Number: <input type="text"/>             |
| Unit Type: 1 bdrm - 1 bath - 750 sqft ▼ | Unit Number: <input type="text"/>             |
| Unit Type: 1 bdrm - 1 bath - 750 sqft ▼ | Unit Number: <input type="text"/>             |

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.

## CMTS Property Reporting System

[Buildings](#) > [Units](#)

**PROPERTY BUILDINGS**

| Bin#                     | Building#         | Fraction | Total Units | LIHTC Units | Market Units | Exempt Units | Home Units | Units                   |
|--------------------------|-------------------|----------|-------------|-------------|--------------|--------------|------------|-------------------------|
| <a href="#">TX189991</a> | <a href="#">1</a> | 0        | 0           |             |              |              |            | <a href="#">[units]</a> |
| <a href="#">TX189992</a> | <a href="#">2</a> | 0        | 5           |             |              |              |            | <a href="#">[units]</a> |
| <a href="#">TX189993</a> | <a href="#">3</a> | 0        | 0           |             |              |              |            | <a href="#">[units]</a> |

[\[all buildings\]](#)

---

**PROPERTY UNITS [5 FOUND]**

| Unit# | Bldg                    | Type                       | Status | Designation | Edit                   |
|-------|-------------------------|----------------------------|--------|-------------|------------------------|
| 201   | Bin: TX189992 Number: 2 | 1 bdrm - 1 bath - 750 sqft | Vacant |             | <a href="#">[edit]</a> |
| 202   | Bin: TX189992 Number: 2 | 1 bdrm - 1 bath - 750 sqft | Vacant |             | <a href="#">[edit]</a> |
| 203   | Bin: TX189992 Number: 2 | 1 bdrm - 1 bath - 750 sqft | Vacant |             | <a href="#">[edit]</a> |
| 204   | Bin: TX189992 Number: 2 | 1 bdrm - 1 bath - 750 sqft | Vacant |             | <a href="#">[edit]</a> |
| 205   | Bin: TX189992 Number: 2 | 1 bdrm - 1 bath - 750 sqft | Vacant |             | <a href="#">[edit]</a> |

[\[show all units\]](#) [\[add\]](#) [\[add many\]](#)

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**.

**UNIT DETAILS**

Building: Bin: TX189992 Number: 2

\*Unit Type: 1 bdrm - 1 bath - 750 sqft

\*Unit #: 2 bdrm - 2 bath - 1200 sqft

Home Desig: 1 bdrm - 1 bath - 750 sqft

\*Unit Status: Vacant

Total Cost: 1000

save

**PROPERTY UNITS [5 FOUND]**

| Unit# | Bldg                    | Type                        | Status | Designation | Edit                   |
|-------|-------------------------|-----------------------------|--------|-------------|------------------------|
| 201   | Bin: TX189992 Number: 2 | 1 bdrm - 1 bath - 750 sqft  | Vacant |             | <a href="#">[edit]</a> |
| 202   | Bin: TX189992 Number: 2 | 1 bdrm - 1 bath - 750 sqft  | Vacant |             | <a href="#">[edit]</a> |
| 203   | Bin: TX189992 Number: 2 | 2 bdrm - 2 bath - 1200 sqft | Vacant |             | <a href="#">[edit]</a> |
| 204   | Bin: TX189992 Number: 2 | 1 bdrm - 1 bath - 750 sqft  | Vacant |             | <a href="#">[edit]</a> |
| 205   | Bin: TX189992 Number: 2 | 1 bdrm - 1 bath - 750 sqft  | Vacant |             | <a href="#">[edit]</a> |

[\[show all units\]](#) [\[add\]](#) [\[add many\]](#)

**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.

**CMTS Property Reporting System**

[Buildings](#) > [Units](#)

**PROPERTY BUILDINGS**

| Bin#                     | Building# | Fraction | Total Units | LIHTC Units | Market Units | Exempt Units |
|--------------------------|-----------|----------|-------------|-------------|--------------|--------------|
| <a href="#">TX189991</a> | 1         | 0        | 0           |             |              |              |
| <a href="#">TX189992</a> | 2         | 0        | 5           |             |              |              |

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

**CMTS Property Reporting**

**Property Detail > Buildings**

---

PROPERTY BUILDINGS [3 FOUND]

| Bin#     | Building# | Fraction | Total Units | LIHTC Units | Market Units | Exer |
|----------|-----------|----------|-------------|-------------|--------------|------|
| TX189991 | 1         | 0        | 0           |             |              |      |

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

**CMTS Property Reporting System**

[er Unit Occupancy](#) | [Print Unit Status Report](#) | [Submit Reports](#) | [Vacancy Clearinghouse](#) | | [Add and Edit Buildings](#) | [Add and Edit Units](#)

[Property Selection](#) | [Logout](#)

**Property#5173 Detail**

|                              |                         |                   |
|------------------------------|-------------------------|-------------------|
| Property Name: Test Property | Type: Individual/Family | Scattered site: N |
|------------------------------|-------------------------|-------------------|

## CMTS Property Reporting System

### admtest Property Listings

PROPERTIES

| Property ID | Property Name | Annual Owners Compliance Reports | 8609 Part II Report | Unit Status Report                 | Update Contact Information                 | Edit Manager Password                   | Reports                 | Unit Data Upload                           | Tenant Data Upload                 | Electronic Document Attachment  |
|-------------|---------------|----------------------------------|---------------------|------------------------------------|--|---|-------------------------|--|------------------------------------|---------------------------------|
| 5173        | Test Property |                                  |                     | <a href="#">Unit Status Report</a> | <a href="#">Update Contact Information</a> | <a href="#">Edit Manager's Password</a> | <a href="#">Reports</a> | <a href="#">Upload Unit Household Data</a> | <a href="#">Upload Tenant Data</a> | <a href="#">Attachments (0)</a> |

[Logout](#)





## Texas Department of Housing and Community Affairs CMTS Unit Upload Instructions

Created Date: March 13, 2017

Date Last Updated: March 31, 2017

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### Section 1: Introduction

This document provides instructions for uploading household and tenant data to CMTS, using the CMTS Unit Upload feature in CMTS. The terms “tenant data” and “household member data” are synonymous, and both are used in this document.

Two comma-separated value (CSV) files are involved in data uploads to CMTS.

- The first is the Household file, which contains household-level information. This is data that is displayed on the **Household Information** section of the **Unit** screen. This data, such as Move In Date and Annual Income, applies to the entire household.
- The second is the Tenant file, which contains tenant-level information. This is data that is displayed on the **Household Members** section of the **Unit** screen. This data, such as First Name and DOB, applies to a specific person.

