

**REVISED**

**RENT COMPUTATIONS**

## REVISED RENT COMPUTATION SCREENS

```
Telnet Pro - 192.168.10.1
File Edit View Profiles Telnet Tools Help
Hosts: [ ] SSH telnet Profile: Default
S8995 JAN 25, 2005
=====> SECTION 8 ACCOUNTING <=====
CALCULATE RENT AND UPDATE TENANT FILES - HOUSING CHOICE VOUCHER PROGRAM

E022000101
GEORGE R WILLIAMS TYPE PROGRAM: VOUCHER

CONTINUE? ("ENTER" = YES; "N" = NO)
DATE FOR THIS RENT CHANGE TO BECOME EFFECTIVE (MMDDYYYY) 03/01/2005

LEASE START DATE (MMDDYYYY) (enter if no change) 02/01/2005 03/01/2005
LEASE END DATE (MMDDYYYY) (enter if no change) 01/31/2006 02/28/2006
HOUSING PAYMENT STANDARD (enter if no change) 695.00 695.00
NEW CONTRACT RENT AMOUNT (enter if no change) 495.00 495.00
NEW UTILITY ALLOWANCE (enter if no change) 88.00 88.00
WELFARE RENT, if any (enter if no change) 0.00 0.00
MINIMUM RENT, if any (enter if no change) 50.00 50.00
ENHANCED VOI MIN RENT, (enter if no change) 0.00 0.00
ASSIGNED TTP, if any (enter if no change) 0.00 0.00

IS THE ABOVE OKAY? [(Y)ES (N)O E(X)IT] _
```

- A (Y) for “yes” will take you to the next screen.**
- An (N) for “no” will allow you to edit the current screen.**
- An (X) for “exit” will take you to the main menu.**

**REVISED RENT COMPUTATION SCREENS**  
**(Continued)**

```
Telnet Pro - 192.168.10.1
File Edit View Profiles Telnet Tools Help
Hosts: [Search] [SSH] telnet Profile: Default
$8995 JAN 25, 2005
===== > SECTION 8 ACCOUNTING <=====
CALCULATE RENT AND UPDATE TENANT FILES - HOUSING CHOICE VOUCHER PROGRAM

E022000101
GEORGE R WILLIAMS TYPE PROGRAM: VOUCHER

LOCAL AREA PASSBOOK INTEREST RATE .0250_

FAMILY EARNINGS MADE POSSIBLE BY
UNREIMBURSED DISABILITY ASSISTANCE EXPENSES 0

IS THE ABOVE OKAY? [(Y)ES (N)O (R)ESTART E(X)IT] _
```

**A (Y) for “yes” will take you to the next screen.**

**An (N) for “no” will allow you to make changes to the current screen.**

**An (R) for “restart” will let you start the whole computation process over again.**

**An (X) for “exit” will take you to the main menu.**

**REVISED RENT COMPUTATION SCREENS**  
**(Continued)**

```
Telnet Pro - 192.168.10.1
File Edit View Profiles Telnet Tools Help
Hosts: [Search] [SSH] telnet Profile: Default
S8995 JAN 25, 2005
===== SECTION 8 ACCOUNTING =====
CALCULATE RENT AND UPDATE TENANT FILES - HOUSING CHOICE VOUCHER PROGRAM
ENTER THE FOLLOWING DATA FOR:
FAMILY MEMBER # 01 GEORGE R WILLIAMS (67)
1. PENSIONS 0.00
2. SOCIAL SECURITY 0.00
3. SSI 0.00
4. TANF (was AFDC) 300.00
5. GENERAL ASSISTANCE 400.00
6. CHILD SUPPORT 0.00
7. INDIAN TRUST/PER CAPITA 0.00
8. OTHER NONWAGE SOURCES 0.00
9. OWN BUSINESS 0.00
10. MILITARY PAY 500.00
11. FEDERAL WAGES 500.00
12. OTHER WAGES 1,500.00
13. UNEMPLOYMENT BENEFITS 0.00
14. PHA WAGES 0.00
15. MEDICAL REIMBURSEMENT 0.00
16. ANNUAL IMPUTED WELFARE INC 0.00
17. ASSET INCOME 200.00
IS THE ABOVE OKAY? [(Y)ES (N)O (B)ACK (J)UMP (F)INISH (R)ESTART E(X)IT] _
```

A (Y) for “yes” will take you to the next screen.

