




## ERMS

### How to Upload Files and Naming Conventions

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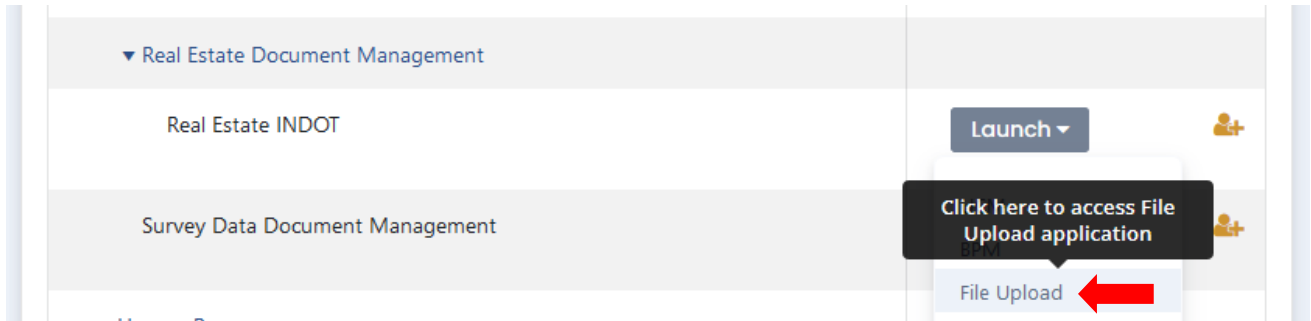
Please read the manual for additional information for file uploads by clicking on the  icon in the upper left corner on the Upload Tool Page

When uploading documents to ERMS all files should follow this naming convention:  
[La Code #, P#, Title]

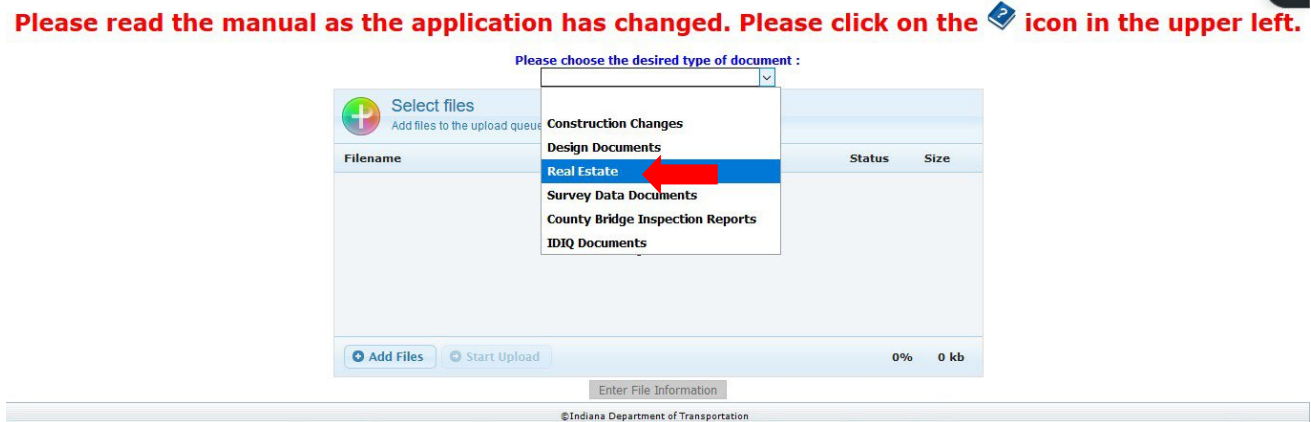
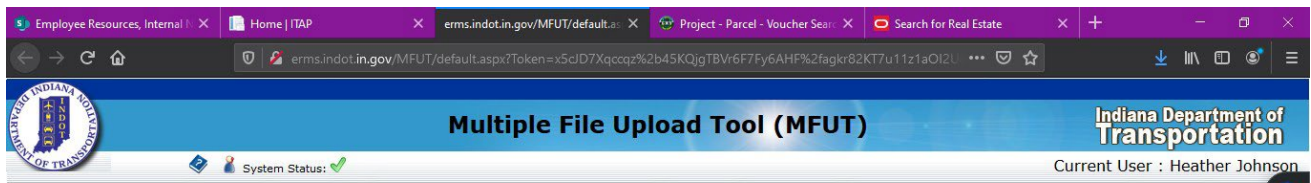
# How to Upload Files: Real Estate ERMS

1. You will need to access ITAP

- Beside Real Estate INDOT is a Launch button click it to access the menu and select FileUpload



2. Select Real Estate under the blue header that says "Please choose the desired type of document:"



- All of the files you are wanting to upload should be in a folder on your computer. Access the folder and highlight all the files you wish to upload.

