

FOCUS Software Property Manager User's Guide

Housing Compliance Services 2999 Oak Road, Suite 710 Walnut Creek, CA 94597

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Accessing FOCUS

Login to FOCUS

A username and password will be provided to you by a representative at Housing Compliance Services.

Go to www.housingcompliance.org/FOCUS

• Enter the username and password you were provided and then click **LOGIN**.

| Services | FOCUS |
|-----------------------------|-------|
| Username | |
| Password | |
| Login Forgot your password? | |
| New User Request | |

Lost Password

• Click Forgot your password? on the Login screen

2 You will be prompted to enter your username then click **Submit**. This will start the process of resetting your password.



So you seem to have lost your password

Please enter your username to start the process of resetting your password

Username

Cancel

Submit

02

FOCUS Homepage

• After logging in, you will be sent to the FOCUS Homepage. This page is the management dashboard for the housing portfolio and is the starting point for accessing the property information. All the properties assigned to your user name will be displayed on the homepage.

2 To choose a specific property, double-click on the "Name" of the property in the matrix shown below. Once you double-click the specific property you will then be redirected to the Property Compliance Summary page.

| focus Ho | mePag | | | | | | Log O Welcom |
|--|---|-------------------------------------|--|---------------------------------|-------------|----------|-----------------|
| Property Search | | | | | | | |
| Property Name | | Agency | • | Compliance Status | | • | |
| Compliance Manager | | Property Contac | ct | City | | | |
| | | | | _ | | | |
| County | | Inspector | | Company | | | SEARCH |
| Application Number | | | | | | | |
| All Tax-Exempt Bond H | ousing Progran | m HOME Program RDA | Program Tasks ③ | | 14 44 | 1 to 1 o | f1 ≫ |
| Ali Tax-Exempt Bond H VIEW Status Tasks Name | ousing Program | m HOME Program RDA Units↓ Agency | Program Tasks (3) | County | N 44 PSR | 1 to 1 o | f1 >> CDLAC |
| All Tax-Exempt Bond H VIEW Status Tasks Namel Bogus Apartm | ents | M HOME Program RDA | Program Tasks ③ City 1 Hayward | County Alameda County | PSR | 1 to 1 o | f1 ≫ CDLAC |
| All Tax-Exempt Bond H VIEW Status Tasks Name! Status Tasks Name! Bogus Apartm Property Status Legend Total: Compliant: O Material Non Compliant: Under Construction: Non Compliant: Non Compliant: | ents 2 Totals 1 0 0 1 0 | M HOME Program RDA | Program Tasks ③ City Hayward Task Status Legend Open Tasks Draft Changes Submitted Changes | County Alameda County | PSR | CCPC | f1 >> CDLAC |

Property Compliance Summary

Once in the Property Compliance Summary page you will see a total of nine (9) different tabs to select.

The different tabs are as follows:

- Property Details
- Units
- Programs
- Users
- Documents
- Tasks
- Reports
- Audit
- Notes

Each tab will need to be clicked to access the information on that tab.