An (N) for “no” will allow you to make changes to the current screen.

A (B) for “back” will take you back to the previous family member. (Note: This function is not operational for the first family member screen.)

A (J) for “jump” will allow you to jump to another family member’s screen.

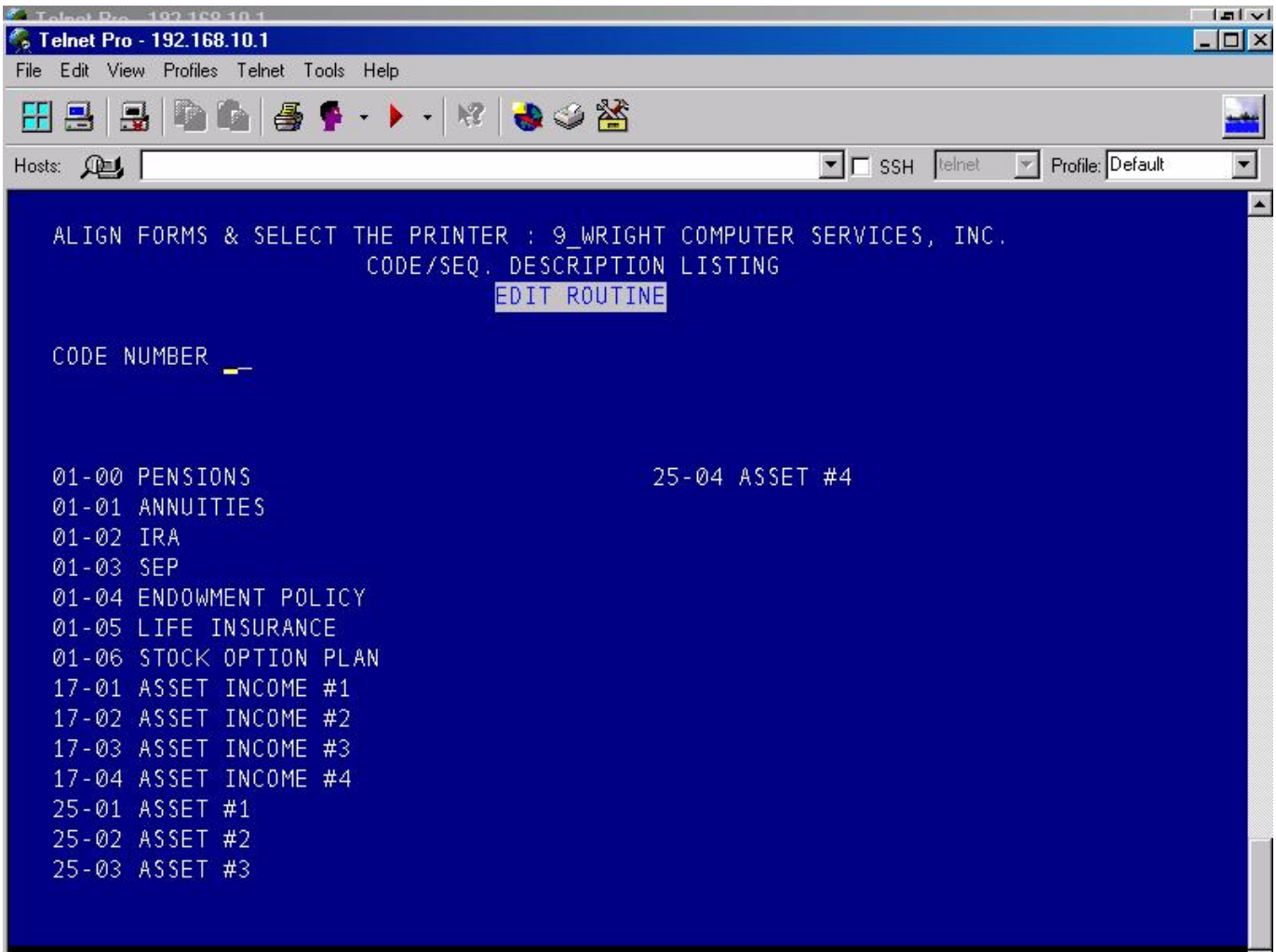
An (F) for “finish” will allow you to complete the rent computation and go to the worksheet print-outs. (Note: You cannot use this function if Earned Income Exclusions are applicable until you finish the family member who has the exclusion and accept that member’s computation screen.)