Name	Date modified	Type
6438 P11 Claim Voucher	9/28/2021 8:51 AM	Adobe Acrobat D...
6438 P11 Sales Disclosure Form	9/28/2021 8:52 AM	Adobe Acrobat D...
6438 P11 Temporary Easement Grant	9/28/2021 8:55 AM	Adobe Acrobat D...
6438 P11 Various	9/28/2021 8:56 AM	Adobe Acrobat D...
6438 P11 Warranty Deed	9/28/2021 8:50 AM	Adobe Acrobat D...

- Drag and drop your files to the open space on the MFUT page where it says “Drag files here.”

Please read the manual as the application has changed. Please click on the icon in the upper right corner.

Please choose the desired type of document :  
Real Estate

**Select files**  
Add files to the upload queue and click the start button.

Filename	Status	Size
Drag files here.		

0% 0 kb

- Files should appear in the box. You now should have the option to click the “Start Upload” button. Once you have verified all the files you wish to upload are in the box, click the “Start Upload” button.

Please choose the desired type of document :  
Real Estate

**Select files**  
Add files to the upload queue and click the start button.

Filename	Status	Size
6438 P11 Claim Voucher.pdf		37 kb
6438 P11 Sales Disclosure Form.pdf		692 kb
6438 P11 Temporary Easement Grant.pdf		628 kb
6438 P11 Various.pdf		13.5 mb
6438 P11 Warranty Deed.pdf		647 kb

0% 15.4 mb

- Once it starts the upload, you will then be able to click the grey box at the bottom that says "Enter File Information". Click that grey box.

**Please choose the desired type of document :**

Real Estate

**Select files**

Add files to the upload queue and click the start button.

Filename	Status	Size	
6438 P11 Claim Voucher.pdf	100%	37 kb	✔
6438 P11 Sales Disclosure Form.pdf	100%	692 kb	✔
6438 P11 Temporary Easement Grant.pdf	100%	628 kb	✔
6438 P11 Various.pdf	100%	13.5 mb	✔
6438 P11 Warranty Deed.pdf	100%	647 kb	✔

+ Add Files
▶ Start Upload

**100% 15.4 mb**

Enter File Information
←

- Next, enter the information on the next page in the red area. For the blue area, please be sure to fill out the DES Number section. (DO NOT fill out Document Type or Parcel Number on this page, if you do then ALL files will have that label and it will have to be fixed.) Once data is filled out, click next at the bottom of the page.

**Enter DES number:**  Fill from SPMS

**Required Properties**

District :

County :

Primary DES :

Document Type :

Parcel Number :

Route Number :

Status :

Packet Type :

LA Code :

**Optional Properties**

→ DES Number :

Project Number :

Comment :

Contract Number :

Review Due Date :

Owner Name :

Next
←

- Now you will verify that the information for each file is correct. Here is where you want to select the correct Document Type for each file.

**Files Uploaded**

- <\*> 6438 P11 Claim Vouche
- <\*> 6438 P11 Sales Disclos
- <\*> 6438 P11 Temporary E
- <\*> 6438 P11 Various.pdf
- <\*> 6438 P11 Warranty Deed

**Required Properties**

District : Crawfordsville  
 County : Montgomery  
 Primary DES : 1593272  
 Document Type :  
 Parcel Number : 11

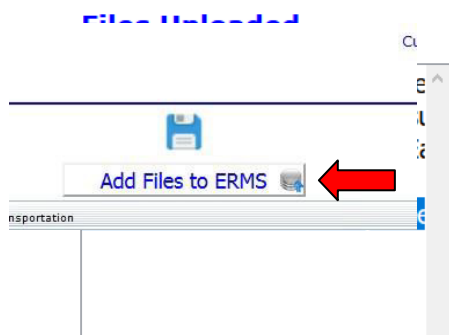
Route Number : SR 59  
 Title : 6438 P11 Warranty Deed.pdf  
 Status : RE CREATE  
 Packet Type : Buying  
 LA Code : 6438

**Optional Properties**

DES Number : 1593272  
 Project Number :  
 Comment :  
 Contract Number : R.39363  
 Review Due Date :  
 Owner Name :

Previous [Save] Next

- Click "Next" at the bottom of the page after the document type has been entered and continue until all files are completed. You will know all files are complete when the list on the left change from asterisks (\*) to check marks.



- Once you get all check marks, you will then click the "Add Files to ERMS" button at the bottom of the page.