| Proportu | Additional N | Progra | | Documente | Tasks (3) D | aporto Audit | Notos | | | | | |
|----------------------------|--|------------------|---------------|-----------|----------------|----------------|------------------|--------------|--------------|-------------------------|-------------------|-----|
| Floperty | Jetails Offits | Flogia | ins osers | Documents | Idaka (3) | eports Addit | Notes | | | | | |
| Units | Buildings | | | | | | | | | | | |
| Exempt Unit Aarket Rate | s: 1 (0 declared) Units: 0 (0 decla | ared) Unit nu | mber | | Bed rooms | | Size (sq Footage | | | Search | Reset | Q B |
| Unit | Building | Bed | Event Type | Date | HouseHold Size | Current Income | Rent | Move in date | Move | 1 to 7 of 7 in me | Move in household | |
| 1 | | 0 | Rental Update | 1/1/2016 | 1 | \$ 100000.00 | \$ 2000.00 | 1/1/2008 | \$ 100000.00 | 1 | | |
| 2 | | 0 | Rental Update | 5/9/2016 | 3 | \$ 150000.00 | \$ 1000.00 | 7/1/2009 | \$ 95000.00 | 2 | | |
| 3 | | 0 | Rental Update | 6/1/2016 | 4 | \$ 97000.00 | \$ 1400.00 | 10/10/2010 | \$ 72000.00 | 3 | | |
| 4 | | 1 | Rental Update | 2/16/2016 | 4 | \$ 20000.00 | \$ 700.00 | 2/16/2014 | \$ 68000.00 | 4 | | |
| 5 | | 1 | Rental Update | 3/1/2015 | 5 | \$ 200000.00 | \$ 2000.00 | 3/1/2005 | \$ 74590.00 | 5 | | |
| 6 | | 2 | Move In | 9/6/2016 | 3 | \$ 6200.00 | \$ 300.00 | 9/6/2016 | \$ 6200.00 | 3 | | |
| 10 | | 3 | Rental Update | 5/10/2016 | 4 | \$ 32000.00 | \$ 2000.00 | 1/1/2016 | \$ 98000.00 | 5 | | |
| | | | | | | | | | | | | |

Property Details Tab

• Click on the **Property Details** tab to view the general information of the selected property. Information included under Property Details:

- Agency name
- Address
- Property type
- Development type
- In service date
- Current status

| | Non-Compliant | | | |
|------------------------|--------------------------|---------------------------|--------------------|-----------|
| 1 No Additional Na | on-Compliant mes: | | Next Certification | Date: |
| Property Details Units | Programs Users Documents | Tasks (3) Reports Audit N | otes | |
| Agency | Disneyland | Status | Active | Q'Ear |
| Zip code | 94542 | Last site visit | 4/25/2016 | Draft cha |
| Street | 1 Majestic Way | In Service date | 4/2/2008 | |
| City | Hayward | | | |
| County | Alameda County | | | |
| State | California | | | |
| Property Type | Senior | | | |
| Development Type | | | | |
| Total Units | 15 | | | |
| Application Number | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
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| | | | | |

Units Tab

When selecting the **Units** tab, you will see that there are two different tabs that you are able to view:

- Units
- Buildings

U Within the units tab, you will see the following property information:

- Unit Unit number
- **Building** Building letter or number.
- Bedrooms The number of bedrooms within the unit.
- Event Type The type of event associated with the unit. Options are Move In, Move Out and Rental Update.
- Date The date in which the event type occurred.
- Household Size The current number of people/tenants in the household.
- Current Income The current annual income of the household.
- **Rent** The amount of rent paid on a monthly basis.
- Move In Date The date the household moved into the unit.
- Move In Income The amount of income earned by household at date of move in.
- Move In Household The number in the household at move in.

| Property | No Additional Nar Details Units | n-Compliant mes: Programs Users | Documents | Tasks (3) Ri | eports Audit | Notes | N | ext Certifi | cation Da | ne. | |
|----------------------------|---|---------------------------------------|-----------|----------------|----------------|------------------|--------------|-------------|-----------------|------------------------|-------|
| Units | Buildings | | | | | | | | | | |
| Exempt Unit Market Rate | 5 1 (0 declared) Units: 0 (0 declare | unt number | | Bed rooms | | Size (sq Footage | | ĸ | Sear 11 1 to | rch Roset 7 of 7 34 | |
| Unit | Building | rooms Event Type | Date | HouseHold Size | Current Income | Rent | Move in date | | Income | househo | ld ld |
| 1 | | 0 Rental Update | M1/2016 | 1 | \$ 100000.00 | \$ 2000.00 | 1/1/2008 | \$ 10000 | 2.00 1 | 8 | 4 |
| 2 | | 0 Rental Update | 5/9/2016 | 3 | 5 150000.00 | 5 1000.00 | 7/1/2009 | \$ 95000 | 00 2 | | |
| 4 | | Rental Update Rental Lindate | 2/16/2016 | | 5 20000.00 | \$ 700.00 | 2/16/2014 | 5 /2000 | 00 3 | | |
| 5 | | Rental Update | 3/1/2015 | 5 | \$ 200000 00 | \$ 2000.00 | 3/1/2005 | \$ 74590 | 00 5 | | |
| 8 | | 2 Move In | 5/5/2016 | 3 | \$ 6200.00 | \$ 300.00 | 9/6/2016 | \$ 6200.0 | 0 3 | | |
| 10 | | 3 Rental Update | 5/10/2016 | 4 | \$ 32000.00 | \$ 2000.00 | 1/1/2016 | \$ 98000 | 00 S | | |
| | | | | | | | | | | | |

