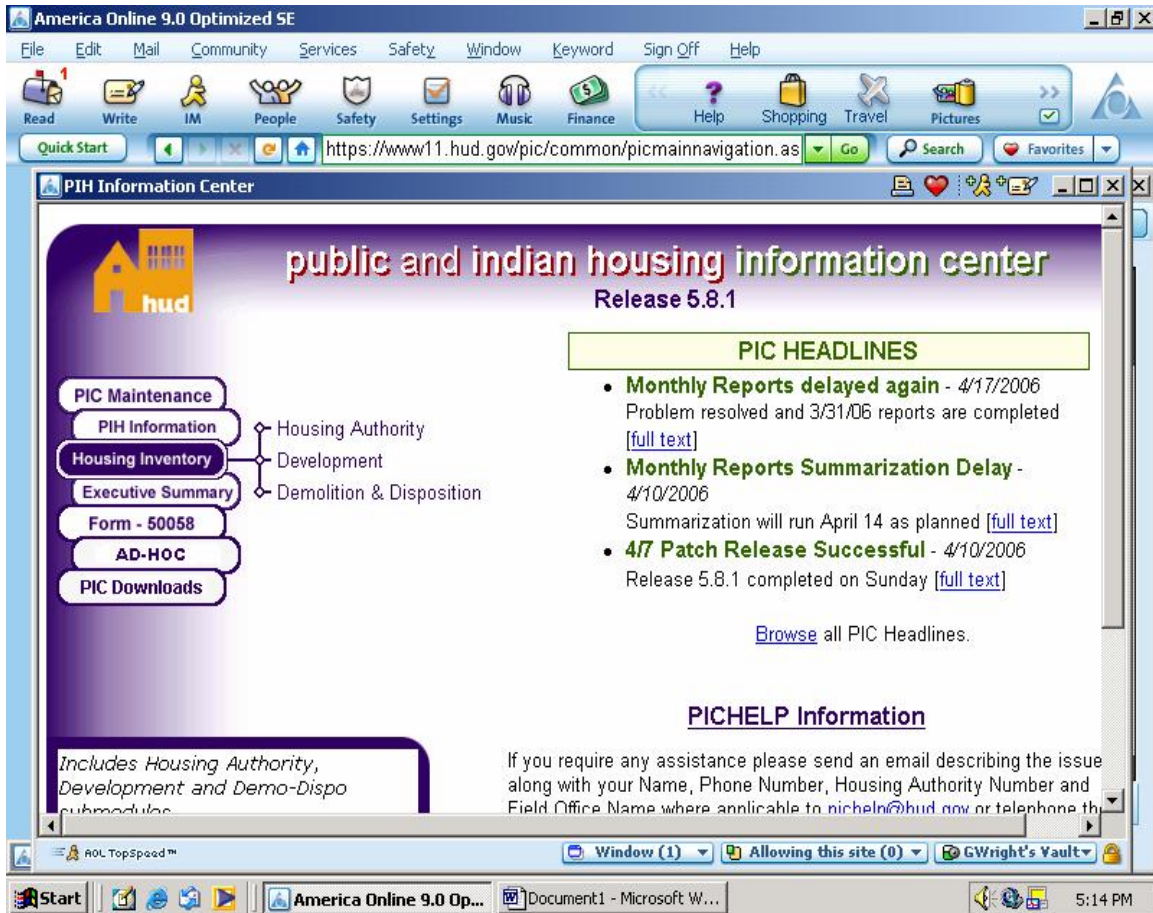


HOW TO CHANGE UNITS ON PIC FROM “NOT REPORTED” TO VACANT



From the main page on the PIC System, be sure that your logon id and password have a high enough security privilege so that you can see and have access to the **Housing Inventory** button. Then, when you highlight the **Housing Inventory** button, you should select the **Development** button. Doing this will take you to a page similar to the one shown on page 2.

HOW TO CHANGE UNITS ON PIC FROM “NOT REPORTED” TO VACANT

The screenshot displays the America Online 9.0 interface for the PIC (Public Information Center) website. The browser window title is "America Online 9.0 Optimized SE - [Development Profile]". The address bar shows the URL "https://www11.hud.gov/pic/picunits/unitdevelopmentprofile". The page features a navigation menu with tabs: "Development", "Building", "Unit", "Submission", "Reports", "AMP Assignment", and "CAPFUND B&U Certification". Below the navigation menu, there are links for "Profile", "List", "Address", and "Contact". The main content area shows "Development Profile Information" for "MRAVLAG MANOR". The "Physical Development" field is set to "NJ003001 MRAVLAG MANOR". Other fields include "Development Name: MRAVLAG MANOR", "Program Type: Low Income Rental", "Development Method: New Construction - Conventional", "Structure Type: Walkup/Multifamily Apt (Shared Entrance)", "Date: Acquisition Construction", "DOFA Date Actual: 08/31/1940", "EIOP Date Actual: 12/01/1940", "DOFA Target Date:", "EIOP Target Date:", and "Dwelling Structures: 15". The taskbar at the bottom shows the Start button, AOL TopSpeed, and several open windows including "America Online 9.0 Op..." and "Document1 - Microsoft W...". The system clock shows 5:16 PM.

