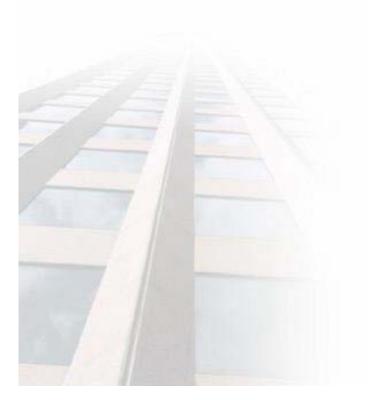




Web-Based, ASP Hosted, Enterprise Class Property Management Software



Tax Credit
And
RD-515
Management
Abilities



Dear Property Manager,

Property management software is becoming more and more complicated and loaded with more features than ever before. Chances are you are using or have seen software that has a complicated and confusing interface crammed with icons, tabs, buttons, dropdowns, shortcuts, etc. You must see the MultiSite interface we can lower your training and support costs dramatically.

We have all the features that you would expect from an Enterprise Software Management System. After you see our interface you will realize that other software is just piling more icons when they add features or are forced to completely change their interface when the screen gets so full of stuff that they just can't fit anything else on the screen. This adds to re-training costs and mistakes. Does your software fit into this category? Please come and see our simple interface and why training and technical support bills will be lower than ever.

MultiSite Screen Designers listened and watched users doing their work. We found that people relate to a software interface differently than software designers. With our interface:

- Users can perform most actions with one or two mouse clicks or keyboard actions.
- Our users require much less training than our competitors.
- Our screens and forms are designed by the requirements of the task not the screen real
  estate.
- Users learn quickly and can do their job more efficiently.

Our designers also listened to our customers who efficiently carve up management tasks between central office and scattered properties. A single owner/manager does everything. A larger management company might split out functions that can lower overall costs by central office data entry clerks. You can now mix and match a combination of central office and site work on a property-by-property basis. Our combination of Modules and Task Groups allow superior flexibility and lower overall management costs.

Sincerely,

Brent Lawrence

MultiSite Systems, LLC



#### **COMPANY OVERVIEW**

MultiSite Systems, LLC is based in Jamestown, North Carolina. Our company began in 1995 as a partnership with a large property management company in Greensboro, North Carolina. In 2005 MultiSite has gained the shares of that management company and are independently owned and operated.

We knew we needed software that could manage multi-family, conventional, Affordable Housing, Rural Development RD515, HUD Section 8, 202 & 811 PRAC, RAP, diverse Tax Credit, HOI and commercial properties. We designed our product from the ground up to manage the broad spectrum of properties in their diverse portfolio.

Our product started as a central management tool. The central office performed the AP, Cash Management, GL, Compliance and Tenant account receivables while the sites kept the properties maintained and occupied. This style of management provides many economies of scale that make it attractive for larger companies. Training of site personnel is also easier because site managers are not required to learn property management software or become part-time accountants.

As MultiSite Systems grew, customer demand transformed MultiSite into a site based management solution, as well. Today, our system is a flexible tool that can manage a diversity of properties, from sites to central managed offices. In response to your needs, we have adapted it to almost any combination of site based and central management styles.

MultiSite hosts our software in one or more secure datacenters easily available to you via the Internet pipeline or other communication delivery systems. We take care of the security, backup and application upgrades so you can do what you do best. Your data is stored in a MSSQL database and automatically incrementally backed up every 15 minutes. You can access your data 24/7 with any computer with an Internet connection. We contract on a subscription basis and we will never ask for an upgrade fee. We know computers and you know Property Management and that is a good relationship.



