



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).



THOMAS (Tennessee Housing's Online Multifamily Application System)

THELMA (Tennessee Housing's Electronic Loan Management Application)

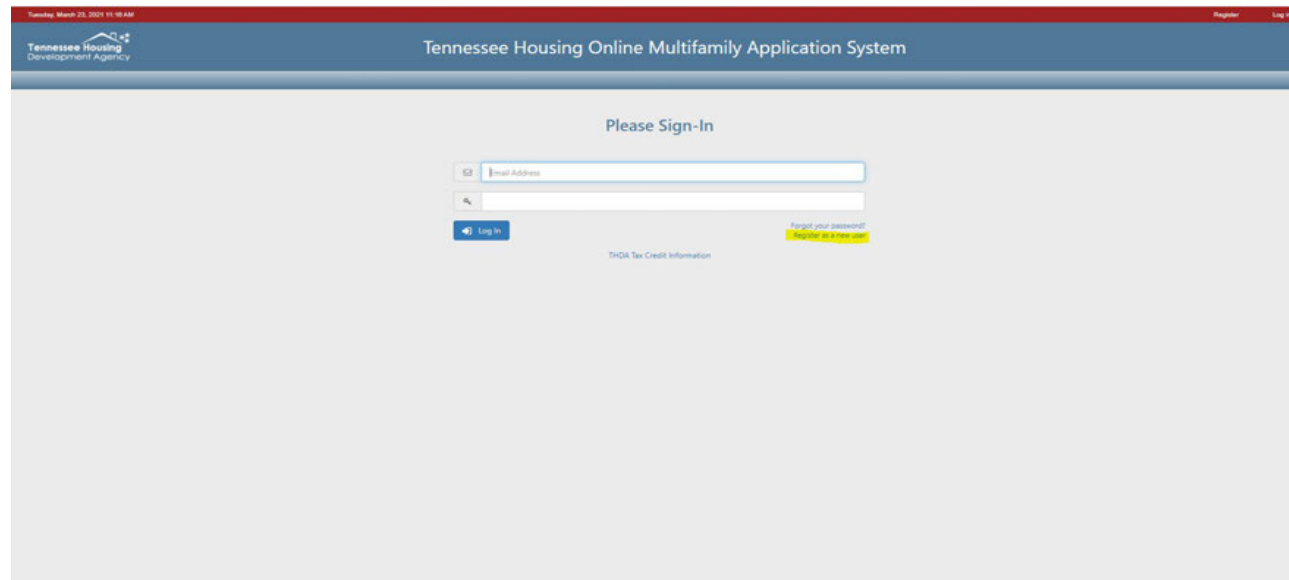
HBEI Providers

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 page of the Tennessee Housing Online Multifamily Application System. At the top, there is a red header bar with the date and time 'Tuesday, March 23, 2021 11:18 AM' on the left and 'Register' and 'Log In' links on the right. Below this is a blue header bar with the Tennessee Housing Development Agency logo on the left and the system name 'Tennessee Housing Online Multifamily Application System' in the center. The main content area is light gray and features the text 'Please Sign-In' in blue. Below this text are two input fields: the first is labeled 'Email Address' and the second is for a password, indicated by a small eye icon. A blue 'Log In' button is positioned below the email field. To the right of the password field, there is a yellow link that says 'Forgot your password? Register as a New User'. At the bottom center, there is a small link for 'THQA Tax Credit Information'.

Registration (Continued)

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

Tuesday, March 23, 2021 11:25 AM Register Log in

Tennessee Housing Development Agency

Tennessee Housing Online Multifamily Application System

Register New User

* bold fields are required

First Name		Address	
Last Name		Address 2	
Email		City	
Password		State	
Confirm Password		Zip Code	
		Phone	ext.
		Fax	ext.

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.

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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, there is a blue header with the Tennessee Housing Development Agency logo on the left, the system name in the center, and the time 2:45 on the right. Below the header is a navigation bar with a 'Home' link. The main content area has a 'THDA Messages' section on the left with two messages: one about file uploads and another about basis information. To the right of the messages are tabs for 'Application', 'Construction', 'Compliance', and 'Asset Management'. Below these tabs is a table with columns: Role, Project #, Project Name, Total Buildings, Total Units, Status, and Access Requests. The table is currently empty. At the bottom of the table, there is a pagination control showing '0' items per page and a 'No items to display' message. At the very bottom of the page, there is a yellow button labeled 'Request Access to a THDA Project'.

