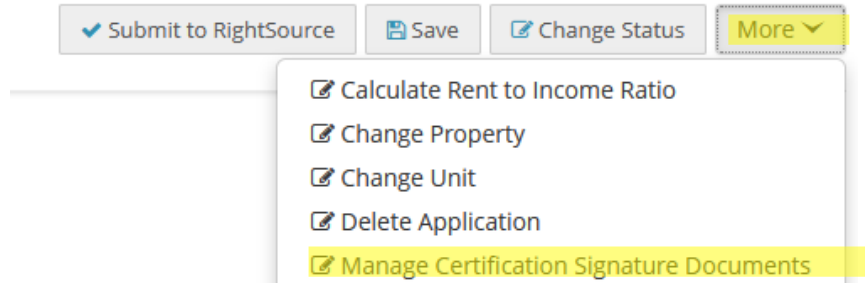


AFTER RIGHT SOURCE APPROVES SECTION 8 ANNUAL RECERT HOW TO PULL 50059 DOCS TO BE SIGNED

AFTER RIGHTSOURCE TELLS YOU THE APPLICANT HAS BEEN APPROVED, then following the instructions below to complete the recert and get it closed out in Yardi:

- 1.) **To pull the 50059 docs, First pull up the approved applicant's name in in site manager**
 - From the household hold page dashboard → Click the more drop-down menu (top Right corner)
 - Then click the **"Manage Certification Signature Documents"** button



- 2.) **Then the page shown on the screenshot below will come up**

- a. You can choose to either email the 50059 to the applicant – If you click the **"Show 50059 to User"** button and make sure the box **"Send email to user"** is checked → this will send them an invite email to login to their portal to sign the 50059 documents digitally
- b. **OR** if you just want to pull up the copy of the 50059 to print to be signed with the other Move in documents → Click on the **"View 50059"** button → this will allow you view and print the approved 50059 document to be signed at time of Move in with the other documents (see below).
(IF blended with Tax credit, then you will also pull the TIC as well in the same area)

Manage Compliance Documents

50059 Signing						
	Visibility to User	Re-Send Certification Invitation E-Mail	Counter Sign Certification	Send Certification to Voyager	View Certification	TIC to Use
50059 Effective 11/1/2023	<div style="border: 1px solid black; padding: 2px;"> Show 50059 To User <input checked="" type="checkbox"/> Send email to user? </div>	N/A	Counter Sign Pending User Signature	Send 50059 to Voyager Pending Signatures	<div style="border: 1px solid black; padding: 2px;"> View 50059 </div>	N/A

- 3.) The other additional move in documents can also be pulled up in site manager:
 - Click on the **"Document Stacks"** Tab on their household page → then find the Move in documents packet file
 - Click to open the packet of Move in documents file then print off

-Next Page->

4.) You can also pull the 59 and also TIC (if blended TC/Section 8) from Yardi:

(once in approved status from Right Source only)

a. Pull up the approved applicant's name in Yardi → from the Prospect Guest Card page → From the "Leasing Steps" Box on the right-hand side of the screen → Click on the **Application Status** button under the **Leasing steps Box** → then Under the "Application Status" Blue bar → Click on the **"Lease Doc"** button → this will pull up the HUD lease to view and print those documents to be signed at time of MI.

The screenshot displays the Yardi application status interface. On the left, a table lists applicant details: Status (Approved), Code (p0044132), Property (080120), Unit (107), Unit Type (CG.11), First Contact (Web), Agent (Property Website), Source (RENTCafe.com ILS), Result, and Date (09/21/2023). On the right, a vertical menu titled "Leasing Steps" includes links for Guest Card, Preferences, Occupants, Select Unit, Rental Options, Concessions, Application Form, Application Charges, and Application Status (highlighted in yellow). Below the details is a "Notes" section with the text "Interested In: 1 BED 1 BATH" and a row of navigation buttons: Contacts, Waiting List, Previous, Quote, Screening, and Help. A blue bar labeled "Application Status" is followed by a table with columns "Action", "Date", and "Agent". The table contains two rows: "Submit Application" on 10/17/2023 and "Application Approved" on 10/20/2023. Below the table are buttons for Ledger, Assign Unit, Lease Doc, Execute Lease, Cancel, and Connect Utilities. The "Edit 50059" button is circled in red.

(You can also choose to pull the 50059 from yardi as well → by clicking on **"Edit 50059"** and **"Edit TIC"** (if applies for Blended properties) button (shown above) Then from the 50059 Certification Dialog box that comes up → Click the **"Reports"** drop down box → then click the **"50059 Full pack"** button to pull up the 50059 (shown below)

The screenshot shows the "50059 Certification" dialog box with the status "Passed validation". At the top right, there are two dropdown menus: "Data" and "Reports" (highlighted in yellow). The "Reports" dropdown is open, showing a list of options: 50059 Form, 50059 Full Pack (highlighted in yellow), 50059 Model Lease (highlighted in yellow), Verify Preview, Verify and Post, and Income Worksheet. The left side of the dialog box shows a list of items with labels like "Lea" and "Mov".