From the drop-down box beside Physical Development select the development that you wish to review. Be patient and wait for the screen to change showing the development you have selected. Then you should select the Unit tab shown at the top of the page. When you have done that, you will get a page displayed which is similar to the one on page 3.

HOW TO CHANGE UNITS ON PIC FROM “NOT REPORTED” TO VACANT

The screenshot shows the 'Unit List' page in the America Online 9.0 Optimized SE browser. The page is titled 'Unit List' and is part of the 'pic' (Public Information Center) system. The main content area includes a search form and a table of unit information.

Unit Search

Building Number: Door Number:
 Entrance Number: First Name:
 Unit Number: Last Name:
 Floor Number:

Unit Information

Units 1 to 50 of 423 [Add Units](#)
 Page No: 1 of 9 Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)

Unit Number	Submission Status Type	Tenant Name (Last, First Name)	Building Number	Entrance Number	Floor Number	Door Number	Delete Unit?
0101	Initial Approval Completed	TOSSAS SCHMIDT, MONICA	A	1	1	1A	

You should then scroll down the Unit Numbers looking for any unit that is labeled as Not Reported. Please note that there may be more than one page of units listed for the particular development you are reviewing (there are 9 pages indicated above for this development). You will need to review all pages.

HOW TO CHANGE UNITS ON PIC FROM “NOT REPORTED” TO VACANT

Unit Number	Status	Name	Count 1	Count 2	Count 3	Count 4
248	Completed	Howard, Raymond	2	1	1	248
249	Initial Approval Completed	VACANT	11	1	1	249
249	Initial Approval Completed	VACANT	12	1	1	249
249P	Initial Approval Completed	NOT REPORTED	11	1	1	249P
249T	Initial Approval Completed	NOT REPORTED	12	1	1	249T
250	Initial Approval Completed	VACANT	2	1	1	250
251	Initial Approval Completed	MICKENS, TYSHON	11	1	1	251
252	Initial Approval Completed	Johnson, Annette	2	1	1	252
253	Initial Approval Completed	HOWARD, GEORGE	11	1	1	253
254	Initial Approval Completed	Kea, Thrina	2	1	1	254
255	Initial Approval Completed	VACANT	11	1	1	255

The Unit Number 249P listed above is an example of a Not Reported unit that you are looking for. If you click on the Unit Number (249P), you will get a page similar to the one shown on page 5.

HOW TO CHANGE UNITS ON PIC FROM “NOT REPORTED” TO VACANT

The screenshot shows the 'Unit Details' page in the America Online 9.0 Optimized SE browser. The page is divided into several sections:

- Housing Authority:** Entrance Number: 1
- Development:** ACC Unit Indicator: Yes No
- Demolition & Disposition:** Door Number: 249P, Bedroom Count: 2
- Building:** Building Entrance Address: WESTPORT HOMES, Floor Number: 1
- Unit Designation:** Family Unit (selected from a dropdown menu)
- Unit Status:** Vacant Or Otherwise Occupied (selected from a radio button group)
- Submission Status Type:** Initial Approval Completed
- Effective Date:** 03/27/2006