Tennessee Housing Development Agency

Tennessee Housing Online Multifamily Application System

2:45

Home

THDA Messages

Please convert the file type to XLS or XLSX and upload. The THOMAS system will not accept the CSV file type.

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
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Show All

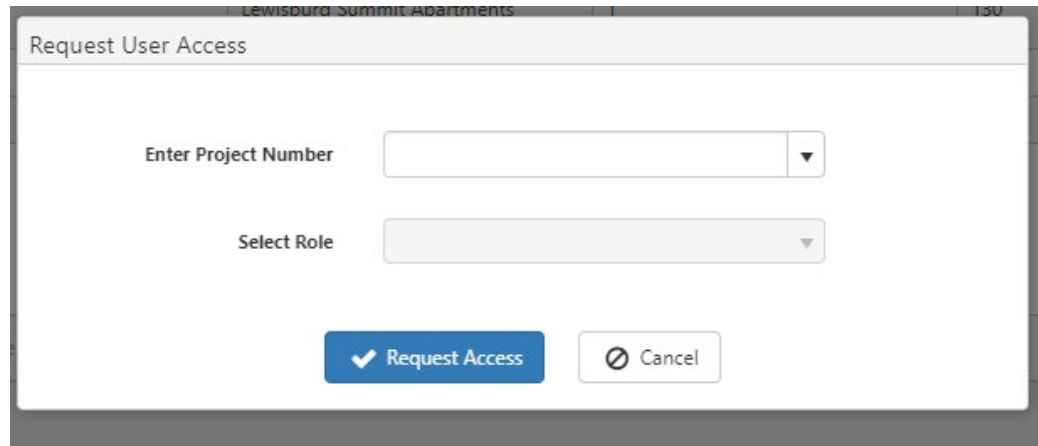
0 items per page

No items to display

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.



The screenshot shows a dialog box titled "Request User Access" with a light gray header. Below the header, there are two input fields. The first field is labeled "Enter Project Number" and has a text input area with a dropdown arrow on the right. The second field is labeled "Select Role" and is a dropdown menu. At the bottom of the dialog, there are two buttons: a blue button with a white checkmark and the text "Request Access", and a white button with a gray border and the text "Cancel".

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:

The screenshot shows the dashboard of the Tennessee Housing Online Multifamily Application System. The header includes the Tennessee Housing Development Agency logo, the system name, and a timestamp of 29:20. A navigation bar contains links for Home, Application, Construction, Compliance (selected), and Asset Management. On the left, a 'THDA Messages' box contains a note about basis information. The main area features a table with columns: Role, Project #, Project Name, Total Buildings, Total Units, Status, and Access Requests. The table lists four projects: Clear Springs, Lewisburg Summit Apartments, Livingston Apartments, and Trevecca Towers II. A 'Show All' button is in the top right of the table. At the bottom, there is a pagination control showing '1' of 4 items and a 'Request Access to a THDA Project' button.

Tennessee Housing Development Agency

Tennessee Housing Online Multifamily Application System

29:20

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

Show All

1 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 'Tennessee Housing Online Multifamily Application System' interface. The header includes the Tennessee Housing Development Agency logo and the system name. A navigation bar contains 'Home' and 'Roles'. Below this, project details are displayed: 'Project #: 18-211', 'Project Name: Trevecca Towers II', and 'Address: 310 Stanley Street Nashville, TN 37210'. A left sidebar lists menu items: 'Development Summary', 'Owners Annual Certification', 'Utility Allowances', and 'Tenant Events'. The main content area is titled 'Development Summary' and features a 'Property Details' button. A red note at the top right 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 agency logo and the system name. A navigation bar on the left lists four options: 'Development Summary', 'Owners Annual Certification' (highlighted in yellow), 'Utility Allowances', and 'Tenant Events'. The main content area is titled 'Development Summary' and contains a 'Property Details' section. A red note 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.

[Development Summary](#)
[Owners Annual Certification](#)
[Utility Allowances](#)
[Tenant Events](#)

2018 Owner's Certificate of Continuing Program Compliance

2018

2019

2020

2021

Certification Period: 01/01/2018 to 12/31/2018

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.

