Procorem Document Naming Matrix:
Tax Credit (with HOME/HTF if applicable)

To use this matrix, the boxes should be viewed as folders and subfolders within the compliance work center. The bullet point lists are the documents you would find within those subfolders. Use those bullet points as a reference guide to name documents you are uploading.

Documents are to be named using the format below. No parentheses, no dashes, no commas, etc.

Property Name Procorem Number MMDDYYYY (Use date of upload) Document Name as listed on the attached Matrix Effective Date (if needed)

EXAMPLE: Happy Living Villas 60999 08302022 Annual Report Property’s Response to 60 day Notice

*All documents should be uploaded as a PDF, except for the Excel documents listed below:

Financials (submitted with the annual report)
Budget (submitted with the annual report)
Property Upload Data Sheet (new properties only)
Property Information Template (new properties only)
HOME and HTF Rent Review Spreadsheets

All Files should be named: Procorem Property Name Procorem Number MMDDYYYY Document Name *Please add a space between each
Appendix C

Allocation

8609s and Review Sheet

• Form 8609s BIN – BIN Signed/Unsigned
• Review Sheet
• Property Upload Data Sheet
• Property Information Template

8823s (pre 2015 only)

• Form 8823 BIN – BIN

Waivers and Requests

• Request to Change or Waive Original LURA Requirements-signed
• Request to Change Management Company-signed
• Request to Change Ownership-signed
• HOME/HTF Rent Review Notification Letter
• HOME/HTF Rents Reviewed

Funding Documents

• Loan or Written Agreement
• IDIS Completion Report
• IDIS Completion Detail Report
• Project Summary Sheet

• Request to Change or Waive Original LURA Requirements-
signed
• Request to Change Management Company-
signed
• Request to Change Ownership-singed
• HOME/HTF Rent Review Notification Letter
• HOME/HTF Rents Reviewed

Tax Credit

(THIS SUBFOLDER ONLY IN APPLICABLE WORK CENTERS)

HOME and/or HTF

(THIS SUBFOLDER ONLY IN APPLICABLE WORK CENTERS)

Updated August 2022 – Procorem Document Naming Matrix

All Files should be named: Procorem Property Name Procorem Number MMDDYYYY Document Name  *Please add a space between each
Compliance

Annual Reports

20( ) Tax Credit Annual Report
• Annual Report Notification Letter
• Compliance Fee Invoice
• Annual Report Documentation
• Owner’s Certification of Nonprofit Participation
• Annual Report Owner’s Request for Extension-Workout Plan
• Annual Report Owner’s Request for Extension-Workout Plan-Signed
• Annual Report 60 Day Notice
• Annual Report Property’s Response to 60 Day Notice
• Annual Report Additional Response Required
• Annual Report Property’s Additional Response
• Annual Report Final Response
• Annual Report Final Response with Uncorrected Noncompliance
• Annual Report Final Response with Uncorrected 8823
• Annual Report 8823 Failure to Respond

20( ) HOME/HTF Annual Report (only in applicable work centers)
• HOME/HTF Annual Report Notification Letter
• HOME/HTF Compliance Fee Invoice
• HOME/HTF Annual Report Documentation
• HOME/HTF Annual Report Owner’s Request for Extension-Workout Plan
• HOME/HTF Annual Report Owner’s Request for Extension-Workout Plan-Signed
• HOME/HTF Annual Report 60 Day Notice
• HOME/HTF Annual Report Property’s Response to 60 Day Notice
• HOME/HTF Annual Report Additional Response Required
• HOME/HTF Annual Report Property’s Additional Response
• HOME/HTF Annual Report Final Response
• HOME/HTF Annual Report Final Response with Uncorrected Noncompliance
• HOME/HTF Annual Report Final Response

Casualty Loss

Date Event Occurred: MMDDYYYY
• Casualty Loss Report
• Casualty Loss Report Signed
• Casualty Loss Updates
• Casualty Loss Owner’s Request for Extension-Workout Plan
• Casualty Loss Owner’s Request for Extension-Workout Plan-Signed
• Casualty Loss Property’s Proof of Corrections
• Casualty Loss Final Response

Distressed Status & Violation Fees

• Distressed Status Notification Letter
• Quarterly Distressed Property Updates
• Notification of Appeals
• Notice of Violation Fees

All Files should be named: Procorem Property Name Procorem Number MMDDYYYY Document Name  *Please add a space between each
All Files should be named: Procorem Property Name Procorem Number MMDDYYYY Document Name *Please add a space between each
Compliance

Tenant Complaints
(Complaints are handled via posts. Subfolders are only created when necessary for storing documents).