Editing Units

Property Managers will need to edit a unit record when an Event occurs. The different types of events are:

- Move In
- **Move Out**
- **Rental Update**
 - Rent change
 - Income change
 - Household size adjustment
 - Recertification

NOTE: A Move In and Move Out event will only occur once per household. All other changes to the unit will be recorded by entering a Rental Update as identified in the bullets above. To edit an Event, jump to Editing Units – Adding Event.

To begin editing unit records, click the Edit button on the Units tab.

2 This will open up a new screen for Managing Units. You will be able to edit the following information:

- **Bedrooms** The number of bedrooms within the unit •
- Event Type The type of event associated with the un • Options are Move In, Move Out and Rental Update.
- Date The date in which the event type occurred. •
- Household Size The current number in the househol
- Current Income The current annual income provided •
- Rent The amount of rent paid on a monthly basis. •
- **Utility Allowance** The cost to provide monthly • assistance in making monthly utilities reasonable.
- Rent Subsidy The portion of rent • subsidized on a monthly basis.

The Add Units button will enable Property Managers or the Compliance Administrator to import multiple units in a batch. This is a onetime event to create the units listed within the property.

| | | | | NoneG | - annip | invite: | | | | | | | | |
|--|--|--|---|--|---|--|---|--|--|---------------------------------|------------------|-----------------|-----------|----------------------------|
| | | 0 | Non | Compliant | | | | | | , | iext Certificati | ion Date | | |
| | | Property Deta | Additional Name | e Piograms I | Users | Doarren | Tasks (3) R | eporta Audi | Nies | | | | | |
| | | Unto: But | ideas | | | | | | | | | | | |
| | | Total Units: 15 (| 7 declared) | | | | | | | | | | | |
| | | Evergt Units 1 Norket Rate Uni | (0 declared) ts: 0 (0 declared) | | | | | | | | | | | |
| | | | | UN NUMBER | | | Beg rooms | | 589 181 7108 | 241 | | Search | Aut | - |
| | | | | | | | | | | | | 1107.0 | 7 | - |
| | | | | 12.02 | | | | | | | | 20 | | |
| | | Unk 6 | building | roome Erent Typ | pe D | ate | HouseHold Size | Careex Income | Reat | More in cate | inc | 286 | household | |
| | | 1 | 0 | Percai Op | youte it | 12018 | 1 | \$ 100000.00 | \$ 2000.00 | 11/2008 | \$ 100000.00 | DOCK. | | |
| | | 2 | 0 | Partial Up | poste 5 | 0.2214 | - | 3 190000.00 | 3 1000.00 | 11.0008 | 3 95000.00 | - | | |
| | | | 0 | Percel Up | cone 5 | 15/2018 | | 5 20000.00 | a 1400.00 5 700.00 | 2716(2014 | 3 72000.00 | - 3 | | |
| | | | | Perce Up | poete 3 | 12015 | | \$ 200800.00 | \$ 2000.00 | 3/1/2008 | \$ 74500.00 | | | |
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Editing Units – Adding Events

To begin adding a new event to a unit:

1 Click on the unit to be edited

2 Click the **Add Event** button.

A new window will open to the **Unit Summary** page with event information and to edit the event.