An (R) for “restart” will allow you to start the family’s rent computation over again.

An (X) for “exit” will take you to the main menu.

You now have the ability to break-out income into up to 100 classifications for each of the 17 categories shown above. The major category (ex. Pensions) is what will show on the 50058, but the category Pensions can be broken out into 100 different classifications, if needed. This is accomplished by the addition of a new file (S80IC for Section 8, R10IC for Tenant Receivables, and TAPIC for Tenant Applications). The Authority will have the ability to edit these files to show the classifications they choose. The file will appear as shown on the following page.

**REVISED RENT COMPUTATION SCREENS**  
**(Continued)**



```
Telnet Pro - 192.168.10.1
Telnet Pro - 192.168.10.1
File Edit View Profiles Telnet Tools Help
Hosts: [Host Icon] [Host Name] [SSH] [telnet] Profile: Default

ALIGN FORMS & SELECT THE PRINTER : 9_WRIGHT COMPUTER SERVICES, INC.
CODE/SEQ. DESCRIPTION LISTING
EDIT ROUTINE

CODE NUMBER  _

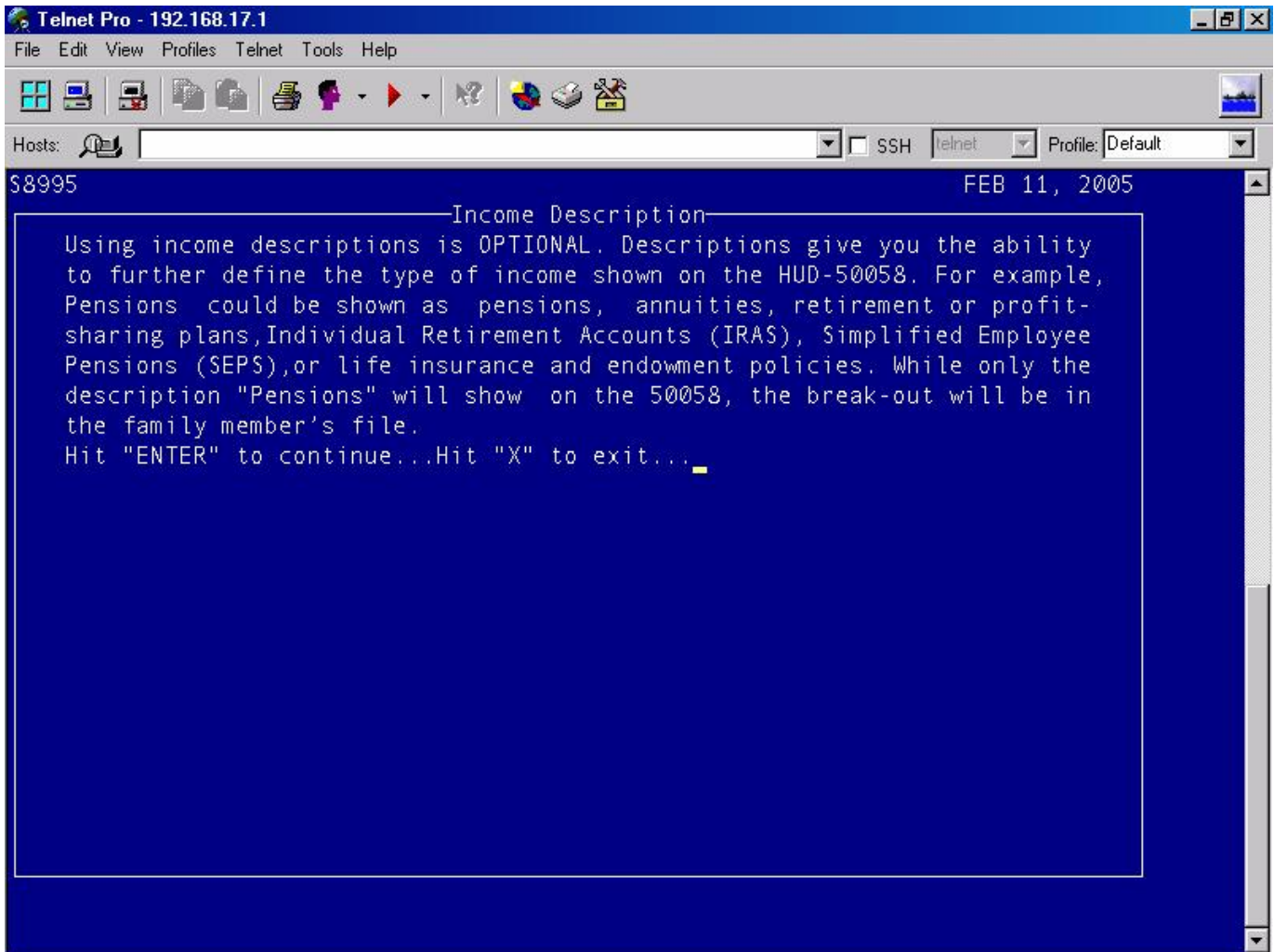
01-00 PENSIONS                                25-04 ASSET #4
01-01 ANNUITIES
01-02 IRA
01-03 SEP
01-04 ENDOWMENT POLICY
01-05 LIFE INSURANCE
01-06 STOCK OPTION PLAN
17-01 ASSET INCOME #1
17-02 ASSET INCOME #2
17-03 ASSET INCOME #3
17-04 ASSET INCOME #4
25-01 ASSET #1
25-02 ASSET #2
25-03 ASSET #3
```

