

## Processing Occupancy Information

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Building ID: MI-01-00100

Units

Select	Unit Number	Name
<input type="radio"/>	100	Dave G
<input type="radio"/>	101	Ayan K
<input type="radio"/>	102	Jon F
<input type="radio"/>	103	Brandor
<input checked="" type="radio"/>	104	Elvis Pri

Income & Rent Test

Household Income & Rent Limit Status

HOUSEHOLD INFORMATION			
Unit ID:	104		
Head of Household:	Elvis Presley		
Family Size:	1		
No. of Bedrooms:	1		
Household Income:	25,005.00		
Gross Rent:	530.00		

	Effective as of	Maximum Amount	Status
Income Limits	03/08/2006	27,240	Below Income Limit
Rent Limits	03/08/2006	729	Below Rent Limit

At any point before or after you are entering certifications, you can use the Income & Rent Test button to verify that a household is below the maximum allowable income and rent limits set for the unit. Note: When calculating these maximums, COL does not take into account any of the deeper targeting AMI percentage levels at a property. On this screen, the system calculates only the maximum allowable limits based upon

**the largest AMI percentage permissible at the property.**

## Processing Occupancy Information

Michigan.gov  
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Building ID: MI-01-00100

**Units** | Unit Definition | Income & Rent Test | **New Tenant Cert / Recert** | View / Modify Current Tenant Cert | Delete Tenant Certs | Moveout | Unit Transfer | Ready All Units | Close

Select	Unit Number	Lead of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	100	Dave Grohl	777-77-7777	01/01/05	NO
<input type="radio"/>	101	Ryan Key	555-55-5555	01/15/06	NO
<input type="radio"/>	102	Jon Foreman	123-45-6789	01/10/06	NO
<input type="radio"/>	103	Brandon Flowers	135-79-2468	03/10/05	NO
<input type="radio"/>	104	Elvis Presley	444-44-4444	04/04/06	NO

**New Tenant Cert/Recert**

Local intranet 100%

**To enter a new move-in certification or an existing tenant recertification, click on the New Tenant Certs button.**

## Processing Occupancy Information

The screenshot shows the Michigan State Housing Development Authority (MSHA) Tenant Certification web application. The page header includes the Michigan.gov logo and the text "Michigan State Housing Development Authority:TEST". The main content area is titled "Tenant Certification" and displays the following information:

- Tenant Name: Elvis Presley
- Project ID: TYLER
- Building ID: MI-01-00100
- House of Rock
- Unit ID: 104
- Last Report Ending: 12/31/05
- Current Unit Status: Market Rate
- New Reporting Period: 01/01/10 to 12/31/10

A red arrow points to the "New Reporting Period" fields with the text "Enter the dates of the reporting period". The page also includes a "Ready to Submit" button and a "Close" button. The left sidebar contains navigation links for GENERAL INFORMATION, HOUSEHOLD, INCOME, ASSETS, and UNIT RENT. The bottom of the page shows a "Done" button and a "Local intranet" link.

**This is the layout of the page where you can enter Tenant Income Certifications (TICs). Start by entering the dates of the reporting period in the upper left (these fields will already be updated if you entered your reporting period for the entire building using the Change Report Period button earlier as instructed).**

## Processing Occupancy Information

Michigan.gov  
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 28, 2012

**Tenant Certification** Update Income & Rent Form Tenant Income Cert Form Close

Tenant Name: Elvis Presley  
Project ID: TYLER  
Building ID: MI-01-00100  
House of Rock  
Unit ID: 104  
Current Unit Status: Market Rate  
New Reporting Period: 03/01/10 to 12/31/10  
Last Report Ending: 12/31/05  
Ready to Submit

Update

GENERAL INFORMATION >  
HOUSEHOLD >  
INCOME >  
ASSETS >  
UNIT RENT >

Done Local intranet 100%

**If you would like to stop at any time during the process before submitting to MSHDA and return to your entries later, remember to click the top Update button.**