Development Summary	2021 Owner's Certificate of Continuing Program Compliance	Bold fields must be completed in order to Submit						
Owners Annual Certification								
Utility Allowances								
Tenant Events								
	<table><tr><td>2016</td><td>2017</td><td>2018</td><td>2019</td><td>2020</td><td>2021</td></tr></table>	2016	2017	2018	2019	2020	2021	
2016	2017	2018	2019	2020	2021			

Utility Allowances (Continued)

- Click on Add a Utility Allowance.

[Development Summary](#)
[Owners Annual Certification](#)
[Utility Allowances](#)
[Tenant Events](#)

Utility Allowances

App #18-2112018201920202021

Utility Allowances must be completed before entering or uploading tenant information

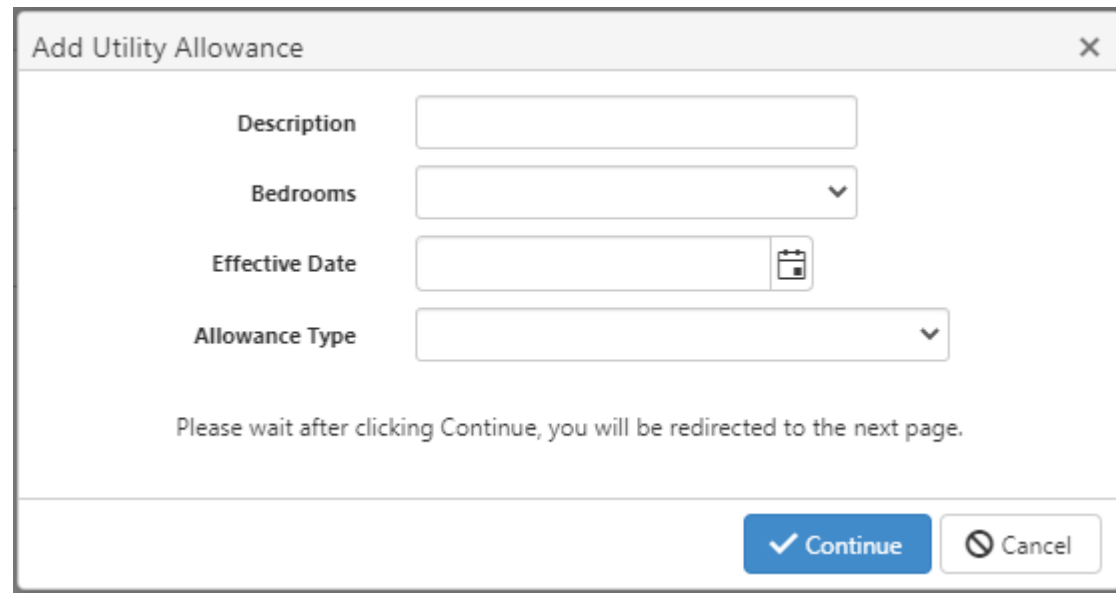
+ Add a Utility Allowance

Description	Allowance Type	Bedrooms	Effective Date	Total Owner Paid	Total Tenant Paid	
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Bold fields must be completed in order to Submit

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 modal 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 these fields 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 white "Cancel" button with a circle and slash 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.

New Utility Allowance

Bold fields must be completed

Description of UA: 1-bedroom
Effective Date: 5/1/2021
Bedroom Size: 1 Bedroom
Allowance Type: THDA Approved Estimate

[Save](#)

[+ Add new record](#)

Utility Type	Source	Amount	Paid By	
Unit Heat	Electric	15	Tenant	Update Cancel
Water Heating				Edit Delete
Cooking				Edit Delete
Unit Electric				Edit Delete
Water Service				Edit Delete
Sewer				Edit Delete
Trash Removal				Edit Delete
RD or Section 8 Approved Allowance				Edit Delete
Air Conditioning				Edit 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 completed

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

Utility Type	Source	Amount	Paid By	
Unit Heat	Electric	\$15.00	Tenant	Edit Delete
Water Heating	Electric	\$10.00	Tenant	Edit Delete
Cooking	Electric	\$7.00	Tenant	Edit Delete
Unit Electric	Electric	\$35.00	Tenant	Edit Delete
Water Service	Other	\$30.00	Owner	Edit Delete
Sewer	Other	\$10.00	Owner	Edit Delete
Trash Removal	Other	\$25.00	Owner	Edit Delete
RD or Section 8 Approved Allowance	Other	\$1.00	Owner	Edit Delete
Air Conditioning	Electric	\$10.00	Tenant	Edit 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.