The file layouts, field definitions, and related instructions are contained in the CMTS Unit Upload Specification, which is located on the same web page ([http://www.tdhca.state.tx.us/comp\\_reporting.htm](http://www.tdhca.state.tx.us/comp_reporting.htm)) as the instructions you are reading.

As of the date the CMTS Unit Upload Instructions were written, three property management software vendors (RealPage, Simply Computer Software, and Yardi) will be providing features in their systems to extract household and tenant data in the two file formats. Properties that use other off-the-shelf or custom internal systems for managing property data can also follow the CMTS Unit Upload Specification to develop household and tenant data extract capabilities.

*Important note about CSV files and Excel:* If you open CSV files in Excel to view them prior to uploading them to CMTS, do **not** save them in Excel. The reason is that Excel automatically changes some values. For example, a unit number of '01-00' will be changed to 'Jan-00'. If for some reason you need to edit a CSV file prior to uploading it to CMTS, use a text editor like Notepad or Notepad++ instead of Excel. Use Excel only to view CSV files. For more on CSV files, read the Wikipedia page at [https://en.wikipedia.org/wiki/Comma-separated\\_values](https://en.wikipedia.org/wiki/Comma-separated_values).



## Section 2: Using CMTS Unit Upload

The **Your Property Listings** screen in CMTS now includes two links to upload household and tenant data. Those links are labeled **Upload Unit Household Data** and **Upload Tenant Data**, as shown in the screenshot below.

# CMTS Property Reporting System

## Your Property Listings

PROPERTIES

| Property ID | Property Name | Annual Owners Compliance Reports | 8609 Part II Report | Unit Status Report                 | Update Contact Information                 | Edit Manager Password                   | Reports                 | Unit Data Upload                           | Tenant Data Upload                 | Electronic Document Attachment  |
|-------------|---------------|----------------------------------|---------------------|------------------------------------|--|---|-------------------------|--|------------------------------------|---------------------------------|
| 5166        | Test Property |                                  |                     | <a href="#">Unit Status Report</a> | <a href="#">Update Contact Information</a> | <a href="#">Edit Manager's Password</a> | <a href="#">Reports</a> | <a href="#">Upload Unit Household Data</a> | <a href="#">Upload Tenant Data</a> | <a href="#">Attachments (0)</a> |

Before uploading household and tenant data, the following items must first be completed:

1. The household and tenant files must be created, usually by extracting them from the property management system that you use and saving them to a location of your choice on your computer or local network.
2. Buildings and Units that correspond to the household and tenant data to be uploaded must first be created in CMTS. Use the **Add and Edit Buildings** and **Add and Edit Units** links to add and edit buildings and units. Those two links appear on the **Property Detail** screen, which is accessed by clicking the **Unit Status Report** link on the **Your Property Listings** screen. Refer to "Instructions for Adding Buildings and Units in CMTS" for more information.

# CMTS Property Reporting System

[Print Unit Status Report](#) | [Submit Reports](#) | [Vacancy Clearinghouse](#) | | [Add and Edit Buildings](#) | [Add and Edit Units](#)

[Property Selection](#) | [Logout](#)

In the following example household and tenant uploads, a test property (named Test Property) in TDHCA's test environment is used. It has two buildings and ten units which have already been created. To view the current household and tenant data for those ten units in this example, we click the **Enter Unit Occupancy** link on the **Property Detail** screen.



Clicking that link takes you to the **Unit Selection** screen.

## CMTS Property Reporting System

Property Selection | Property details | Logout

### Property#5166 Unit Selection

**Building Search**

Bin#  Bldg #

**Search**

Unit #

| UNITS               |            |       |                             |        |
|---------------------|------------|-------|-----------------------------|--------|
| Unit#               | Bin#       | Bldg# | Unit Type                   | Status |
| <a href="#">101</a> | TX99887766 | 1     | 1 bdrm - 1 bath - 500 sqft  | Vacant |
| <a href="#">102</a> | TX99887766 | 1     | 1 bdrm - 1 bath - 500 sqft  | Vacant |
| <a href="#">103</a> | TX99887766 | 1     | 2 bdrm - 2 bath - 1000 sqft | Vacant |
| <a href="#">104</a> | TX99887766 | 1     | 2 bdrm - 2 bath - 1000 sqft | Vacant |
| <a href="#">105</a> | TX99887766 | 1     | 2 bdrm - 2 bath - 1000 sqft | Vacant |
| <a href="#">201</a> | TX99998877 | 2     | 1 bdrm - 1 bath - 500 sqft  | Vacant |
| <a href="#">202</a> | TX99998877 | 2     | 1 bdrm - 1 bath - 500 sqft  | Vacant |
| <a href="#">203</a> | TX99998877 | 2     | 2 bdrm - 2 bath - 1000 sqft | Vacant |
| <a href="#">204</a> | TX99998877 | 2     | 2 bdrm - 2 bath - 1000 sqft | Vacant |
| <a href="#">205</a> | TX99998877 | 2     | 2 bdrm - 2 bath - 1000 sqft | Vacant |

\*\*Occupied units marked with asterisks are missing household member information. Either they do not have household member records or there is no designated Head of Household. You will not be able to submit the USR until all occupied units have complete records for each household member, and one household member must be designated as Head of Household for each unit.

The household and tenant data are currently blank for all units. The next screenshot shows the blank household and tenant data for unit 201, as an example.

**Property #5166 Unit #201 (1 bdrm - 1 bath - 500 sqft)** Previous Next Exit

Go To Building:   Go to Unit #:   Unit Status:

**Household Information**

|                |                      |                  |                      |                       |                      |                      |                                 |
|----------------|----------------------|------------------|----------------------|-----------------------|----------------------|----------------------|---------------------------------|
| Move In Date:  | <input type="text"/> | Move Out Date:   | <input type="text"/> | Tic Date:             | <input type="text"/> | Recert?:             | <input type="text" value="No"/> |
| Annual Income: | <input type="text"/> | HH Size:         | <input type="text"/> | Tenant Paid Rent(\$): | <input type="text"/> | Utility Allow.:      | <input type="text"/>            |
| Special Needs: | <input type="text"/> | Assist. Payment: | <input type="text"/> | Assistance:           | <input type="text"/> |                      |                                 |
| LIHTC:         | <input type="text"/> | LIHTC (rent):    | <input type="text"/> | BOND:                 | <input type="text"/> | BOND (rent):         | <input type="text"/>            |
| HOME:          | <input type="text"/> | HOME (rent):     | <input type="text"/> | HTF:                  | <input type="text"/> | HTF (rent):          | <input type="text"/>            |
| TCAP:          | <input type="text"/> | TCAP (rent):     | <input type="text"/> | HTC Exchange:         | <input type="text"/> | HTC Exchange (rent): | <input type="text"/>            |
| NSP:           | <input type="text"/> | NSP (rent):      | <input type="text"/> |                       |                      |                      |                                 |