You will receive an email from MFUT to your email address with the list of files you uploaded. This is a confirmation email that is auto-generated to let you know the files successfully uploaded to ERMS. The system does NOT generate an email to the specific group you are needing the files reviewed by so please be sure to always send the email with the confirmation attached or forwarded as support to what files you are specifically wanting reviewed to the intended group email for review

When uploading documents to ERMS all files should follow this naming convention:  
[La Code #, P#, Title]

## **APPRAISING**

Packet Type:

Appraising

Document Type:

NTO

Title:

Description:

NTO

Notice to Owner Letter

Document Type:

App Problem Analysis

Title:

Description:

APA

Appraisal Problem Analysis

Document Type:

Appraisal

Title:

Description:

Appraisal

Value Finding, Short/Long Form, or Excess Land

Document Type:

Valuation

Title:

Description:

Valuation

Waiver Valuation

Document Type:

Appraisal Review

Title:

Description:

Review

Value Finding, Short/Long Form, or Excess Land

Document Type:

SJC

Title:

Description:

SJC

Statement of Just Compensation

Document Type:

CRV

Title:

Description:

CRV

Checklist of Reports for Valuation

Example: 1234 P1 CRV

## **BUYING**

Packet Type:

Buying

Document Type:

Uniform Offer Letter

Title:

Uniform Offer

Documents to combine in single PDF:

- Executed Uniform Offer with signed Acceptance of Offer and Legal Descriptions
- Statement of Just Compensation
- Original Administrative Settlement (cover page only)
- Action Item Form
- Excess Land

Example: 1234 P1 Uniform Offer

Document Type:

Buyer's Report

Title:

Buyers Report

Documents to combine in single PDF:

- Supplemental Title and Encumbrance Report with Tax Receipts
- Support documents for Signors Authority
- SNET and all Buyers Reports (last report first, in order of date)
- All emails & correspondence
- Miscellaneous papers pertinent to the parcel
- Receipt of Conveyance (if any)
- Relocation Papers (if any)
- Retention Letter (if any)
- Formal Retention Agreement (if any)
- Retention of Ownership (fixtures and parts – if any)

Example: 1234 P1 Buyers Report

Document Type:

Various

Title:

Description:

Land Acquisition Name Change	with copies of conveyance documents attached
Electronic Signature Documents	must be uploaded separately
Electronic Verification Page	for each e-document uploaded

Example: 1234 P1 Land Acquisition Name Change

## **ROW ENGINEERING**

Transmittal Letter will be required for each submittal (one parcel file uploaded-one transmittal letter, 10 parcel files uploaded-one transmittal letter) for Abstracting, Engineering and ROW Plans. Packet Type will be Abstracting or Engineering as appropriate and Document Type of Transmittal Letter

Title attributes for Transmittal Letter will be "LA CODE # TRANSMITTAL LETTER DATE", for example: **1234 TRANSMITTAL LETTER 04-10-2009**. Date will be MM-DD-YYYY.

The Title attribute for ROW Plans will be "CODE # RW PLANS", for example: **1234 RW PLANS**

Staking Reports will be in 5 separate files: "CODE # LAE FORMS", "CODE # EXCEL SIGN REPORT", "CODE # EXCEL POINT COORD LIST", "CODE # POINT COMPARISON REPORT", and "CODE # SURVEY NOTICES", for example: **5932 SURVEY NOTICES**. The Parcel Number will be "ALL" for total project staking or parcel numbers staked separated by commas.

Packet Type:

Abstracting

Document Type:

T&E Report

Title:

T&E Report

Document Type:

Supplemental T&E Report (if needed)

Title:

Supplemental T&E Report

Example: 1234 P1 Supplemental T&E Report



Document Type:

Transmittal Letter

Title:

Transmittal Letter

Packet Type:

Engineering

Document Type:

ROW Engineering Documents

Title:

ROW Engineering Documents

Documents to combine in single PDF:

- A "Revision, Correction, Elimination Parcel Routing Sheet" – if needed
- Parcel Documentation Sheet
- Legal Descriptions
- ROW Parcel plats
- Memo to File, Appraisers and Buyers (RER) – if necessary
- L-10 Form
- Area Computations Form
- Memos – if necessary
- Reference materials – copies of ROW grants, recorded surveys, subdivision plats, etc.
- COGO Computation Sheets/Traverse Reports
- Electronic File Quality Assurance Form
- In the rare occurrence that a complete ROW Plan Set is not available, such as a partial submittal of batches of parcels on a large project the applicable Plat #1 and plan sheets will be added to this file

Example: 1234 ROW Engineering Documents

Document Type:

ROW Plans

Title

ROW Plans

Document Type:

Transmittal Letter

Title:

Transmittal Letter

Example: 1234 Transmittal Letter 04-10-2021

Packet Type:

Staking Report

Document Type:

Excel Point Coord List

Title:

Excel Point Coordinate List

Document Type:

Excel Sign Report

Title:

Excel Sign Report

Example: 1234 P1 Excel Sign Report

Document Type:

LAE Forms

Title:

LAE Forms

Document Type:

Point Comparison Report

Title:

Point Comparison Report

Example: 1234 P1 Point Comparison Report

Document Type

Survey Notices

Title

Survey Notices

Document Type

Transmittal Letter

Title

Transmittal Letter

## RELOCATION

Packet Type:

Relocation

Document Type

Relocation Intake/Assessment Meetings

Title:

Appraisal Meeting - Residential (or Business)

Documents to combine in single PDF:

- **W9's DO NOT GET UPLOADED INTO ERMS**
- #41 A/B/C/D – Residential/Business/Landlord/PPMO Questionnaire – FILLED OUT COMPLETELY
- #12 or 25(Res&Bus) – Move Certificate - Top Portion Completed with Agent's signature
- Photo(s) (Res&Bus) – Subject Building/Outbuildings/Front view and adjacent property photos required
- #14 or 14T(Res ONLY) – Comparable Properties – Subject information filled out
- #8(Res&Bus) – Agent's Summary Report

Example: 1234 P1 Appraisal Meeting – Business

Title:

Initial Meeting - Residential (or Business)

Documents to combine in single PDF:

- **W9's DO NOT GET UPLOADED INTO ERMS**
- #10(Res/Bus/PPMO) – Verification Sheet - Fully completed signed by Agent/Displacee
- #41A/B/C/D – Residential/Business/Landlord/PPMO
- #38(Res/Bus/PPMO) – Self Certifying Form signed by Displacee
- #44(Res/Bus/PPMO) – Title VI Survey
- #9(Tenant&LL ONLY) – Tenant List
- #12 or 25(Res/Bus/PPMO) – Move Certificate - Top portion completed only with Agent's signature
- Photo (Res/Bus/PPMO) – Subject Building/Outbuildings/Front view and adjacent property photos required
- INV (Res/Bus/PPMO) – All Personal Property Photos of Subject Property
- #30/#30A(Bus/PPMO ONLY) – 90 Day Notice signed by Agent and Business Displacee
- #46(Bus) – Reestablishment Guidelines Advisory Letter signed by Displacee
- #47(Bus) – Business Eligible Moving Expenses Letter signed by Displacee
- #48(Bus) – Business Ineligible Moving Expenses Letter signed by Displacee
- #42A(Res/Bus/PPMO) – Payment Notice signed by Displacee
- #43A(Res/Bus/PPMO) – Tax Law Letter signed by Displacee
- #8(Res/Bus/PPMO) – Agent's Summary Report

Example: 1234 P1 Initial Meeting - Residential

Document Type

Moving

<u>Title:</u>	<u>Description:</u>
RSM	Residential Schedule Move
Documents to combine in single PDF:	
<ul style="list-style-type: none"><li>• <b>W9's DO NOT GET UPLOADED INTO ERMS</b></li><li>• Voucher – Signed by Agent and Displacee</li><li>• #12(Res) – Move Certificate - Top portion completed with Agent's signature/ Middle portion completed</li><li>• Photos – Personal Property being removed from Subject</li><li>• #8 – R/W Clear / MOI (Move Out Inspection) – if Applicable</li><li>• #8 – Agent's Summary Report</li></ul>	

Example: 1234 P1 RSM

<u>Title:</u>	<u>Description:</u>
BSM	Business Self Move
Documents to combine in single PDF:	
<ul style="list-style-type: none"><li>• <b>W9's DO NOT GET UPLOADED INTO ERMS</b></li><li>• Voucher – Signed by Agent and Displacee</li><li>• #25(Bus) – Move Certificate – Top Portion completed with Agent's signature/ Middle portion completed</li><li>• Photos – Personal Property being removed from the Subject</li><li>• Invoice from Professional Mover – If Applicable</li><li>• Highest and Lowest Move Bids</li><li>• #27 – Moving Bid Specifications signed by each moving company</li><li>• Agents Estimate/PPMO Brochure – If Applicable</li><li>• #8 – R/W Clear / MOI (Move Out Inspection) – If Applicable</li><li>• #8 – Agent's Summary Report</li></ul>	

Example: 1234 P1 BSM

Title:	Description:
RACM	Residential Actual Cost Move
<p>Documents to combine in single PDF:</p> <ul style="list-style-type: none"> <li>• <b>W9's DO NOT GET UPLOADED INTO ERMS</b></li> <li>• Voucher – Signed by Agent and Displacee</li> <li>• #12(Res) – Move Certificate - Top portion completed with Agent's signature/ Middle portion completed</li> <li>• Photos – Personal Property being removed from the Subject</li> <li>• Invoice/Bill</li> <li>• #28 – Labor Hours and Expenses – Fully Completed/Signed/Paid Receipts/Type of work/hours worked - Self Move Only</li> <li>• Highest/Lowest Move Bids</li> <li>• #27 Moving Bid Specification signed by each moving company</li> <li>• Form of payment – Canceled Check(Front and back)/paid invoice or other evidence showing paid in full</li> <li>• #8 – R/W Clear / MOI (Move Out Inspection) – If Applicable</li> <li>• #8 – Agent's Summary Report</li> </ul>	