### KEY BENEFITS FOR TAX CREDIT AND RD COMPLIANCE

- Tax Credit and RD Management control from beginning to end.
  - o One fully integrated software means one data entry and complete view and control across your managed properties.
  - O Supports "Mixed Bag" of subsidized and non-subdized properties. Mix and match subdized, conventional housing, and commercial properties. Yes you can even mix commercial units on your subdized properties.
  - o Unlimited number of Income Limits and Set asides.
  - o MINC Industry Interface supported. Central Office compliance can manage compliance and transmit for all properties or manage at regional or local property.
  - o Project Worksheet 3560-29 and Mortgage tracking for Notice of Payment Due.
  - o Assign or Un-Assign RA slots.
  - Accept all other subsidy payments.
  - Over 1,700 reports and letters available as well as your custom letters and reports means you can standardize all your correspondence. User reports are set by your security settings.
  - o Tracking begins at the Traffic/Prospect to Applicant to Building to Unit to Tenant Levels.
  - Wait lists maintained automatically.
  - o Applicant Pre-Certifications.
  - o All the necessary mail merged and blank Verification forms keeps you in compliance on all requirements.
  - o Users cannot move in unqualified applicants.
  - o Restrictions and Unit Types managed according to security rights.
  - o Compliance can be split between central office and managers.
  - o Field data necessary for IRS Forms 8609 and 8690-A are tracked.
- Tax Credit On-Screen User Visual aids to compliance (see screenshots below)
  - o Property, Buildings and Units Summary Views.
  - o Vacancy and Notice views help keep managers prepared.
  - o "What-If" scenario worksheet to pre-test for qualification.
  - o Interactive Change Unit Type form displays and tests for every restriction.
- Tax Credit TIC Data Entry automatically builds 3560-8
  - One screen data entry for HUD SEC 8 & PRAC, Housing Authority, TC Section 42 LIHTC, USDA Section 515 and HOME Tenant Income Certifications. Users do not have to drill down to Properties, Units, and tenants then household members to enter Assets, Incomes and Expenses. The TIC's are entered on one screen. Enter the primary TIC and all other TIC's are generated automatically.
  - o Full Crosschecking for all affordable types. Enter one TIC and any other affordable program TIC's are automatically tested and created and available to print.
- Tax Credit and RD Reporting
  - o Most State TIC reports are supported or can be easily added.
  - o Retroactive LIHTC reports can be printed by weekly; Monthly; Quarterly or Annual basis.
  - o RD Project Worksheet 3560-29. Can be re-printed for historical dates.

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- o 3560 Payment Due report builds automatically from Mortgages.
- o 3560-7 Budget Report, with on screen building and editing.
- o 3560-7 detail printout by line items for auditing purposes.
- Waiting Lists

MultiSite has everything the owner, central office, regional managers and property managers need to visually and tactically keep your properties in compliance with most subdized and non-subdized programs. Call us today for more information or a live demo.

#### SECTION 42 TAX CREDIT COMPLIANCE INDICATORS TRACKED AND TESTED

IRS Form 8609: Date of Allocation; Max housing credit dollar amount dollar allowable; Max applicable credit percent allowable; Maximum qualified basis; Percent of aggregate basis financed by tax-exempt bonds; Date building placed in service; Allocation for the building; Eligible basis of building; Original qualified basis of the building at close of first year of credit period; Is building treated as part of a multiple building project for purposes of section 42; Election to reduce eligible basis; Elect to begin credit period the first year after the building is placed in service; Elect not to treat large partnership as taxpayer; Elect minimum set-aside requirement; Elect deep rent skewed project.

IRS Form 8609-A: Building identification number (BIN); Newly constructed or existing building or Section 42(e) rehabilitation expenditures; Do you have the original Form 8609 (or a copy) signed and issued by the housing credit agency for the building; Did the building qualify and meet the requirements of section 42 as of the end of the tax year for this form; Was there a decrease in the qualified basis of the building; Eligible basis of building; Low-income portion; Qualified basis; Part-year adjustment; Credit percentage; Additions to qualified basis; Section 42(f)(3)(B) modification; Credit for building before Line 14 reduction; Disallowed credit due to federal grants; Credit allowed for building for tax year; Taxpayer's proportionate share of credit; Adjustments for deferred first-year credit; Taxpayers Credit.