**Unit Accessibility Design**

| Type | Description | Edit |
|------|-------------|------|
|      |             |      |

[\[definitions\]](#) [\[add\]](#)

**Household Members**

| Unit | First Name | Last Name | Initial | Relation | Race1 | Race2 | Race3 | Race4 | Race5 | Ethnicity | Disabled | DOB | FullTime Student | SSN Last 4 |
|------|------------|-----------|---------|----------|-------|-------|-------|-------|-------|-----------|----------|-----|------------------|------------|
|      |            |           |         |          |       |       |       |       |       |           |          |     |                  |            |

[\[Add\]](#)

Clicking **Exit** in the top right of the above screen takes you back to the **Unit Selection** screen, where you can click the **Property Selection** link to go back to the **Your Property Listings** screen. In the following example, one household and one tenant file will be uploaded for Test Property. The files in this example contain data only for unit 201, but when extracting actual files from your property management system, the files will most likely contain the household and tenant data for every unit in a property.

To upload a household file, click the **Upload Unit Household Data** link and then browse to the location on your computer or network where the household file is saved as shown in the next three screenshots.

## Your Property Listings

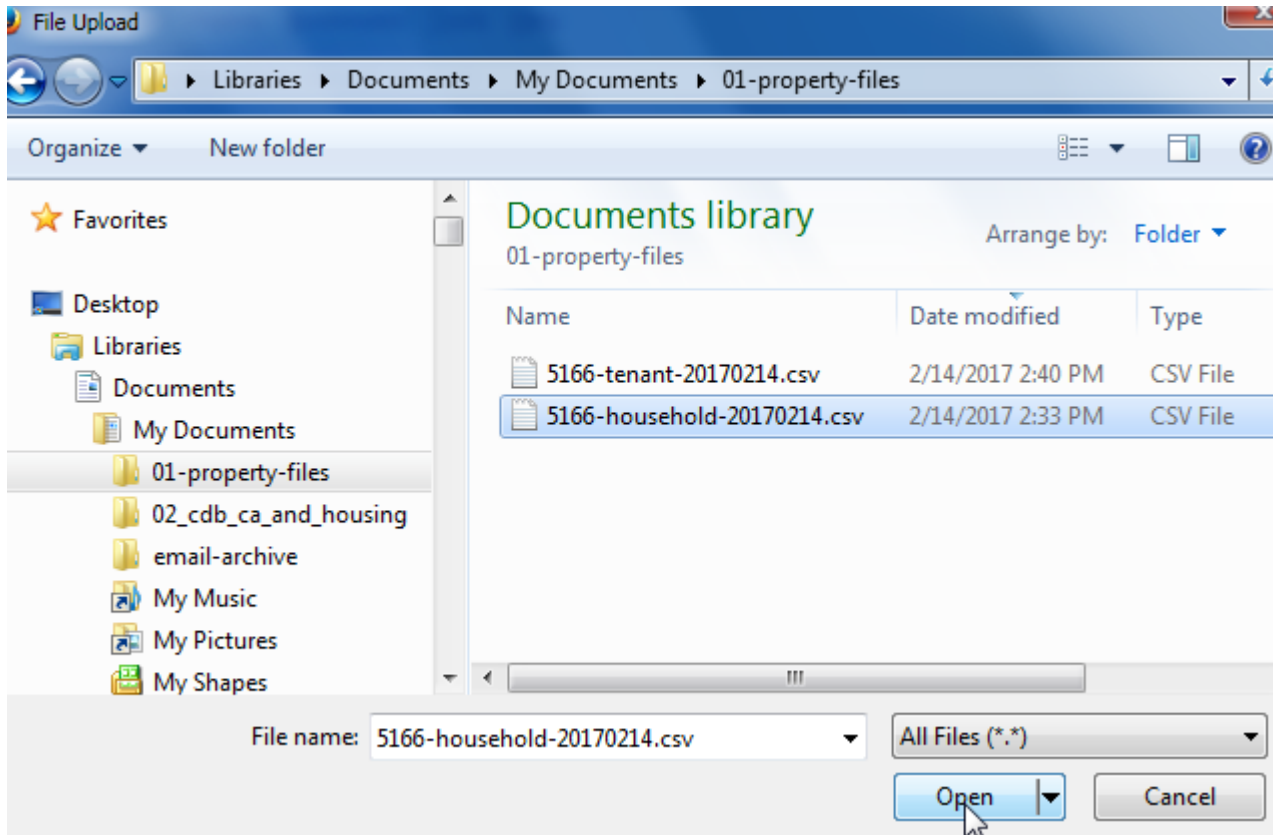
|                          |  |  |   |                         |  |  |                                      |
|--------------------------|--|--|---|-------------------------|--|--|--------------------------------------|
| 309<br>Unit II<br>Report | Unit<br>Status<br>Report                   | Update<br>Contact<br>Information                   | Edit<br>Manager<br>Password                     | Reports                 | Unit Data<br>Upload                                | Tenant<br>Data<br>Upload                   | Electronic<br>Document<br>Attachment |
|                          | <a href="#">Unit<br/>Status<br/>Report</a> | <a href="#">Update<br/>Contact<br/>Information</a> | <a href="#">Edit<br/>Manager's<br/>Password</a> | <a href="#">Reports</a> | <a href="#">Upload Unit<br/>Household<br/>Data</a> | <a href="#">Upload<br/>Tenant<br/>Data</a> | <a href="#">Attachments<br/>(0)</a>  |

UPLOAD UNITS HOUSEHOLD DATA

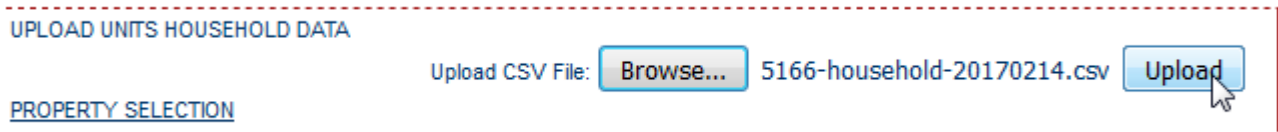
Upload CSV File: [Browse...](#) No file selected.

[Upload](#)

[PROPERTY SELECTION](#)



After selecting the household file to be uploaded, click the **Upload** button.



