

Steps to update tenant rent and HAP subsidy for a Move-in or Annual Certification.

1. Go to the residents profile in Yardi

Resident Functions Data Reports

First Name Resident ID
 Middle Name Property
 Last Name Unit
 Address Prospect
 City State Status
 Zip Legal

Affordable | Lease Info | Deposit Info | Lease Charges | Late Fees & Accounts | Other Info | Personal Info

Tax Credit Data							
Cert Type	Effective Date	Max Rent	Rent	Util Allow.	Tenant Rent	Subsidy	Edit
AR	Print	03/14/2024	928	184	133	51	850 Edit
AR	Print	03/14/2023	877	191	114	77	744 View
AR	Print	03/14/2022	787	238	114	124	637 View
AR	Print	03/14/2021	787	330	105	225	536 View
AR	Print	03/14/2020	730	578	105	473	248 View
AR	Print	03/14/2019	675	538	94	444	277 View

2. Click on the "Cert Type"

Tax Credit Data							
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3. Enter the Teant Rent, and Subsidy from the HAP subsidy notice in this window
 *Include the HAP notice in your file to compliance

Rent Information

Tenant Rent

Utility Allowance

Other Non Optional Charges

Less: Utility Reimbursement

Total Rent

Maximum Rent

Market Rent

Subsidy

4. Refer to your "[Property Tax Credit Calculation Worksheet](#)" to verify rent does not exceed "Net Max Rent" for the unit set aside. See example below:

MAXIMUM RENT LIMITS:

	50% of Area Median Income (AMI)			
	Max Rent	UA	Net Rent	
2	\$ 928	\$ (126)	\$ 802	
3	\$ 1,072	\$ (153)	\$ 919	
4	\$ 1,196	\$ (179)	\$ 1,017	

	60% of Area Median Income (AMI)			
	Max Rent	UA	Net Rent	
2	\$ 1,114	\$ (126)	\$ 988	
3	\$ 1,287	\$ (153)	\$ 1,134	
4	\$ 1,435	\$ (179)	\$ 1,256	

5. Click "SAVE"

Resident Information

Code Property Lease Sign
 Name Unit Lease From
 Address Status Lease To
 Office Move In
 City-State-Zip Home Move Out

HUD 4350.3

This completes the steps for updating the Rent, and HAP Subsidy in Yardi for Move-in, and Annual Certifications. If you have any questions, please feel free to reach out to your Compliance Team.