## Processing Occupancy Information

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

**Tenant Certification**

Tenant Name: Elvis Presley

Project ID: TYLER

Building ID: MI-01-00100

Unit ID: 104

Current Unit Status: Market Rate

House of Rock

Household Annual Income: 20,000.00

Move-In Date: 04/04/06

Last Cert Date: 04/04/06

Initial/New Cert Date:

Family Size: 1

Non Qualified Students:

Unit Assistance Type: Select Type

Owner's Designation: LIHTC

HOH Special Population: Select Type

Ready to Submit

Last Report Ending: 12/31/05

GENERAL INFORMATION

HOUSEHOLD

INCOME

ASSETS

UNIT RENT

General Information

Next, click on the **General Information** button along the left side of the screen and proceed to enter all **Head of Household** information. Note: If entering a new move-in TIC, the **Initial/New Cert Date** box should match the **Move-In Date** box.

## Processing Occupancy Information

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 28, 2012

**Tenant Certification** [Update] [Income & Rent Test] [Tenant Income Cert. Form] [Close]

Tenant Name: Elvis Presley  
Project ID: TYLER  
Building ID: MI-01-00100  
New Reporting Period: 01/01/10 to 12/31/10  
House of Rock  
Unit ID: 104  
Current Unit Status: Market Rate  
Last Report Ending: 12/31/05  
Ready to Submit

**Household Composition** [New] [View/Update] [Delete]

Select	Member Name	SSN	Relation	Full-Time students	Occupation Type
	Family Size	1		0	

GENERAL INFORMATION >  
HOUSEHOLD >  
INCOME >  
ASSETS >  
UNIT RENT >

Household

New View/Update Close

View/Update

**Click on the Household button. Members may be added, deleted, or updated here.**

## Processing Occupancy Information

The screenshot displays the Michigan State Housing Development Authority (MSHA) Tenant Certification web application. The page title is "Michigan State Housing Development Authority-TEST" and the date is "Wednesday, June 28, 2012". The main heading is "Tenant Certification".

The form includes the following fields:

- Tenant Name: Elvis Presley
- Project ID: TYLER
- Building ID: MI-01-00100
- New Reporting Period: 01/01/10 to 12/31/10
- House of Rock (Address)
- Unit ID: 104
- Last Report Ending: 12/31/05
- Current Unit Status: Market Rate

The form is divided into sections:

- GENERAL INFORMATION** (with a right-pointing arrow)
- HOUSEHOLD** (with a right-pointing arrow and a red arrow pointing to the "Household" label below)
- INCOME** (with a right-pointing arrow)
- ASSETS** (with a right-pointing arrow)
- UNIT RENT** (with a right-pointing arrow)

The **Household Member (Basic Data)** section includes:

- Member Name
- Birth Date
- Age
- Relation (dropdown menu)
- SSN
- Employment Type/Occupation (dropdown menu)

The **Household Member (Demographics)** section includes:

- Sex (dropdown menu)
- Special Population (dropdown menu)
- Disabled
- Marital Status (dropdown menu)
- Ethnicity (dropdown menu)

Red arrows point to the "Update" and "Cancel" buttons in the "Household Member (Basic Data)" section. The "Update" button is labeled "Update" and the "Cancel" button is labeled "Cancel".

**For all units with more than one resident, enter all other member information. When finished entering each person, remember to click Update to save your changes.**

## Processing Occupancy Information

Michigan.gov  
The Official Site of Michigan's Future

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

**Tenant Certification** [Update] [Income & Rent Test] [Tenant Income Cert. Form] [Close]

Tenant Name: Elvis Presley  Ready to Submit

Project ID: TYLER House of Rock

Building ID: MI-01-00100 Unit ID: 184 Last Report Ending: 12/31/05

New Reporting Period: 01/01/10 to 12/31/10 Current Unit Status: Market Rate

**Household Income** [New] [View/Update] [Delete]

Select	Member Name	Relation	Source of Income	Annual Income
<input checked="" type="radio"/>	Elvis Presley	Head of Household	Social Security/Pensions	20,000.00
<input type="radio"/>	Elvis Presley	Head of Household	Other	5,000.00

Annual Income: 25,000.00  
Annual Asset Income: 0.00  
Total Annual Household Income: 25,000.00

Income

New View/Update Delete

The Income button is next. Here, income for each household member may be added, updated, or deleted.