Plans & Procedures

- Management Plan (effective date)
- Maintenance Plan (effective date)
- Affirmative Fair Housing Marketing Plan (effective date)
- Resident Selection Criteria (effective date)
- Grievance Procedure (effective date)

Pending Complaints

- Last Name, First Name, Unit #, Date of initial contact
  - Tenant Complaint Form
  - Complaint documents

Closed Complaints

- Last Name, First Name, Unit #, Date of initial contact
  - Tenant Complaint Form
  - Complaint documents

All Files should be named: Procorem Property Name Procorem Number MMDDYYYY Document Name  *Please add a space between each
Financial Data

Annual Financials

- Budget Template 20( )
- Financials Template 20( )

All Files should be named: Procorem Property Name Procorem Number MMDDYYYY Document Name *Please add a space between each
These folders will ONLY be in the TCAP/CE Work Centers!

TCAP/CE Program

- Cancelled Tenant Files
  - Unit #, Last Name
  - Unit #, Last Name, TIC and Verifications
  - Unit #, Last Name, Corrections
  - Unit #, Last Name, Qualified Review Sheet Cancelled

- Current Tenant Files
  - Unit #, Last Name, Move In Date
  - Unit #, Last Name, TIC and Verifications
  - Unit #, Last Name, Corrections (1,2,3,etc.)
  - Unit #, Last Name, Qualified Review Sheet
  - Unit #, Last Name, Qualified Review Sheet Signed
  - Unit #, Last Name, Signed Lease
  - Unit #, Last Name, Applicable Year, Self Cert or Recert (whichever is applicable)

- Monthly Financials
  - 20( ) January – December
  - (Applicable Month) Income and Expense Report
  - (Applicable Month) Monthly Status Report
  - (Applicable Month) Rent Roll

- Not Approved Tenant Files
  - Unit #, Last Name
  - Unit #, Last Name, TIC and Verifications
  - Unit #, Last Name, Corrections (1,2,3,etc.)
  - Unit #, Last Name, Qualified Review Sheet
  - Unit #, Last Name, Qualified Review Sheet Signed
  - Unit #, Last Name, Signed Lease
  - Unit #, Last Name, Applicable Year, Self Cert or Recert (whichever is applicable)

(moved over from Current Tenant Files Folder by KHRC)

- Past Tenant Files
  - Unit #, Last Name, Move In Date
  - Unit #, Last Name, TIC and Verifications
  - Unit #, Last Name, Corrections (1,2,3,etc.)
  - Unit #, Last Name, Qualified Review Sheet
  - Unit #, Last Name, Qualified Review Sheet Signed
  - Unit #, Last Name, Signed Lease
  - Unit #, Last Name, Applicable Year, Self Cert or Recert (whichever is applicable)

- To be Reviewed
  - Unit #, Last Name, Move In Date
  - Unit #, Last Name, TIC and Verifications
  - Unit #, Last Name, Corrections (1,2,3,etc.)
  - Unit #, Last Name, Qualified Review Sheet
  - Unit #, Last Name, Qualified Review Sheet Signed
  - Unit #, Last Name, Signed Lease
  - Unit #, Last Name, Applicable Year, Self Cert or Recert (whichever is applicable)

All Files should be named: Procorem Property Name Procorem Number MMDDYYYY Document Name  *Please add a space between each
These folders will ONLY be in the Work Centers with Asset Mgmt Agreements!

Asset Management Agreement
- Asset Management Agreement

Asset Management Invoice
- 20( ) Invoices
  - (Applicable Month) Invoice
    - Unit #, Last Name, TIC and Verifications
    - Unit #, Last Name, Corrections
    - Unit #, Last Name, Not Approved Review Sheet
    - Unit #, Last Name, TIC and Verifications
    - Unit #, Last Name, Corrections (1,2,3,etc.)
    - Unit #, Last Name, Qualified Review Sheet
    - Unit #, Last Name, Qualified Review Sheet Signed
    - Unit #, Last Name, Signed Lease
    - Unit #, Last Name, Applicable Year, Self Cert or Recert (whichever is applicable)

