



THOMAS Compliance Guide

Multifamily Programs Division

Updated October 20, 2021

THOMAS Access

- Go to resources.thda.org.
- Click on THOMAS (Tennessee Housing Online Multifamily Application System).



*THDA
RESOURCES*

THOMAS (Tennessee Housing's Online Multifamily Application System)

THELMA (Tennessee Housing's Electronic Loan Management Application)

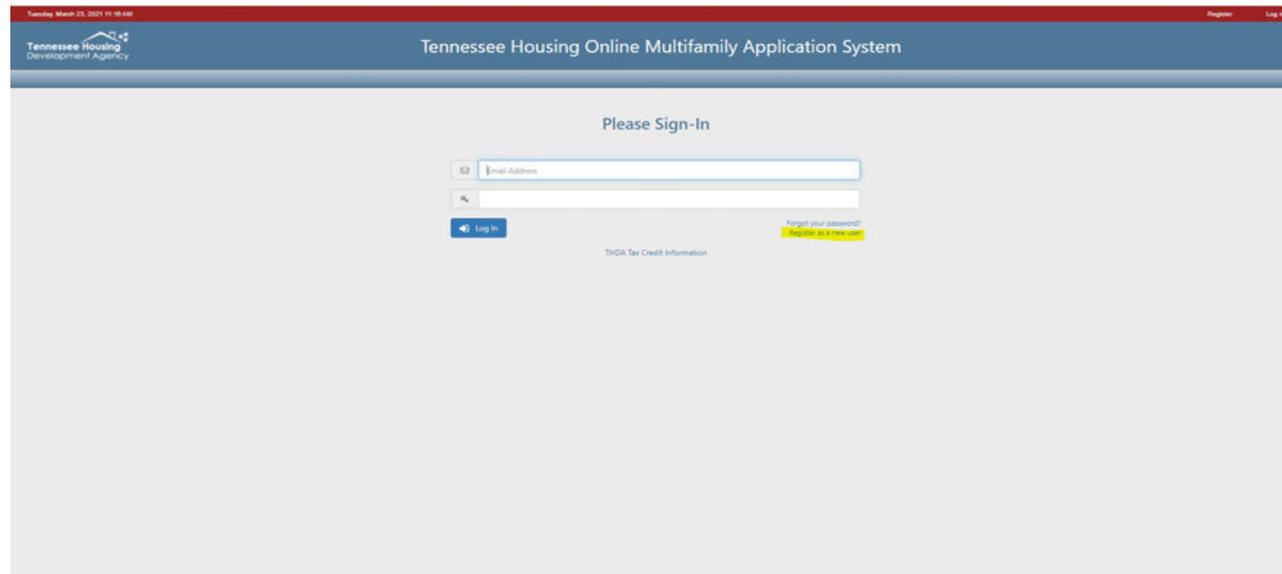
HBEI Providers

Participant Information Management System

Single Family Special Programs Portal

Registration

- If you have already registered for a THOMAS account, you do not need to register again; go directly to page 6, How to Request Access to a Property.
- Register as a new user by clicking the Register as a New User link in the lower right of the screen.



The screenshot shows the login interface for the Tennessee Housing Online Multifamily Application System. At the top, there is a header with the Tennessee Housing Development Agency logo and the system name. Below the header, the text "Please Sign-In" is centered. There are two input fields: the first is labeled "Email Address" and the second is for a password. A "Log In" button is positioned below the email field. To the right of the password field, there are two links: "Forgot your password?" and "Register as a New User". At the bottom center, there is a link for "THDA Tax Credit Information".

Registration (Continued)

- A new page will appear. Fill in your information and click Register.

The screenshot shows the 'Register New User' page of the Tennessee Housing Online Multifamily Application System. The page has a dark blue header with the agency logo and the title 'Tennessee Housing Online Multifamily Application System'. The main content area is light gray and contains a registration form with the following fields:

- First Name (text input)
- Last Name (text input)
- Email (text input with envelope icon)
- Password (text input with eye icon)
- Confirm Password (text input with eye icon)
- Address (text input)
- Address 2 (text input)
- City (text input)
- State (dropdown menu)
- Zip Code (text input)
- Phone (text input with 'ext.' label)
- Fax (text input with 'ext.' label)

Below the form are two buttons: 'Register' (blue with a plus icon) and 'Cancel' (white with a minus icon). A password requirements section is located below the buttons:

Passwords must meet all of the following requirements:

- Must be at least 12 characters long.
- Must contain at least 3 of the following:
 - At least one number
 - At least one lower-case character
 - At least one upper-case character
 - At least one special character (non-letter and non-numeric)
- Must contain no spaces.
- Must not match any of your previous 3 passwords.

The footer of the page contains the copyright notice: © 2021 - TENNESSEE HOUSING DEVELOPMENT AGENCY.

Registration (Continued)

- Once you complete your registration information, your registration will need to be confirmed via an email sent to the email address you listed. Please make sure to check your junk/spam folder as some registration confirmations may be sent there.



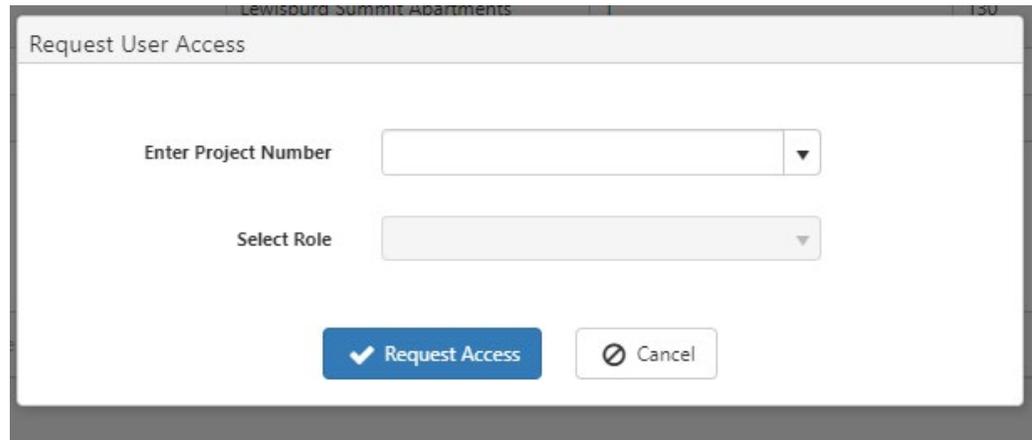
Requesting Access to a Property

- Click on the Request Access to a THDA Project button at the bottom of the page.

