

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

**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

The screenshot shows the Yardi Voyager Community Manager Dashboard for North Grove Apartments. The 'Person Search' tab is selected. The search form has '710' entered in the 'Unit' field. The search results table is as follows:

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 interface for a resident named PAULINE SELIN. The 'Affordable' tab is active, showing a table of Development Data. A callout box labeled '5' points to the 'Affordable' tab, and 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	<a href="#">View</a>
AR	10/01/2022	797	614	113	501	296	<a href="#">View</a>
GR	01/01/2022	797	592	113	479	318	<a href="#">View</a>
AR	10/01/2022	797	592	118	474	323	<a href="#">View</a>
GR	01/01/2021	797	580	118	462	335	<a href="#">View</a>
AR	10/01/2020	797	580	115	465	332	<a href="#">View</a>

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

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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.

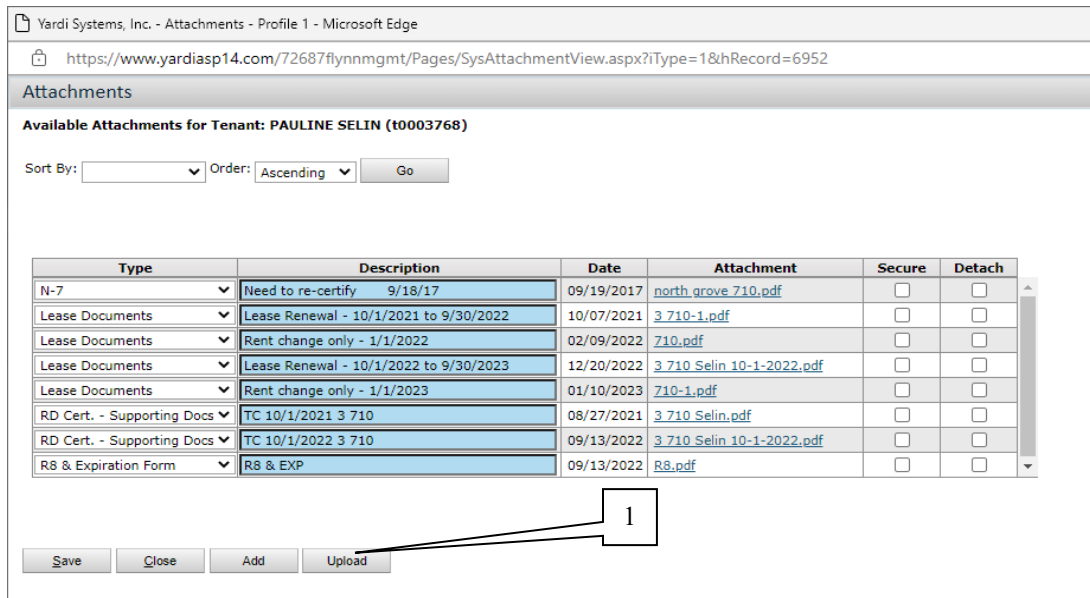
After you have scanned and saved the signed TC to your computer, you will need to Log-in to Voyager and select the desired household. Then perform the following steps)

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

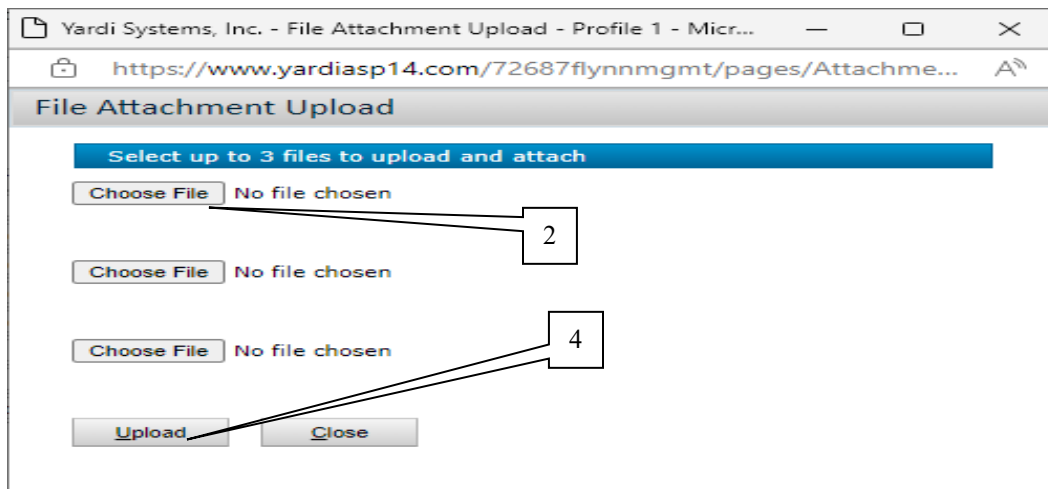
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A new window will open that shows all documents attached to the household. This is the screen in which you will upload the scanned TC.

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



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



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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.

5. The pull-down for "Type" must be left blank
6. 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)
7. Click "Save" and then close the window.

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

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

**Attachments**

**Available Attachments for Tenant: DORIS BENIQUEZ (t0003837)**

Sort By:  Order:

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	Rent change 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"/>

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