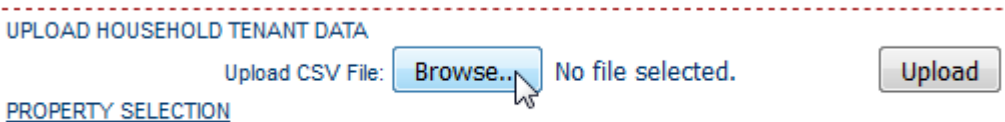
If there are no problems with the file, CMTS will display a green informational message that states **X result(s) uploaded**, where X is the number of records uploaded, as shown in the screenshot below. If there are problems, CMTS will display red error messages that indicate what needs to be corrected. No data will be uploaded until all problems are resolved. The error messages should be self-explanatory, but additional assistance is available in the HouseholdSpecification tab -- or TenantSpecification tab if uploading a tenant file -- of the CMTS Unit Upload Specification. Those two tabs include the data type, description, acceptable values, and required yes/no indicator for each field. Also, refer to Section 4 of this document for two examples of error messages.

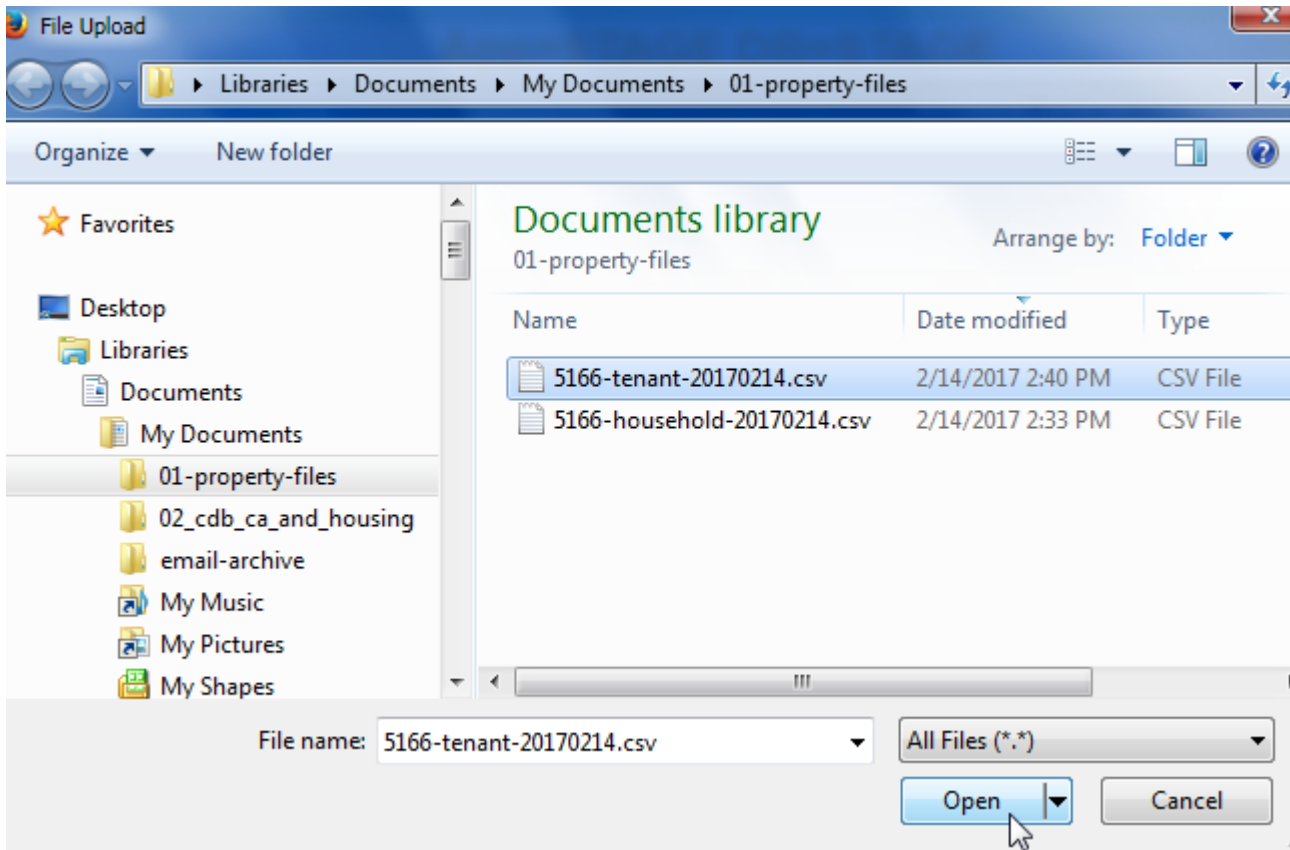
• 1 result(s) uploaded



To upload a tenant file, follow the above instructions, but click the **Upload Tenant Data** link instead and select a tenant file instead of a household file. In the sample screenshots below, the tenant file that is uploaded (5166-tenant-20170214.csv) contains two tenant records, also called household member records.

| ports | Unit Data Upload                           | Tenant Data Upload                 | Electronic Document Attachment  |
|-------|--|------------------------------------|---------------------------------|
| ports | <a href="#">Upload Unit Household Data</a> | <a href="#">Upload Tenant Data</a> | <a href="#">Attachments (0)</a> |





---

UPLOAD HOUSEHOLD TENANT DATA

Upload CSV File:  5166-tenant-20170214.csv

[PROPERTY SELECTION](#)

• 2 result(s) uploaded

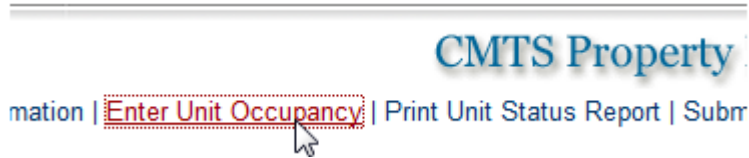
---

UPLOAD HOUSEHOLD TENANT DATA

[PROPERTY SELECTION](#)

### Section 3: Viewing Uploaded Data

To view household and tenant data in CMTS after you upload it, click the [Enter Unit Occupancy](#) link on the [Property Detail](#) screen. (As stated on page 2, the [Property Detail](#) screen is accessed by clicking the [Unit Status Report](#) link on the [Your Property Listings](#) screen. )



Clicking the [Enter Unit Occupancy](#) link takes you to the [Unit Selection](#) screen.

