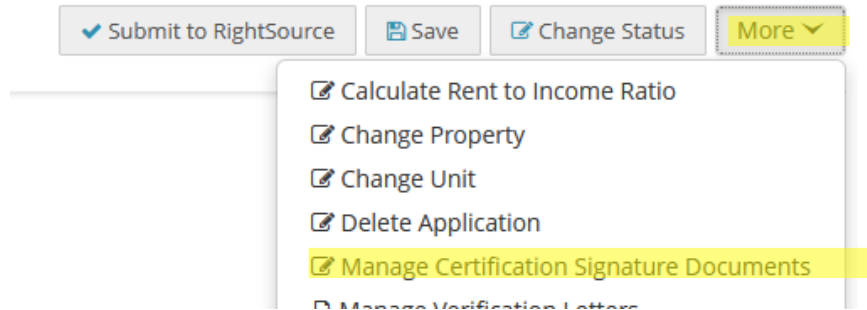


AFTER RIGHT SOURCE APPROVES NEW MOVE IN: HOW TO PULL 50059 & LEASE DOCS TO BE SIGNED AT TIME OF MOVE IN

AFTER RIGHTSOURCE TELLS YOU THE APPLICANT HAS BEEN APPROVED, Verify the dates for the move in are correct, then following the instructions below:

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).

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: 5px; display: inline-block;"> 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: 5px; display: inline-block;"> 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.) Then there is also a **HUD lease** document that will need to be signed at time of move in as well → this you will be able to pull up from Yardi household page (once in approved status)
- 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.

Status: Approved
 Code: p0044132
 Property: 080120
 Unit: 107
 Unit Type: CG.11
 First Contact: Web
 Agent: Property Website
 Source: RENTCafe.com ILS
 Result:
 Date: 09/21/2023

Leasing Steps
 Guest Card
 Preferences
 Occupants
 Select Unit
 Rental Options
 Concessions
 Application Form
 Application Charges
Application Status

Notes: Interested In: 1 BED 1 BATH

Contacts: Waiting List Previous Quote Screening Help

Application Status

Action	Date	Agent
Submit Application	10/17/2023	
Application Approved	10/20/2023	

Ledger Assign Unit **Lease Doc** Execute Lease Cancel Connect Utilities

Edit 50059 Adjust Move-In Date

(You can also choose to pull the 50059 from yardi as well → by clicking on "Edit 50059" 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 and you can also click the "50059 Model lease" button to pull up the HUD lease documents from that dialog box as well.

50059 Certification Data Reports

Passed validation

Reports

- 50059 Form
- 50059 Full Pack
- 50059 Model Lease**
- Verify Preview**
- Verify and Post
- Income Worksheet

5.) To pull the other move in documents that will need to be signed at time of move-in:

- From the Applicant's Household page in Site Manager --> Click on the "Site Manager Docs" Tab
- Find the "Section 8 Move in packet" Document AND the "Rules and Regulations" Documents
- Then click the "View" Button (for each of the documents) this will then open the document in a new window (separately)
- You can then print the documents from the windows

Site Manager Reports Child Support Document Stacks

Section 8 Move In Packet Combined.pdf View

CR Parrish Rules and Regs -No sign.pdf View