#### ON SCREEN VIEWS TO AID TAX CREDIT COMPLIANCE EFFORTS:

#### TC Buildings Summary View

	Buildings Summary View															
	Bldg Name	BIN	Sq Ft	Units	MinLowIncomeUnit	Pet Inc	Set	#Vacant	#Ready	#Mkt	#TC	#Comm	#Down	SF-Mkt	SF-TC	Applicable Fraction
•	BLDG A	XX95-1008	10444	12	11	60	40	1	11	2	10	0	0	1800	8644	0.8333
	BLDG B	XX951-008	10444	12	11	60	40	0	12	1	11	0	0	900	9544	0.9167
	BLDG C	XX95-1008	10444	12	10	60	40	1	12	2	10	0	0	1622	8822	0.8333
	BLDG D	XX95-1008	10444	12	12	60	40	0	12	0	12	0	0	0	10444	1
	BLDG E	XX95-1009	10444	12	12	60	40	0	12	0	12	0	0	0	10444	1
	BLDG F	XX95-1009	10444	12	12	60	40	0	12	0	12	0	0	0	10444	1
	BLDG G	XX95-1009	10444	12	12	60	40	1	12	0	12	0	0	0	10444	1
	BLDG H	XX95-1009	10444	12	12	60	40	0	12	0	12	0	0	0	10444	1
	BLDGI	XX95-1009	10444	12	11	60	40	0	12	1	11	0	0	900	9544	0.9167
	BLDGJ	XX95-1009	10444	12	11	60	40	0	12	1	11	0	0	900	9544	0.9167
	BLDG K	XX95-1009	10444	12	11	60	40	0	12	1	11	0	0	900	9544	0.9167
	BLDG L	XX95-1009	10444	12	11	60	40	0	12	1	11	0	0	900	9544	0.9167
	BLDG M	XX95-1009	10444	12	8	60	40	0	12	4	8	0	0	3600	6844	0.6667
	BLDG N	XX95-1009	10444	12	10	60	40	0	12	2	10	0	0	1800	8644	0.8333
	BLDG O	XX95-1010	10444	12	10	60	40	0	12	2	10	0	0	1800	8644	0.8333



# Tax Credit Summary View (for one unit)

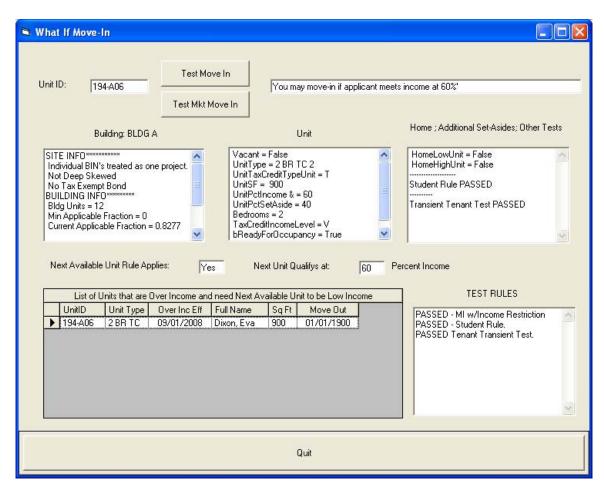
	Credit Summary View
	Aviary Apartments ******** SITE INFO ********
	Individual BIN's treated as one project.
	Site Pct Income = 60
	Site Pct SetAside = 40
	Not Deep Skewed
	No Tax Exempt Bond
2	**************************************
	BIN = XX95-10097
	Bldg Units = 12
	Min Applicable Fraction = 0
	Current Applicable Fraction = 0.9138
_	Applicable Fraction PASSED
	MinLowIncomeUnits = 11
	Low Income Units = 11
-	Bldg Pct Income = 60
	Bldg Pct Setaside =40
_	**************************************
	HomeLowUnit = False
	HomeHighUnit = False
_	**************************************
	Vacant = False
_	UnitType = 2 BR TC 2
	UnitTaxCreditTypeUnit = T
_	UnitSF = 900
	UnitPctIncome & = 60
	UnitPctSetAside = 40
_	Bedrooms = 2
_	UnitTypeCode = 873
-	TaxCreditIncomeLevel = V
	bReadyForOccupancy = True
-	**************************************
_	Set-Aside Passed for 40/60
_	************* CHECK ADDITIONAL SET ASIDES *********
_	************ TEST STUDENTS **********
_	Student Rule PASSED
_	**************************************
	Transient Tenant Test PASSED
_	************* TEST VACANT UNIT RULE ***********
-	VACANT UNIT RULE APPLIES
_	**************************************
	NEXT AVAILABLE UNIT RULE DOES NOT APPLY FOR THIS BINN



Next Available Unit Rule – Tenant Note created automatically when a Recertification TIC is saved with income over the 140% of income level. Place print out in tenant file. When you move in an income qualified tenant MultiSite will automatically complete the "Next Available Unit Rule" form and print out for your files. You may print more than one copy so you can save a copy in each tenant file and for your office records.