Example: 1234 P1 RACM

Title:	Description:
BACM	Business Actual Cost Move
<p>Documents to combine in single PDF:</p> <ul style="list-style-type: none"> <li>• <b>W9's DO NOT GET UPLOADED INTO ERMS</b></li> <li>• Voucher – Signed by Agent and Displacee</li> <li>• #25(Bus) – Move Certificate – Top Portion completed with Agent's signature/ Middle portion completed</li> <li>• Photos – Personal Property being removed from the Subject</li> <li>• Bill/Invoice</li> <li>• Form of payment – Canceled Check(Front and back)/paid invoice or other evidence showing paid in full</li> <li>• #28 – Labor Hours and Expenses – Fully Completed/Signed/Paid Receipts/Type of work/hours worked - Self Move Only</li> <li>• Highest/Lowest Move Bids</li> <li>• #27 Moving Bid Specification signed by each moving company</li> <li>• #8 – R/W Clear / MOI (Move Out Inspection) – If Applicable</li> <li>• #8 – Agent's Summary Report</li> </ul>	

Example: 1234 P1 BACM

<u>Title:</u>	<u>Description:</u>
AG EST	Agent Estimate
<p>Documents to combine in single PDF:</p> <ul style="list-style-type: none"> <li>• <b>W9's DO NOT GET UPLOADED INTO ERMS</b></li> <li>• Voucher – Signed by Agent and Displacee</li> <li>• #25(Bus) – Move Certificate – Top Portion completed with Agent's signature/ Middle portion completed</li> <li>• Photos – Personal Property being removed from the Subject</li> <li>• Invoice from Professional Mover – If Applicable</li> <li>• Highest and Lowest Move Bids</li> <li>• #27 – Moving Bid Specifications signed by each moving company</li> <li>• Agents Estimate/PPMO Brochure – If Applicable</li> <li>• #8 – R/W Clear / MOI (Move Out Inspection) – If Applicable</li> <li>• #8 – Agent's Summary Report</li> </ul>	

Example: 1234 P1 AG EST

<u>Title:</u>	<u>Description:</u>
RPM	Residential Professional Move
<p>Documents to combine in single PDF:</p> <ul style="list-style-type: none"> <li>• <b>W9's DO NOT GET UPLOADED INTO ERMS</b></li> <li>• Voucher – Signed by Agent and Displacee</li> <li>• #12(Res) – Move Certificate - Top portion completed with Agent's signature/ Middle portion completed</li> <li>• Photos – Personal Property being removed from the Subject</li> <li>• Bill/invoice/paid receipt if Reimbursing the Displacee</li> <li>• Highest/Lowest Move Bids</li> <li>• #27 Moving Bid Specification signed by each moving company</li> <li>• #8 – R/W Clear / MOI (Move Out Inspection) – If Applicable</li> <li>• #8 – Agent's Summary Report</li> </ul>	

Example: 1234 P1 RPM

<u>Title:</u>	<u>Description:</u>
BPM	Business Professional Move
<p>Documents to combine in single PDF:</p> <ul style="list-style-type: none"> <li>• <b>W9's DO NOT GET UPLOADED INTO ERMS</b></li> <li>• Voucher – Signed by Agent and Displacee</li> <li>• #25(Bus) – Move Certificate – Top Portion completed with Agent's signature/ Middle portion completed</li> <li>• Photos – Personal Property being removed from the Subject</li> <li>• Bill/invoice/paid receipt if Reimbursing the Displacee</li> <li>• Highest/Lowest Move Bids</li> <li>• #27 Moving Bid Specification signed by each moving company</li> <li>• #8 – R/W Clear / MOI (Move Out Inspection) – If Applicable</li> <li>• #8 – Agent's Summary Report</li> </ul>	

Example: 1234 P1 BPM

<u>Title:</u>	<u>Description:</u>
PPMO	Personal Property Move
<u>Documents to combine in single PDF:</u> <ul style="list-style-type: none"> <li>• <b>W9's DO NOT GET UPLOADED INTO ERMS</b></li> <li>• Voucher – Signed by Agent and Displacee</li> <li>• #25(Bus) – Move Certificate – Top Portion completed with Agent's signature/ Middle portion completed</li> <li>• Photos – Personal Property being removed from the Subject</li> <li>• Invoice from Professional Mover – If Applicable</li> <li>• Highest and Lowest Move Bids</li> <li>• #27 – Moving Bid Specifications signed by each moving company</li> <li>• Agents Estimate/PPMO Brochure – If Applicable</li> <li>• #8 – R/W Clear / MOI (Move Out Inspection) – If Applicable</li> <li>• #8 – Agent's Summary Report</li> </ul>	