4 Details of the individual unit are available to view, including:

- Events tab View historical events related to the unit and Add Events
- Programs tab Programs and set-asides associated with the unit (ie HOME, RDA, Bond)
- **Compliance** tab Current compliance status of the unit

S To update a unit, click the **Add Event** button. A new screen will open.

| - | | | | | | | | | | | | |
|---|--|--|--|--|---|--|--|--|----------------------------------|-------------------------|--|-----------------|
| Save Clos | 50 | | | | | | | | | | | |
| Name | | | | | | | | | Go to Program | | | |
| Total Units | 15 | | | | | | | | | | | |
| Valid Event Type 1. "Move in" or " 2. "Move Out" o 3. "Rental Upda | es: "MI" r "MO" te" or "RU" | | | Val 1.** 2. * 3. * | lid Hispanic (Yes" "No" "Declined Sta | Origin Valu | E. | Va Vie | lid Race Types w Valid Race T | ypes | | |
| Save Changes | Download Temp | siate Impo | int from Excel | File | Add Units | New | Check Compliance | Add Event | 2 | | 11 11 110 date | 34 |
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| FOCUS | A Properties Programs Co Date • 10202013 9242012 | C Schen U U Stor 15 Event Sectors Stores | Property Building Unit Code Unit letter Dedrooms pertonatio pertonatio pertonatio s s s | Company 1 1 A 5 a c c c c c c c c c c c c c c c c c c | ny Details | Resource Resource Statory D C Rest S 2000 S 2000 S 2000 | ally mentiopyry Recentification 10 yes 10 yes | Minimum Control of Con | Income Rent Cha No No | nged Income No No | Wi Search I to 2 of 2 Househol Changed changed No No | Rese |
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Select the event type from the Event Type dropdown. Once you select your Event Type (Move In, Move Out or Rental Update), additional fields will appear on the screen. These fields will be required when creating an event:

- Event Type The type of event associated with the unit. The selection of events are Move In, Move Out and Rental Update.
- **Date** The date in which the event occurred.
- **Current Income** The current annual income.
- Rent The amount of rent paid on a monthly basis (tenant portion) – Utility Allowance and Rent Subsidy, if applicable.
- Household Size The number of people living in the unit.
- Tenant Name Head of Household.
- *If you are entering a recertification, be sure to check the*

"recertification" box at the top of the screen immediately above the date.

5 When the updates have been completed, click the **Save** button.

Once you click **Save**, you will be redirected back to the Unit Summary page. Click the **Save** button on the Unit Summary page to return to the Manage Units tab.

| | Edit Event | Welcon |
|--------------------|-------------------------------|--------|
| Event Type | Rental Update | 5. |
| Recertification | | |
| Date | | |
| Move out Reason | * Date is required | |
| Income (\$) | 30000.00 | |
| Rent (\$) | 2000.00 | |
| Bedrooms | 5 | |
| Household Size | 1 | |
| Utility Allowance | * House hold size is required | |
| Rent Subsidy | 60.00 | |
| Tenant Name | Test26 | |
| | * Tenant name is required | |
| Race | Declined State | • |
| Hispanic Origin | No | • |
| Veteran Status | | |
| Additional Details | | |
| | | |

Editing Units – Upload Tenant Data

Mass upload your tenant data by using an Excel template. In order upload tenant data, you will need be in the **Manage Units** screen (click Edit on the Units tab to access).

To upload a template follow this process:

1 In the Manage Units Screen, click the **Download Template** button.

- This will download an excel template, save this to your computer.
- Edit the excel file to include these unit updates
 - o Move-in
 - o Move-Out
 - o Rental Event
 - Income
 - Rent
 - Household
 Size
 - Recert date
- Once you are done editing save the excel file.

