



**Texas Department of Housing and Community Affairs  
Instructions for Adding Buildings and Units in CMTS**

Created Date: March 31, 2017

Date Last Updated: March 31, 2017

**Section 1: Introduction**

This document provides instructions for creating building and units for a property, using screens in CMTS that allow up to 20 buildings or units at a time to be added. Buildings and units must be created before household and tenant data can be entered through CMTS or uploaded through the CMTS Unit Upload feature.

**Section 2: Navigating to the Screens for Adding and Editing Buildings and Units**

The first screen displayed after logging in to CMTS is the **Your Property Listings** screen. Click the **Unit Status Report** link on that screen as shown below.

**CMTS Property Reporting System**

**admtest Property Listings**

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PROPERTIES

Property ID	Property Name	Annual Owners Compliance Reports	8609 Part II Report	Unit Status Report	Update Contact Information	Edit Manager Password	Reports	Unit Data Upload
5173	Test Property			<a href="#">Unit Status Report</a>	<a href="#">Update Contact Information</a>	<a href="#">Edit Manager's Password</a>	<a href="#">Reports</a>	<a href="#">Upload Unit Household Data</a>

Next, on the **Property Detail** screen, click the **Add and Edit Buildings** or **Add and Edit Units** links to add and edit buildings or units.

**CMTS Property Reporting System**

[Print Unit Status Report](#) | [Submit Reports](#) | [Vacancy Clearinghouse](#) | | [Add and Edit Buildings](#) | [Add and Edit Units](#)

[Property Selection](#) | [Logout](#)

### Section 3: Adding and Editing Buildings

After clicking [Add and Edit Buildings](#) on the [Property Detail](#) screen, click the [add many](#) link to add up to 20 buildings at a time. You can also click the [add](#) link to add one at a time.

## CMTS Property Reporting System

[Property Detail](#) > [Buildings](#)

PROPERTY BUILDINGS [0 FOUND]

Bin#	Building#	Fraction	Total Units	LIHTC Units	Market Units	Exempt Units	Home Units	Edit	Done	Units

[\[add\]](#) [\[add many\]](#)



On the [Add Buildings to Property](#) screen, enter the **BIN**, **Building #**, **Sequence** number, and **LIHTC Building** flag for each building.

- Building Identification Number ("BIN") - Enter the BIN for each building. The Department has provided the owner with a range of BINs in the development's allocation paperwork which may be assigned to the buildings. Please note that not all funding sources will require BINs.
- Building Number - Enter each building's number.
- Sequence Number - Enter the building's sequence number, which controls the order in which the buildings will be listed on the Unit Status Report. This should generally match the building number; however, in some circumstances (e.g., the development starts with building number 2), this may not be the case.
- LIHTC Building - Select **Yes** or **No** from the drop-down to indicate whether the building has received Tax Credit funding.

## CMTS Property Reporting System

[Buildings](#) > [Units](#)

### Add Buildings to Property

PROPERTIES				
Name	Type	ID	Units	Buildings
Test Property	Individual/Family	5173	10	null

Bin	Building #	Sequence	LIHTC Building
Bin TX189991	Building # 1	Sequence 1	LIHTC Yes ▾
Bin TX189992	Building # 2	Sequence 2	LIHTC Yes ▾
Bin TX189993	Building # 3	Sequence 3	LIHTC Yes ▾
Bin	Building #	Sequence	LIHTC Yes ▾
Bin	Building #	Sequence	LIHTC Yes ▾

Click **Save and Finish** at the bottom of the screen to add the buildings.

Bin	Building #	Sequence	LIHTC Yes ▾
Bin	Building #	Sequence	LIHTC Yes ▾

The system will return to the **Property Buildings** screen, where the buildings you added will be displayed.