## Processing Occupancy Information

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 28, 2012

Tenant Certification

Tenant Name: Elvis Presley

Project ID: TYLER

Building ID: MI-01-00100

New Reporting Period: 01/01/10 to 12/31/10

Ready to Submit

Last Report Ending: 12/31/05

GENERAL INFORMATION

HOUSEHOLD

INCOME

ASSETS

UNIT RENT

Income

Calculate Annual Income - Microsoft Internet Ex...

Pay Rate: 0.00

Pay Frequency: Hourly

Hours per Year: 2080

Annual Income: 0

Annual Income: 20,000.00

Verification Date: 04/04/06

Source of Income: Social Security/Pensions

Income Verification Source: -- Select Income Verification Source --

Calculate

Update

**Within Income, the Calculate button opens a window to assist with annual income if needed. When finished, remember to click Update to save your changes.**

## Processing Occupancy Information

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management!

Tenant Certification

Tenant Name: Elvis Presley

Project ID: TYLER

Building ID: MI-01-00100

House of Rock

Unit ID: 104

Last Report Ending: 12/31/05

Current Unit Status: Market Rate

Household Assets

Select	Member Name	Relation	Type of Asset	Asset Income
<input checked="" type="checkbox"/>	Elvis Presley	Head of Household	CD/Savings Accounts	5.00

Annual Income: 25,000.00  
Annual Asset Income: 5.00  
Total Annual Household Income: 25,005.00

Assets

New View/Update Delete

The Assets button is where all household assets must be entered. Use the New, View/Update, and Delete buttons to make all entries and modifications.

## Processing Occupancy Information

Michigan.gov Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 26, 2012

**Tenant Certification** [Update] [Income & Rent Form] [Tenant Income Cert Form] [Close]

Tenant Name: Elvis Presley  Ready to Submit

Project ID: TYLER House of Rock

Building ID: MI-01-00100 Unit ID: 104 Last Report Ending: 12/31/05

New Reporting Period: 01/01/10 to 12/31/10 Current Unit Status: Market Rate

GENERAL INFORMATION > HOUSEHOLD > INCOME > **ASSETS** > UNIT RENT >

**Assets**

**Assets Data** [Update] [Cancel]

Member Name: Elvis Presley Relation: Head of Household

Type of Asset: CDs/Savings Accounts Cash Value: 333.00

Asset Verification Source: Account/Earnings Statement Annual Asset Income: 5.00

Verification Date: 01/01/10

Update Cancel

**Fill in all of the information boxes. You can select the Member Name, Type of Asset, and Verification Source by clicking on the dropdown menus. When finished, remember to click Update.**

## Processing Occupancy Information

Michigan.gov Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

### Tenant Certification

Tenant Name: Elvis Presley  
Project ID: TYLER  
Building ID: MI-01-00100  
New Reporting Period: 01/01/10 to 12/31/10  
House of Rock  
Unit ID: 184  
Current Unit Status: Market Rate  
Last Report Ending: 12/31/05  
Ready to Submit

**Unit Rent**

GENERAL INFORMATION  
HOUSEHOLD  
INCOME  
ASSETS  
UNIT RENT

Unit Rent

Rent Change Date:   
Tenant Paid Rent: 500.00  
Mandatory Charges: 0.00  
Rental Subsidy: 100.00  
Utility Allowance: 30 (Note: Please enter this amount only if paid by Tenant)  
Gross Rent: 530 (Tenant Rent + Mandatory Charges + Utility Allowance)

The last tab is Unit Rent. The different components of total gross rent are entered here.

## Processing Occupancy Information

The screenshot displays the Michigan State Housing Development Authority (MSHDA) Tenant Certification web application. The page title is "Michigan State Housing Development Authority-TEST". The user is logged in as "Welcome, Rockstar Management!". The date is Wednesday, June 20, 2012.