2 Import the excel file by clicking the **Import Excel File** button.

- Select the file to upload from your saved documents and click Continue
- Review Lines to be imported and click Continue
- Import

| | | | | | Ma | nage l | Jnits | | | | | | |
|---|--|--|--|---|--|---|--|---|--|--|---|--|--|
| | | | | | | | | | | | | | |
| Sam | • | Close | l . | | | | | | | | | | |
| Name | 5 | | | | | | | | | Go to Pro | ogram | | |
| Total U | Units | | 4 | | | | | | | | | | |
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Checking Compliance and Creating a Project Status Report (PSR)

In order to check the compliance of the programs or create a PSR, you will need be in the **Manage Units** screen. You get to this screen by doing the following:

- Select the initial property in which the PSR report will be created.
- Click on the **Units** tab and click the edit button.

Checking Compliance

• Once in the Manage Units screen, click the **Check Compliance** button

2 A pop-up window will ask the due date for the report. Enter the information and click **Refresh**.

If you have more than one program you will be asked to choose the compliance program for which you want to run the report. Click Calculate Compliance button.

A new screen will open to the **Program Report**. The default view is the Unit Compliance tab which shows all units and their compliance status.

S To edit any of the units, click on the **Cancel** button to close this screen and return to the **Units** tab on the **Manage Units** screen



Click the **Set-Aside Compliance** tab to receive a summary of the number of units that are in compliance and how many are required for each set aside.

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Creating a Project Status Report (PSR)

After you have reviewed the
 Compliance Report, from the Program
 Report screen, click the Start PSR
 Submission button.

2 You will be taken to the View Report screen.

Confirm the date range for the report you are running and choose your company from the dropdown menu.

4 Click Submit.

S The PSR will be generated in PDF format and is automatically saved. The report Task will be marked complete. The report will also be sent to the Agency for review. Once the Agency reviews and accepts it as complete, you will receive an email.

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Programs Tab

The Programs tab enables users to see the individual regulatory programs being monitored for each property. In the example, the programs being monitored are "Bond," "Home" and "Inclusionary."

In order to open up a program, the Open Program selection will need to be clicked.

Once **Open Program** has been selected, you will be able to view the Program details which includes:

- Details Shows both the program calculation and reporting details.
- Set-Aside Levels Specifies the income and rent limit percentages.
- **Reports** Provides a historical reference to all reports and lets the Property Manager know if any report is currently open or has been approved by the Compliance Manager.
- Units Matrix of all units and their set-aside level within the program.
- **Tasks** Identifies if there are any open, closed or scheduled tasks to be accomplished by the Property Manager within the specific regulatory program.
- Audits Notates a history of all inspections on the property assigned to the specific regulatory program.
- Limits Chart of the current and historic income and rent limits within the regulatory program for the county in which the property is located.

| focus | nistration - 🕅 Agencies 👚 Properties | C Schedules Resources D Notification | Sign Welcome |
|--|--------------------------------------|---|-------------------|
| | Non-Compliant | | |
| Compliance Status: Non | -Compliant | | 🕑 Manage Programs |
| BOND: Non-Compliant Change Program Name | | | Ci Open Program |
| # of Restricted Units | 5 | Open Tasks | |
| Compliance Status Date | 7/1/2016 | Review PSR report Please review PSR report | |
| There is a report in draft star Effective limit MTSP Hera: Alameda Count | us ny at 50% effective 12/18/2013 | Review PSR report Please review PSR report | |
| HOME: Non-Compliant Change Program Name | | | 🕑 Open Program |
| # of Restricted Units | 0 | Open Tasks | |
| Compliance status Date | 0/13/2010 | Please review PSR report | |
| Last Report Date There is a report in draft star | 5/13/2016 | Review PSR report Please review PSR report | |
| Effective limit HOME: Alameda County at : | 30% effective 6/6/2016 | Review PSR report Please review PSR report | |
| Inclusionary: No Current | Compliance Report | | 🕃 Open Program |
| Change Program Name | | | |
| Change Program Name # of Restricted Units | 0 | Open Tasks | |

