

If you have never opened the Status Report Software before this is the first box that will pop up.



This set up screen will get you started. First, enter the state of the Project you are working on.

Status Report Setup

Status Report Setup Information

Before you can begin to enter Property information into the Status Report this setup information must be entered.

1. The State the Property(s) are located in

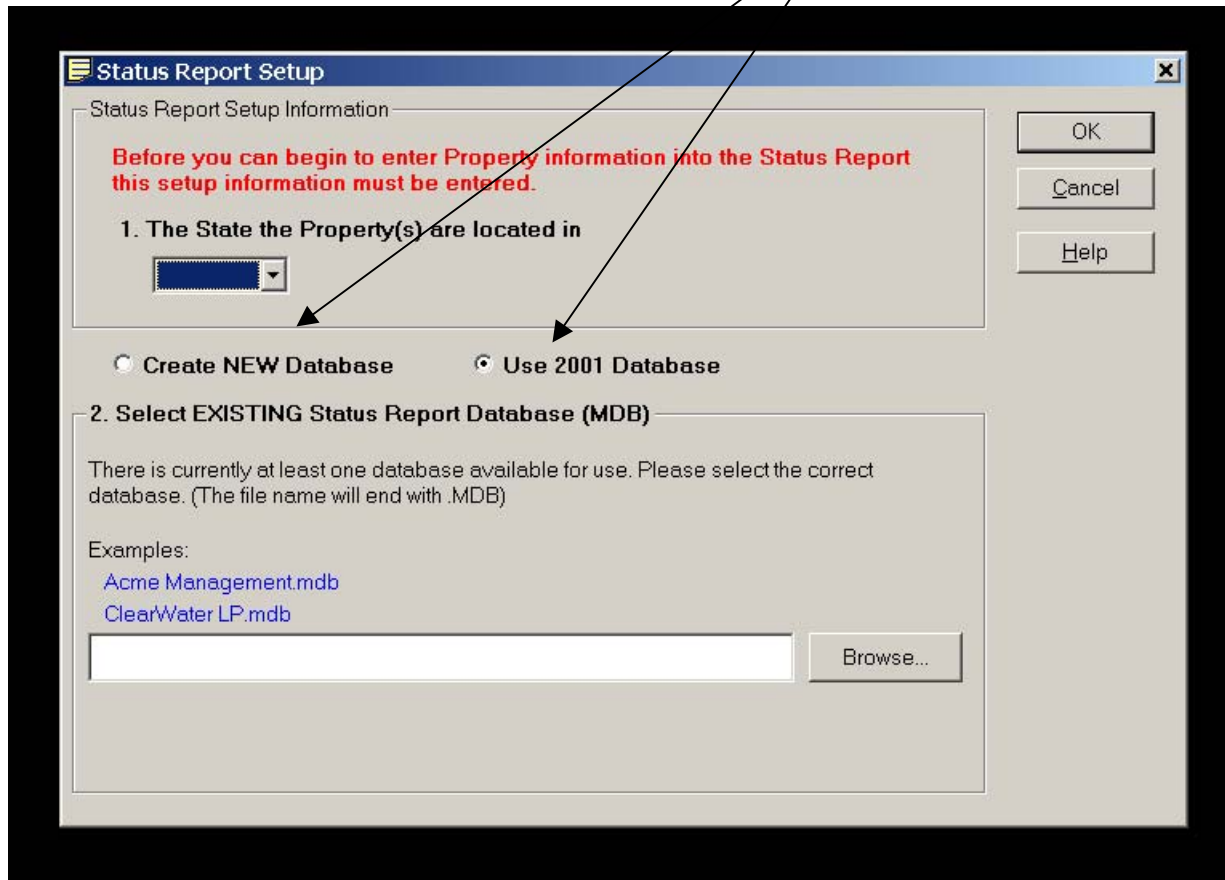
Create NEW Database Use 2001 Database

2. Select EXISTING Status Report Database (MDB)

There is currently at least one database available for use. Please select the correct database. (The file name will end with .MDB)

Examples:
[Acme Management.mdb](#)
[ClearWater LP.mdb](#)

Next, you will choose Create NEW Database if you are starting a new project. Choose Use 2001 Database if you already have a database and will be editing and adding additional information to it.



