



The **Document Import** feature gives owners and management at 811 projects a way to share documents related to audit reviews directly with OHFA staff. This guide shows how the feature works for the online users.

1. Select the Project that documents related to the audit are being submitted to OHFA.
2. Click on the **Upload Documents** button on the right side of the Property Details page.

West Lafayette Townhomes 19:54

Property Details

West Lafayette Townhomes
 DBA: Lafayette Mills
 600 Plainfield Road
 West Lafayette OH, 43845

Compliance Analyst: Robin Dotson
 Scattered Site: No

Program	Award Number	Award Date	Buildings	Units
HDAP-LIHTC(HOME)	N-B-97-493-1	1/1/1998	5	10
LIHTC - Competitive	970083		5	40

- Utility Allowances
- Export Events
- Receipt
- Annual Certification
- Remove Property
- Upload Documents**

3. Click **Browse** and find the correct file being uploaded.
4. Select the **Document Type** from the dropdown list.
5. Review the **Uploaded Files** table to ensure the document was uploaded.
 - Table includes your file name, the document type selected, and the date uploaded.

Return to Property Listing
 Manage Users
 West Lafayette Townhomes
 OH-97-00205
 OH-97-00206
 OH-97-00207
 OH-97-00208
 OH-97-00209

Document Import

Instructions for using this feature are the following:

- Allowable File Types = PDF,Word,Excel,txt,jpg,tiff,png
- *Maximum File Size = 25 MB*

File Name: No file selected.

Document Type: Year (ie. 2006)
(Required for Utility Allowance Only)

Success: Tenant Selection.pdf

Uploaded Files

FileName	Document Type	Date Uploa
Tenant Selection.pdf	Tenant Selection Plan	13 Feb 2017
PHA UA 2015.pdf	Utility Allowance 2015	13 Feb 2017
PHA UA 2016.pdf	Utility Allowance 2016	13 Feb 2017

Select

- Tenant Selection Plan
- Utility Allowance
- 24 Hour Notice
- 8609A
- Affirmative Fair Housing Marketing Plan
- AOC Documentation
- Completed 8609
- Funding Agreement
- Lease/ Addendum
- Management Questionnaire
- Other Prep Documentation
- Recorded Restrictive Covenant
- Rent Roll
- 811 File Audit – Annual Recertification**
- 811 File Audit – EIV Access
- 811 File Audit – EIV Master Binder
- 811 File Audit – Gross Rent Certifications
- 811 File Audit – Interim Recertification
- 811 File Audit – Move In Certification
- 811 File Audit – Property Records

Note: Be sure to upload the document (s) in the order as shown on the File Audit Checklist or they will be rejected.