The main form is titled "Tenant Certification" and includes the following fields:

- Tenant Name: Elvis Presley
- Project ID: TYLER
- Building ID: MI-01-00100
- House of Rock
- Unit ID: 104
- Last Report Ending: 12/31/05
- New Reporting Period: 01/01/10 to 12/31/10
- Current Unit Status: Market Rate

There are three tabs: "Update", "Income & Rent Test", and "Tenant Income Cert. Form". A red arrow points to the "Update" button. A "Ready to Submit" button is also visible.

The "Head of Household Basic Data" section includes:

- Name: Elvis Presley
- SSN: 444 44 4444
- Birth Date: 04/04/1944
- Age: 66
- Sex: Male
- Employment Type/Occupation: Retired
- Marital Status: Select Type

The "GENERAL INFORMATION" sidebar includes buttons for: GENERAL INFORMATION, HOUSEHOLD, INCOME, ASSETS, and UNIT RENT.

The bottom section includes:

- Type of Certification: Certification
- Family Size: 1 (Non Qualified Students)
- Move-In Date: 04/04/06
- Household Annual Income: 20,000.00
- Last Cert Date: 04/04/06
- Unit Assistance Type: Select Type
- Initial/New Cert Date: [empty]
- Owner's Designation: LIHTC
- HOH Special Population: Select Type

**Reminder: If you would like to stop at any time during the process before submitting to MSHDA and return to your entries later, remember to click the top Update button.**

## Processing Occupancy Information

Welcome, Rockstar Management! Wednesday, June 20, 2012

Building ID: MI-01-00100

**Units** Unit Definition Income & Rent Test New Tenant Cert / Re-Cert View / Modify Current Tenant Cert Delete Tenant Certs Moveout Unit Transfer Ready All Units Close

Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	100	Dave Grohl	777-77-7777	01/01/05	NO
<input type="radio"/>	101	Ryan Key	555-55-5555	01/15/06	NO
<input type="radio"/>	102	Jon Foreman	123-45-6789	01/10/06	NO
<input type="radio"/>	103	Brandon Flowers	135-79-2468	03/10/05	NO
<input type="radio"/>	104	Elvis Presley	444-44-4444	04/04/06	NO

View/Modify Current Tenant Cert

Local intranet 100%

**When you are ready to return to your saved work, click the View/Update Current Tenant Cert button. This will access the information for (re)certifications-in-progress.**

## Processing Occupancy Information

The screenshot displays the Michigan State Housing Development Authority (MSHA) Tenant Certification system interface. The page title is "Michigan State Housing Development Authority:TEST". The user is logged in as "Rockstar Management". The date is Wednesday, June 28, 2012.

The main form is titled "Tenant Certification" and contains the following information:

- Tenant Name: Elvis Presley
- Project ID: TYLER
- Building ID: MI-01-00100
- House of Rock (Address)
- Unit ID: 104
- Last Report Ending: 12/31/05
- Current Unit Status: Market Rate
- Nav Reporting Period: 03/01/10 to 12/31/10

Navigation buttons include: Update, Income & Rent Form, Tenant Income Cert Form, and Close. A "Ready to Submit" button with an envelope icon is also present. A red arrow points to the "Tenant Income Cert Form" button.

On the left side, there are expandable menu items: GENERAL INFORMATION, HOUSEHOLD, INCOME, ASSETS, and UNIT RENT.

The bottom of the page shows a "Done" button and a "Local intranet" link.