Example: 1234 P1 PPMO

<u>Title:</u>	<u>Description:</u>
Relo Services	Moving Bids Fees / Relocation Incentive / Interpreter Services
<u>Documents to combine in single PDF:</u> <ul style="list-style-type: none"> <li>• <b>W9's DO NOT GET UPLOADED INTO ERMS</b></li> <li>• Voucher – Signed by Agent and Displacee</li> <li>• Invoice/Bill not exceeding the approved bid fee</li> <li>• Bid – Original Bid on Company Letterhead</li> <li>• #27 – Moving Bid Specification</li> <li>• #8 – Agent's Summary Report</li> </ul>	

Example: 1234 P1 Relo Services

<u>Title:</u>
Relocation Incentive
<u>Documents to combine in single PDF:</u> <ul style="list-style-type: none"> <li>• <b>W9's DO NOT GET UPLOADED INTO ERMS</b></li> <li>• #49 – Relocation Incentive Agreement signed by the Displacee</li> <li>• Accepted Acq. Offer – Assigned Buyer's proof of offer Acceptance</li> <li>• #8 – Agent's Summary Report</li> </ul>

Example: 1234 P1 Relocation Incentive

<u>Title:</u>	<u>Description:</u>
DLPP/SPP/HBLV	Business Direct Loss of Personal Property (DLPP) or Business Substitute Personal Property (SPP) or Business High Bulk = Low Value (HBLV)
	<p><u>Documents to combine in single PDF:</u></p> <ul style="list-style-type: none"> <li>• <b>W9's DO NOT GET UPLOADED INTO ERMS</b></li> <li>• Voucher – Signed by Agent and Displacee</li> <li>• #25(Bus) – Move Certificate – Top and middle portion completed with Agent's signature</li> <li>• Photos – Personal Property being removed from the Subject</li> <li>• Highest/Lowest Move Bids</li> <li>• #27 Moving Bid Specification signed by each moving company</li> <li>• Receipt from the sale of the replaced or abandoned business equipment – If Applicable</li> <li>• FMV – Proof of in-place FMV of Business equipment replaced or abandoned</li> <li>• #8 – Agent's Summary Report</li> </ul>

Example: 1234 P1 SPP

<u>Title:</u>	<u>Description:</u>
BR	Business Reestablishment
	<p><b>MUST BE PRE-APPROVED THRU EMAIL BEFORE UPLOADING VOUCHER ASSEMBLY</b></p> <p><u>Documents to combine in single PDF:</u></p> <ul style="list-style-type: none"> <li>• <b>W9's DO NOT GET UPLOADED INTO ERMS</b></li> <li>• Voucher – Signed by Agent and Displacee</li> <li>• #30 – 90 Day Notice signed by Agent and Business Displacee</li> <li>• #32 – Reestablishment Expense Determination Form</li> <li>• DEED/LEASE – Owner's replacement Deed or Lease to Replacement Property</li> <li>• LEASE – Tenant's new lease for Landlord reestablishment claims</li> <li>• Photos – Before/After – On all work before claimed reimbursement &amp; after claimed reimbursement</li> <li>• #28 – Labor Hours and Expenses – Fully Completed/Signed/Paid Receipts</li> <li>• Receipts – Paid receipts, Canceled Checks, Evidence of payment</li> <li>• #8 – Agent's Summary Report</li> </ul>

<u>Title:</u>	<u>Description:</u>
BS	Business Searching
	<p><u>Documents to combine in single PDF:</u></p> <ul style="list-style-type: none"> <li>• <b>W9's DO NOT GET UPLOADED INTO ERMS</b></li> <li>• Voucher – Signed by Agent and Displacee</li> <li>• #31 – Searching Expense Report</li> <li>• Receipts – Paid in full receipts for any lodging and meals if overnight travel was necessary (overnight reimbursement must be pre-approved)</li> <li>• <b>(PRE-APPROVALS ARE NOT UPLOADED IN ERMS)</b></li> <li>• #8 – Agent's Summary Report</li> </ul>



Title:	Description:
PIL	Payment in Lieu
<p>Documents to combine in single PDF:</p> <ul style="list-style-type: none"> <li>• <b>W9's DO NOT GET UPLOADED INTO ERMS</b></li> <li>• Voucher – Signed by Agent and Displacee</li> <li>• #30 – 90 Day Notice Signed by the Agent and Displacee</li> <li>• #33 – Payment in Lieu Certification</li> <li>• #35 – Payment in Lieu Determination</li> <li>• #40 – Accountant's or IRS Certification Letter – Signed by Tax Preparer</li> <li>• TAX – Federal Tax Returns for the last two taxable years prior to displacement – Signed by the Displacee and Preparer</li> <li>• Photos – Personal Property being removed from the Subject</li> <li>• #9 – Tenant List(Renters Only)</li> <li>• #8 – R/W Clear / MOI (Move Out Inspection) – If Applicable</li> <li>• #8 – Agent's Summary Report</li> </ul>	