**Property Detail > Buildings**

PROPERTY BUILDINGS [3 FOUND]

Bin#	Building#	Fraction	Total Units	LIHTC Units	Market Units	Exempt Units	Home Units	Edit	Done	Units
TX189991	1	0	0					<a href="#">[edit]</a>	<input type="checkbox"/>	<a href="#">[units]</a>
TX189992	2	0	0					<a href="#">[edit]</a>	<input type="checkbox"/>	<a href="#">[units]</a>
TX189993	3	0	0					<a href="#">[edit]</a>	<input type="checkbox"/>	<a href="#">[units]</a>

[\[add\]](#) [\[add many\]](#)

To edit a **BIN**, **Building #**, **Sequence** number, or **LIHTC Building** flag, click the **edit** link.

**Property Detail > Buildings**

BUILDING DETAIL

Building Type	Multi Family	Bin	TX189991
Building #	1	Sequence	1
		LIHTC Building	<input checked="" type="checkbox"/>
Applicable Fraction	0%		
Basis Sq Ft	0%	Basis Units	0%
LIHTC Units		Home Units	
Market Units		Exempt Units	
		Total Units	0
Low Income Sq Ft		Market Sq Ft	
		Total Sq Ft	0
Rent Floor Effective Date		Has Accessible Units	No
Rent Floor Date		Total Cost	
Purchase Price		Land Value	
Market Value		Lot Size	
Disposition Type		Disposition Date	
Description			

### Section 4: Adding and Editing Units

Before adding units, the unit types must first be defined. Click **Add and Edit Units** on the **Property Detail** screen , then click the **add** link in the **Unit Types** section of the **Property Units/Unit Types** screen to add unit types.

## CMTS Property Reporting System

[Buildings > Units](#)

PROPERTY UNITS [0 FOUND]					
Unit#	Bldg	Type	Status	Designation	Edit


[show all units] [add] [add many]

UNIT TYPES			
Type	Rent	Cost	Edit

[add]

On the **Unit Profile** pop-up screen, enter the required fields, which are **# of Bedrooms**, **# of Bathrooms**, and **As Of Date**. The value for **As Of Date** defaults to today's date, but you can edit that as needed. The **Rent**, **Square Footage**, and **Cost** of the unit type may also be entered, but those fields are not required. Click **add** when complete.

UNIT PROFILE			
*# of Bedrooms:	<input type="text" value="1"/>	*# of Bathrooms:	<input type="text" value="1"/>
Rent:	<input type="text" value="1000"/>	Square Footage:	<input type="text" value="750"/>
*As Of Date:	<input type="text" value="03/22/2017"/> 	Cost:	<input type="text" value="1000"/>

[add]

The system will return to the **Property Units/Unit Types** screen, and the unit type that you added will be displayed in the **Unit Types** section.

[Buildings > Units](#)

**PROPERTY UNITS [0 FOUND]**

Unit#	Bldg	Type	Status	Designation	Edit

[\[show all units\]](#) [\[add\]](#) [\[add many\]](#)

**UNIT TYPES**

Type	Rent	Cost	Edit
1 bdrm - 1 bath - 750 sqft	1000	1000	<a href="#">[edit]</a>

[\[add\]](#)

In this example, **add** is clicked again to add a second unit type.

**UNIT PROFILE**

*# of Bedrooms: <input type="text" value="2"/>	*# of Bathrooms: <input type="text" value="2"/>
Rent: <input type="text" value="1500"/>	Square Footage: <input type="text" value="1200"/>
*As Of Date: <input type="text" value="03/22/2017"/>	Cost: <input type="text" value="1500"/>

[add](#)

After completing the fields and clicking **add** on the **Unit Profile** pop-up screen, the **Unit Types** list now displays both unit types that were added. Now we can click **add many** at the bottom of the **Property Units** section to add units of either of the two unit types created above.

