

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL FINDING, PRINTING AND ATTACHING A TENANT CERTIFICATION	03-01-23

Finding the TC for the Resident(s) to Sign:

First, you will need to log-in to Voyager and then find and select the desired household.

1. Select the "Person Search" tab
2. Input the unit number for the household for which you are searching
3. Click "Search"
4. Click on the Name of the household member

YARDI VOYAGER

Home Help Monthly Procedures Guests Affordable Analytics Sign Out SaaS Messages

Community Manager Dashboard - North Grove Apartments

Monday, February 20, 2023

Prop/List 03 Go

Add Guest Quick Guest

Leasing Specials Daily Activity

Hot Sheet Monitor Reports

New PO New Svc. Req.

Print Letters Tax Credit Quick Check

Open Batches

Charges New Charge Batch

Receipts New Receipt Batch

Payables New Payable Batch

Calendar Dashboard Person Search

Unit 710

Name

Code

FICID

Phone Number

Email

Auto License

Search

Name	Phone #s	Unit	Status	Rent	Ledger	Move In	Move Out	Lease To
PAULINE SELIN	(813) 654-0561	710	Current	845.00	Ledger	01/25/1997		09/30/2023

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Printing a TC for the Resident(s) to Sign:

Next, you find the desired TC and print it by doing the following:

5. Select the "Affordable" tab (typically, Voyager defaults to this tab)
6. Click on the link for "Print" next to the Tenant Certification you wish to print.
7. A new window will then open. Click the "Print" icon on the top of the page.

The screenshot shows the Yardi Voyager web application interface. The browser address bar indicates the URL: <https://www.yardiasp14.com/72687flynnmgmt/pages/menu.aspx?sMenuSet=iAffordable>. The application header includes the Yardi Voyager logo and navigation links: Home, Help, Monthly Procedures, Guests, Affordable, Analytics, Sign Out, and SaaS Messages. The main content area is titled "Resident" and displays the profile for PAULINE SELIN. The "Affordable" tab is selected, showing a table of "Development Data". A callout box labeled "5" points to the "Affordable" tab. Another callout box labeled "6" points to the "Print" link in the "Development Data" table.

Cert Type	Effective Date	Basic Rent	GTC	Util Allow.	NTC	RA	Edit
GR	01/01/2023	845	614	118	496	349	View
AR	10/01/2022	797	614	113	501	296	View
GR	01/01/2022	797	592	113	479	318	View
AR	10/01/2021	797	592	118	474	323	View
GR	01/01/2021	797	580	118	462	335	View
AR	10/01/2020	797	580	115	465	332	View

Cert Type	Effective Date	Max Rent	Rent	Allow.	Tenant Rent	Subsidy	Edit
AR	10/01/2022	1,330	614	113	501	296	View
AR	10/01/2020	1,085	580	115	465	332	View
AR	10/01/2019	1,085	563	119	444	353	View
AR	10/01/2018	864	554	118	436	361	View
AR	10/01/2017	808	547	119	428	369	View
IC	10/01/2016	799	541	124	417	380	View

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Attaching the TC to the household in Voyager:

Once the Tenant Certification has been signed and dated, you will need to scan and attach it to the Tenant's file.

***As you scan the document onto your PC, make sure you name it in this format:

TC(space)Date(space)Prop #(space)Unit #

***It is critical that slashes are not used in any portion of the naming. Please use a dash (-) between the month and day and year. Thus, a scanned TC for North Grove (property #03) would have a name like: TC 10-1-2022 03 710.

After you have scanned and saved the signed TC to your computer, you will need to Log-in to Voyager and select the desired household. Then perform the following steps)

1. Click on the "Data" tab at the top of the page.
2. Click on "Attachments"

The screenshot displays the Yardi Voyager web application. The browser address bar shows the URL: <https://www.yardiasp14.com/72687flynmgmt/pages/menu.aspx?sMenuSet=iAffordable>. The application header includes the Yardi Voyager logo and navigation links: Home, Help, Monthly Procedures, Guests, Affordable, Analytics, Sign Out, and SaaS Messages. A sidebar on the left lists various functions under the 'Resident' tab. The main content area shows the 'Data' tab selected, with a sub-tab 'Attachments (8)' highlighted by a callout box labeled '2'. Another callout box labeled '1' points to the 'Data' tab. Below the 'Attachments' list, there are two tables: 'Rural Development Data' and 'Tax Credit Data'.

Cert Type	Effective Date	Basic Rent	GTC	Util Allow.	NTC	RA	Edit
GR	01/01/2023	845	614	118	496	349	View
AR	10/01/2022	797	614	113	501	296	View
GR	01/01/2022	797	592	113	479	318	View
AR	10/01/2021	797	592	118	474	323	View
GR	01/01/2021	797	580	118	462	335	View
AR	10/01/2020	797	580	115	465	332	View

Cert Type	Effective Date	Max Rent	Rent	Util Allow.	Tenant Rent	Subsidy	Edit
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A new window will open that shows all documents attached to the household. This is the screen in which you will upload the scanned TC.