Example: 1234 P1 PIL

Document Type
RHP

Title:	Description:
PDP	Price Differential Payment or Last Resort Housing – Owner (LRH-O)
<p>Documents to combine in single PDF:</p> <ul style="list-style-type: none"> <li>• <b>W9's DO NOT GET UPLOADED INTO ERMS</b></li> <li>• Voucher – Signed by Agent and Displacee</li> <li>• #16 – <b>Approved</b> 90 Day Notice <b>Signed</b> by the Agent and Displacee</li> <li>• #15 – Replacement Housing Computation (Top &amp; middle completed)</li> <li>• BO – Appraisal Relocation Breakout Form (Owners only)</li> <li>• Photo (Res/Bus/PPMO) – Subject Building/Outbuildings/Front view and adjacent property photos required</li> <li>• #14 or #14T – Fully completed and signed (3 comps are required if available)</li> <li>• Photo – Photos of Comparables</li> <li>• Comp Data Sheets – MLS and/or data sheets for each comparable listed on R14 with photos of the dwelling and outbuildings</li> <li>• #18 – DS&amp;S (Decent, Safe and Sanitary) Inspection</li> <li>• Photo – Photo of Replacement</li> <li>• Proof of Cost – Purchase Agreement, Construction Contract, BPO- Must indicate cost and be signed by all responsible parties</li> <li>• #22 or 22A or 23 – Agreement for Advanced RHP</li> <li>• HUD/Deed – Copy of the replacement HUD signed by seller &amp; buyer and new Deed signed by seller, or signed and recorded Land Contract</li> <li>• Unused Data Sheets – Additional Comps that could not be used</li> <li>• #8 – Agent's Summary Report</li> </ul>	

<u>Title:</u>	<u>Description:</u>
90 Day Approval	90 Day Notice – SIGNED ONLY <b>(PRE-APPROVALS ARE NOT UPLOADED IN ERMS)</b>

Example: 1234 P1 90 Day Approval

<u>Title:</u>	<u>Description:</u>
RAP	Rental Assistance Payment or Last Resort Housing – Tenant (LRH-T)
	<p><u>Documents to combine in single PDF:</u></p> <ul style="list-style-type: none"> <li>• <b>W9's DO NOT GET UPLOADED INTO ERMS</b></li> <li>• Voucher – Signed by Agent and Displacee</li> <li>• #16 or 17 or 17A – <b>Approved</b> 90 Day Notice <b>Signed</b> by Agent and Displacee</li> <li>• EMR – Economic or Market Rent Assessment (if applicable)</li> <li>• LOW – HUD Low Income Chart</li> <li>• INCV – Income Verification (Tenant 30% Rule) (if applicable)</li> <li>• #15A/15 – Replacement Housing Computation</li> <li>• Photo/HUD – Photo of Subject property and HUD utility chart</li> <li>• #14T – Comparable Properties for Replacement Housing</li> <li>• Photo/Utility – Photos of Comparables, data sheets, and HUD utility chart</li> <li>• Unused Data Sheets – Additional comps that could not be used</li> <li>• #18 – DS&amp;S (Decent, Safe and Sanitary) Inspection</li> <li>• #22 or 22A or 23 – Agreement for Advanced RHP</li> <li>• Photo/Utility – Photo of replacement and HUD Utility Chart</li> <li>• LEASE – Replacement Lease signed by the Displacee and Landlord</li> <li>• #9/Lease – Tenant List Signed by the Landlord and Subject Lease</li> <li>• #8 – Agent's Summary Report</li> </ul>

<u>Title:</u>	<u>Description:</u>
DAP	Down Payment Assistance or Last Resort Housing – Tenant (LRH-T)
	<p><u>Documents to combine in single PDF:</u></p> <ul style="list-style-type: none"> <li>• <b>W9's DO NOT GET UPLOADED INTO ERMS</b></li> <li>• Voucher – Signed by Agent and Displacee</li> <li>• #17 – <b>Approved</b> 90 Day Notice <b>Signed</b> by the Agent and Displacee</li> <li>• EMR – Economic Or Market Rent Assessment (if applicable)</li> <li>• LOW – HUD Low Income Chart</li> <li>• INCV – Income Verification (Tenant 30% Rule) (if applicable)</li> <li>• #15A – Replacement Housing Computation</li> <li>• Photo/HUD – Photo of Subject property and HUD utility chart</li> <li>• #14T – Comparable Properties for Replacement Housing</li> <li>• Photo/Utility – Photos of Comparables, data sheets, and HUD utility chart</li> <li>• Unused Data Sheets – Additional comps that could not be used</li> <li>• #18 – DS&amp;S (Decent, Safe and Sanitary) Inspection</li> <li>• #22 or 22A – Agreement for Advanced RHP</li> <li>• Photo/Utility – Photo of replacement and HUD Utility Chart</li> <li>• Replacement Purchase Agreement</li> <li>• #9/Lease – Tenant List Signed by the Landlord and Subject Lease</li> <li>• #8 – Agent's Summary Report</li> </ul>