Utility Allowances

App #18-2112018201920202021

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	CopyEditDelete

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
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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.

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.

Tenant Events

2018201920202021

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	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.

Tenant Events

2018201920202021

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	Vacant

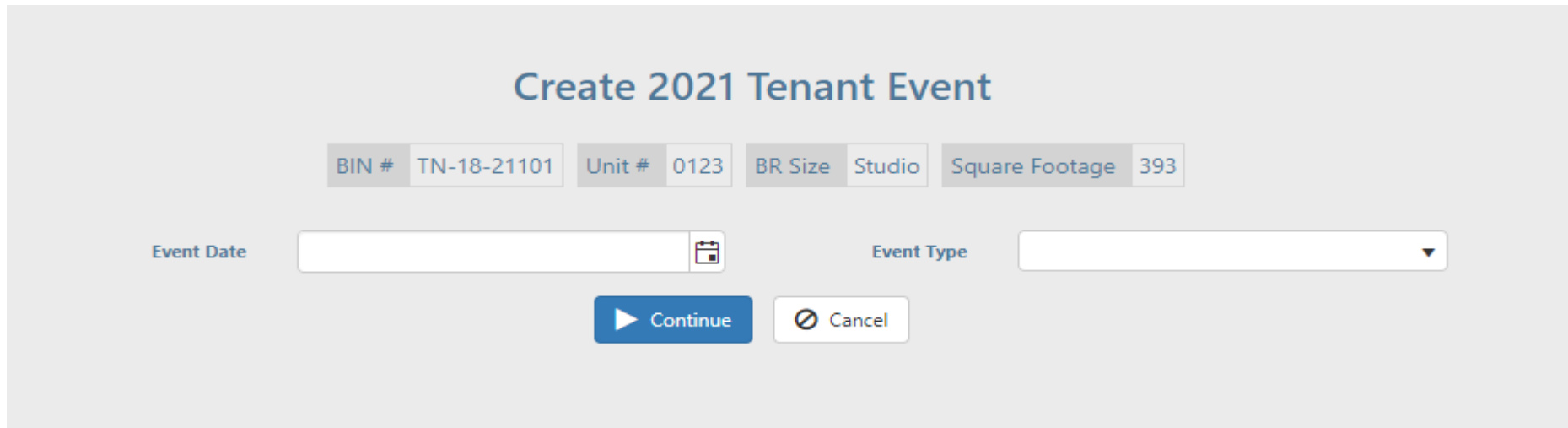
+ Add Event

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.



The screenshot shows a web form titled "Create 2021 Tenant Event". At the top, there are several input fields for tenant information: "BIN #" with value "TN-18-21101", "Unit #" with value "0123", "BR Size" with value "Studio", and "Square Footage" with value "393". Below these, there are two main input fields: "Event Date" with a calendar icon and "Event Type" with a dropdown arrow. At the bottom, there are two buttons: a blue "Continue" button with a play icon and a white "Cancel" button with a circle and slash icon.

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		AMI Level		Rent Level	
Tenant Paid Rent	\$	Non-Optional Charges	\$		
Utility Allowance		Utility Allowance Amt.	\$		
Rental Assistance Source		Rental Assistance Amt.	\$	Gross Rent	\$ 0.00
All Student Household		Special Needs			

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.

Edit 2021 Tenant Event

Bold fields must be completed in order to Submit

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

Event Date 5/1/2021 Event Type Move In

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

Tenant Events (Continued)