**Upon completion of all entries for the unit, use the Tenant Income Cert Form button to print the completed TIC.**

# Processing Occupancy Information

**HUD LIHTC Tenant Data Collection Form**

OMD Approval No. 2520-0165 (Exp. 05/31/2013)

Effective Date: 2010/01/01  
Move-in Date: 2006/04/04  
(YYYYMMDD)

Initial Certification  Recertification  Other

**PART I - DEVELOPMENT DATA**

Property Name: Hours of Rich County: County not found BIN # MI-01-00100  
Address: 450 Main Lane Unit Number: 104 # Bedrooms: 1  
City not found, MI 48223-6000

Vacant Unit

**PART II - HOUSEHOLD COMPOSITION**

HH Mbr #	Last Name Middle Initial & Last Name	Relationship to Head of Household	Race	Ethnicity	Disabled	Date of Birth (YYYYMMDD)	F/T Student (Y or N)	Last 4 Digits Social Sec #
1	Edris Presley	H			2	19440404	2	4444
2								
3								
4								
5								
6								
7								

**PART III - GROSS ANNUAL INCOME (USE ANNUAL AMOUNTS)**

HH Mbr #	(A) Employment or Wages	(B) Soc Security/Pensions	(C) Public Assistance	(D) Other Income
1		20,000.00		
1				5,000.00
TOTALS	\$ 0.00	\$ 20,000.00	\$ 0.00	\$ 5,000.00
Add totals from (A) through (D), above				TOTAL INCOME (E): \$ 25,000.00

Print

This screen acts as a print preview of the document. To print, click the Print button in the upper right-hand corner.

## Processing Occupancy Information

Michigan.gov  
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 28, 2012

**Tenant Certification**

Tenant Name: Elvis Presley  
Project ID: TYLER  
Building ID: MI-01-00100  
House of Rock  
Unit ID: 104  
Last Report Ending: 12/31/05  
New Reporting Period: 01/01/10 to 12/31/10  
Current Unit Status: Market Rate

**Ready to Submit**

This will change the envelope from **open** to **closed** when you go back in to view the cert again.

Done Local intranet 100%

**When the recert is complete, check the box marked Ready to Submit, then click Update. This returns you to the Units page. Note: The image of the envelope should now show as closed when you go back in to view the TIC.**

## Processing Occupancy Information

Michigan.gov Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Building ID: MI-01-00100

**Units** | Unit Definition | Income & Rent Test | New Tenant Cert / Re-Cert | View / Modify Current Tenant Cert | **Delete Tenant Certs** | Moveout | Unit Transfer | Ready All Units | Close

Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	100	Dave Grohl	777-77-7777	01/01/05	NO
<input type="radio"/>	101	Ryan Key	555-55-5555	01/15/06	NO
<input type="radio"/>	102	Jon Foreman	123-45-6789	01/10/06	NO
<input type="radio"/>	103	Brandon Flowers	135-79-2468	03/10/05	NO
<input type="radio"/>	104	Elvis Presley	444-44-4444	04/04/06	NO

Delete Tenant Cert

Local intranet 100%

**To delete a tenant certification, select a tenant and click on the Delete Tenant Certs button.**

## Processing Occupancy Information

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Building ID: MI-01-00100 Unit ID: 104

Move-in	Head of Household	Last Cert Date	Rent Change Date	Move-out Date
04/04/06 04/04/06	Elvis Presley Elvis Presley	01/01/10 04/04/06	04/04/06 04/04/06	00/00/00 00/00/00

Delete

**Only certifications entered in the current reporting period can be removed.**

## Processing Occupancy Information

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Building ID: MI-01-00100 Unit ID: 104

Move-in	Head	Act Date	Rent Change Date	Move-out Date
04/04/06	Elvis Presley	11/10/06	04/04/06	00/00/00
04/04/06	Elvis Presley		04/04/06	00/00/00

Message from webpage: Are you sure you want to delete this Certification?