### CMTS Property Reporting System

[Property Selection](#) | [Property details](#) | [Logout](#)

#### Property#5166 Unit Selection

**Building Search**

Bin#  Bldg #

**Search**

Unit #

| UNITS               |            |       |                             |        |
|---------------------|------------|-------|-----------------------------|--------|
| Unit#               | Bin#       | Bldg# | Unit Type                   | Status |
| <a href="#">101</a> | TX99887766 | 1     | 1 bdrm - 1 bath - 500 sqft  | Vacant |
| <a href="#">102</a> | TX99887766 | 1     | 1 bdrm - 1 bath - 500 sqft  | Vacant |
| <a href="#">103</a> | TX99887766 | 1     | 2 bdrm - 2 bath - 1000 sqft | Vacant |
| <a href="#">104</a> | TX99887766 | 1     | 2 bdrm - 2 bath - 1000 sqft | Vacant |
| <a href="#">105</a> | TX99887766 | 1     | 2 bdrm - 2 bath - 1000 sqft | Vacant |
| <a href="#">201</a> | TX99998877 | 2     | 1 bdrm - 1 bath - 500 sqft  | Vacant |
| <a href="#">202</a> | TX99998877 | 2     | 1 bdrm - 1 bath - 500 sqft  | Vacant |
| <a href="#">203</a> | TX99998877 | 2     | 2 bdrm - 2 bath - 1000 sqft | Vacant |
| <a href="#">204</a> | TX99998877 | 2     | 2 bdrm - 2 bath - 1000 sqft | Vacant |
| <a href="#">205</a> | TX99998877 | 2     | 2 bdrm - 2 bath - 1000 sqft | Vacant |

\*\*Occupied units marked with asterisks are missing household member information. Either they do not have household member records or there is no designated Head of Household. You will not be able to submit the USR until all occupied units have complete records for each household member, and one household member must be designated as Head of Household for each unit.

Because the two files uploaded in this example contain household and tenant data for unit 201, that data is now displayed on the **Unit** screen for unit 201.

**Property #5166 Unit #201 (1 bdrm - 1 bath - 500 sqft)** Previous Next Exit

---

Go To Building: Bin: TX99998877 Number: 2  Go to Unit #: 201  Unit Status: Occupied

**Household Information**

|                          |                |                            |                                    |
|--------------------------|----------------|----------------------------|------------------------------------|
| Move In Date: 01/01/2016 | Move Out Date: | Tic Date:                  | Recert?: Yes                       |
| Annual Income: 22000     | HH Size: 2     | Tenant Paid Rent(\$): 1000 | Utility Allow: 0                   |
| Special Needs: Yes       |                | Assist. Payment: 10        | Assistance: HOME Rental Assistance |
| LIHTC:                   | LIHTC (rent):  | BOND:                      | BOND (rent): 30                    |
| HOME: 40                 | HOME (rent):   | HTF:                       | HTF (rent):                        |
| TCAP:                    | TCAP (rent):   | HTC Exchange:              | HTC Exchange (rent):               |
| NSP:                     | NSP (rent):    |                            |                                    |

**Unit Accessibility Design**

| Type         | Description      | Edit                   |
|--------------|------------------|------------------------|
| Not Equipped | Sample comments. | <a href="#">[edit]</a> |

[\[definitions\]](#) [\[add\]](#)

**Household Members**

| Unit | First Name | Last Name | Initial | Relation            | Race1       | Race2 | Race3 | Race4 | Race5 | Ethnicity              | Disabled | DOB      | FullTime Student | SSN Last 4 |                                |
|------|------------|-----------|---------|---------------------|-------------|-------|-------|-------|-------|------------------------|----------|----------|------------------|------------|--------------------------------|
| 1    | Andrew     | Wiggin    |         | Head of Household   | Other Asian |       |       |       |       | Tenant did not respond | N        | 01/06/84 | N                | 0000       | <a href="#">[Edit/ Delete]</a> |
| 2    | Valentine  | Wiggin    |         | Other Family Member | Other Asian |       |       |       |       | Tenant did not respond | N        | 05/02/85 | Y                | 0000       | <a href="#">[Edit/ Delete]</a> |

[\[Add\]](#)

The two screenshots below show the contents of the household file and tenant file that were uploaded. The example household file contains a header row and one row of data. If more household records were in that file, there would be another row for each additional household record.

The tenant file contains a header row and two rows of data (one row for each of the two household members shown in the screenshot above).



Screenshot of the example household file:

```
PropertyID, BuildingNbr, Bin, UnitNbr, HouseholdSize, MoveInDate, MoveOutDate, TenantPaidRent, UtilityAllowance, AnnualIncome, RentAssistance, SourceofRentAssistance, TicEffectiveDate, Recertification, SpecialNeeds, UnitAccessibility1Type, UnitAccessibility1Desc, UnitAccessibility2Type, UnitAccessibility2Desc, BONDQual, BONDRentQual, HOMEQual, HOMERentQual, HTCEXQual, HTCEXRentQual, HTFQual, HTFRentQual, LIHTCQual, LIHTCRentQual, NSPQual, NSPRentQual, TCAPQual, TCAPRentQual  
5166,2, TX88776655,201,2,20160101,, 1000,, 22000, 10,4,, y, y, 3, "Sample comments.", 3,, , 1,2,,,,,,,,,,,,
```

Screenshot of the example tenant file:

```
PropertyID, BuildingNbr, Bin, UnitNbr, FirstName, LastName, MiddleInitial, RelationshipToHOH, TenantRace1, TenantRace2, TenantRace3, TenantRace4, TenantRace5, Ethnicity, Disabled, DateOfBirth, StudentStatus, SSNLast4  
5166,2, TX88776655,201, Andrew, Wiggin, , 1, 4g, , , , 3, 2, 19840106, 2, 0000  
5166,2, TX88776655,201, Valentine, Wiggin, , 4, 4g, , , , 3, 2, 19850502, 1, 0000
```

The final screenshot shows part of the example tenant file, opened in Excel instead of a text editor.

|   | A          | B         | C         | D       | E         | F        | G         | H         | I         | J         | K      |
|---|------------|-----------|-----------|---------|-----------|----------|-----------|-----------|-----------|-----------|--------|
| 1 | PropertyID | BuildingN | Bin       | UnitNbr | FirstName | LastName | MiddleIni | Relations | TenantRac | TenantRac | Tenant |
| 2 | 5166       | 2         | TX8877665 | 201     | Andrew    | Wiggin   |           | 1         | 4g        |           |        |
| 3 | 5166       | 2         | TX8877665 | 201     | Valentine | Wiggin   |           | 4         | 4g        |           |        |

### Section 4: Sample Error Messages

The following two examples demonstrate how to track down the cause of an error message in the household or tenant file that you are attempting to upload.

#### Example Household File Upload Error Message

In this example, the file 5166-household-20170214.csv has been edited to change the UnitNbr field from 201 to 211. Unit 211 does not exist in our example property. As shown on previous screenshots of the **Unit Selection** screen, the example property has ten units, numbered 101 through 105 and 201 through 205. When an upload of the edited 5166-household-20170214.csv file is attempted, the system does not accept the upload and returns the error messages shown in the screenshot below.

- Failed during household submission - Unit 211, BIN TX88776655, Bldg # 2 No matching unit found.