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

Household Members

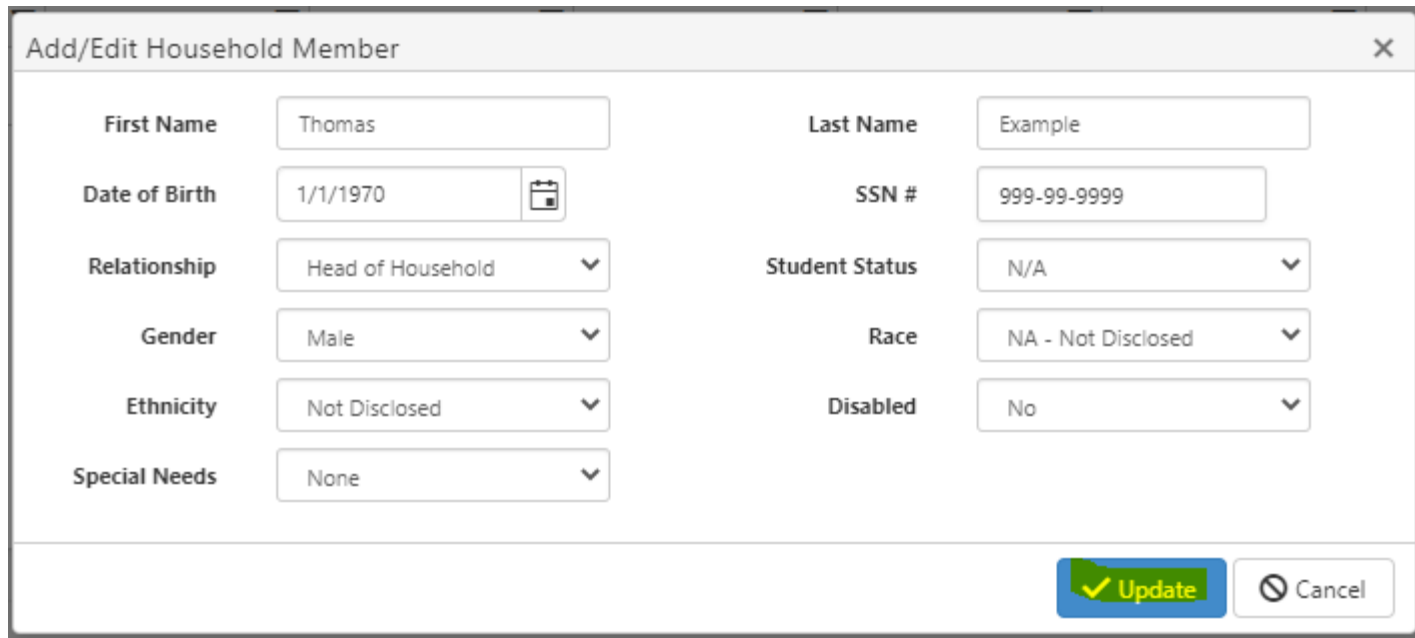
Household Member Count: 0Total Household Income: \$0.00

+ Add Household Member

First Name	Last Name	Relationship	Date of Birth	Student Status	SSN #	Gender	Race	Ethnicity	Disabled	Special Needs	
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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 input fields. The left column contains: "First Name" (text box with "Thomas"), "Date of Birth" (text box 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 box with "Example"), "SSN #" (text box 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 are two buttons: a green "Update" button with a checkmark icon and a grey "Cancel" button with a circle and slash 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: 1Total 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	EditDelete

Tenant Events (Continued)

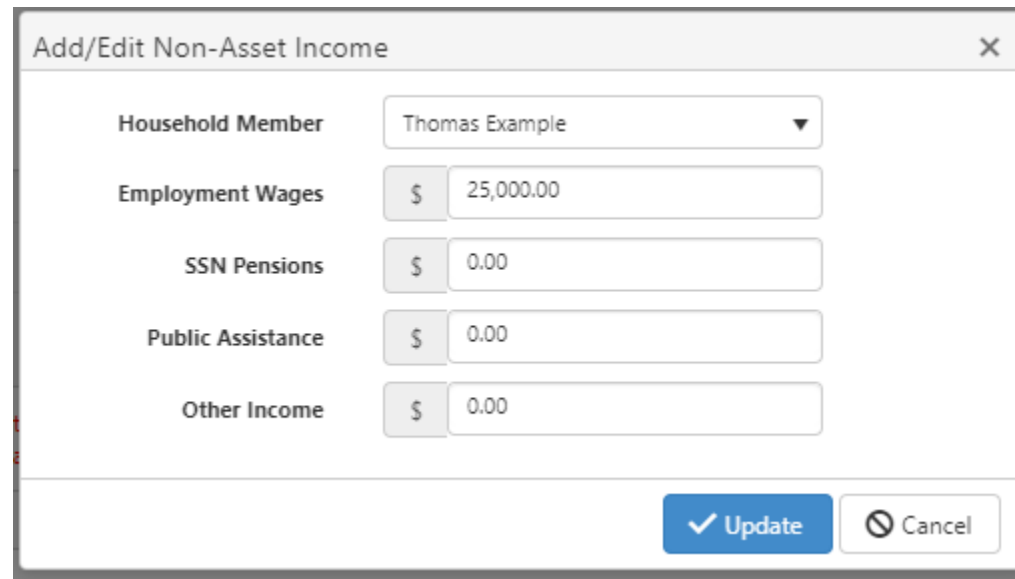
- Once you have added all household members, you will then click Add Non-Asset Income to enter income such as employment wages, Social Security, public assistance, etc.