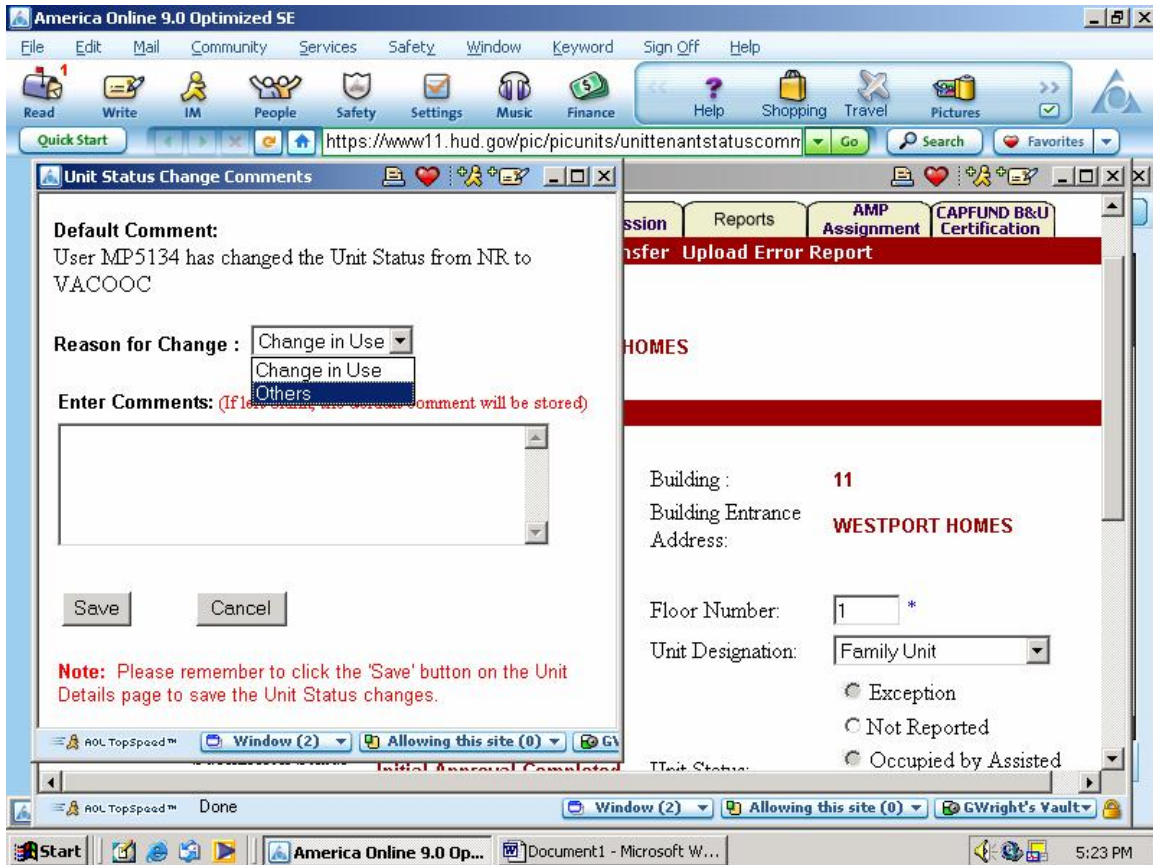
A red banner with the following text is visible:

Head of Family Details
As the MTCS data transfer routine has been/is being executed, all further updates to the Head of family details must be done using the MTCS sub-module.

Social Security Number: -

Scroll down on the individual unit page until you can see the Effective Date shown in the window on that page. You should make a mental note of the date because it will go away during the following process and you **SHOULD RE-TYPE** this date back in the window. You should select the Vacant Or Otherwise Occupied box (circle) that is shown right above the date window, and when you do, you will get a screen similar to the one on page 6 which follows.

HOW TO CHANGE UNITS ON PIC FROM “NOT REPORTED” TO VACANT



In the drop-down box titled Reason for Change select Others and then click on the Save button. Once you have done this, you will get a screen similar to the one shown on Page 7.

HOW TO CHANGE UNITS ON PIC FROM “NOT REPORTED” TO VACANT

Submission Status Type: **Initial Approval Completed**

Unit Status:
 Exception
 Not Reported
 Occupied by Assisted Tenant
 Vacant Or Otherwise Occupied

Reason for Exception:

Effective Date: * MM/DD/YYYY

Head of Family Details

As the MTCS data transfer routine has been/is being executed, all further updates to the Head of family details must be done using the MTCS sub-module.

Social Security Number: -
First Name: -
Last Name: -
Occupancy Date: -

Save

In the Reason for Exception drop-down box select Vacant due to Make Ready or lease-up time. This is when you will also need to re-type the Effective Date you remembered from before. Note the date should be typed as MM/DD/YYYY (you will need to type in the slashes as you type in the date). Then you should click on the Save button at the bottom right of this page. If you have done all of this correctly, you will see the unit labeled as Vacant when you re-scroll through the Unit Numbers.

HOW TO CHANGE UNITS ON PIC FROM “NOT REPORTED” TO VACANT

The screenshot shows the America Online 9.0 Optimized SE interface. The browser window displays the URL <https://www11.hud.gov/pic/picunits/unitlist.asp>. The main content area is titled "Unit List" and contains a table with the following data:

Unit Number	Status	Name	Count 1	Count 2	Count 3	Count 4
245	Initial Approval Completed	VACANT	3	1	1	245
245P #	Initial Approval Completed	VACANT	11	1	1	245P
245T	Initial Approval Completed	NOT REPORTED	3	1	1	245T
246	Initial Approval Completed	Christmas, Mary	2	1	1	246
247	Initial Approval Completed	Williams, Wendy	11	1	1	247
248	Initial Approval Completed	Howard, Raymond	2	1	1	248
249	Initial Approval Completed	VACANT	11	1	1	249
249	Initial Approval Completed	VACANT	12	1	1	249
249P	Initial Approval Completed	NOT REPORTED	11	1	1	249P

Note that the unit changed from Not Reported to Vacant will have a red pound sign (#) beside it. This pound sign along with the label of Vacant will verify to you that the change you made was accepted by the PIC System.