-----  
 UPLOAD UNITS HOUSEHOLD DATA

The error message indicates that Unit 211, BIN TX88776655, Bldg # 2 is not a valid combination of unit, BIN, and building number. The next two screenshots show the file in a text editor (first screenshot) and Excel (second screenshot). The problem value is selected in both screenshots. The file contains a unit number of 211, which does not exist in CMTS for BIN TX88776655, Bldg # 2.

```

5166-household-20170214.csv
PropertyId, BuildingNbr, Bin, UnitNbr, HouseholdSize, MoveInDate, MoveOutDate, TenantPaidRent, UtilityAllowanc
e, AnnualIncome, RentAssistance, SourceofRentAssistance, TicEffectiveDate, Recertification, SpecialNeeds, Uni
tAccessibility1Type, UnitAccessibility1Desc, UnitAccessibility2Type, UnitAccessibility2Desc, BONDQual, BOND
RentQual, HOMEQual, HOMERentQual, HTCEXQual, HTCEXRentQual, HTFQual, HTFRentQual, LIHTCQual, LIHTCRentQual, NSP
Qual, NSPRentQual, TCAPQual, TCAPRentQual
5166,2, TX88776655, 211, 2, 20160101, , 1000, , 22000, 10, 4, , y, y, 3, "Sample comments.", 3, , , 1, 2, , , , , ,
    
```

|   | A          | B         | C          | D       | E         | F        | G        | H         | I           | J       |
|---|------------|-----------|------------|---------|-----------|----------|----------|-----------|-------------|---------|
| 1 | PropertyId | BuildingN | Bin        | UnitNbr | Household | MoveInDa | MoveOutI | TenantPai | UtilityAllc | AnnualI |
| 2 | 5166       | 2         | TX88776655 | 211     | 2         | 20160101 |          | 1000      |             | 2200    |

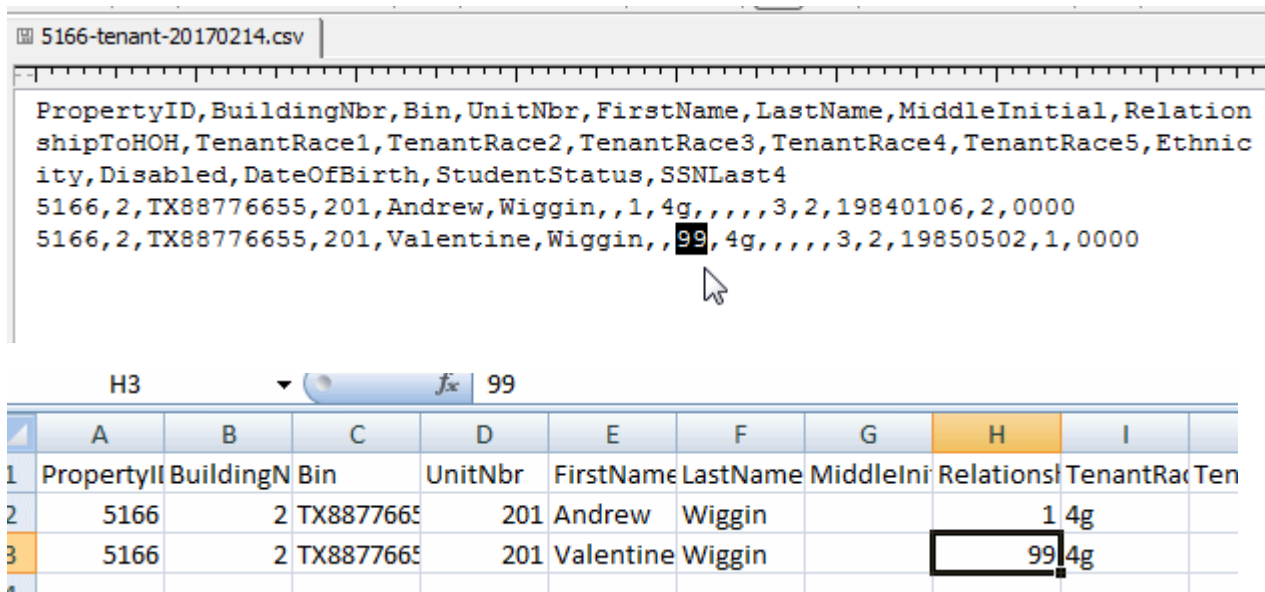
**Example Tenant File Upload Error Message**

In this example, the file 5166-tenant-20170214.csv has been edited to insert an invalid value for the RelationshipToHOH field. When an upload of that file is attempted, the system does not accept the upload and returns the error messages shown in the screenshot below.

- Relationship entry error, please correct: Unit 201 Property 5166.
- Error in line# 2. Upload Not Saved because of Invalid Data. Correct Data File and upload again.

-----  
 UPLOAD HOUSEHOLD TENANT DATA

The error messages indicate that there is a problem with Unit 201 of Property 5166, and that the problem is invalid data in the second row of data in the file. The next two screenshots show the file in a text editor (first screenshot) and Excel (second screenshot). The problem value is selected in both screenshots.



The TenantSpecification tab of the CMTS Unit Specification lists the valid values for RelationshipToHOH, which are the following:

- 1 = Head of Household
- 2 = Spouse
- 3 = Adult Co-Tenant
- 4 = Other Family Member
- 5 = Child (including unborn child of pregnant household member)
- 6 = Foster Child or Foster Adult
- 7 = Live In CareTaker
- 8 = None of the Above

As shown in the above screenshots, the second row of data contains a value of 99 for RelationshipToHOH, which is not allowed. The value for that field must be between 1 and 8.

## CMTS: Reporting Requirements

### Reporting Requirements 10 Texas Administrative Code §10.607

- **Annual Reports** – Annual Owner’s Compliance Report (AOCR)
  - Part A – The Owner’s Certification of Program Compliance
  - Part B – The Unit Status Report (USR)
  - Part C – Housing for Persons with Disabilities Report
  - Part D – Form 8703 (Tax Exempt Bond developments)
    - If you are unsure of whether or not you need to submit the 8703, go ahead and submit the form
  - The Owner’s Financial Certification
- **Quarterly Vacancy Reports**
  - Quarterly reports are due in January, April, July and October on the 10th of the month.
    - If the 10<sup>th</sup> of any month falls on a weekend or a holiday the due date defaults to the next business day.
  - The report must show occupancy as of the last day of the previous month for the reporting period. For example, the quarterly report due October 10th should report occupancy as of September 30th.
  - The first quarterly report of the year is due January 10th, reflecting occupancy as of December 31st of the previous year.
  - If you do not see a quarterly vacancy report in your list of required reports, please email [cmts.requests@tdhca.texas.gov](mailto:cmts.requests@tdhca.texas.gov) in order to have the report “triggered” for completion.

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## CMTS Reporting

### Overview

Welcome to the Compliance Monitoring and Tracking Report (AOCR) and submit documentation directly to the system.