The screenshot shows a web-based form titled "Non-Asset Income". At the top left, 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 located below the total. Below the button is a table with five columns: "Household Member", "Employment Wages", "SSN Pensions", "Public Assistance", and "Other Income". Each column has a small downward arrow icon. The table is currently empty, and a vertical scrollbar is visible on the right side of the table area.

Household Member	Employment Wages	SSN Pensions	Public Assistance	Other Income
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Tenant Events (Continued)

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



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

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

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

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	EditDelete

Tenant Events (Continued)

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

Income from Assets

Total of Asset Income: \$0.00

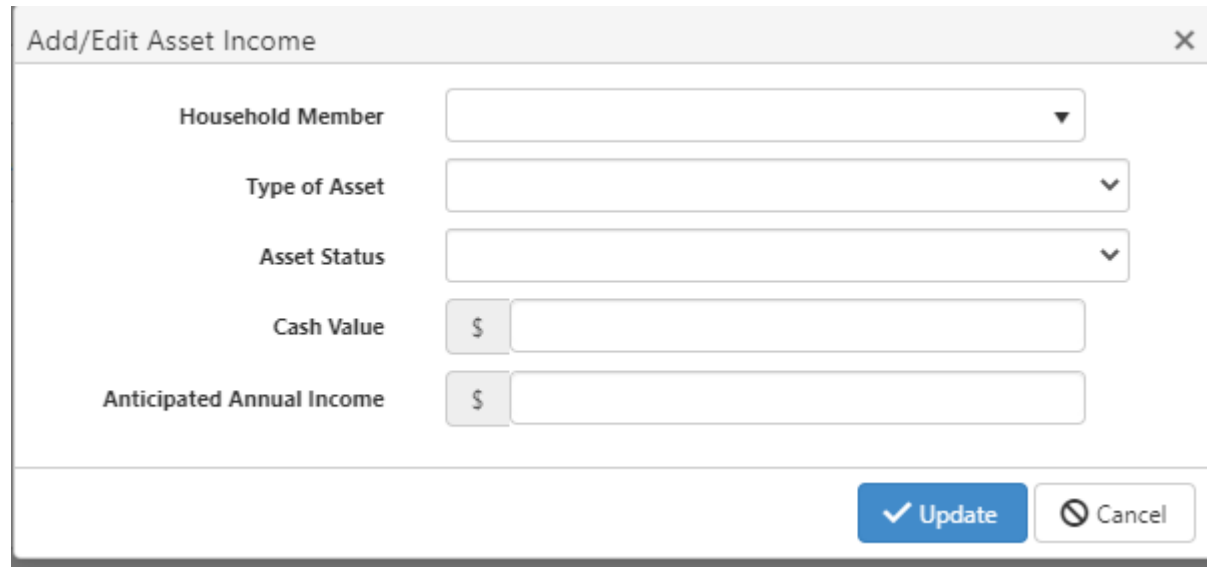
+ Add Asset Income

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
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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 dialog box titled "Add/Edit Asset Income" with a close button (X) in the top right corner. The dialog contains five input fields arranged vertically:

- 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 dialog, there are two buttons: a blue button with a checkmark icon and the text "Update", and a white button with a circle-slash icon and the text "Cancel".

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	EditDelete
Thomas Example	Retirement/Pension Fund	Current	\$6,000.00	\$100.00	EditDelete

Tenant Events (Continued)

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

Notes

+ Add a Note

Note	Created By	Created On
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Tenant Events (Continued)

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

Notes

+ Add a Note

Note	Created By	Created On

Save

Delete

Back

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
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XML Uploads