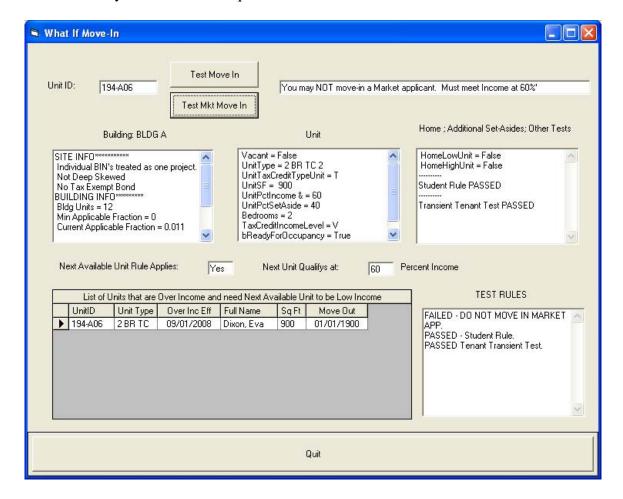
		Tenant Notes		
	Туре	Date	Subject	Author
•	Letter	05/05/2009 10:51:02 AM	Next Available Unit rule form	BRENTDEMO
	Note	10/06/2008 9:14:23 AM	Late Notice and Fee	BRENTDEMO
	Note	08/11/2008 2:30:40 PM	NSF CHECK	BRENTDEMO
*				

What If Tests for "Test Move-In" PASSED for 60% Income Level.



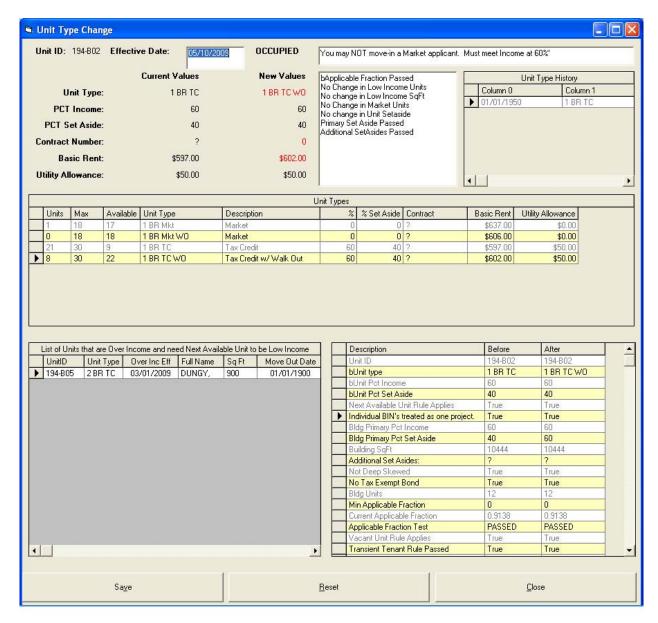


<u>Tax Credit What If Test</u> for "Move In Market Unit" – FAILED for Market Unit Move In. MultiSite will not let you move in an unqualified tenant.





### Tax Credit Change Unit Type form example:





#### TC Before and After Tests Performed:

**Building Primary Percent Income** 

**Building Primary Percent Set Aside** 

Building Sq Ft

**Building Units** 

**Building Minimum Applicable Fraction** 

Building Minimum Low Income Units (used when building size and SF could conflict with set asides. This setting can override the Applicable Fraction test.)

Current Applicable fraction

**Applicable Fraction Test** 

Unit Sq Ft

Unit Percent Income

Unit Percent Set Aside

Low Income Number of Units

Low Income Sq Ft

Market Units

Market Sq Ft

Home Low Unit (T/F)

Home High Unit (T/F)

Primary Set Aside passed

All Additional Set Asides

Next Available Unit Rule Applies

Not Deep Skewed

No Tax Exempt Bond

Vacant Rule Applies

Transient Tenant Rule Passed

Student Rule Passed

Vacant

Ready For Occupancy

\*\*\*Change Notes\*\*\*

Change in Low Income Units ...