### Login to the CMTS

If you have already received your user id and password, click on the link below to login to the system.

[Login to CMTS](#)

[CMTS User Guidelines](#)

To ensure that information is properly entered in the system, please read the following information:

- [Attaching Documents to CMTS \(PDF\)](#) \*\*NEW

To use the CMTS Unit Upload feature for uploading household and tenant data from other systems to CMTS, please read the [CMTS Unit Upload Instructions \(PDF\)](#). As mentioned on the first page of that document, the file layouts and field definitions for the CMTS Unit Upload feature are contained in the [CMTS Unit Upload Specification \(XLSX\)](#).

Visit the [Compliance Reports](#) page for additional information.

Visit the [Trainings Presentation](#) page for CMTS training.

**CMTS Property Reporting System**

Please log in to continue.

|              |  |
|--------------|--|
| User ID :    |  |
| Password:    |  |
| <b>Login</b> |  |

You are making a secure connection with our server.  
All information that you submit is encrypted.

You are accessing a Texas Department of Housing and Community Affairs information system. Unauthorized use is prohibited, and usage may be subject to security testing and monitoring. Misuse of this system is subject to criminal prosecution. Users of this system should have no expectation of privacy except as otherwise provided by applicable privacy laws.

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## CMTS: Annual Owner’s Compliance Report (AOCR)

### Annual Reports – Annual Owner's Compliance Report (AOCR)

Each rental housing development funded by the Texas Department of Housing and Community Affairs (TDHCA) is required to submit an Annual Owner’s Compliance Report (AOCR). The report is due April 30th of each year. The information in the report will reflect current data as of December 31st of the previous year (the reporting year). The first AOCR is due the second year following the award of funding. For example, if a development is awarded funding in calendar year 2012, the first report is due April 30, 2014. The AOCR is due even if a development is still under construction.

#### The AOCR is Composed of Five Parts:

**Part A – The Owner’s Certification of Program Compliance**

In this section of the report, the owner certifies to compliance with the development’s applicable program requirements.

**Part B – The Unit Status Report (USR)**

This is an occupancy report reflecting individual household information (income, rent, household size, etc).

**Part C – Housing for Persons with Disabilities Report**

The owner must report information regarding units designed for persons with disabilities.

**Part D – The Owner’s Financial Certification**

The owner must report on the financial status of the development.

**Part E – Form 8703**

Tax Exempt bond developments must file form 8703 each calendar year of the qualified project period. The form 8703 must be uploaded to the Electronic Document Attachment system, using the development’s Compliance Monitoring and Tracking System, (CMTS) account. TDHCA only requires submission of this form if TDHCA is the property’s BOND issuer.

<https://www.tdhca.texas.gov/sites/default/files/pmcdocs/23-AOCR-CheatSheet.pdf>

<https://www.tdhca.texas.gov/compliance-reports>

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## CMTS: Annual Owner’s Compliance Report (AOCR)

CMTS Property Reporting System

cpolle Property Listings

| PROPERTIES  |                 |   |                     |                    |                            |                         |         |                            |                    |                                |
|-------------|-----------------|---|---------------------|--------------------|----------------------------|-------------------------|---------|----------------------------|--------------------|--------------------------------|
| Property ID | Property Name   | Annual Owners Compliance Reports        | 8609 Part II Report | Unit Status Report | Update Contact Information | Edit Manager Password   | Reports | Unit Data Upload           | Tenant Data Upload | Electronic Document Attachment |
| 5627        | Pandora Springs | Annual Owners Compliance Reports - 2021 |                     | Unit Status Report | Update Contact Information | Edit Manager's Password | Reports | Upload Unit Household Data | Upload Tenant Data | Attachments (1)                |

[Logout](#)

Texas Department of Housing and Community Affairs (TDHCA)

<https://www.tdhca.texas.gov/sites/default/files/pmcdocs/23-AOCR-CheatSheet.pdf>

<https://www.tdhca.texas.gov/compliance-reports>

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# CMTS: Annual Owner's Compliance Report (AOCR)

**CMTS Property Reporting System**

**Annual Owners Compliance Reports**

PROPERTY NAME: Pandora Springs

|  |                  |                                |                |        |
|--|------------------|--------------------------------|----------------|--------|
| Owners Certification of Continued Compliance - Part A Due 04/30/2022 | Start New Report | Edit or View Before Submission | Preview Report | Submit |
| Property Update  | Start New Report | Edit or View Before Submission |                |        |
| Management Update  | Start New Report | Edit or View Before Submission |                |        |
| Owner Update   | Start New Report | Edit or View Before Submission |                |        |
| HUB Update   | Start New Report | Edit or View Before Submission |                |        |
| Non Profit Update  | Start New Report | Edit or View Before Submission |                |        |
| Compliance Questions   | Start New Report | Edit or View Before Submission |                |        |
| Other Program Questions  | Start New Report | Edit or View Before Submission |                |        |
| Unit Status Report - Part B Due 04/30/2021                           | Start New Report | Edit or View Before Submission |                | Submit |
| Housing for Persons with Disabilities Report - Part C Due 04/30/2022 | Start New Report | Edit or View Before Submission | Preview Report | Submit |
| Annual Owner Financial Certification Due 04/30/2022                  | Start New Report | Edit or View Before Submission | Preview Report | Submit |
| Ownership Changes  | Retrieve Form    |                                |                |        |
| Update Federal Tax IDs   | Update           |                                |                |        |

[Return to Your Property Listings](#)

*For the AOCR report, please read or print these [instructions](#) before proceeding  
For the AOFC report, please read or print these [instructions](#) before proceeding*

Texas Department of Housing and Community Affairs (TDHCA)

<https://www.tdhca.texas.gov/sites/default/files/pmcdocs/23-AOCR-CheatSheet.pdf>

<https://www.tdhca.texas.gov/compliance-reports>

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# CMTS: Quarterly Vacancy Reports

**cpollei Property Listings**

|                    |                            |                         |         |
|--------------------|----------------------------|-------------------------|---------|
| Unit Status Report | Update Contact Information | Edit Manager Password   | Reports |
| Unit Status Report | Update Contact Information | Edit Manager's Password | Reports |
| Unit Status Report | Update Contact Information | Edit Manager's Password | Reports |

**CMTS Property Reporting System**

[Property Information](#) | [Enter Unit Occupancy](#) | [Print Unit Status Report](#) | [Submit Reports](#) | [Vacancy Clearinghouse](#) | [Add and Edit Buildings](#) | [Add and Edit Units](#)