Users Tab

When the **Users** tab is selected, the Property Manager will be able to see all Users with login access to the property. The following information is provided on each User:

- Full Name
- Username
- Email Address
- Contact Number
- Position
- Company
- User Role
 - o Owner
 - o Property Manager
 - o Property Compliance Manager
 - o Property Inspectors
 - o Primary Agency Contact

| | | New Pr | oject | | | |
|---|--|-----------------------------|---|--|--|---|
| B | Ne | w Project | | | Next | Certification Date: |
| Additio | onal Names: | | | | | |
| Property Details | Units Programs | Users Documents | Tasks (3) Report | s Audit Notes | | |
| | | | | | | |
| Jwners, Proper | rty Manager, Prope | erty Compliance M | anager, Property | Inspectors and Pr | imary Agency | Contact |
| Export to Excel | | | | | | M 🕂 1 to 3 of 3 🕨 M |
| Full Name 🔺 | Username | Email Address | Contact Number | Position | Company | User Role |
| Hayward Manager | haywardmanager | clanctot@housingco | | | | PropertyInspector |
| Sophie Baumbach | sbaumbach | sbaumbach@gmail.c | ~ | Property Manager | | PropertyManager |
| admin_test_user | admin_test_user | nramanan@housingc. | | | | PropertyManager |
| 1.00 | | | | | | |
| Additional Cont Search | acts Position | c | ontact Number | Email Address | 5 | H ≪I 1 to 3 of 3 H> H |
| Additional Cont Search Full Name A Caitlin Lanctot | Position Property Ma | c anager (S | ontact Number 325) 933-9229 | Email Address clanctot@hous | s ingcompliance.org | K ≪ 1 to 3 of 3 → H Is Primary Contact : Yes / Can S |
| Additional Cont Search Full Name ▲ Caitlin Lanctot Nate R | Position Property Ma Property Ma | c anager (9 anager (9 | ontact Number 925) 933-9229 925) 933-3033 | Email Address clanctot@hous nr@housingco | s ingcompliance.org mpliance.org | K 4 1 to 3 of 3 >> H Is Primary Contact : Yes / Can S Is Primary Contact : No / Can S |

Documents Tab

When the Documents tab is selected, the Property Manager is able to see a list of all documents related to the property.

| ↑ FOCUS | chedules 👤 Company Details 🔞 Resource | ces 🚯 Notification | | Sign out |
|---|---------------------------------------|----------------------------------|--------------------------|--------------|
| | New Project | | | |
| | ew Project | | Next Certification Date: | |
| Property Details Units Programs | Users Documents Tasks (3) Re | eports Audit Notes | | |
| | | Name | Туре | Search Reset |
| New Download | | | H 🔟 11 | o 2 of 2 🕨 🕅 |
| Name | Туре | Description | Created Date V | |
| 7-1-2016 Utility Allowance YCH HCV Progra | Miscellaneous/Others | Utility Allowance HCV Program | 2/22/2017, 2:18 PM | |
| 7-1-2016 Energy Efficient Garden U.A. for Y | Miscellaneous/Others | Energy Efficient YCH HCV Program | 2/22/2017, 2:18 PM | |
| | | | | |
| Close | | | | |

Tasks Tab

The Tasks tab enables users to view tasks and contains two sub-tabs Open and Closed.

The Open sub-tab contains tasks that need to be completed by the Property Manager.

2 The **Closed** sub-tab contains tasks that have been completed by the Property Manager.



If you have open tasks for a property, you will see a circled number on the tab next to the word Tasks. This indicates the number of open tasks for the property without the need to click on the Tasks tab.

