

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL PRINTING LEASES FOR FLORIDA AND GEORGIA	02-01-24

*****This process cannot be completed until the certification has been completed by the Clearwater office in Voyager*****

Once you have been notified by the Clearwater office that the Tenant Certification has been approved and is ready to be printed and signed,

To start, you will need to log-in to Voyager and then choose the applicable property and household for whom you wish to print a lease.

After that, you will be taken to the page for that household. To print the lease, take the following steps:

1. Click "REPORTS" in the bar near the top
2. Select "Lease - RD Florida Full" or "Lease - RD Georgia Full" (whichever is appropriate for your situation).



The screenshot shows the Yardi Voyager interface. At the top, there's a navigation bar with 'Home', 'Help', 'Monthly Procedures', 'Guests', 'Affordable', 'Analytics', 'Sign Out', and 'SaaS Messages'. Below this is a 'Resident' profile for MARY BETH SCHEPPER, with fields for First Name, Middle Name, Last Name, Address (2345 SOUTH STREET #01), City State (LEESBURG FL), and Zip (34748). A 'Reports' dropdown menu is open, showing various report options. Three numbered callouts are present: '1' points to the 'Reports' dropdown, '2' points to 'Lease - RD Georgia Full', and another '2' points to 'Lease - RD Florida Full'. Below the resident info is a table titled 'Rural Development Data' with columns for Cert Type, Effective Date, Basic Rent, GTC, Util Allow., NTC, RA, and Edit. The table contains five rows of data. At the bottom, there are checkboxes for 'Rural Development' and 'Subsidy Provider'.

Cert Type	Effective Date	Basic Rent	GTC	Util Allow.	NTC	RA	Edit
AR Print	01/01/2024	860	495	144	351	509	View
GR Print	07/01/2023	805	479	104	375	430	View
GR Print	01/01/2023	785	479	104	375	410	View
MI Print	12/29/2022	730	479	103	376	354	View

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL PRINTING LEASES FOR FLORIDA AND GEORGIA	02-01-24

At that point, a new window will open, and it will look similar to this:
(This is how the Florida lease will look)

SysShuttleDisplayHandler.ashx - Work - Microsoft Edge
 https://www.yardiasp14.com/72687flynmgmt/pages/SysShuttleDisplayHandler.ashx?sFileName=g5RPeLFShsQXZA%2f13%2bPTBFutx5AHL56JN5yoBeyO...
 1 of 19


FLORIDA RESIDENTIAL LEASE AGREEMENT
 For USDA-RD Financed Communities
 Approved by Florida Council for Affordable and Rural Housing
 

STATE OF FLORIDA
 COUNTY OF Lake

CITY OF Leesburg

Landlord hereby leases to Tenant for residential purposes the Leased Premises described herein subject to the terms and conditions set forth in this Lease.

1. PARTIES TO THE LEASE AGREEMENT AND APARTMENT ADDRESS:

Umatilla II, LTD
 (Owner)
 db/a Lakewood Villas
 (Apartment Community)

Lakewood Villas, Leesburg, FL, 34748
 (Street Address) (City) (State) (Zip Code)

The community is financed through the United States Department of Agriculture - Rural Development and is subject to nondiscrimination provisions of Title VI of the Civil Rights Act of 1964, Title VIII of the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act of 2013, and any amendments thereto, and the Americans with Disabilities Act. A full nondiscrimination statement is included at the end of this lease.

Leased Apartment Address: 2345 SOUTH STREET #01 Apt. Number: 01
 (Street Address)

LEESBURG, Florida, 34748
 (City) (State) (Zip Code)

Resident(s) and Co-Resident(s):	Birth Date	Permitted Occupants:	Birth Date
<u>MARY BETH SCHEPPER</u>	<u>12/23/1952</u>		

Note: You need to review all fields on the Lease to ensure all dates, amounts, names, etc. are filled in properly. If a field is blank and should be completed, you may fill it either while the PDF is on the screen (preferable) or by hand after printing. At that point, you can print the lease and add it to your paperwork for the household to sign and close this window.