When going into this program, you will have the ability to select (C) for “create”, (E) for “edit”, (D) for “delete”, (P) for “print”, or (X) for “exit”. The codes and sequences already created will appear on the screen as shown above. (Note: The codes 01 through 09 are entered as two digits with the leading zero being entered. The same is true for the sequence codes.) The income codes are defined as follows:

- |  |  |
|--|--|
| <b>Code 01 – Pensions</b>                | <b>Code 10 – Military Pay</b>                  |
| <b>Code 02 – Social Security</b>         | <b>Code 11 – Federal Wages</b>                 |
| <b>Code 03 – SSI</b>                     | <b>Code 12 – Other Wages</b>                   |
| <b>Code 04 – TANF</b>                    | <b>Code 13 – Unemployment Benefits</b>         |
| <b>Code 05 – General Assistance</b>      | <b>Code 14 – PHA Wages</b>                     |
| <b>Code 06 – Child Support</b>           | <b>Code 15 – Medical Reimbursements</b>        |
| <b>Code 07 – Indian Trust/Per Capita</b> | <b>Code 16 – Annual Imputed Welfare Income</b> |
| <b>Code 08 – Other Nonwage Sources</b>   | <b>Code 17 – Asset Income</b>                  |
| <b>Code 09 – Own Business</b>            | <b>Code 25 – Asset Type</b>                    |

Sequences 00 through 99 are used by the Authority to define the classifications within each category as they see fit.

**REVISED RENT COMPUTATION SCREENS**  
**(Continued)**



If your Authority has chosen to break-out income items AND if break-out codes and sequences have been added to the break-out file, when you enter a new dollar amount for an income item, you will be taken to a screen similar to the above. If you enter an 'X', you will be taken back to the previous screen without making any break-outs. If you simply press the 'ENTER' key you will be taken to a screen similar to the one on the next page.

Note that once you choose the 'ENTER' key for this screen, the above message will not appear again for this tenant for any other income items you enter. The next screen will appear only if your Authority has chosen to break-out the particular income item you enter.