The screenshot shows the Tennessee Housing Online Multifamily Application System interface. At the top, the logo for the Tennessee Housing Development Agency is on the left, and the system name is in the center. A navigation bar below the header contains a 'Home' link and four tabs: 'Application', 'Construction', 'Compliance', and 'Asset Management'. On the left side, there is a 'THDA Messages' section with two paragraphs of text. The main area features a table with columns: 'Role', 'Project #', 'Project Name', 'Total Buildings', 'Total Units', 'Status', and 'Access Requests'. The table is currently empty, and a 'Show All' button is located in the top right corner of the table area. Below the table, there is a pagination control showing '0' items per page and '10 items per page'. At the bottom center, there is a button labeled 'Request Access to a THDA Project'.

Requesting Access to a Property (Continued)

- A box will pop up. You will enter the property's award number and then select a role.
- The role options are Owner Admin, Compliance Admin, Compliance Editor, Consultant, Asset Management Editor, and Read-Only.



Request User Access

Lewisburg Summit Apartments | 150

Enter Project Number

Select Role

Roles

- The Owner Admin is the only user that will be approved by THDA. All other user categories, except for Compliance Editor, must be approved by the Owner Admin.
- Compliance Editors can be approved by the Compliance Admin.
- Please see the table below to determine which role you would like to select.

Role	Permission Summary
Owner Admin	Full access to all data and actions for the application/development including managing other users.
Consultant	Nearly full access to all data and actions for the application; cannot manage users; no access to compliance data.
Compliance Admin	Full access to all data and actions for the development during compliance; can manage users in compliance area.
Compliance Editor	Access to edit and upload data events during compliance.
Asset Mgmt Editor	Access to edit and submit asset management reports during compliance.
Read-Only	Read-only access to all data for the application/development.

Asset Management

- If your property has 1602 or TCAP, you will need to choose the Asset Management Editor role. If you also need access to compliance capabilities, you will also need to request either Compliance Admin access or Compliance Editor access.
- If your property does NOT have 1602 or TCAP, the Asset Management Editor role will not be available.

Dashboard

- Once you have completed registration, requested access to a property, and have had your access approved, you will have access to a dashboard that looks like this:

Tennessee Housing Development Agency

Tennessee Housing Online Multifamily Application System

Home

THDA Messages

When entering basis information, for buildings with no residential units enter \$0 for basis amounts and the appropriate date information. This will ensure that no 8609 is created for that building as that basis should be distributed elsewhere.

Application Construction Compliance Asset Management

Role	Project #	Project Name	Total Buildings	Total Units	Status	Access Requests
Owner Admin	19-201	Clear Springs	9	109	Active	No
Compliance Admin Asset Mgmt Editor	19-205	Lewisburg Summit Apartments	1	130	Active	No
Owner Admin	18-011	Livingston Apartments	5	40	Active	No
Owner Admin	18-211	Trevecca Towers II	1	210	Active	No

10 items per page

1 - 4 of 4 items

Request Access to a THDA Project

Development Summary

- Click on a property's award number, and you will be taken to the Development Summary page.
- The Development Summary page lists the property's details such as address, the owner information, and the management company information.
- If any of this information is incorrect, please contact the property's THDA compliance coordinator so this can be corrected.

The screenshot shows the 'Development Summary' page in the Tennessee Housing Online Multifamily Application System. The header includes the Tennessee Housing Development Agency logo and the system name. A navigation menu on the left lists 'Development Summary', 'Owners Annual Certification', 'Utility Allowances', and 'Tenant Events'. The main content area displays project details: Project #: 18-211, Project Name: Trevecca Towers II, and Address: 310 Stanley Street Nashville, TN 37210. A 'Property Details' button is visible. A red note states: 'Bold fields must be completed in order to Submit'.

Development Summary (Continued)

- Notice that, on the left side of the page, there are four options listed: Development Summary, Owners Annual Certification, Utility Allowances, and Tenant Events.
- To complete the OAC, click on Owners Annual Certification.

The screenshot shows the Tennessee Housing Online Multifamily Application System interface. The header includes the Tennessee Housing Development Agency logo and the system name. A navigation menu on the left lists four options: Development Summary, Owners Annual Certification (highlighted in yellow), Utility Allowances, and Tenant Events. The main content area displays 'Development Summary' and a 'Property Details' button. A red notice at the bottom right states 'Bold fields must be completed in order to Submit'. The top right corner shows the time '20:37'.

Owners Annual Certification

- Once you have arrived at this page, answer all questions that pop up and upload any requested documents. How you answer the questions will determine how many and which questions you must answer and which documents you must upload.

The screenshot shows a web interface for the "2018 Owner's Certificate of Continuing Program Compliance". On the left, there is a vertical navigation menu with four items: "Development Summary", "Owners Annual Certification", "Utility Allowances", and "Tenant Events". The "Owners Annual Certification" item is highlighted. The main content area has a title "2018 Owner's Certificate of Continuing Program Compliance" and a navigation bar with four year buttons: "2018", "2019", "2020", and "2021". The "2018" button is selected. Below the navigation bar, it says "Certification Period: 01/01/2018 to 12/31/2018". In the top right corner, there is a red text instruction: "Bold fields must be completed in order to Submit".

Owners Annual Certification (Continued)

- Once you have completed the OAC, you must check the box at the bottom of the page to certify that the property is otherwise in compliance, then click Submit.

Note: Failure to complete and submit this form in its entirety to THDA by the specified deadline will result in noncompliance with program requirements and the issuance of an IRS Form 8823.

I, [REDACTED] certify this development is otherwise in compliance with the Internal Revenue Code Section 42, applicable Treasury Regulations, the applicable State Qualified Allocation Plan, and all other applicable laws, rules, and regulations. This certification and any attachments are made UNDER PENALTY OF PERJURY. False statements are punishable as a Class E felony under Tennessee Code Annotated (TCA) Section 13-23-133.

 Save  Submit

Utility Allowances

- The utility allowances must be completed for the year before completing tenant data.
- Click on Utility Allowances on the left side of the page.

The screenshot shows a web application interface. On the left side, there is a vertical navigation menu with four items: 'Development Summary', 'Owners Annual Certification', 'Utility Allowances', and 'Tenant Events'. The 'Utility Allowances' item is highlighted with a yellow background. In the center of the page, the title '2021 Owner's Certificate of Continuing Program Compliance' is displayed. Below the title, there is a horizontal row of six buttons representing the years 2016, 2017, 2018, 2019, 2020, and 2021. The 2021 button is highlighted with a dark blue background. In the top right corner of the page, there is a small red text notification that reads 'Bold fields must be completed in order to Submit'.