Change in Low Income Sq Ft....

Change in Market Units ...

Change in Unit Set Aside .....



## **RD SCREEN VIEWS**

## **RD Current Certifications**

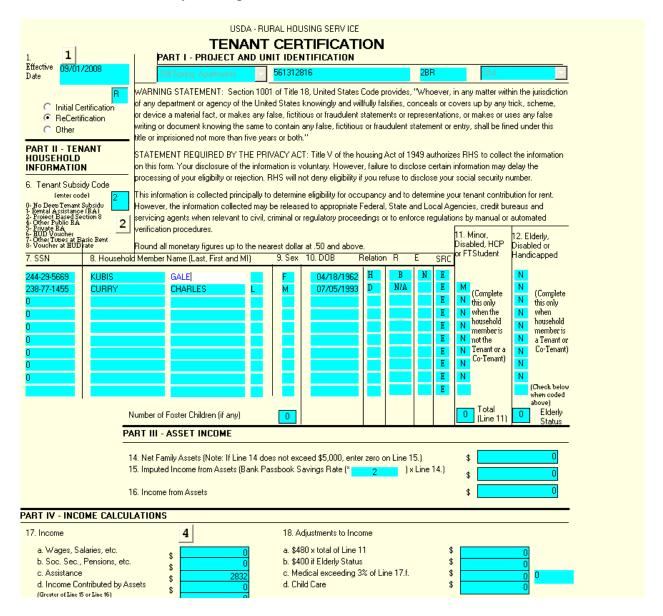
	Unit	Full Name	Eff Date	Next Cert	Cert Type	TC	UA	US	Trans	Marked for
<b>→</b>	7-01A	GALE ? KUBIS	09/01/2008	09/01/2008	R	\$0.00	\$83.00	\$24.00	✓	✓
	7-01B	JOHNNY N	10/01/2008	10/01/2009	R	\$70.00	\$83.00	\$0.00	✓	V
	7-01D	GARFIELD R JOEL	04/01/2009	07/01/2009	R	\$36.00	\$83.00	\$0.00	✓	∨
	7-02A	ERNIE W	08/01/2008	08/01/2009	R	\$103.00	\$83.00	\$0.00	✓	V
	7-02B	TYRON K	03/01/2009	06/01/2009	R	\$197.00	\$83.00	\$0.00	▽	✓
	7-02C	SACHAIC BOOK	07/01/2008	07/01/2009	I	\$1.00	\$83.00	\$0.00	✓	✓
	7-02D	DELCIE W	08/01/2008	08/01/2009	R	\$340.00	\$83.00	\$0.00	▽	✓
	7-03A	JEANMARIE S	04/01/2009	01/01/2010	R	\$0.00	\$83.00	\$24.00	✓	V
	7-03B	MAEGAN D	12/01/2008	12/01/2009	R	\$445.00	\$83.00	\$0.00	▽	✓
	7-03C	HIRAM ? ZIPPE	08/01/2008	08/01/2009	R	\$115.00	\$83.00	\$0.00	✓	V
	7-04A	DANILO ?	08/01/2008	08/01/2009	R	\$104.00	\$83.00	\$0.00	✓	V
	7-04B	LICHAK J	02/01/2009	02/01/2010	R	\$151.00	\$83.00	\$0.00		
	7-04C	MICHAELA L WINT	10/01/2008	10/01/2009	R	\$104.00	\$83.00	\$0.00	✓	✓
	7-04D	KBHMBHOLZ.I	05/01/2008	05/01/2010	В	\$359.00	\$83.00	\$0.00	✓	V