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

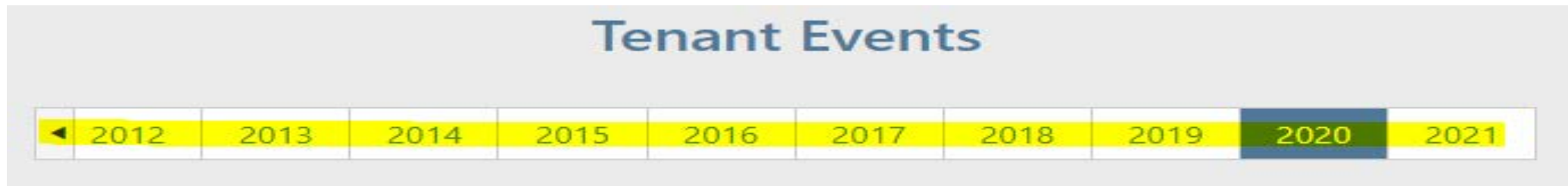


- Click the Tenant Events link on the left side of the page.

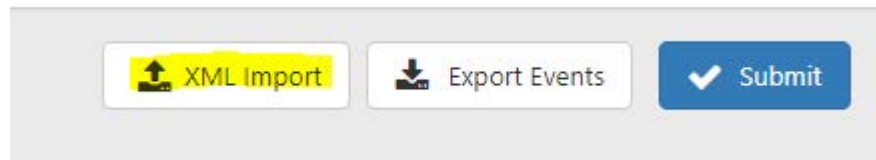


XML Uploads (Continued)

- 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

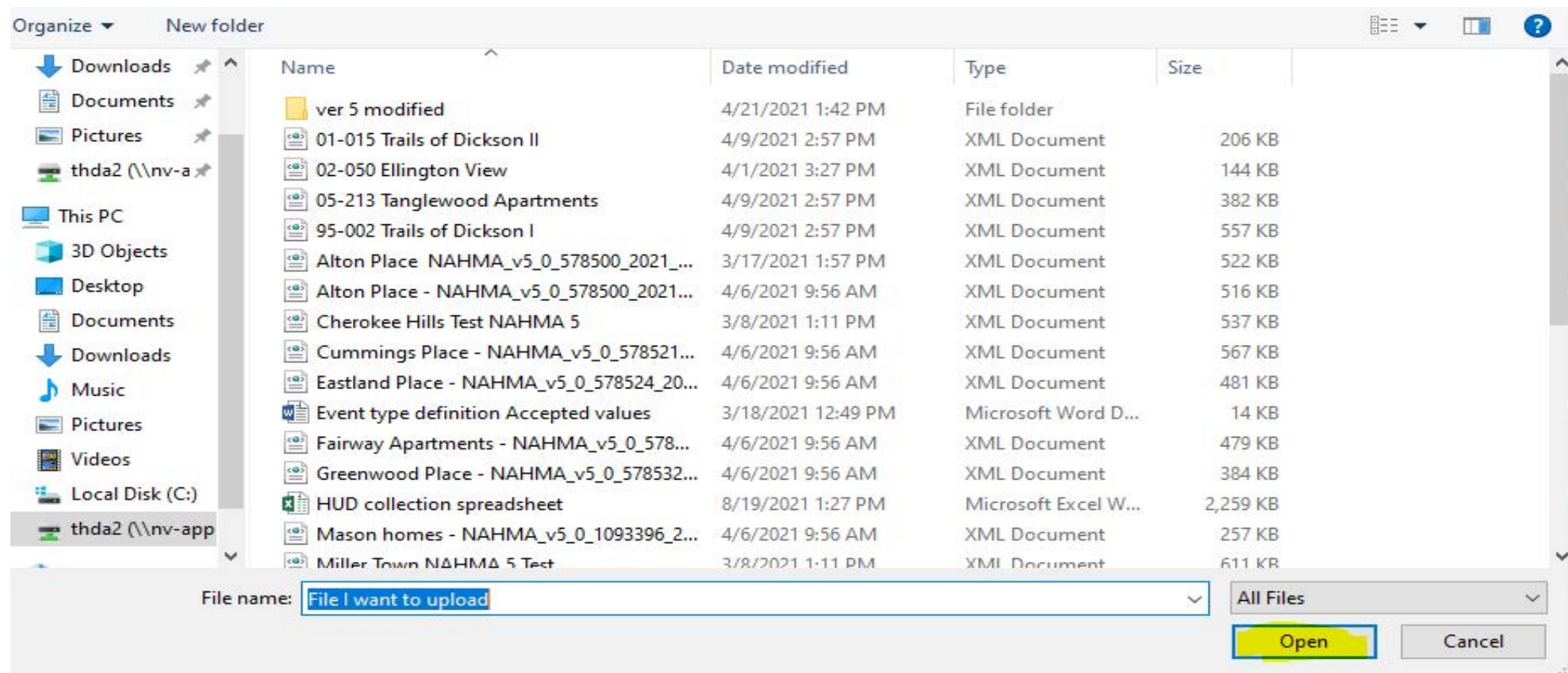
NAHMA Standard Version 5.0 is currently the only version supported by THOMAS.