Utility Allowances (Continued)

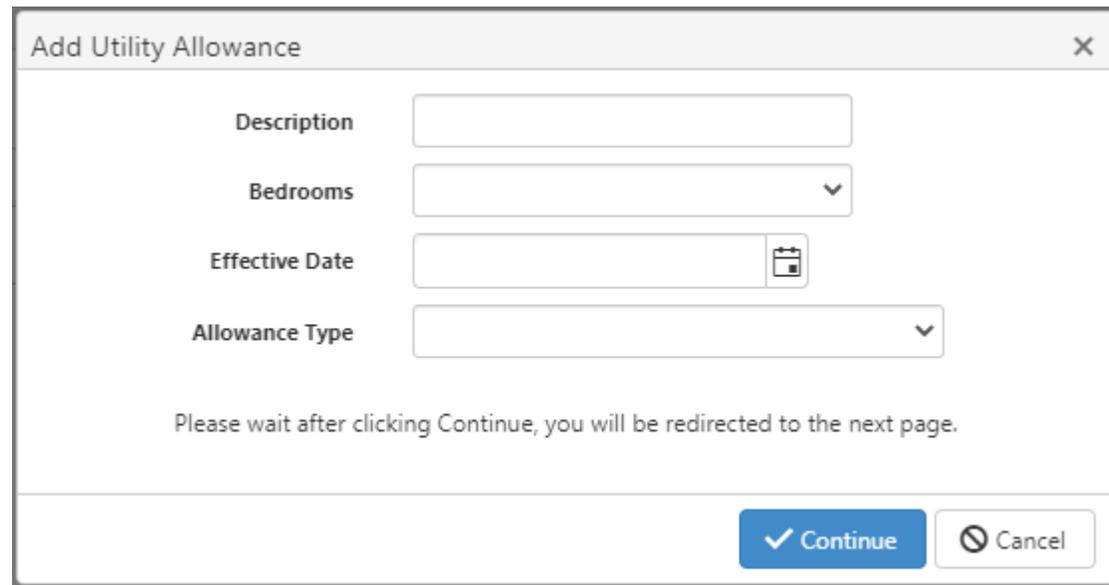
- Click on Add a Utility Allowance.

The screenshot shows a web application interface for managing utility allowances. On the left is a navigation sidebar with links for 'Development Summary', 'Owners Annual Certification', 'Utility Allowances', and 'Tenant Events'. The main content area is titled 'Utility Allowances' and includes a breadcrumb for 'App #18-211' with year filters for 2018, 2019, 2020, and 2021 (the current year). A red warning message states: 'Utility Allowances must be completed before entering or uploading tenant information'. Below this is a yellow button labeled '+ Add a Utility Allowance'. At the bottom, a table header is visible with columns: Description, Allowance Type, Bedrooms, Effective Date, Total Owner Paid, and Total Tenant Paid. A red note in the top right corner says 'Bold fields must be completed in order to Submit'.

Description	Allowance Type	Bedrooms	Effective Date	Total Owner Paid	Total Tenant Paid
-------------	----------------	----------	----------------	------------------	-------------------

Utility Allowances (Continued)

- A box will pop up. Enter the information, then click Continue.
- The description you enter will show up on the Tenant Events, so make sure you name it something you will recognize; for example, you may want to name your one-bedroom UA “One-Bedroom”.



The screenshot shows a dialog box titled "Add Utility Allowance" with a close button (X) in the top right corner. The dialog contains four input fields: "Description" (a text box), "Bedrooms" (a dropdown menu), "Effective Date" (a date picker with a calendar icon), and "Allowance Type" (a dropdown menu). Below the input fields, there is a message: "Please wait after clicking Continue, you will be redirected to the next page." At the bottom right, there are two buttons: a blue "Continue" button with a checkmark icon and a "Cancel" button with a close icon.

Utility Allowances (Continued)

- You will then click Edit next to each utility type and enter the information next to each applicable utility type.
- Once you have entered the information, click Update.

Bold fields must be completed

New Utility Allowance

Description of UA: Bedroom Size:

Effective Date: Allowance Type:

Utility Type	Source	Amount	Paid By	
Unit Heat	<input type="text" value="Electric"/>	<input type="text" value="15"/>	<input type="text" value="Tenant"/>	<input type="button" value="Update"/> <input type="button" value="Cancel"/>
Water Heating				<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Cooking				<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Unit Electric				<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Water Service				<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Sewer				<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Trash Removal				<input type="button" value="Edit"/> <input type="button" value="Delete"/>
RD or Section 8 Approved Allowance				<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Air Conditioning				<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Utility Allowances (Continued)

- Once you have entered all amounts, click Save. Please note that you do NOT have to enter something on every line; for example, if you have a resident that receives a Housing Choice Voucher and their caseworker has given you a UA, you can select only the RD or Section 8 Approved Allowance line.

New Utility Allowance Bold fields must be complete

Description of UA: Bedroom Size: Effective Date: Allowance Type:

Utility Type	Source	Amount	Paid By	
Unit Heat	Electric	\$15.00	Tenant	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Water Heating	Electric	\$10.00	Tenant	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Cooking	Electric	\$7.00	Tenant	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Unit Electric	Electric	\$35.00	Tenant	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Water Service	Other	\$30.00	Owner	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Sewer	Other	\$10.00	Owner	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Trash Removal	Other	\$25.00	Owner	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
RD or Section 8 Approved Allowance	Other	\$1.00	Owner	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Air Conditioning	Electric	\$10.00	Tenant	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Utility Allowances (Continued)

- Once you click Save, the system will take you back to the main Utility Allowances page. THOMAS automatically calculates the owner-paid and tenant-paid utility amounts.

Bold fields must be completed in order to Submit

Utility Allowances

App #18-211 2018 2019 2020 **2021**

Utility Allowances must be completed before entering or uploading tenant information

[+ Add a Utility Allowance](#)

Description	Allowance Type	Bedrooms	Effective Date	Total Owner Paid	Total Tenant Paid	
1-bedroom	THDA Approved Estimate	1 Bedroom	5/1/2021	\$66.00	\$77.00	Copy Edit Delete

Tenant Events

- Once you are finished with Utility Allowances, you can continue on to entering Tenant Events. Click on Tenant Events on the left side of the page.

Development Summary
Owners Annual Certification
Utility Allowances
Tenant Events

Utility Allowances

App #18-211 2018 2019 2020 2021

Utility Allowances must be completed before entering or uploading tenant information

+ Add a Utility Allowance

Description	Allowance Type	Bedrooms	Effective Date	Total Owner Paid	Total Tenant Paid
-------------	----------------	----------	----------------	------------------	-------------------

Tenant Events (Continued)

- Once you click on Tenant Events, it will take you to the main Tenant Events page. This page lists the buildings. Click on the arrow on the left side of the Building ID for which you want to enter tenant events.

Bold fields must be completed in order to Submit

Tenant Events

2018 2019 2020 **2021**

Utility Allowances must be completed before entering or uploading tenant information

Building ID	Building Address	Number of Units	Low-Income Applicable Fraction	Placed in Service Date
▶ TN-18-21101	310 Stanley Street	210	100.0000 %	3/1/2019

Tenant Events (Continued)

- This will pull up all units in that building. Click on the arrow next to the unit for which you want to enter a tenant event.