Next either enter a new file name, if it is a new project, or
Browse to find your existing database.

Status Report Setup

Status Report Setup Information

Before you can begin to enter Property information into the Status Report this setup information must be entered.

1. The State the Property(s) are located in

Create NEW Database Use 2001 Database

2. Select EXISTING Status Report Database (MDB)

There is currently at least one database available for use. Please select the correct database. (The file name will end with .MDB)

Examples:
Acme Management.mdb
ClearWater LP.mdb

Browse...

OK
Cancel
Help

Note: If you Have trouble Finding your database on your computer to update see the **Finding Your Database File** Tutorial. Or, you may call 207-767-8000 to receive an email With the most recent database we have on file.

In this example the state is MA. It is a new property so Create NEW Database is selected and a file name is entered.

If everything is correct select OK.

Status Report Setup

Status Report Setup Information

Before you can begin to enter Property information into the Status Report this setup information must be entered.

1. The State the Property(s) are located in

MA

Create NEW Database Use 2001 Database

2. Set NEW Status Report File Name

The file name is used to identify the database file that will be sent back to Spectrum for auditing. It can be sent via a floppy disk or e-mailed. Use a name that will clearly identify your organization.

Examples:

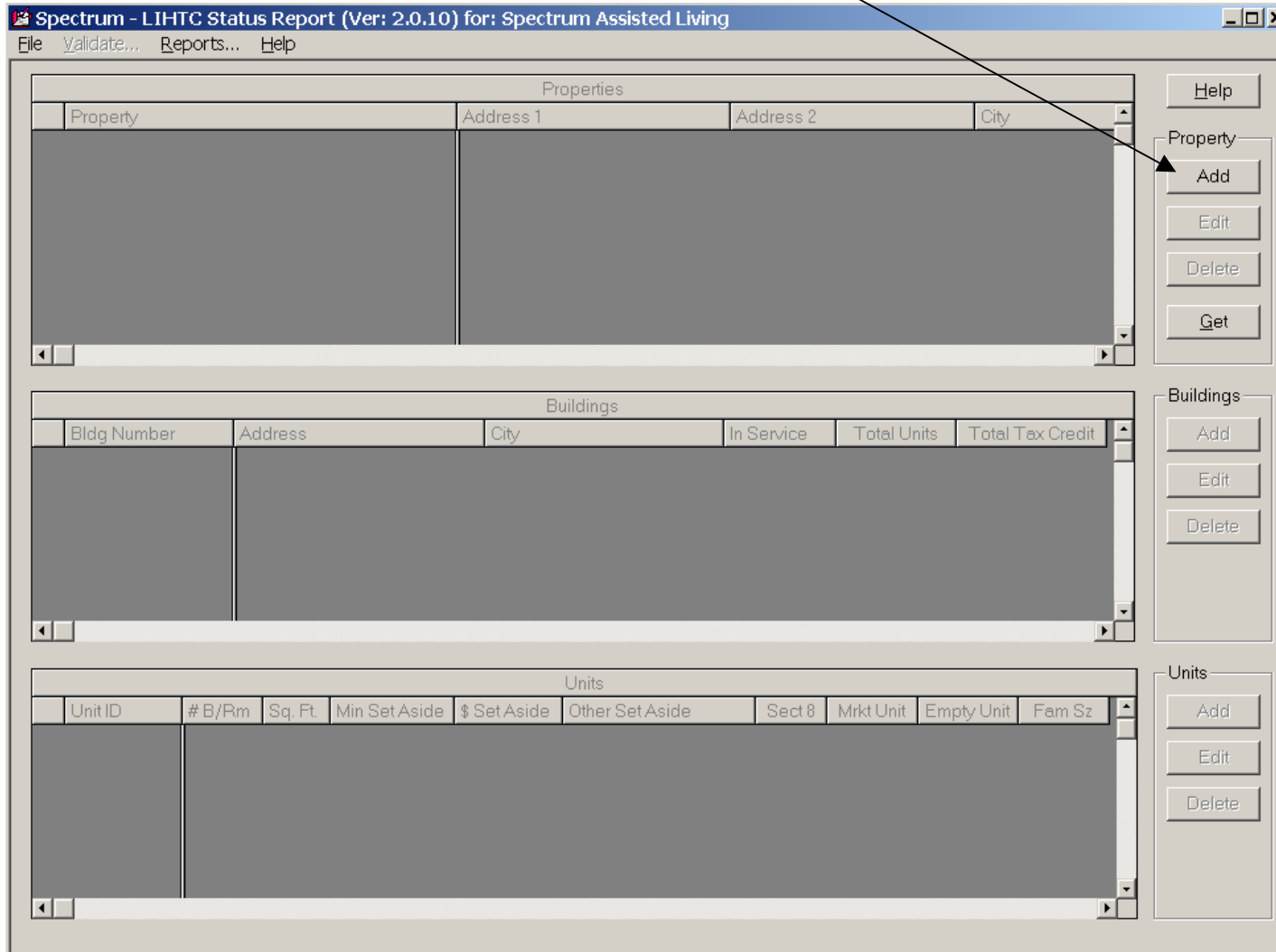
Acme Management
ClearWater LP

Spectrum Assisted Living

Characters not allowed: . ~ ! @ # \$ % ^ _ * () + = < > ? | / \ [] { } + =

OK
Cancel
Help

For a new Database this is the first screen that you will see. You must start by adding property information first, followed by buildings and finally units. ●



Start by entering Property Information. All of the yellow fields are required. Next select Owner Information then Management Information and lastly, Bldgs/Units & Set Asides.

LIHTC - Property Information

Property Information | Owner Information | Management Information | Bldgs/Units & Set Asides

Property Information — **(INFORMATION DISPLAYED IN YELLOW IS REQUIRED)**

Property Name:

Property Tax ID Number:

Actual Physical Address:

City: St: Zip:

County:

Site Contact:

Phone #1:

Phone #2: Fax:

Mailing Address (If Different):

City: St: Zip:

Contact for Monitoring/Compliance

Name:

Phone: eMail:

Location Preferred for OFF SITE Record Review

Location:

Address:

City:

Information About This Property Status Report

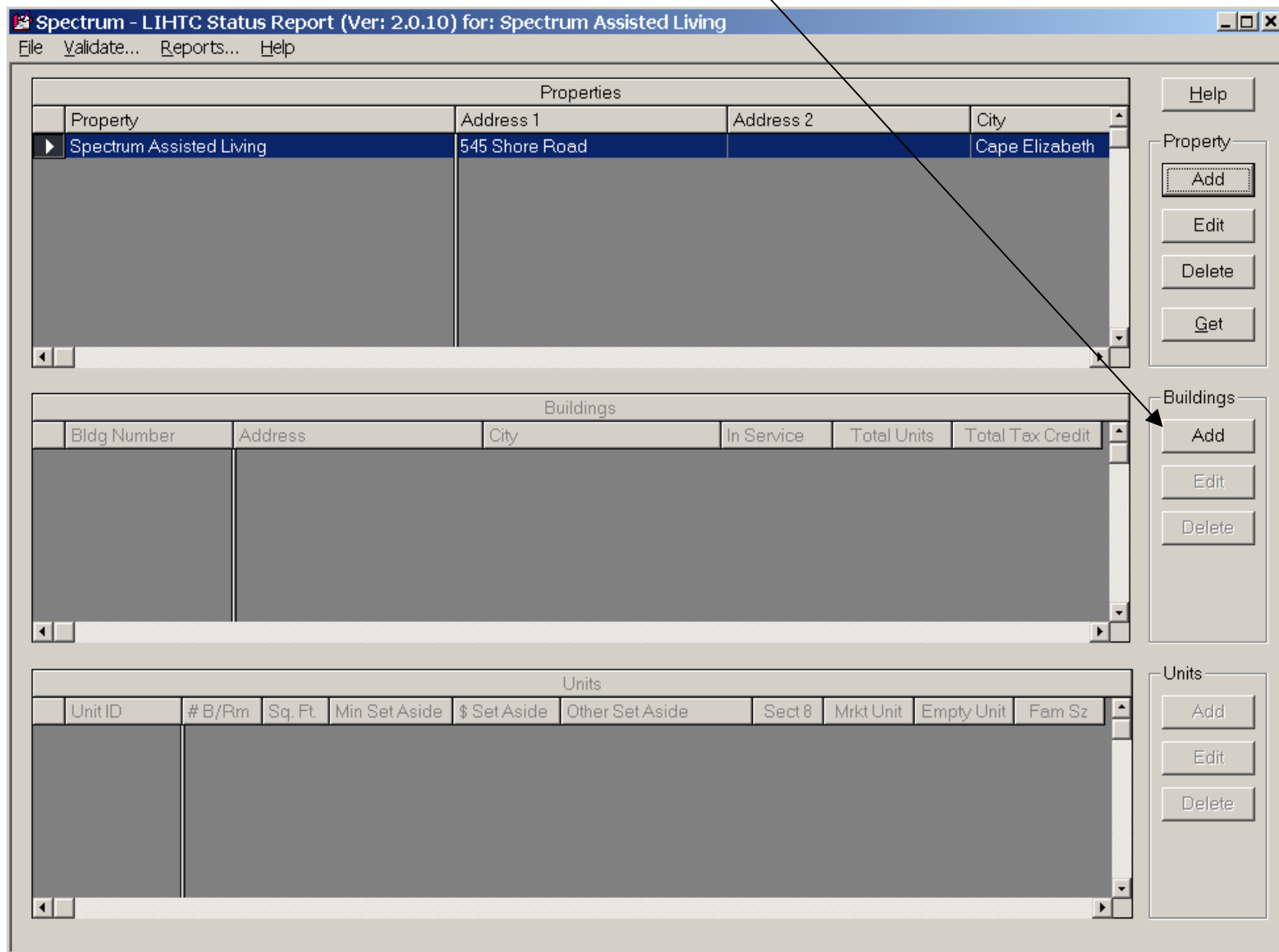
Reporting Period: TO

Report Prepared By:

Preparer's Phone:

Done Help

After you select Done this is how the Main Screen will look. Next, Select Add under the Buildings section.



This is the Building Information Screen. Enter all information you see in Yellow. Make sure your numbers match up to the Property Information screen. If you have multiple buildings in your project you will enter one building at a time. Once you have finished the first Bin select OK.

LIHTC - Building Information

Property: **Spectrum Assisted Living**

Building Information — **(INFORMATION DISPLAYED IN YELLOW IS REQUIRED)**

BIN: **ME00015** Placed in Service: **06/11/2006**

Address: _____

City: **Cape Elizabeth** St: **ME** Zip: **04107**

This building is part of an IRS 8609 designated Multiple Building Project

Building Unit Counts

Note: All values are for the current building

<input type="text" value="5"/>	Total Units in the Building	Applicable Fraction: <input type="text" value="100.00"/> %
<input type="text" value="5"/>	Total Tax Credit Units at ALLOCATION	
<input type="text" value="5"/>	Total Units Currently QUALIFIED as Tax Credit Units	
<input type="text" value="5"/>	Total Units QUALIFIED as Tax Credit Units in The Previous Year	
<input type="text" value="0"/>	Total Tax Credit Units VACANT at Year Ending: 12/31/2001	
<input type="text" value="5"/>	Total Tax Credit Units OCCUPIED at Year Ending: 12/31/2001	

OK
Cancel
Help

Once you select OK you will be brought back to the Main screen and you will see the Building you just added. If you have only 1 Building you can move on to the Unit Screen. If you need to add an additional Building select Add again.

The screenshot displays the 'Spectrum - LIHTC Status Report (Ver: 2.0.10) for: Spectrum Assisted Living' application. The interface is divided into three main data sections: Properties, Buildings for Spectrum Assisted Living, and Units. On the right side, there are three sets of control buttons: 'Property' (Add, Edit, Delete, Get), 'Buildings' (Add, Edit, Delete), and 'Units' (Add, Edit, Delete). A black arrow points from the 'Add' button in the 'Buildings' section to the 'Add' button in the 'Units' section.

