YARDI AFFORDABLE
OLD VS. NEW PROCESS FOR COMPLIANCE FILE REVIEW

OLD PROCESS	NEW PROCESS
Print application(s), questionnaire(s), verifications from Tenant Tech	Print application(s), questionnaire(s), verifications from Tenant Tech
Obtain supporting documentation, verifications from third-parties	Obtain supporting documentation, verifications from third-parties
Enter in all TIC / certification data into Tenant Tech	Enter all TIC / certification data into Yardi
Print TIC and Income Worksheet from Tenant Tech	Print TIC and Income Worksheet from Yardi
Put file together, using Affordable Housing Certification Transmittal as a cover sheet and guide	Put file together, using Affordable Housing Certification Transmittal as a cover sheet and guide
Scan and attach file to an email to compliance (or fax file)	Scan and attach file to unit in Yardi
Send fax or email to compliance; hope and pray fax went through…	Notify Compliance Department file is ready for review (unit number and tenant last name)
Await FAFF email or email requesting corrections	Await FAFF email or email requesting corrections
Upon approval, await signed TIC from Compliance Dept.	Upon approval, await signed TIC from Compliance Dept.
Obtain signature(s) and date(s) from applicant(s) / resident(s) on page 1 of TIC	Obtain signature(s) and date(s) from applicant(s) / resident(s) on page 1 of TIC
Execute lease paperwork from Tenant Tech	Execute lease paperwork from Tenant Tech
Move household into unit and AMSI (if a move in)	Move household into unit and Yardi (if a move in)
Enter lease renewal data / lease charges into AMSI	Enter lease renewal data / lease charges into Yardi