# **RD Certification History**

	Eff Date	Cert Type	Unit Type	Unit ID	Util Allow	NTC	Transfer To Unit	RA EffDate
	09/01/2001	R	3BR	7-10C	\$89.00	\$178.00		01/01/2599
	09/01/2002	R	3BR	7-10C	\$89.00	\$178.00		01/01/2599
	10/01/2002	Т	2BR	7-10C	\$78.00	\$156.00	01A	01/01/2599
	09/01/2003	R	2BR	7-01A	\$87.00	\$174.00		01/01/2599
•	09/01/2004	R	2BR	7-01A	\$87.00	\$174.00	?	01/01/2599
	09/01/2005	R	2BR	7-01A	\$87.00	\$174.00		01/01/2599
	09/01/2006	R	2BR	7-01A	\$77.00	\$154.00		01/01/2599
	10/01/2006	R	2BR	7-01A	\$77.00	\$154.00		01/01/2599
	09/01/2007	R	2BR	7-01A	\$77.00	\$154.00		01/01/2599
	11/01/2007	R	2BR	7-01A	\$77.00	\$154.00		01/01/2599
	09/01/2008	R	2BR	7-01A	\$77.00	\$154.00		01/01/2599



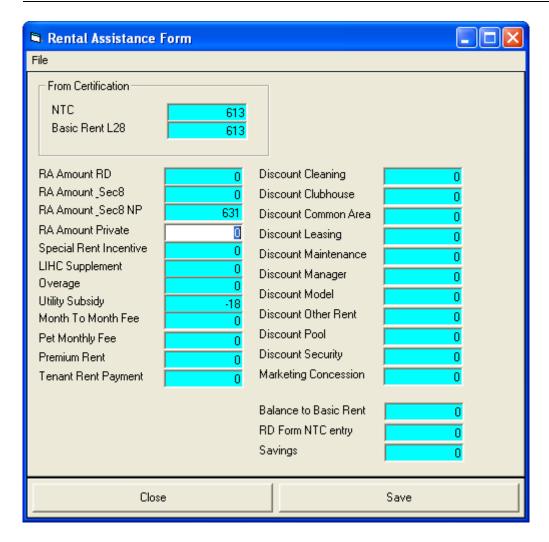
### RD On-Screen Data Entry Form (partial view)



This form is easy for users to fill out because you enter data directly into a computer version of the actual form layout. All calculations except entry of income and assets are done for the user. Recertification's can be entered very, very quickly.



### 3560-8 Rental Assistance form for "Tenant Assistance Codes" not on full RA Assistance Type 2



This form is filled out if the tenant is receiving assistance other than RD-RA. Properties with more than one subsidy will use this form to divide RA into the proper slot.

If a property is a mixed subsidy property the 3560-8 is automatically updated with the rental assistance information from the controlling Tenant Income Certification.



## **RD** Transmission History

C Code	Apart Name					User					
6-	Cool Apartments	Cool Apartments									
51-	Dizzy Duke Apart	Dizzy Duke Apartments									
27-	The Palms					brentdemo					
12-	Hilltop Apartment	S				brentdemo					
7-	Still Spring Aparti	ments				brentdemo					
28-	The Hitchin Post					brentdemo					
14-	Age Old Apartme	nts				brentdemo					
37-	Brents Apartment	s				brentdemo					
23-	Thick Woods					brentdemo					
38-	Top Of The Mark					brentdemo					
22-	Winter Apartment	Winter Apartments									
24-	Pages Apartment	s				brentdemo					
52-	The Bats					brentdemo					
30-	Your Place Aparti	ments				brentdemo					
7-	Still Spring Aparti	ments				brentdemo					
7-	Still Spring Apart	ments				brentdemo					
7-	Still Spring Aparti	ments				brentdemo					
7-	Still Spring Aparti	ments				brentdemo					
18-	Lakeview Apartm	ents				brentdemo					
10	NT A										
		etails									
UnitID	RD Unit #	Eff Date	Cert Type	Full Name	Confirmed	User					
18-109	109	01/01/2009	R	Martin, Linda	▼	brentdemo					
Ø 18-108	108	01/01/2009	R	SONKIN, CHI	✓	brentdemo					

We have a lot more to show you, please contact us today for information or a painless online demonstration.



**FINAL NOTE:** 

For your convenience we have tried to limit the information in this paper. By limiting the scope of each information paper we are able to display large readable screenshots and with a minimum number of pages for you to print out. We also provide information papers regarding our intergrated abilities for other affordable housing, conventional and commercial properties and mixed properties.

Thank you for giving us this opportunity to show off our Tax Credit Abilities.