Properties			
Property	Address 1	Address 2	City
▶ Spectrum Assisted Living	545 Shore Road		Cape Elizabeth

Buildings for: Spectrum Assisted Living					
Bldg Number	Address	City	In Service	Total Units	Total Tax Credit
▶ ME00015		Cape Elizabeth	6/11/2006	5	5

Units									
Unit ID	# B/Rm	Sq. Ft.	Min Set Aside	\$ Set Aside	Other Set Aside	Sect 8	Mrkt Unit	Empty Unit	Fam Sz

This is the Unit screen. Here you will enter information for each unit in your project. Start at the top half of the window by adding basic Unit information.

Once you have entered the basic Unit information select Save Unit.

* Be sure to enter all of the additional set aside information here!

LIHTC - Unit Information

Property: **Spectrum Assisted Living**
BIN #: **ME00015**

Unit Information — (INFORMATION DISPLAYED IN YELLOW IS REQUIRED)

Unit ID: [] Tax Credit Transferred To
of Bedrooms: [] TO - BIN#: []
Square Footage: [] TO - Unit ID: []

Section 8 Tenant Rent Determined by Family Size Market Unit Empty Unit

Designated Additional Income Percentage Set Aside [] %
Designated Additional Other Unit Set Aside []

Click on a column header to sort that column [Unit Events] Earliest Date Latest Date

Tenant	Event	Move In	Annual Cert	Move Out
--------	-------	---------	-------------	----------

Event Information

Tenant Name Changed
Tenant: []
Family Size: []
Tenant Rent: [] Utility Allowance: [] Gross Rent: []

Move OUT Information

Move OUT Date [MM/DD/YYYY] Housing Authority has certified tenant income is less than income limit.

Next, choose the action you would like to perform. You can either enter a New Move IN, New Annual Cert, or New Move OUT.

One at a time you may enter multiple actions for the same unit.

LIHTC - Unit Information

Property: **Spectrum Assisted Living**
BIN #: **ME00015**

Unit Information

Unit ID: Tax Credit Transferred To
of Bedrooms: TO - BIN#:
Square Footage: TO - Unit ID:
 Section 8 Tenant Rent Determined by Family Size Market Unit Empty Unit
Designated Additional Income Percentage Set Aside %
Designated Additional Other Unit Set Aside

Click on a column header to sort that column [Unit Events] Earliest Date Latest Date

Tenant	Event	Move In	Annual Cert	Move Out
▶ 9/14/2006 - Section 8 Tenant Set to YES	Status Change			

Event Information

Tenant Name Changed
Tenant:
Family Size:
Tenant Rent: Utility Allowance: Gross Rent:

Once you have entered all of the applicable information select Save Event.

You are now ready to enter the next Event. If you have finished select Close and either add a new Unit or simply close the program to save and exit.

LIHTC - Unit Information

Property: **Spectrum Assisted Living**
BIN #: **ME00015**

Unit Information

Unit ID: 100
of Bedrooms: 2
Square Footage: 550

Tax Credit Transferred To
TO - BIN#:
TO - Unit ID:
 Section 8 Tenant
 Rent Determined by Family Size
 Market Unit
 Empty Unit

Designated Additional Income Percentage Set Aside: %
Designated Additional Other Unit Set Aside: %

Other Information: Get...

Click on a column header to sort that column [Unit Events] Earliest Date Latest Date

Tenant	Event	Move IN	Annual Cert	Move Out
9/14/2006 - Section 8 Tenant Set to YES	Status Change			

Event Information

Tenant Name Changed

Tenant: Jessica Jones
Family Size: 2
Tenant Rent: 100.00
Utility Allowance: 50
Gross Rent: 150.00

Move IN Information

Move IN Date: 09/05/2006
Gross Annual Income at Move IN: 5000
 Housing Authority has certified tenant income is less than income limit.

Buttons: Close, Help, Edit Unit, Cancel, New Move IN, New Annual Cert, New Move OUT, Save Event, Delete Event, Cancel

If you need help finding your prior or newly updated Database in order to email it to Spectrum please see the **Finding Your Database File** tutorial.