1. Click on the "Upload" button at the bottom of the new window.

Yardi Systems, Inc. - Attachments - Profile 1 - Microsoft Edge

https://www.yardiasp14.com/72687flynnmgmt/Pages/SysAttachmentView.aspx?iType=1&hRecord=6952

Attachments

Available Attachments for Tenant: PAULINE SELIN (t0003768)

Sort By: Order: Ascending

Type	Description	Date	Attachment	Secure	Detach
N-7	Need to re-certify 9/18/17	09/19/2017	north grove 710.pdf	<input type="checkbox"/>	<input type="checkbox"/>
Lease Documents	Lease Renewal - 10/1/2021 to 9/30/2022	10/07/2021	3 710-1.pdf	<input type="checkbox"/>	<input type="checkbox"/>
Lease Documents	Rent change only - 1/1/2022	02/09/2022	710.pdf	<input type="checkbox"/>	<input type="checkbox"/>
Lease Documents	Lease Renewal - 10/1/2022 to 9/30/2023	12/20/2022	3 710 Selin 10-1-2022.pdf	<input type="checkbox"/>	<input type="checkbox"/>
Lease Documents	Rent change only - 1/1/2023	01/10/2023	710-1.pdf	<input type="checkbox"/>	<input type="checkbox"/>
RD Cert. - Supporting Docs	TC 10/1/2021 3 710	08/27/2021	3 710 Selin.pdf	<input type="checkbox"/>	<input type="checkbox"/>
RD Cert. - Supporting Docs	TC 10/1/2022 3 710	09/13/2022	3 710 Selin 10-1-2022.pdf	<input type="checkbox"/>	<input type="checkbox"/>
R8 & Expiration Form	R8 & EXP	09/13/2022	R8.pdf	<input type="checkbox"/>	<input type="checkbox"/>

Save Close Add Upload

1

2. Click on "Choose File"
3. Browse on your computer to find and then select the file to upload.
4. Click the "Upload" button.

Yardi Systems, Inc. - File Attachment Upload - Profile 1 - Micr...

https://www.yardiasp14.com/72687flynnmgmt/pages/Attachme...

File Attachment Upload

Select up to 3 files to upload and attach

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Upload Close

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You will now be returned to the previous screen that shows all uploaded documents for the household. Now, you must select the Type that identifies the attachment.

- The pulldown for "Type" must be left blank
- Add the document description as:
"TC(space)Date(space)Property Number(space)Unit Number". For example,
TC 10-1-2022 03 701 (This would be a TC for 10/1/22 for property #03 apartment 701)
- Click "Save" and then close the window.

Yardi Systems, Inc. - Attachments - Profile 1 - Microsoft Edge

<https://www.yardiasp14.com/72687flynnmgmt/Pages/SysAttachmentView.aspx?iType=1&hRecord=7021>

Attachments

Available Attachments for Tenant: DORIS BENIQUEZ (t0003837)

Sort By: Order: Ascending

Type	Description	Date	Attachment	Secure	Detach
	TC 10-1-2022 03 701.pdf	03/01/2023	TC 10-1-2022 03 701.pdf	<input type="checkbox"/>	<input type="checkbox"/>
N-7	Need to re-certify 9/18/17	09/19/2017	north grove 701-1.pdf	<input type="checkbox"/>	<input type="checkbox"/>
Lease Documents	Lease Renewal - 10/1/2021 to 9/30/2022	10/07/2021	3 701-1.pdf	<input type="checkbox"/>	<input type="checkbox"/>
Lease Documents	Re <input type="text"/> nge only - 1/1/2022	02/09/2022	701.pdf	<input type="checkbox"/>	<input type="checkbox"/>
Lease Documents	Lease Renewal - 10/1/2022 to 9/30/2023	12/20/2022	3 701 Beniquez 10-1-2022.pdf	<input type="checkbox"/>	<input type="checkbox"/>
Lease Documents	Rent change only - 1/1/2023	01/10/2023	701-2.pdf	<input type="checkbox"/>	<input type="checkbox"/>
RD Cert. - Supporting Docs	TC 10/1/2021 3 701	09/14/2021	3 701 Beniquez.pdf	<input type="checkbox"/>	<input type="checkbox"/>
RD Cert. - Supporting Docs	TC 10/1/2022 3 701	08/26/2022	3 701 Beniquez 10-1-2022.pdf	<input type="checkbox"/>	<input type="checkbox"/>

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You are now done with attaching the TC to the household's records in Voyager.