## CMTS Property Reporting System

[Buildings > Units](#)

**PROPERTY UNITS [0 FOUND]**

Unit#	Bldg	Type	Status	Designation	Edit

[\[show all units\]](#) [\[add\]](#) [\[add many\]](#)

**UNIT TYPES**

Type	Rent	Cost	Edit
1 bdrm - 1 bath - 750 sqft	1000	1000	<a href="#">[edit]</a>
2 bdrm - 2 bath - 1200 sqft	1500	1500	<a href="#">[edit]</a>

[\[add\]](#)

After clicking **add many**, the system displays the **Add Units to Property** screen. The first step in adding units on this screen is to select the building to which the units belong. In this example, building TX189992 is selected.

## CMTS Property Reporting System

[Buildings](#) > [Units](#)

### Add Units to Property

**PROPERTIES**

Name	Type	ID	Units	Buildings
Test Property	Individual/Family	5173	10	3

**UNIT ENTRY**

Building: TX189991 - Number: 1 ▼

Type	Number
Unit Type: 1 bdrm - 1 bath - 750 sqft	<input type="text"/>
Unit Type: 1 bdrm - 1 bath - 750 sqft	Unit Number: <input type="text"/>
Unit Type: 1 bdrm - 1 bath - 750 sqft	Unit Number: <input type="text"/>

Next, select the **Unit Type** for each unit to be added and enter the **Unit Number**. In this example, five units are entered, all tagged with the **1 bdrm - 1 bath unit - 750 sqft** type.

**UNIT ENTRY**

Building: TX189992 - Number: 2 ▼

Type	Number
Unit Type: 1 bdrm - 1 bath - 750 sqft	Unit Number: 201
Unit Type: 1 bdrm - 1 bath - 750 sqft	Unit Number: 202
Unit Type: 1 bdrm - 1 bath - 750 sqft	Unit Number: 203
Unit Type: 1 bdrm - 1 bath - 750 sqft	Unit Number: 204
Unit Type: 1 bdrm - 1 bath - 750 sqft	Unit Number: 205
Unit Type: 1 bdrm - 1 bath - 750 sqft	Unit Number: <input type="text"/>
Unit Type: 1 bdrm - 1 bath - 750 sqft	Unit Number: <input type="text"/>
Unit Type: 1 bdrm - 1 bath - 750 sqft	Unit Number: <input type="text"/>
Unit Type: 1 bdrm - 1 bath - 750 sqft	Unit Number: <input type="text"/>
Unit Type: 1 bdrm - 1 bath - 750 sqft	Unit Number: <input type="text"/>

Click **Save and Finish** at the bottom of the screen to add the units.

Unit Type: 1 bdrm - 1 bath - 750 sqft  
 Unit Number:   
 Save and Continue Save and Finish

After clicking **Save and Finish**, the system displays the **Property Buildings/Property Units** screen, which lists all buildings and units for the property. (This screen can also be accessed by clicking **show all units** link at the bottom of the **Property Units** section of the **Property Units/Unit Types** screen.)

The five units added in this example are now displayed on this screen.

## CMTS Property Reporting System

[Buildings](#) > [Units](#)

**PROPERTY BUILDINGS**

Bin#	Building#	Fraction	Total Units	LIHTC Units	Market Units	Exempt Units	Home Units	Units
<a href="#">TX189991</a>	<a href="#">1</a>	0	0					<a href="#">[units]</a>
<a href="#">TX189992</a>	<a href="#">2</a>	0	5					<a href="#">[units]</a>
<a href="#">TX189993</a>	<a href="#">3</a>	0	0					<a href="#">[units]</a>

[\[all buildings\]](#)

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**PROPERTY UNITS [5 FOUND]**

Unit#	Bldg	Type	Status	Designation	Edit
201	Bin: TX189992 Number: 2	1 bdrm - 1 bath - 750 sqft	Vacant		<a href="#">[edit]</a>
202	Bin: TX189992 Number: 2	1 bdrm - 1 bath - 750 sqft	Vacant		<a href="#">[edit]</a>
203	Bin: TX189992 Number: 2	1 bdrm - 1 bath - 750 sqft	Vacant		<a href="#">[edit]</a>
204	Bin: TX189992 Number: 2	1 bdrm - 1 bath - 750 sqft	Vacant		<a href="#">[edit]</a>
205	Bin: TX189992 Number: 2	1 bdrm - 1 bath - 750 sqft	Vacant		<a href="#">[edit]</a>