Example: 1234 P1 DAP

Title:	Description:
MIDP	Mortgage Increase Interest Differential payment
<p>Documents to combine in single PDF:</p> <ul style="list-style-type: none"> <li>• <b>W9's DO NOT GET UPLOADED INTO ERMS</b></li> <li>• Voucher – Signed by Agent and Displacee</li> <li>• #19 – MIDP-Increased Interest data sheet</li> <li>• MORT-S – Subject mortgage AND note showing interest rate and terms</li> <li>• MORT-R – Replacement mortgage AND note showing interest rate terms</li> <li>• MPO – Subject mortgage payoff statement</li> <li>• MID – Mortgage Interest Differential Calculation form</li> <li>• #22/22A/23 – Agreement for Advanced RHP</li> <li>• DEED – Owner's Deed</li> <li>• #8 – Agent's Summary Report</li> </ul>	

Example: 1234 P1 MIPD

Title:	Description:
CC	Closing Costs
<p>Documents to combine in single PDF:</p> <ul style="list-style-type: none"> <li>• <b>W9's DO NOT GET UPLOADED INTO ERMS</b></li> <li>• Voucher – Signed by Agent and Displacee</li> <li>• #20 – Closing Costs Certification – Fully completed form with itemized eligible expenses signed by Agent and Displacee</li> <li>• HUD1 – Closing Statement signed by the Displacee and Seller with highlighted expenses</li> <li>• #22/22A/23 – Agreement for Advanced RHP</li> <li>• DEED – Owner's Deed</li> <li>• MORT-S – Subject Mortgage(s) (if prior and replacement mortgage)</li> <li>• NOTE-S – Note showing interest rate and terms (if prior and replacement mortgage)</li> <li>• MORT-R – Replacement Mortgage(s) (if prior mortgage and replacement mortgage)</li> <li>• NOTE-R – Note showing interest rate and terms (if prior and replacement mortgage)</li> <li>• MPO – Subject payoff statement for MIP, points, origination, funding, and assumption fees (if prior and replacement mortgage)</li> <li>• #8 – Agent's Summary Report</li> </ul>	

Example: 1234 P1 CC

<u>Title:</u>	<u>Description:</u>
IE	Incidental Expenses - Home Inspections / Surveys / Appraisals
Documents to combine in single PDF: <ul style="list-style-type: none"> <li>• <b>W9's DO NOT GET UPLOADED INTO ERMS</b></li> <li>• Voucher – Signed by Agent and Displacee</li> <li>• #20 – Closing Costs Certification – Fully completed form with Itemized eligible expenses signed by Agent and Displacee</li> <li>• Receipts – Paid in full receipts for completed work</li> <li>• Copy of Inspections/survey/appraisal or a summary page</li> <li>• Proof of Payment – Canceled Checks (front and back) or other evidence of payment in full</li> <li>• #22/22A/23 – Agreement for Advanced RHP</li> <li>• #8 – Agent's Summary Report</li> </ul>	

Example: 1234 P1 IE

<u>Title:</u>	<u>Description:</u>
DSS	Decent, Safe & Sanitary
Documents to combine in single PDF: <ul style="list-style-type: none"> <li>• #18 – DS&amp;S (Decent, Safe and Sanitary) Inspection</li> <li>• #8 – Agent's Summary Report</li> </ul>	

Example: 1234 P1 DSS

Closing File
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<u>Title:</u>	<u>Description:</u>
Close File	R8 – Closing File
Documents to combine in single PDF: <ul style="list-style-type: none"> <li>• #12 or 25 – Moving Certificate – Entire Form is filled out completely with Agent's signature</li> <li>• #8 – Agent's Summary Report – Closing file</li> </ul>	

Example: 1234 P1 Close File

## **PROPERTY MANAGEMENT**

Packet Type:

Property Mgmt
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Document Type::

Vacate & Payment Documents
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Title:

Closing Statement
Closing Statement Endorsed
Condemnation Letter Temp Nothing in Right of Way
Acquire
CTC Info
Vacate Notice
Vacate Notice Condemned
Vacate Notice Condemned (Agreed Judgement)

Example: 1234 P1 Closing Statement