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

Select NAHMA v5.0 XML File...

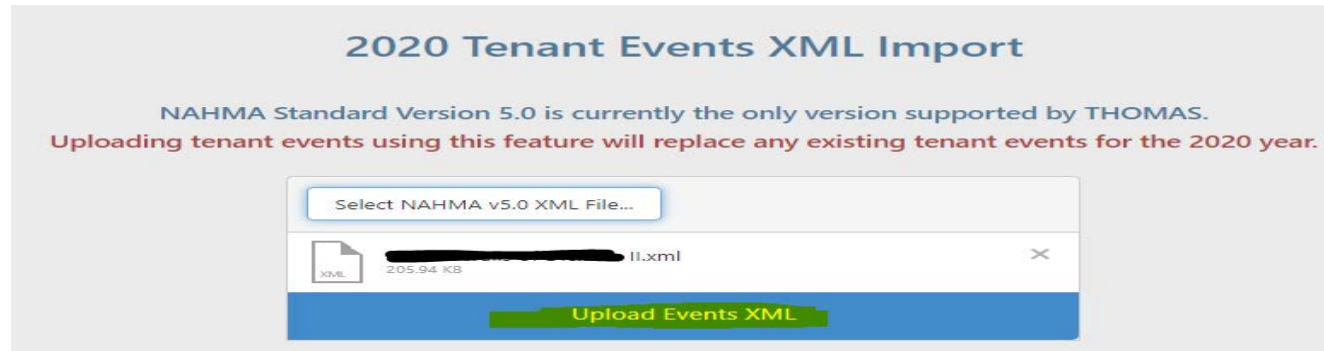
XML Uploads (Continued)

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

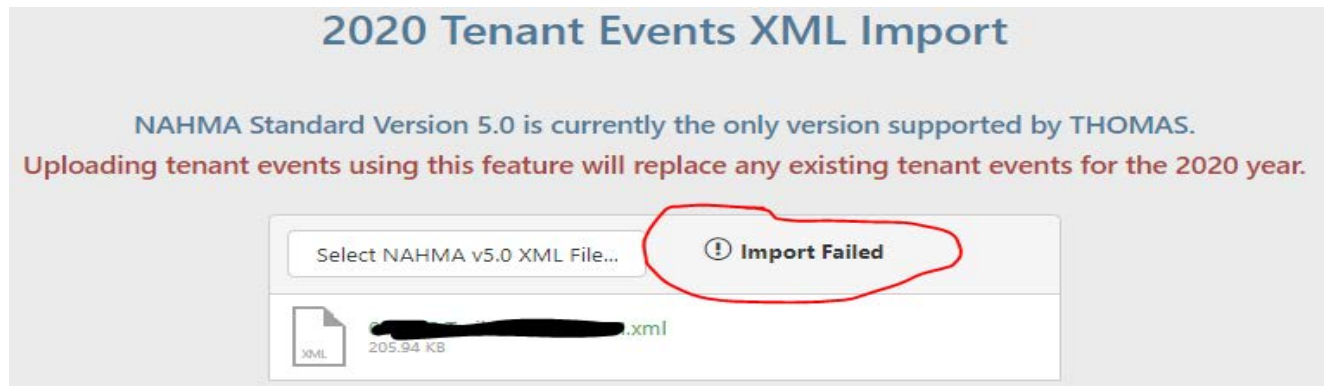


XML Uploads (Continued)

- 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.

☒ Export to Excel

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
TN-01-████	09-███				Unit 09-███ 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
TN000001	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.

Project #: 10-211 Project Name: Livingston Apartments Address: 21 Villa Court Livingston, TN 38570

XML Upload

2016 2019 2020 2021

Select files... ✓ Done

The xml file has been successfully uploaded. The uploaded information can be viewed by clicking the Tenant Event tab.

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.

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.