Within the Task tab you will be alerted of any reports that are due, including:

- **PSR** reports •
- **CCPC** reports •
- CDLAC reports (for the Bond Program) •

3 For any Open tasks, double click on the row and a pop-up window will appear. Click on Create Report.



| | Lord rennyson | 1. How Tojeot | | | |
|------------------------|---------------------------|--------------------|--|---|--------------------|
| lord | Tennyson: New F | Task | | × | Certification Date |
| Additio | nal Names | Created Date | 12/20/2016 | | eate Notification |
| Property Details | Units Programs | Task | CDLAC Certificate Due | | 5 |
| One Cloud | Geboolulus Design | Priority | High | | |
| Open Closed | Schedules Review | Program property | Bond | | |
| he property is current | ly under construction, as | Туре | CDLACCertificate | | |
| | Task Source | Date From | 1/1/2016 | | Sea |
| | | Date To | 12/31/2016 | | |
| View | | Details | Please submit CDLAC Certificate Report | | H H 1 to 2 |
| | | Completed | 0 | | |
| Task Source 🔺 | Task | Completion details | | | ils |
| Scheduled | CDLAC Certificate | | | | e submit CDLAC |
| Scheduled | CDLAC Public Be | 3 | | | se submit CDLAC |
| | | Save Create Report | Cancel Close Task | | |

Reports Tab

The **Reports** tab provides a consolidated list of all completed Property Status Reports (PSRs), Certificates of Continuing Program Compliance (CCPCs) and CDLAC Reports for the selected property.

| | A Properties C | | | | | | |
|--------------|---------------------|-------------------------|-----------------------|------------|----------------------|-----------------|--------|
| FO | CUS | Schedules L Company Det | ails 😮 Resources 🚯 No | lification | | Sig | an out |
| | | New Pro | ject | | | welcome | |
| | Additional Names | New Project | | | Next Certification [| bate: | |
| Property Det | ails Units Programs | Users Documents | Tasks ③ Reports A | udit Notes | | | |
| Completed | | | | | | | |
| | | | | | Name | Search | Rese |
| Download | View History | | | | | 🗑 📢 0 to 0 of 0 | ₩ |
| rogram | Name | Description | Template | Date From | Date To | Created Date V | |
| | | | | | | | |
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Audits Tab

The **Audits** tab provides a consolidated list of any and all audits that have been completed at the property and a list of all open exception items that need to be addressed.

| | A Properties C Schedules | Company Details OResources ONotification | Sign out |
|------------------|--------------------------|--|--------------------------|
| FOCUS | | New Project | Welcome |
| 1 | New Pro | oject | Next Certification Date: |
| Additio | onal Names: | | |
| Property Details | Units Programs Users | Documents Tasks (3) Reports Audit Note | S |
| History | | | |
| Open Delete | | | H 44 0 to 0 of 0 H H |
| Inspector | Date V | Description | |
| | | | |
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| Close | | | |

Notes Tab

The function of the **Notes** tab is to provide a place to make and reference information on a property that may not fit into another area of the FOCUS system.

• Click the Add Note button to input a new note. All users with accesss to the property will be able to see any notes in this tab.

| New Project Next Certification Date: Automation Name: Notes Poetry Detais uits Pograms uies Documents Tasks (3) Reports Auti [Motes] Notes Automation Notems found | F OCUS | A Properties | Schedules | L Company De | etails 🔞 Re | sources 6 | Notificati | on | | Sign out |
|--|------------------|--------------|-------------|--------------|-------------|---------------|------------|-------|--------------------------|----------|
| | | | | New Pr | oject | | | | | |
| | 0 | | | | | | | | Next Certification Date: | |
| | New Project | | | | | | | | | |
| No items found | Property Details | Units Prog | irams Users | Documents | Tasks 3 | Reports | Audit | Notes | | |
| Add Note Core | | | | 0000000000 | 0 | | | | | |
| Cose | Add Note | | | | | | | | | C |
| Close | Search | | | | | In Name dawn | | | | 5 |
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Questions?

If you have any website related questions or concerns, please feel free to reach out to Housing Compliance Services:

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