[\[show all units\]](#) [\[add\]](#) [\[add many\]](#)

Clicking the **edit** link next to the unit you would like to edit opens the **Unit Details** pop-up screen. In the following example, unit 203 is selected for editing and then the Unit Type is changed from **1 bdrm - 1 bath - 750 sqft** to **2 bdrm - 2 bath - 1200 sqft**.

**UNIT DETAILS**

Building: Bin: TX189992 Number: 2

\*Unit Type: 1 bdrm - 1 bath - 750 sqft

\*Unit #: 2 bdrm - 2 bath - 1200 sqft

Home Desig: 1 bdrm - 1 bath - 750 sqft

\*Unit Status: Vacant

Total Cost: 1000

save

**PROPERTY UNITS [5 FOUND]**

Unit#	Bldg	Type	Status	Designation	Edit
201	Bin: TX189992 Number: 2	1 bdrm - 1 bath - 750 sqft	Vacant		<a href="#">[edit]</a>
202	Bin: TX189992 Number: 2	1 bdrm - 1 bath - 750 sqft	Vacant		<a href="#">[edit]</a>
203	Bin: TX189992 Number: 2	2 bdrm - 2 bath - 1200 sqft	Vacant		<a href="#">[edit]</a>
204	Bin: TX189992 Number: 2	1 bdrm - 1 bath - 750 sqft	Vacant		<a href="#">[edit]</a>
205	Bin: TX189992 Number: 2	1 bdrm - 1 bath - 750 sqft	Vacant		<a href="#">[edit]</a>

[\[show all units\]](#) [\[add\]](#) [\[add many\]](#)

**Section 4: Navigation Back to Previous Screens**

To navigate from the [Property Buildings/Property Units](#) screen back to higher level screens, follow these steps:

- a) Click the [Buildings](#) link to return to the [Property Buildings](#) screen.

**CMTS Property Reporting System**

[Buildings](#) > [Units](#)

PROPERTY BUILDINGS						
Bin#	Building#	Fraction	Total Units	LIHTC Units	Market Units	Exempt Units
<a href="#">TX189991</a>	1	0	0			
<a href="#">TX189992</a>	2	0	5			



b) On the **Property Buildings** screen, click the **Property Detail** link to return to the **Property Detail** screen.

## CMTS Property Reporting

**Property Detail > Buildings**

PROPERTY BUILDINGS [3 FOUND]

Bin#	Building#	Fraction	Total Units	LIHTC Units	Market Units	Exer
TX189991	1	0	0			

c) On the **Property Detail** screen, click the **Property Selection** link to return to the **Your Property Listings** screen.

## CMTS Property Reporting System

[er Unit Occupancy](#) | [Print Unit Status Report](#) | [Submit Reports](#) | [Vacancy Clearinghouse](#) | | [Add and Edit Buildings](#) | [Add and Edit Units](#)

[Property Selection](#) | [Logout](#)

### Property#5173 Detail

e: Test Property	Type: Individual/Family	Scattered site: N
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## CMTS Property Reporting System

### admtest Property Listings

PROPERTIES

Property ID	Property Name	Annual Owners Compliance Reports	8609 Part II Report	Unit Status Report	Update Contact Information	Edit Manager Password	Reports	Unit Data Upload	Tenant Data Upload	Electronic Document Attachment
5173	Test Property			<a href="#">Unit Status Report</a>	<a href="#">Update Contact Information</a>	<a href="#">Edit Manager's Password</a>	<a href="#">Reports</a>	<a href="#">Upload Unit Household Data</a>	<a href="#">Upload Tenant Data</a>	<a href="#">Attachments (0)</a>

[Logout](#)