Bold fields must be completed in order to Submit

Tenant Events

2018 2019 2020 **2021**

Utility Allowances must be completed before entering or uploading tenant information

Building ID	Building Address	Number of Units	Low-Income Applicable Fraction	Placed in Service Date
<input checked="" type="checkbox"/> TN-18-21101	310 Stanley Street	210	100.0000 %	3/1/2019

Unit #	Unit Type	# of Bedrooms	# of Bathrooms	Status
▶ 0122	Program Unit	Studio	1	Occupied
▶ 0123	Program Unit	Studio	1	Vacant
▶ 0124	Program Unit	Studio	1	Vacant
▶ 0131	Program Unit	Studio	1	Vacant
▶ 0132	Program Unit	Studio	1	Vacant
▶ 0133	Program Unit	Studio	1	Vacant
▶ 0222	Program Unit	Studio	1	Vacant
▶ 0223	Program Unit	Studio	1	Vacant
▶ 0224	Program Unit	Studio	1	Vacant
▶ 0232	Program Unit	Studio	1	Vacant
▶ 0233	Program Unit	Studio	1	Vacant
▶ 0234	Program Unit	Studio	1	Vacant
▶ 0323	Program Unit	Studio	1	Vacant
▶ 0324	Program Unit	Studio	1	Vacant

Tenant Events (Continued)

- Next, click on Add Event.

Bold fields must be completed in order to Submit

Tenant Events

2018 2019 2020 **2021**

Utility Allowances must be completed before entering or uploading tenant information

Building ID	Building Address	Number of Units	Low-Income Applicable Fraction	Placed in Service Date
TN-18-21101	310 Stanley Street	210	100.0000 %	3/1/2019

Unit #	Unit Type	# of Bedrooms	# of Bathrooms	Status
▶ 0122	Program Unit	Studio	1	Occupied
<input checked="" type="checkbox"/> 0123	Program Unit	Studio	1	Vacant

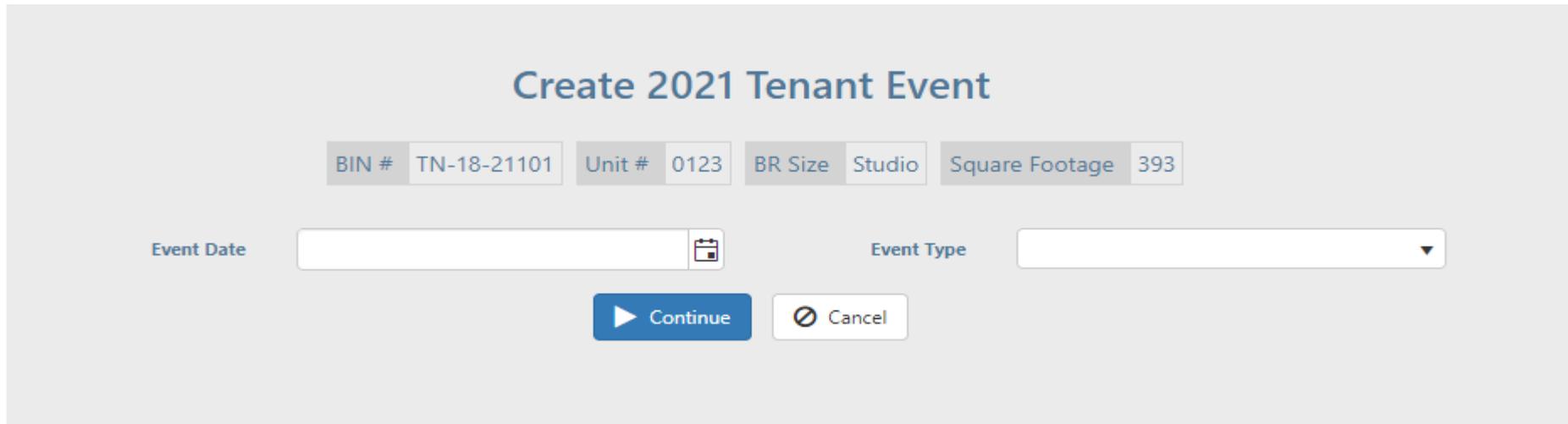
[+ Add Event](#)

Event Date	Event Type

▶ 0124	Program Unit	Studio	1	Vacant
▶ 0131	Program Unit	Studio	1	Vacant

Tenant Events (Continued)

- This will bring you to the Create Tenant Event page. Enter the event date, then select the event type.
- Please note that the No Certification Entered option should only be used under extenuating circumstances, and you must enter a reason why a certification was not completed.



Create 2021 Tenant Event

BIN # TN-18-21101 Unit # 0123 BR Size Studio Square Footage 393

Event Date 

Event Type

Tenant Events (Continued)

- Once you have selected either a move-in or recertification, the system will take you to the Edit Tenant Event page.

Edit 2021 Tenant Event

BIN # TN-18-21101 Unit # 0123 BR Size Studio Square Footage 393

Event Date 5/1/2021 Event Type Move In

Unit Identity	<input type="text"/>	AMI Level	<input type="text"/>	Rent Level	<input type="text"/>
Tenant Paid Rent	\$ <input type="text"/>	Non-Optional Charges	\$ <input type="text"/>		
Utility Allowance	<input type="text"/>	Utility Allowance Amt.	\$ <input type="text"/>		
Rental Assistance Source	<input type="text"/>	Rental Assistance Amt.	\$ <input type="text"/>	Gross Rent	\$ 0.00
All Student Household	<input type="text"/>	Special Needs	<input type="text"/>		

Household Member

Tenant Events (Continued)

- Enter all information for the top part of the page. Please note, the 100% AMI level should be used for market rate units.
- Once you enter the tenant paid rent, utility allowance, and non-optional charges, the gross rent will be automatically calculated.

Bold fields must be completed in order to Submit

Edit 2021 Tenant Event

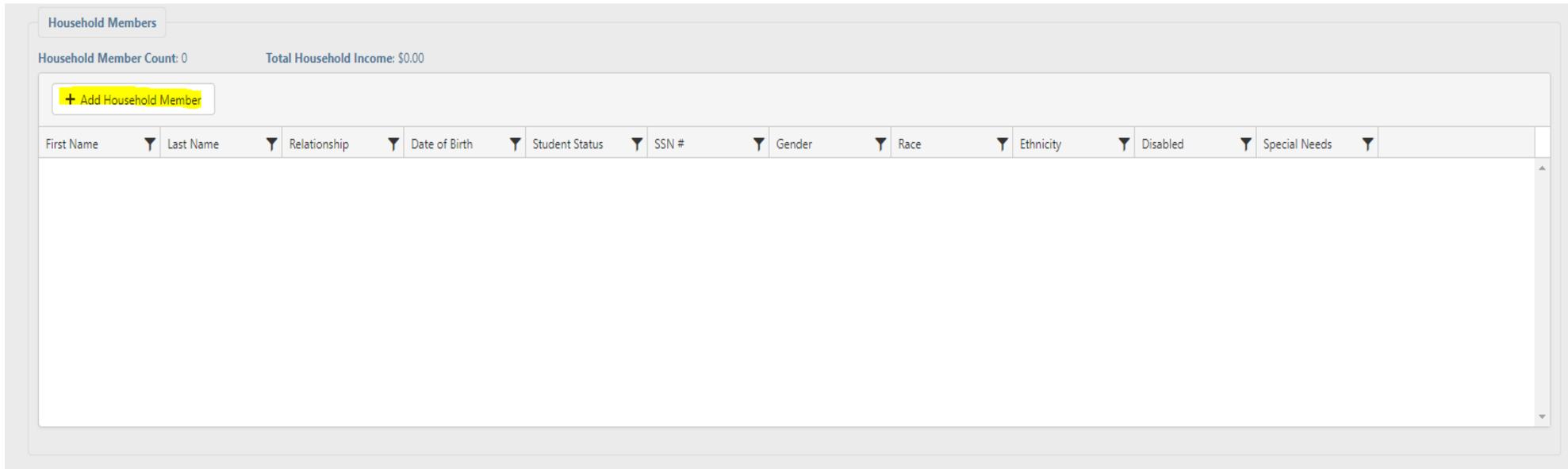
BIN # TN-18-21101 Unit # 0123 BR Size Studio Square Footage 393

Event Date 5/1/2021 Event Type Move In

Unit Identity	<input type="text" value="Program Unit"/>	AMI Level	<input type="text" value="60%"/>	Rent Level	<input type="text" value="60%"/>
Tenant Paid Rent	<input type="text" value="\$ 500.00"/>	Non-Optional Charges	<input type="text" value="\$ 0.00"/>		
Utility Allowance	<input type="text" value="Studio (\$60.00)"/>	Utility Allowance Amt.	<input type="text" value="\$ 60.00"/>		
Rental Assistance Source	<input type="text" value="N/A"/>	Rental Assistance Amt.	<input type="text" value="\$ 0.00"/>	Gross Rent	<input type="text" value="\$ 560.00"/>
All Student Household	<input type="text" value="No"/>	Special Needs	<input type="text" value="None"/>		

Tenant Events (Continued)

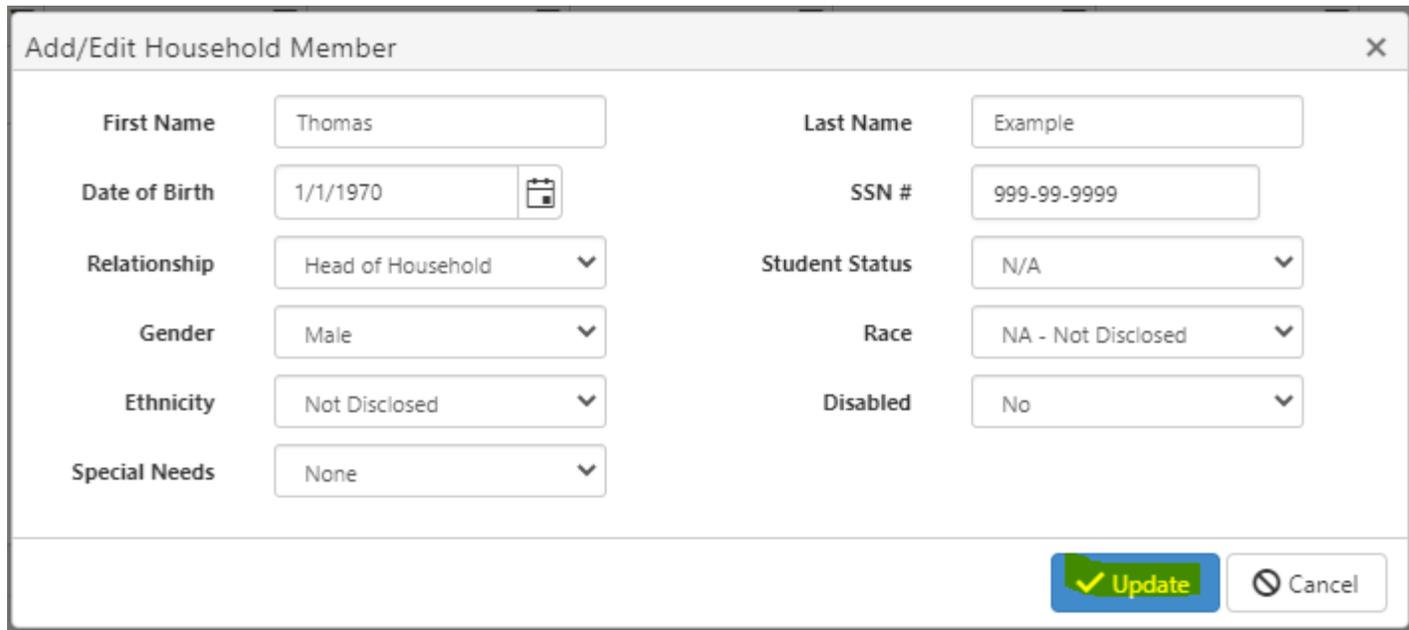
- Next, enter a household member by clicking the Add Household Member button.



The screenshot shows a software interface for managing household members. At the top, there is a tab labeled "Household Members". Below the tab, the interface displays "Household Member Count: 0" and "Total Household Income: \$0.00". A prominent yellow button with a plus sign and the text "+ Add Household Member" is located below the summary information. Underneath the button is a table with the following columns: First Name, Last Name, Relationship, Date of Birth, Student Status, SSN #, Gender, Race, Ethnicity, Disabled, and Special Needs. Each column header has a small downward-pointing triangle icon. The table is currently empty, and a vertical scrollbar is visible on the right side of the table area.

Tenant Events (Continued)

- A box will pop up where you can enter the tenant's personal information. Enter this information, then click Update.



The screenshot shows a web form titled "Add/Edit Household Member" with a close button (X) in the top right corner. The form is organized into two columns of fields. The left column contains: "First Name" (text input with "Thomas"), "Date of Birth" (text input with "1/1/1970" and a calendar icon), "Relationship" (dropdown menu with "Head of Household"), "Gender" (dropdown menu with "Male"), "Ethnicity" (dropdown menu with "Not Disclosed"), and "Special Needs" (dropdown menu with "None"). The right column contains: "Last Name" (text input with "Example"), "SSN #" (text input with "999-99-9999"), "Student Status" (dropdown menu with "N/A"), "Race" (dropdown menu with "NA - Not Disclosed"), and "Disabled" (dropdown menu with "No"). At the bottom right of the form, there are two buttons: a green "Update" button with a checkmark icon and a white "Cancel" button with a close icon.

Field	Value
First Name	Thomas
Last Name	Example
Date of Birth	1/1/1970
SSN #	999-99-9999
Relationship	Head of Household
Student Status	N/A
Gender	Male
Race	NA - Not Disclosed
Ethnicity	Not Disclosed
Disabled	No
Special Needs	None

Tenant Events (Continued)

- The tenant's personal information will then appear in the Household Members box, and the Household Member Count will change. You can then add more household members by clicking the Add Household Member box again.

Household Members

Household Member Count: 1 Total Household Income: \$0.00

+ Add Household Member

First Name	Last Name	Relationship	Date of Birth	Student Status	SSN #	Gender	Race	Ethnicity	Disabled	Special Needs	
Thomas	Example	Head of Household	1/1/1970	N/A	XXX-XX-9999	Male	NA - Not Disclosed	Not Disclosed	No	None	Edit Delete

Tenant Events (Continued)

- Once you have added all household members, you will then click Add Non-Asset Income to enter income such as employment wages, Social Security, public assistance, etc.

The screenshot shows a web interface for entering non-asset income. At the top, there is a tab labeled "Non-Asset Income". Below the tab, the text "Total of Non-Asset Income: \$0.00" is displayed. A yellow button with a plus sign and the text "+ Add Non-Asset Income" is positioned above a table. The table has five columns with dropdown menus: "Household Member", "Employment Wages", "SSN Pensions", "Public Assistance", and "Other Income". The table is currently empty, and a vertical scrollbar is visible on the right side.

Tenant Events (Continued)

- A box will pop up. Enter all non-asset income for one household member at a time, then click Update.

Add/Edit Non-Asset Income

Household Member	Thomas Example
Employment Wages	\$ 25,000.00
SSN Pensions	\$ 0.00
Public Assistance	\$ 0.00
Other Income	\$ 0.00

✓ Update ⓧ Cancel

Tenant Events (Continued)

- Once you have done that, the Non-Asset Income box will update, and the Total of Non-Asset Income will automatically calculate.

Non-Asset Income

Total of Non-Asset Income: \$25,000.00

+ Add Non-Asset Income

Household Member	Employment Wages	SSN Pensions	Public Assistance	Other Income	
Thomas Example	\$25,000.00	\$0.00	\$0.00	\$0.00	Edit Delete

Tenant Events (Continued)

- Next, click Add Asset Income if the household has any assets.

Income from Assets

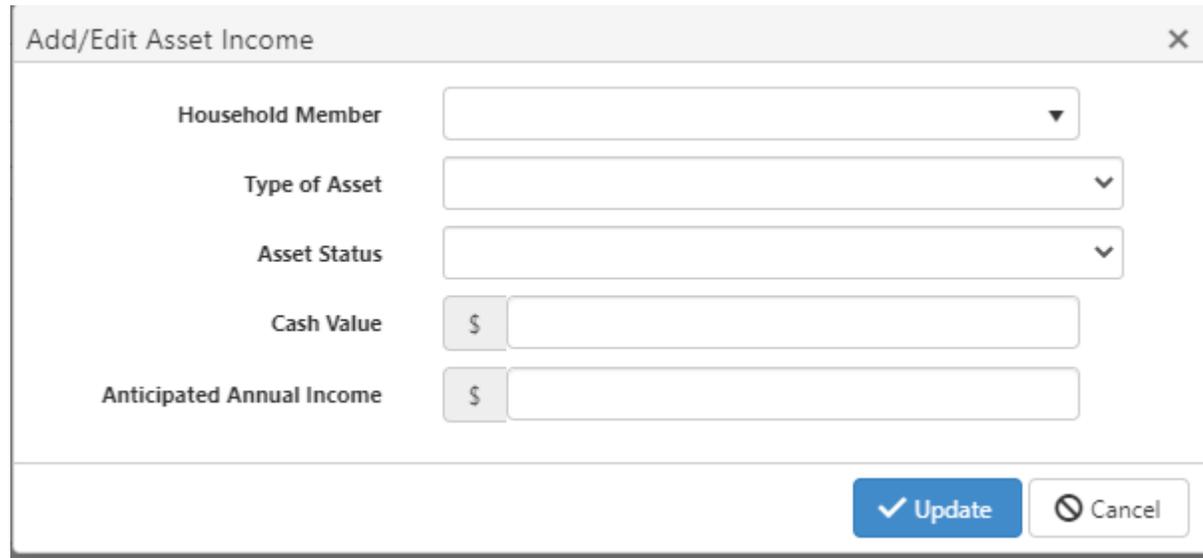
Total of Asset Income: \$0.00

[+ Add Asset Income](#) If the total cash value of a household's assets is more than \$5,000, imputed income must be calculated using the current HUD passbook rate and the greater of the actual income or imputed income must be included in the household's income. Refer to the HUD Handbook 4350.3, paragraph 5-7F, for the passbook rate, which is currently set at 0.06% effective February 1, 2015.

Household Member	Asset Type Name	Asset Status	Cash Value	Anticipated Annual Income
------------------	-----------------	--------------	------------	---------------------------

Tenant Events (Continued)

- A box will pop up where you can enter an asset's information. Enter all information, then click Update.
- Note that if a household has \$5000 or more in assets, you should enter either the actual anticipated income or the imputed income based on the passbook rate, whichever is higher.



The screenshot shows a software window titled "Add/Edit Asset Income" with a close button (X) in the top right corner. The form contains the following fields:

- Household Member:** A dropdown menu.
- Type of Asset:** A dropdown menu.
- Asset Status:** A dropdown menu.
- Cash Value:** A text input field with a dollar sign (\$) icon on the left.
- Anticipated Annual Income:** A text input field with a dollar sign (\$) icon on the left.

At the bottom right of the form, there are two buttons: a blue "Update" button with a checkmark icon and a "Cancel" button with a circle and slash icon.

Tenant Events (Continued)

- Once you have added all assets, the Income from Assets box will populate with the information you entered. The Total of Asset Income will also update if the household has any income from assets.

Income from Assets

Total of Asset Income: \$100.00

[+ Add Asset Income](#) If the total cash value of a household's assets is more than \$5,000, imputed income must be calculated using the current HUD passbook rate and the greater of the actual income or imputed income must be included in the household's income. Refer to the HUD Handbook 4350.3, paragraph 5-7F, for the passbook rate, which is currently set at 0.06% effective February 1, 2015.

Household Member	Asset Type Name	Asset Status	Cash Value	Anticipated Annual Income	
Thomas Example	Cash/Demand Deposit Accounts	Current	\$200.00	\$0.00	Edit Delete
Thomas Example	Retirement/Pension Fund	Current	\$6,000.00	\$100.00	Edit Delete

Tenant Events (Continued)

- You can also add Notes if you wish, but this is not required.



The screenshot shows a user interface for adding and viewing notes. At the top left, there is a tab labeled "Notes". Below the tab is a yellow button with a plus sign and the text "+ Add a Note". Underneath the button is a table with a header row. The first column is labeled "Note". The second and third columns are labeled "Created By" and "Created On", respectively, and each has a small downward-pointing triangle icon to its right. The table body is currently empty.

Tenant Events (Continued)

- Once you have completed all tenant information, click Save at the bottom of the page.

The screenshot shows a 'Notes' section in a software interface. At the top left, there is a tab labeled 'Notes'. Below it is a button that says '+ Add a Note'. Underneath the button is a table with a header row containing three columns: 'Note', 'Created By', and 'Created On'. Each column header has a small downward-pointing triangle icon to its right. The table body is currently empty. At the bottom of the interface, there is a horizontal bar containing three buttons: a green 'Save' button with a floppy disk icon, a red 'Delete' button with an 'x' icon, and a white 'Back' button with a left-pointing arrow icon.

Tenant Events (Continued)

- Once you click Save, the system will take you back to the main Tenant Events page, where you can select another unit or add another event to the unit you just finished.

Bold fields must be completed in order to Submit

Tenant Events

2018 2019 2020 **2021**

Utility Allowances must be completed before entering or uploading tenant information

Building ID	Building Address	Number of Units	Low-Income Applicable Fraction	Placed in Service Date
TN-18-21101	310 Stanley Street	210	100.0000 %	3/1/2019

Unit #	Unit Type	# of Bedrooms	# of Bathrooms	Status
0122	Program Unit	Studio	1	Occupied
0123	Program Unit	Studio	1	Occupied

[+ Add Event](#)

Event Date	Event Type	
5/1/2021	Move In	Edit View

0124	Program Unit	Studio	1	Vacant
------	--------------	--------	---	--------

XML Uploads

- Make sure your XML is NAHMA Version 5.
- Access property and ensure you have entered all Utility Allowances for the year.

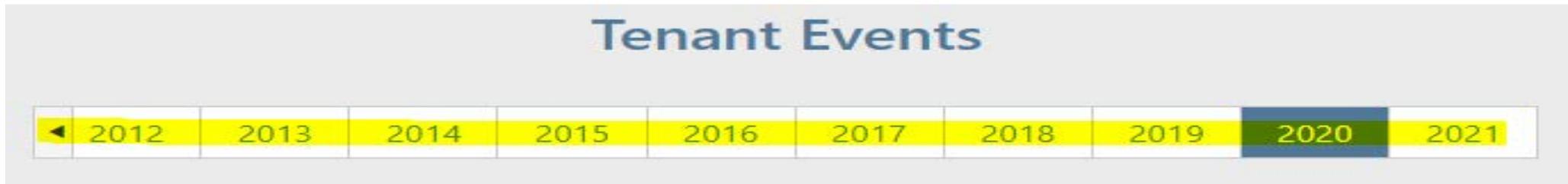


- Click the Tenant Events link on the left side of the page.

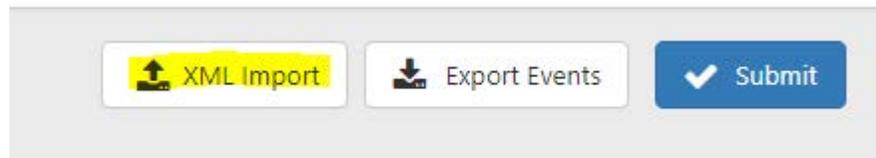


XML Uploads (Continued)

- Select the year you would like to upload.



- Scroll to the bottom of the page and click XML Import.



XML Uploads (Continued)

- Click the 'Select NAHMA v5.0 XML File..' button.

2020 Tenant Events XML Import

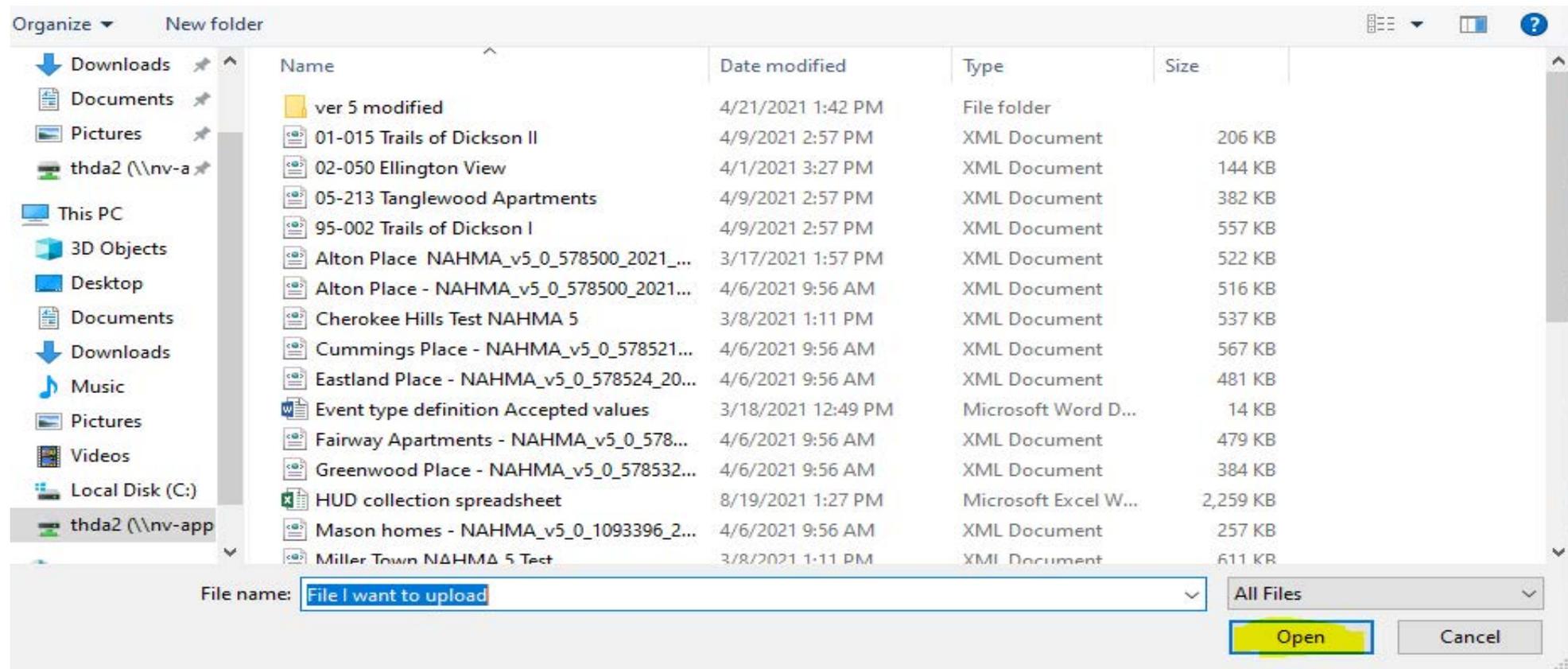
NAHMA Standard Version 5.0 is currently the only version supported by THOMAS.

Uploading tenant events using this feature will replace any existing tenant events for the 2020 year.

Select NAHMA v5.0 XML File...

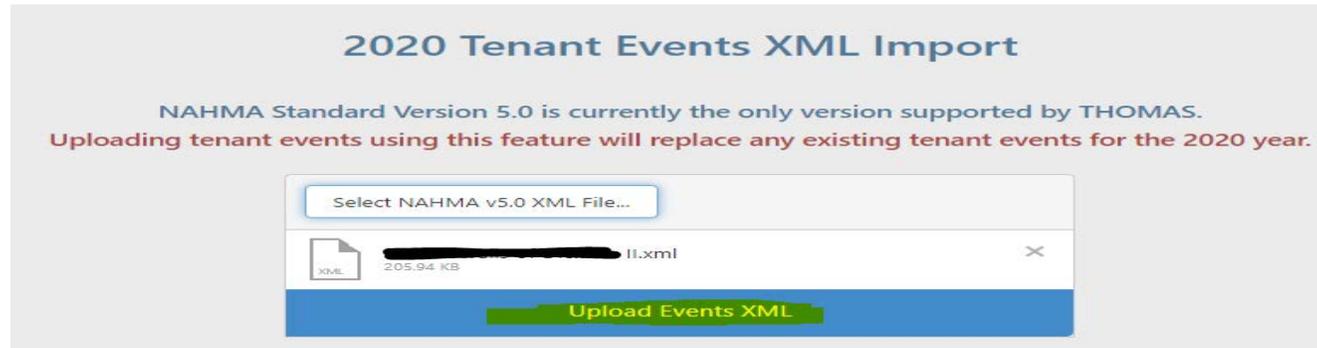
XML Uploads (Continued)

- Find the file you want to upload and click the Open button.

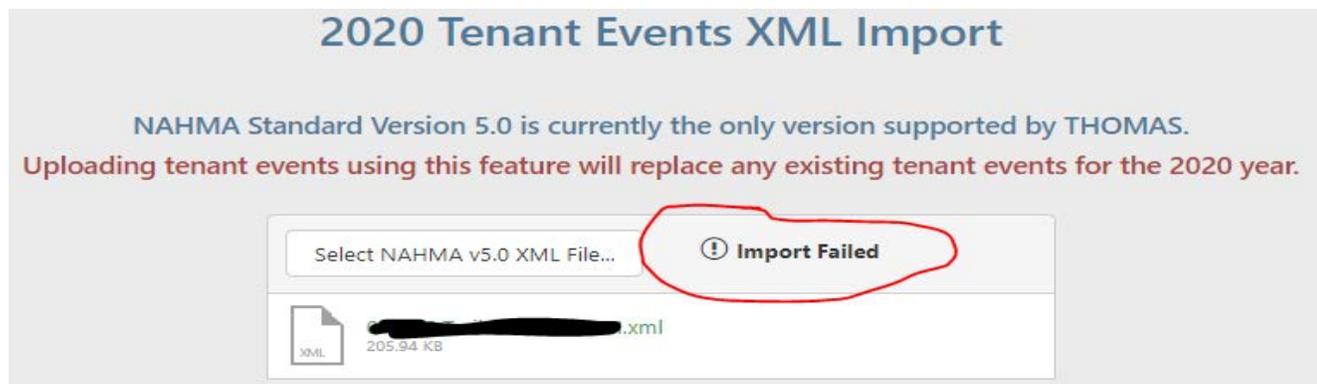


XML Uploads (Continued)

- Then click the Upload Events XML button.



- Check and make sure the import uploaded. If it says Import Failed, then it did not upload.



XML Uploads (Continued)

- If it fails, you will see a list of errors that tell you why below the import attempt.

Validation Failed
The uploaded xml file has the following errors and has NOT been successfully uploaded. You will need to correct the errors in your system and/or last year's tenant events in THOMAS and try again.

Building ID	Unit ID	Event Date	Event Type	Tenant Name	Error Message
TN-01-████	09-101				Unit 09-101 does not exist in building TN-01-████09
TN-01-████	09-103				Unit 09-103 does not exist in building TN-01-████09
TN-01-████	09-105				Unit 09-105 does not exist in building TN-01-████09
TN-01-████	09-107				Unit 09-107 does not exist in building TN-01-████09
TN-01-████	09-109				Unit 09-109 does not exist in building TN-01-████09
TN-01-████	09-111				Unit 09-111 does not exist in building TN-01-████09
TN-01-████	09-113				Unit 09-113 does not exist in building TN-01-████09
TN-01-████	09-115				Unit 09-115 does not exist in building TN-01-████09

XML Uploads (Continued)

- If you did not enter a UA which matches the the XML then you will see an error like this one.

Validation Failed
The uploaded xml file has the following errors and has NOT been successfully uploaded. You will need to correct the errors in your system and/or last year's tenant events in THOMAS and try again.

 Export to Excel

Building ID	Unit ID	Event Date	Event Type	Tenant Name	Error Message
TN[REDACTED]01	142	4/25/2020	R		The Utility Allowance value (92.00) does not match the Total Tenant Paid amount of an applicable utility allowance in THOMAS

XML Uploads (Continued)

- If no errors occur while processing the XML, then:
 - The information will be added to the Tenant Information page.
 - A Done check mark will appear by the Select Files.
 - A Message stating 'The XML file has been successfully uploaded. The uploaded information can be viewed by clicking the Tenant Event tab.'
 - Continued Message in RED stating 'Any unit that did not have an event uploaded will need a 'No Certification Entered' event manually entered before the THOMAS system will allow you to submit your information to THDA.'
 - Another message stating 'Last successful upload for this year by <user that did upload> on <date of upload>.'

XML Uploads (Continued)

- This concludes the XML Upload process.



The screenshot displays the XML Upload interface. At the top, a header bar contains the following information: Project #: 10-211, Project Name: Livingston Apartments, and Address: 41 Villa Court Livingston, TN 38570. Below the header, the title "XML Upload" is centered. A navigation bar below the title shows the years 2018, 2019, 2020, and 2021, with 2018 selected. A toolbar below the navigation bar includes a "Select files..." button and a yellow "Done" button with a checkmark. The main content area contains three highlighted messages: a green message stating "The xml file has been successfully uploaded. The uploaded information can be viewed by clicking the Tenant Event tab.", a red message stating "Any unit that did not have an event uploaded will need a 'No Certification Entered' event manually entered before the THOMAS system will allow you to submit your information to THDA.", and a green message stating "Last successful upload for this year by Phillip Vaughn on 3/15/2018".

Further Assistance

- For help with THOMAS compliance reporting issues, please contact Chuck O'Donnell at codonnell@thda.org.