**REVISED RENT COMPUTATION SCREENS**  
**(Continued)**

```

Telnet Pro - 192.168.10.1
File Edit View Profiles Telnet Tools Help
Hosts: [ ] SSH telnet Profile: Default
S8995 JAN 25, 2005
Income Description
AMT. TO BREAK-OUT $ 0.00
CODE/SEQ DESCRIPTION
01 00 PENSIONS
01 01 ANNUITIES
01 02 IRA
01 03 SEP
01 04 ENDOWMENT POLICY
01 05 LIFE INSURANCE
01 06 STOCK OPTION PLAN
CODE 01/SEQ. 01 ANNUITIES INCOME AMOUNT $ 1,000.00
CODE 01/SEQ. 02 IRA INCOME AMOUNT $ 1,000.00
CODE 01/SEQ. 05 LIFE INSURANCE INCOME AMOUNT $ 1,000.00
CODE 01/SEQ. 06 STOCK OPTION PLAN INCOME AMOUNT $ 500.00
(A)CCEPT or (E)DIT _

```

When you enter an income amount to be broken out on a family member's first rent computation page, you will be taken to a page similar to that shown above. After a brief explanation that this break-out is optional (similar to that shown on the prior page), when you hit "Enter" a screen like the above will appear. In the upper right hand corner of this window the total amount entered for the category (in this instance Pensions) will show and you will be directed to enter the sequence number you desire from those listed to describe the type of pensions you want. Note that you can have as many break-outs as you want for each category but they must be defined in the IC file so that they will display on this screen (in the above example four break-outs are chosen and the \$3,500 which was entered under the Pensions category is broken down until the \$3,500 is accounted for. **THE BREAK-OUTS MUST EQUAL THE TOTAL AMOUNT ENTERED OR YOU WILL NOT BE ABLE TO EXIT THIS WINDOW.** You can enter (E) for "edit" and the program will allow you to start over with your break-outs. You **DO NOT** get the (A)CCEPT or (E)DIT message until the amounts of the break-outs equal the total amount entered for Pensions.

If you do not desire to break-out a category, simply do not create any codes or sequences for that category in the IC file. If a code and sequence for a particular category are not in the IC file, you will not get the screens shown on this and the prior page.

**REVISED RENT COMPUTATION SCREENS**  
**(Continued)**

```
Telnet Pro - 192.168.10.1
File Edit View Profiles Telnet Tools Help
Hosts: [Search] [SSH] telnet Profile: Default
S8995 JAN 25, 2005
===== SECTION 8 ACCOUNTING =====
CALCULATE RENT AND UPDATE TENANT FILES - HOUSING CHOICE VOUCHER PROGRAM
ENTER THE FOLLOWING DATA FOR:
FAMILY MEMBER # 01 GEORGE R WILLIAMS (67)
18. MEDICAL EXPENSES 200.00
19. UNREIMB. DISABILITY EXP. 0.00
20. CHILD CARE EXPENSES 0.00
21. TRAVEL COST (IHA ONLY) 0.00
22. RENT CALC % 30
23. CITIZENSHIP STATUS EC
24. TYPE OF ASSETS GENRE #1
25. CASH VALUE OF ASSETS 12,000.00
26. ALIEN REGISTRATION NUMBER 123498765
27. HANDICAPPED? N
28. DISABLED? N
29. STUDENT? N
30. EARNED INCOME EXCLUSION 0.00

IS THE ABOVE OKAY? [(Y)ES (N)O (B)ACK (J)UMP (F)INISH (R)ESTART E(X)IT] _
```

A (Y) for “yes” will take you to the next family member’s screen, if there is another family member or to the worksheet print-out screens, if there is not another family member.

An (N) for “no” will allow you to make changes to the current screen.

A (B) for “back” will take you back to this family member’s first screen.

A (J) for “jump” will allow you to jump to another family member’s first screen.

An (F) for “finish” will allow you to complete the rent computation and go to the worksheet print-outs. (Note: You cannot use this function if Earned Income Exclusions are applicable until you finish the family member(s) who has the exclusion(s) and accept that member’s screens.)

An (R) for “restart” will allow you to start the family’s rent computation over again.

An (X) for “exit” will take you to the main menu.

Note that you have the ability to break-out the category “CASH VALUE OF ASSETS” into four different classifications as defined in the IC file. This is defined as code 25 and you can have up to 100 different classifications. NOTE HOWEVER, THAT YOU CAN ONLY BREAK-OUT EACH FAMILY MEMBER’S ASSETS CASH VALUE INTO A MAXIMUM OF FOUR CLASSIFICATIONS. FURTHER NOTE, HOWEVER, THAT DIFFERENT CLASSIFICATIONS CAN BE USED FOR EACH FAMILY MEMBER. (Example: Family member #1 may show classifications 2501, 2502, 2503 and 2504 and family member #2 may show 2505, 2506, 2507 and 2508 as long as these codes and sequence number are included in the IC file.