Cancelled Tenant Files
- Unit #, Last Name

Current Tenant Files
- Unit #, Last Name, Move In Date

Not Approved Tenant Files
- Unit #, Last Name

Past Tenant Files
- Unit #, Last Name, Move In Date

To be Reviewed
- Unit #, Last Name, Move In Date

20( ) Invoices
- (Applicable Month) Invoice
  - Unit #, Last Name, TIC and Verifications
  - Unit #, Last Name, Corrections
  - Unit #, Last Name, Not Approved Review Sheet
  - (moved over from Current Tenant Files Folder by KHRC)
    - Unit #, Last Name, TIC and Verifications
    - Unit #, Last Name, Corrections (1,2,3,etc.)
    - Unit #, Last Name, Qualified Review Sheet
    - Unit #, Last Name, Qualified Review Sheet Signed
    - Unit #, Last Name, Signed Lease
    - Unit #, Last Name, Applicable Year, Self Cert or Recert (whichever is applicable)

All Files should be named: Procorem Property Name Procorem Number MMDDYYYY Document Name *Please add a space between each
Procorem Document Naming Matrix:
HOME only work centers

To use this matrix, the boxes should be viewed as folders and subfolders within the compliance work center. The bullet point lists are the documents you would find within those subfolders. Use those bullet points as a reference guide to name documents you are uploading.

Documents are to be named using the format below. No parentheses, no dashes, no commas, etc.

Property Name Procorem Number MMDDYYYY (Use date of upload) Document Name as listed on the attached Matrix  Effective Date (if needed)

EXAMPLE: Happy Living Villas CH-02-25 60999 08302022 Annual Report Property’s Response to 60 day Notice

*All documents should be uploaded as a PDF, except for the Excel documents listed below:

- Financials (submitted with the annual report when 10 or more HOME units)
- Budget (submitted with the annual report when 10 or more HOME units)
- Property Upload Data Sheet (new properties only)
- Property Information Template (new properties only)
- HOME and HTF Rent Review Spreadsheets

All Files should be named: Procorem Property Name Procorem Number MMDDYYYY Document Name  *Please add a space between each
Allocation

- Funding Documents
  - Loan or Written Agreement
  - IDIS Completion Report
  - IDIS Completion Detail Report
  - Project Summary Sheet

- Waivers and Requests
  - Request to Change or Waive Original LURA Requirements-signed
  - Request to Change Management Company-signed
  - Request to Change Ownership-signed
  - HOME/HTF Rent Review Notification Letter
  - HOME/HTF Rents Reviewed

- Annual Reports
  - 20( ) HOME Annual Report
    - HOME/HTF Annual Report Notification Letter
    - HOME/HTF Compliance Fee Invoice
    - HOME/HTF Annual Report Documentation
    - HOME/HTF Annual Report Owner’s Request for Extension-Workout Plan
    - HOME/HTF Annual Report Owner’s Request for Extension-Workout Plan Signed
    - HOME/HTF Annual Report 60 Day Notice
    - HOME/HTF Annual Report Property’s Response to 60 Day Notice
    - HOME/HTF Annual Report Additional Response Required
    - HOME/HTF Annual Report Property’s Additional Response
    - HOME/HTF Annual Report Final Response with Uncorrected Noncompliance
    - HOME/HTF Annual Report Final Response

- Compliance
  - Casualty Loss Report
  - Casualty Loss Report Signed
  - Casualty Loss Updates
  - Casualty Loss Owner’s Request for Extension-Workout Plan
  - Casualty Loss Owner’s Request for Extension-Workout Plan Signed
  - Casualty Loss Property’s Proof of Corrections
  - Casualty Loss Final Response

- Distressed Status
  - Distressed Status Notification Letter
  - Quarterly Distressed Property Updates

Date Event Occurred: MMDDYYYY

All Files should be named: Procorem Property Name Procorem Number MMDDYYYY Document Name  *Please add a space between each
All Files should be named: Procorem Property Name Procorem Number MMDDYYYY Document Name *Please add a space between each
Compliance

Tenant Complaints

Plans & Procedures

• Management Plan (effective date)
• Maintenance Plan (effective date)
• Affirmative Fair Housing Marketing Plan (effective date)
• Resident Selection Criteria (effective date)
• Grievance Procedure (effective date)

Financial Data

Annual Financials

• Budget Template 20( )
• Financials Template 20( )

All Files should be named: Procorem Property Name Procorem Number MMDDYYYY Document Name *Please add a space between each