OK Cancel

http://mshda-aod-web/COL-TST/hcol024.html Local intranet 100%

**Be very sure before you click OK.**

## Processing Occupancy Information

Michigan.gov  
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Building ID: MI-01-00100

**Units** | Unit Definition | Income & Rent Test | New Tenant Cert / Re-Cert | View / Modify Current Tenant Cert | Delete Tenant Certs | **Moveout** | Unit Transfer | Ready All Units | Close

Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	100	Dave Grohl	777-77-7777	01/01/05	NO
<input type="radio"/>	101	Ryan Key	555-55-5555	01/15/06	NO
<input type="radio"/>	102	Jon Foreman	123-45-6789	01/10/06	NO
<input type="radio"/>	103	Brandon Flowers	135-79-2468	03/10/05	NO
<input type="radio"/>	104	Elvis Presley	456-44-4444	04/04/06	NO

Moveout

Local intranet | 100%

**To move-out an existing tenant, click on the Moveout button.**

## Processing Occupancy Information

The screenshot displays the Michigan State Housing Development Authority (MSHA) web application interface. At the top, the header includes the Michigan.gov logo and the text "Michigan State Housing Development Authority-TEST". Below the header, a navigation bar contains several icons: a home icon, a document icon, a person icon, an email icon, a question mark icon, a printer icon, and a globe icon. The main content area features a "Welcome, Rockstar Management!" message and the date "Wednesday, June 26, 2012". A search bar for "Building ID" is present, with the value "MI-01-00100" entered. The "Move-out Data" section is highlighted in blue and contains the following fields: "Building ID" (MI-01-00100), "Head of Household" (Elvis Presley), "Unit ID" (104), and "Move-out Date" (empty). A red arrow points to the "Move-out Date" field with the label "Enter Date". Another red arrow points to the "Update" button with the label "Update". The bottom of the page shows a "Done" button and a "Local intranet" status bar.

**Enter the move-out data, then click on the Update button.**

## Processing Occupancy Information

Michigan.gov  
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Building ID: MI-01-00100

**Units** | Unit Definition | Income & Rent Test | New Tenant Cert / Re-Cert | View / Modify Current Tenant Cert | Delete Tenant Certs | Moveout | **Unit Transfer** | Ready All Units | Close

Select	Unit Number	Head of Household	SSN	Lease Start Date	Ready to Submit
<input checked="" type="radio"/>	100	Dave Grohl	777-77-7777	01/01/05	NO
<input type="radio"/>	101	Ryan Key	555-55-5555	01/15/06	NO
<input type="radio"/>	102	Jon Foreman	123-45-6789	01/10/06	NO
<input type="radio"/>	103	Brandon Flowers	135-79-2468	03/10/05	NO
<input type="radio"/>	104	Elvis Presley	444-44-4444	04/04/06	NO

**Unit Transfer**

Local intranet | 100%

**To transfer a tenant into another unit, click on the Unit Transfer button.**

## Processing Occupancy Information

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 28, 2012

Building ID: MI-01-00100 Head of Household: Elvis Presley

### Unit Transfer Data

Current Unit: 104

Building ID: MI-01-00100

New Unit: --- Select Vacant Unit ---

Transfer Effective Date:

Tenant Paid Rent: 500.00

Mandatory Charges: 0.00

Rental Subsidy: 100.00

Utility Allowance: 30 (Note: Please enter this amount only if paid by the Tenant)

Gross Rent: 530.00 (Tenant Paid Rent + Mandatory Charges + Utility Allowance)

Update Close

Update

Only vacant units will be displayed

Done Local Intranet 100%

**Select the building and unit from the dropdown windows and enter the applicable information, then click on the Update button.**

## Processing Occupancy Information

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Building ID: MI-01-00100

**Ready All Units**

Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="checkbox"/>	100	Dave Grohl	777-77-7777	01/01/05	YES
<input type="checkbox"/>	101	Ryan Key	555-55-5555	01/15/06	NO
<input type="checkbox"/>	102	Jon Foreman	123-45-6789	01/10/05	NO
<input type="checkbox"/>	103	Brandon Flowers	135-79-2468	01/10/05	NO
<input type="checkbox"/>	104	Elvis Presley	444-44-4444	01/01/10	NO

When complete with the Ready to Submit box checked, the unit shows "YES" in the Ready to Submit column.

**You can easily track which units are complete. Each individual unit can be marked to say Ready to Submit throughout the entry process, or the Ready All Units button may be used at the end when all units within one building are completed. When all units in all buildings are completed, proceed to the Submission to MSHDA section of this presentation.**