**REVISED RENT COMPUTATION SCREENS**  
**(Continued)**

```
Telnet Pro - 192.168.10.1
File Edit View Profiles Telnet Tools Help

Hosts: [ ] SSH telnet Profile: Default

S8995 JAN 25, 2005
Asset Break-out
Amount to break-out $ 0.00
CODE/SEQ DESCRIPTION
25 01 ASSET #1
25 02 ASSET #2
25 03 ASSET #3
25 04 ASSET #4

ASSET #1 DESC. (CODE 25/SEQ. 01) ASSET #1 AMOUNT 3,000.00
ASSET #2 DESC. (CODE 25/SEQ. 02) ASSET #2 AMOUNT 3,000.00
ASSET #3 DESC. (CODE 25/SEQ. 03) ASSET #3 AMOUNT 3,000.00
ASSET #4 DESC. (CODE 25/SEQ. 04) ASSET #4 AMOUNT 3,000.00

(A)CCEPT or (E)DIT _
```

When you enter a cash value of assets amount on page 2 of a family member's rent computation screen, you will be directed to a screen similar to the above. (Note: If you do not want to break-out the cash value of assets, do not include a code 25 and sequence numbers in the IC file). This procedure is very similar to the income break-out procedure, except that only four asset cash values can be broken out for each family member; whereas, more break-outs can be shown for family member's income categories. The amount of cash value appears in the upper right hand corner of this window, and that is the amount that **MUST BE** accounted for in the break-outs or you will not be able to exit this window. Choosing an (E) for "edit" will allow you to begin the break-out over again. Choosing an (A) for "accept" will take you back to the page 2 of the family member's rent computation only if the amount broken out agrees with the total amount of cash value entered.

**REVISED RENT COMPUTATION SCREENS**  
**(Continued)**

```

Telnet Pro - 192.168.10.1
File Edit View Profiles Telnet Tools Help
Hosts: [ ] SSH telnet Profile: Default

CERTIFICATE NUMBER: E022000101      LANDLORD NUMBER: 1
GEORGE R WILLIAMS                    LINDA STUBBS PITTS

2320 OLD ST. MTN. LILBURN ROAD      1950 CANTERBURY ROAD

STONE MOUNTAIN GA 300871213        MACON GA 31206

-----

                BEFORE          AFTER          BEFORE          AFTER
                CALC.           CALC.           CALC.           CALC.
NO. IN FAMILY      12             12             CONTRACT RENT   495.00         495.00
NO. MINRS/DPNDS    3              3              UTILITY ALLOW.  88.00          88.00
NO. OF ELIG MBRs   ---           12             GROSS RENT      583.00         583.00
TOTAL NET ASSETS  21,250        21,250        GR FAMILY CONT   62.00          139.00
ANNUAL INCOME     4,384         7,400         NET FAMILY CONT  -26.00         51.00
TOTAL ALLOWS.     1,908         1,840         HAP PAYMENT     495.00         444.00
INC AFTER ALLOW.  2,476         5,560         RENT CALC. %    30             30
FINAL ASSET INCOME 700           WELFARE RENT    0.00           0.00

LEASE START DATE  2/01/05      3/01/05

HIT RETURN TO CONTINUE

```

When you have finished entering all the data needed to properly complete the rent computation, the above screen will be displayed. This screen is essentially the same as the ones shown before with one major difference. The **FINAL ASSET INCOME** amount will be the amount of asset income entered for each family member in category 17 on page 1 of each family member's screen unless the total cash value of assets (**TOTAL NET ASSETS SHOWN ABOVE**) is greater than \$5,000. In this event, the **FINAL ASSET INCOME** will be the greater of the amounts entered under category 17 or the local area passbook interest rate times the total net assets value whichever is the greater. This is also the amount that will show on the 50058 as interest income.