**CMTS Property Reporting System**

Property Selection | Property details | Logout

**Unit Status Reports**

| Report Type   | Due Date | Submission Date        | Submit   | Print  |
|---|----------|------------------------|----------|--|
| Unit Status Report / Desk - Quarterly Vacancy Report                  | 10/10/21 | Has not been submitted | [Submit] | Preview before submitting<br>[Print USR PDF / Excel] |
| Unit Status Report / Desk - Quarterly Vacancy Report                  | 07/10/21 | 07/09/21               |          |  |
| Unit Status Report - Part B / Desk - Annual Owners Compliance Reports | 04/30/21 | Has not been submitted | [Submit] | Preview before submitting                            |
| Unit Status Report - Part B / Desk - Annual Owners Compliance Reports | 04/30/21 | 04/08/21               |          | [Print USR PDF / Excel]                              |
| Unit Status Report / Desk - Quarterly Vacancy Report                  | 04/10/21 | 04/08/21               |          | [Print USR PDF / Excel]                              |
| Unit Status Report / Desk - Quarterly Vacancy Report                  | 01/10/21 | 01/18/21               |          | [Print USR PDF / Excel]                              |
| Unit Status Report / Desk - Quarterly Vacancy Report                  | 10/10/20 | 10/08/20               |          | [Print USR PDF / Excel]                              |
| Unit Status Report - Part B / Desk - Annual Owners Compliance Reports | 07/15/20 | 04/16/20               |          | [Print USR PDF / Excel]                              |

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# CMTS: Contact Information

## Updating contact information in CMTS:

- Within 10 days of a change in the contact information (including contact persons, physical addresses, mailing addresses, email addresses, phone numbers, and/or the name of the property as know by the public) for the Ownership entity, management company, and/or Development the Department's CMTS must be updated.
- Separate contact information must be provided for Ownership entity, management company, and on-site manager at the Development. A single contact may be used for the owner and management if they are the same entity.
- Failure to comply is an issue of noncompliance.

# CMTS: Forms 8609; Uploaded

**8609** Low-Income Housing Credit Allocation and Certification  
 Form 8609 (Rev. 12/2017) OMB No. 1545-0088  
 Department of the Treasury  
 Internal Revenue Service  
 Go to [www.irs.gov/Form8609](http://www.irs.gov/Form8609) for instructions and the latest information.

**Part I Allocation of Credit**

Check  if Address by Certified Basis  Amended Form

1. Address of building (or for use P.O. box (see instructions))

2. Name, address, and TIN of building owner/leasing association

3. Employer identification number of agency

4. Building identification number (BIN)

5a. Date of allocation

5b. Maximum housing credit dollar amount allowable

6. Maximum applicable credit percentage allowable (see instructions)

7. Maximum qualified basis

8. Check here  if the eligible basis used in the computation of line 7a was increased under the high-cost area provisions of section 42(i)(5)(B). Enter the percentage to which the eligible basis was increased (see instructions)

9. Percentage of the aggregate basis financed by tax-exempt bonds (if zero, enter "0-")

10. Date building placed in service

11. Check here  if the date of allocation on line 5a is in calendar year 2021 or 2022 and the building is located in a qualified disaster zone (see instructions).

12. Check the boxes that describe the allocation for the building (check those that apply):

a. Newly constructed and federally subsidized  b. Newly constructed and not federally subsidized  c. Existing building

d. Sec. 42(ii) rehabilitation expenditures federally subsidized  e. Sec. 42(ii) rehabilitation expenditures not federally subsidized

f.  Allocation subject to nonprofit set-aside under sec. 42(n)(7)

Signature of Authorized Housing Credit Agency Official—Completed by Housing Credit Agency Only

Under penalties of perjury, I declare that the allocation made is in compliance with the requirements of section 42 of the Internal Revenue Code, and that I have examined this form and to the best of my knowledge and belief, the information is true, correct, and complete.

Signature of authorized officer \_\_\_\_\_ Name (please type or print) \_\_\_\_\_ Date \_\_\_\_\_

**Part II First Year Certification**—Completed by Building Owners with respect to the First Year of the Credit Period

1. Eligible basis of building (see instructions)

2. Original qualified basis of the building as of the first year of credit period

3. Are you treating this building as part of a multiple building project for purposes of section 42 (see instructions)?  Yes  No

4. If box 6a or box 6b is checked, do you elect to reduce eligible basis under section 42(i)(2)(B)?  Yes  No

5. For market-rate units above the average quality standards of low-income units in the building, do you elect to reduce eligible basis by disproportionate costs of non-low-income units under section 42(i)(2)(C)?  Yes  No

6. Check the appropriate box for each election.

Caution: Once made, the following elections are irrevocable.

a. Elect to begin credit period the first year after the building is placed in service (section 42(i)(1))  Yes  No

b. Elect not to treat large partnership as taxpayer (section 42(i)(5))  Yes  No

c. Elect minimum set-aside requirement (section 42(i)(7)) (see instructions)  20-50  40-60  Average income  25-40 (N.Y.C. only)

d. Elect design and build project (section 142(i)(4)(E)) (see instructions)  15-40

Under penalties of perjury, I declare that I have examined this form and accompanying attachments, and to the best of my knowledge and belief, they are true, correct, and complete.

Signature \_\_\_\_\_ Taxpayer identification number \_\_\_\_\_ Date \_\_\_\_\_

Name (please type or print) \_\_\_\_\_ First year of the credit period \_\_\_\_\_

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 60891J Form 8609 (Rev. 12/2017)

Owners must submit IRS Form(s) 8609 with Part II complete through CMTS by the second monitoring review. If an owner elects to group buildings together into one or more multiple building projects, the owner must attach a statement identifying the buildings within the project.

## CMTS: Pointers & Keys to Success

- Owners are encouraged to continuously maintain current resident data in the Department's CMTS.
- All rental Developments funded or administered by the Department will be required to submit a current Unit Status Report prior to a monitoring review.
- Within 10 days of any change in the contact information (including contact persons, physical addresses, mailing addresses, email addresses, phone numbers, and/or the name of the property as know by the public) for the Ownership entity, management company, and/or Development the Department's CMTS must be updated.
- **An up-to-date CMTS is a happy CMTS!**

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# THANK YOU!

## Online Reporting Requirements

PLEASE SEE THE FULL RULE AND REQUIREMENTS ONLINE AT  
[HTTPS://WWW.TDHCA.TEXAS.GOV/COMPLIANCE-MANUALS-AND-RULES](https://www.tdhca.texas.gov/compliance-manuals-and-rules).

ADDITIONALLY, NEVER HESITATE TO REACH OUT TO A MONITOR WITH QUESTIONS OR FOR ASSISTANCE, WE ARE HAPPY TO HELP.

[HTTPS://WWW.TDHCA.TEXAS.GOV/COMPLIANCE-DIVISION-STAFF](https://www.tdhca.texas.gov/compliance-division-staff)



STATE OF TEXAS  
 DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT