

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

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#### **Section 1: Introduction**

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

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

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

## **CMTS Property Reporting System**

### admtest Property Listings

PROPERT	TES							
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
5173	Test Property			Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	Upload Unit Household Data

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

rint 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**

Pr	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]										

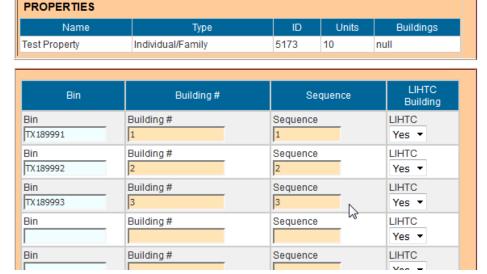
On the **Add Buildings to Property** screen, enter the **BIN**, **Building** #, **Sequence** number, and **LIHTC Building** flag for each building.

- 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.

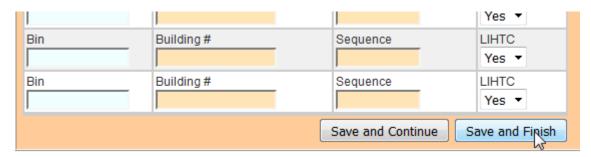
### CMTS Property Reporting System

#### Buildings > Units

#### Add Buildings to Property



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



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

#### Property Detail > Buildings

PROPERTY BUILDINGS [3 FOUND]										
Bin#	Building#	Fraction	Total Units	LIHTC Units	Market Units	Exempt Units	Home Units	Edit	Done	Units
TX189991	1	0	0					[edit]		[units]
TX189992	2	0	0					[edit]		[units]
TX189993	3	0	0					[edit]		[units]
								-	3.5	

[add] [add many]

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

#### Property Detail > Buildings

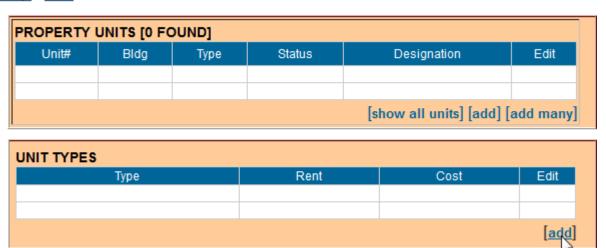


### **Section 4: Adding and Editing Units**

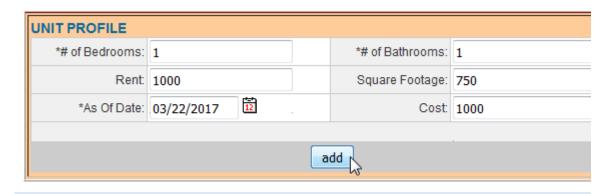
Before adding units, the unit types must first be defined. Click **Add and Edit Units** on the **Property Detail** screen , then click the **add** link in the **Unit Types** section of the **Property Units/Unit Types** screen to add unit types.

## **CMTS Property Reporting System**

#### Buildings > Units

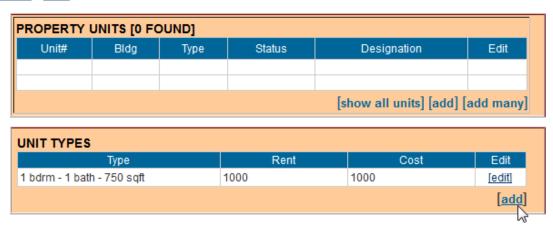


On the **Unit Profile** pop-up screen, enter the required fields, which are # of Bedrooms, # of Bathrooms, and As Of Date. The value for As Of Date defaults to today's date, but you can edit that as needed. The Rent, Square Footage, and Cost of the unit type may also be entered, but those fields are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



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

#### Buildings > Units



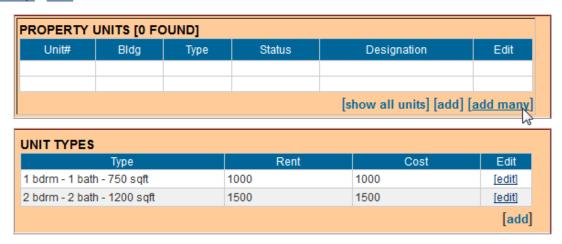
In this example, add is clicked again to add a second unit type.



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



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.

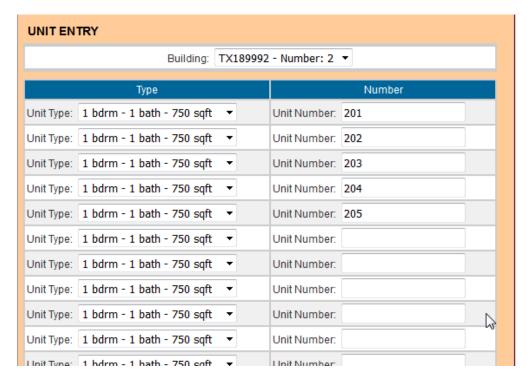
### CMTS Property Reporting System

#### Buildings > Units

### Add Units to Property

PROPERTIES										
Name	Туре	ID	Units	Buildings						
Test Property Individual/Fa	mily	5173	10	3						
UNIT ENTRY										
Building	: TX189991 - Nu	mber: 1								
Туре	TX189991 - Nu		Number							
Unit Type: 1 bdrm - 1 bath - 750 sq			B							
Unit Type: 1 bdrm - 1 bath - 750 sq	ft ▼ Unit	Number:	_							
Unit Type: 1 bdrm - 1 bath - 750 sq	ft ▼ Unit	Number:								

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.



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

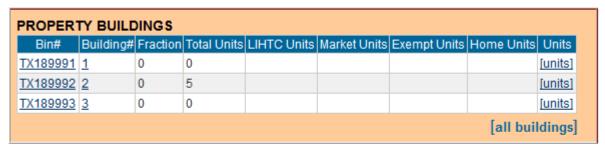


After clicking Save and Finish, the system displays the Property Buildings/Property Units screen, which lists all buildings and units for the property. (This screen can also be accessed by clicking show all units link at the bottom of the Property Units section of the Property Units/Unit Types screen.)

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

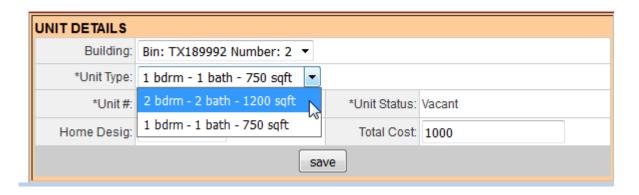
## **CMTS Property Reporting System**

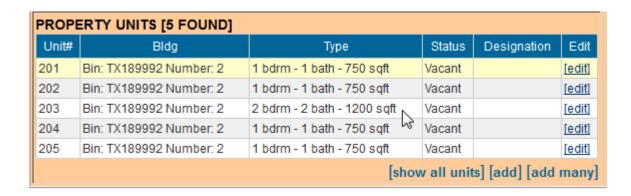
#### Buildings > Units



PROPERTY UNITS [5 FOUND]										
Unit#	Bldg	Туре	Status	Designation	Edit					
201	Bin: TX189992 Number: 2	1 bdrm - 1 bath - 750 sqft	Vacant		[edit]					
202	Bin: TX189992 Number: 2	1 bdrm - 1 bath - 750 sqft	Vacant		[edit]					
203	Bin: TX189992 Number: 2	1 bdrm - 1 bath - 750 sqft	Vacant		[edit]					
204	Bin: TX189992 Number: 2	1 bdrm - 1 bath - 750 sqft	Vacant		[editi					
205	Bin: TX189992 Number: 2	1 bdrm - 1 bath - 750 sqft	Vacant		[edit]					
		[sho	w all unit	ts] [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.

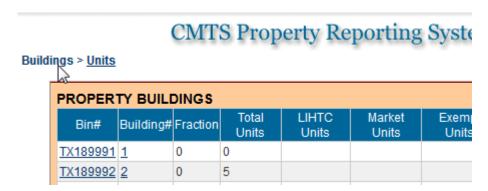




### **Section 4: Navigation Back to Previous Screens**

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

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



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

## 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	
e: Test Property	Type: Individual/Family	Scattered site: N

## CMTS Property Reporting System

#### admtest Property Listings

PROPERT	PROPERTIES									
Property ID	Property Name	Annual Owners Compliance Reports	8609 Part Il Report	Unit Status Report	Update Contact Information	Edit Manager Password	Reports	Unit Data Upload	Tenant Data Upload	Electronic Document Attachment
5173	Test Property			Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	<u>Upload Unit</u> <u>Household</u> <u>Data</u>	Upload Tenant Data	Attachments (0)

Logout