**REVISED RENT COMPUTATION SCREENS**  
(Continued)

```

Telnet Pro - 192.168.10.1
File Edit View Profiles Telnet Tools Help
Hosts: [ ] SSH telnets Profile: Default
INCOME BREAK-OUTS
17-01 ASSET INCOME #1          50
17-02 ASSET INCOME #2          50
17-03 ASSET INCOME #3          50
17-04 ASSET INCOME #4          50
17-01 ASSET INCOME #1                50
17-02 ASSET INCOME #2                50
17-03 ASSET INCOME #3                50
17-04 ASSET INCOME #4                50
01-01 ANNUITIES                    1,000
01-03 SEP                            1,000
01-05 LIFE INSURANCE                1,000
01-06 STOCK OPTION PLAN              500
ASSET BREAK-OUTS
25-01 ASSET #1                     3,000
25-02 ASSET #2                     3,000
25-03 ASSET #3                     3,000
25-04 ASSET #4                     3,000
25-01 ASSET #1                3,000
25-02 ASSET #2                3,000
25-03 ASSET #3                3,000
25-04 ASSET #4                3,000
HIT RETURN TO CONTINUE_
  
```

The above shown INCOME BREAK-OUTS and ASSET BREAK-OUTS are displayed at the end of each family member’s data printed out on the rent computation worksheets. It shows the break-outs before calculations and the break-outs after calculations. This is the only place that income break-outs (except asset income) will appear during the rent computation so they should be carefully reviewed to be sure that they are the break-outs you want before accepting the rent computation as being okay. The cash value of assets break-outs will appear in the 50058 along with the asset income break-outs associated with the particular asset involved. For this reason, it is **VERY IMPORTANT** that you enter asset income break-outs in the same order that the cash value of assets is entered—otherwise they will not match on the 50058 properly. (Example: If you enter asset income break-outs in the order: Asset #1, Asset #5, Asset #3, Asset #6 then the asset break-outs should be entered in the same order, that is: Asset #1, Asset #5, Asset #3, Asset #6.)

## REVISED RENT COMPUTATION SCREENS

(Continued)

### **AN IMPORTANT WORD OF EXPLANATION ABOUT RENT COMPUTATIONS:**

**Let's assume that we are at February 11, 2005 and there are no future rents in the future rent file for a particular tenant.**

**You want to do an interim rent computation for this tenant to take effect on March 1, 2005.**

**When you begin the rent computation for this tenant, the rent computation programs will pull the current data which has been updated to this tenant's files as of February 1, 2005. When you have completed the computation and accepted it as being correct, you will have a future rent computation in the future rent file dated March 1, 2005.**

**Further assume that the next week on February 16, 2005 you have a need to do another rent computation for this tenant to take effect on April 1, 2005. The rent computation programs will pull the current data which is in the March 1, 2005 future rent file as the beginning basis for doing the new April 1, 2005 rent computation. When you complete this rent computation and accept it as being correct, you will have another rent computation in the future rent file dated April 1, 2005.**

**The March 1, 2005 future rent data will be updated to the tenant's files when you do the monthly update for March 1, 2005. The April 1, 2005 future rent data will still be in the future rent file to be updated to the tenant's files when you do the monthly update for April 1, 2005.**

**But for one more example, let's assume that on February 22, 2005 (before you have done the March 1, 2005 update) you have a need to do a May 1, 2005 rent computation for this tenant. The rent computation programs will pull the current data which is in the April 1, 2005 future rent file as the beginning basis for doing the new May 1, 2005 rent computation. When you complete this rent computation and accept it as being correct, you will now have three rent computations in the future rent file dated March 1, 2005, April 1, 2005 and May 1, 2005 which will not be updated to the tenant's files until you update for March 1, April 1, and May 1, respectively.**

**What this explanation is attempting to show is that when you do a future rent computation, the rent computation programs will pull the tenant's current data from the most recent previous date's not updated rent computation in the future rent file. Once the future rent has been updated to the tenant's files, the future rent data will not be considered since it is already in the tenant's files. This means, for example, that if re-doing the April 1, 2005 future rent computation on March 10, 2005 (after the March 1, 2005 update has been completed) the rent computation programs would pull the tenant's current data from the tenant's master files as the basis for beginning the new April 1, 2005 future rent computation.**