

Landlord Portal Instructions

1. Logging In

- a. Go to www.akronhousing.org
- b. Choose For Landlords
- c. Choose Tenmast Login from the button choices
- d. Type in your username and password, if you are not yet registered, click the New User link on the right side of the log in page. Please contact Kathy Patton at kpatton@akronhousing.org to get a registration key if you have not already done so.
- e. You are not able to get a registration key until you have received a payment on your first unit

2. Announcements

- a. As soon as you log into the Portal, you will be able to see the most current announcements
- b. Choose “Landlord Library” from the list on the left to find other useful information such as previous newsletters, the Inspection Handbook, and current utility rates
- c. Choose “1099” to view your current and previous year’s 1099s

The screenshot shows a web browser window displaying the Akron Metropolitan Housing Authority (AMHA) Partner Access Home Page. The browser's address bar shows the URL akronhousing.tenmast.com/PartnerAccess/tabid/3110/Default.aspx. The page features the AMHA logo and navigation links on the left, including 'Landlord Info', 'HAP History', 'HAP Detail', 'Inspection Listing', 'Landlord Library', 'Log Out', and '1099'. The main content area is titled 'Partner Access Home Page' and contains two announcements:

Landlord News
WEATHER DEFERRAL ENDING 4/1/16
Because of our mild winter AMHA is pleased to announce exterior painting Weather Deferred fail items will end on March 31, 2016. Beginning on April 1, 2016 if a landlord has any exterior painting fail item it will be given the normal 25 - 30 day re-inspection window to be completed.
As a reminder AMHA inspectors will be out to inspect all weather deferred work on Monday, June 6, 2016. It is the landlord's responsibility to have all weather deferred work completed by 8:00 am on June 6, 2016. There are no extensions granted on weather deferred work.
If the work is completed before that date you can request in writing to have an earlier inspection. We will do our best to inspect within 5 days of the written request.

1st Quarter 2016 Landlord Meeting
2016 FIRST QUARTER LANDLORD MEETING
MARCH 14, 2016
11:30 AM - 1:00 PM
If you are reading this you are invited!
Come and find out the latest information about the Housing Choice Voucher Program.
■ Guest Speakers include a presentation by Fair Housing and Legal Aid.

Landlord Library

Welcome to the Landlord Library! We are looking to add content, so if you have any suggestions on what you would like to be able to view and download let us know.

Title	Owner	Category	Modified Date	Size	Download
New Addendum to HCVP Lease 2011	Mike Eddins		4/16/2014	154.48 KB	Download
RENT REASONABLENESS METHODOLOGY	Mike Eddins	Rent	5/29/2014	75.43 KB	Download
March 2015 Landlord Newsletter			4/13/2015	247.50 KB	Download
Landlord Conference April 16th 2016			2/19/2016	455.75 KB	Download
Lease	Mike Eddins		7/25/2013	348.11 KB	Download
Transfer of Ownership Request	Mike Eddins		7/25/2013	49.17 KB	Download
W-9	Mike Eddins		7/25/2013	84.44 KB	Download
Tenant Request to Move Form	Mike Eddins		8/12/2014	327.88 KB	Download
Restricting to Leasing to Realities	Mike Eddins		7/25/2013	86.72 KB	Download
September 2015 Newsletter	Mike Eddins		9/22/2015	247.50 KB	Download
2016 HQS Inspection Handbook	Mike Eddins		2/23/2016	50.10 KB	Download
2016 Utility Rate Sheets 1 & 2 Story	Mike Eddins		2/23/2016	34.43 KB	Download
2014 2nd Qtr Newsletter	Mike Eddins		4/30/2014	452.58 KB	Download
2013 3rd Quarter Newsletter	Mike Eddins		1/8/2014	204.06 KB	Download
2014 1st Quarter Newsletter	Mike Eddins		1/8/2014	247.50 KB	Download
Landlord Certification of Responsibility	Mike Eddins		7/25/2013	71.56 KB	Download
Landlord Change of address	Mike Eddins		7/25/2013	56.24 KB	Download
Invitation Letter for March 15th 2016 SBL Training			2/19/2016	192.48 KB	Download
Agent Form	Mike Eddins		7/25/2013	48.11 KB	Download
Inspection Checklist - "50's" list	Mike Eddins		3/15/2016	17.92 KB	Download

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3. Payment Information

- a. Choose "HAP Detail" from the list on the left for your most recent payment information
 - i. This screen lists the date of payment, total payment amount, tenant name and address, and payment amount for each tenant
 - ii. If you have an adjustment added to a regular payment, the breakdown of the payment is not available on the Landlord Portal, please call our office if you need an itemized list of amounts for a tenant
 - iii. If you have more than one owner name under your Landlord Portal account, use the drop down list in the middle of the screen to review information for each owner


File Edit View History Bookmarks Tools Help

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akronhousing.tenmast.com/PartnerAccess/HAPDetail/tabid/3116/Default.aspx akron ohio weather

Most Visited Getting Started Free Hotmail REAC (2) REAC Social Services Login (2) Social Services Login Web Slice Gallery

Katie Eddins



HAP Detail

Partner Access

- Landlord Info
- HAP History
- HAP Detail**
- Inspection Listing
- Landlord Library
- Log Out
- 1099

Print Voucher

AKRON METROPOLITAN HOUSING AUT. ▾

Payment Summary

Payment Date	03/15/2016	Payment Number	D000148291
Direct Deposit	Yes	Amount	\$556.00

Tenant Payment Detail

Description	Address	Amount
HAP Pmt: BROWN, WILLIAM: 881 BARBARA AVE	881 BARBARA AVE	\$556.00
Total		\$556.00

- b. Choose “HAP History” from the list on the left for previous payment information
 - i. This screen lists all previous payments
 - ii. To see more detail, click on the Payment Number
 - iii. To review older information, change the date range across the top of the screen

Partner Access

Landlord Info
HAP History
HAP Detail
Inspection Listing
Landlord Library
Log Out
1099

Landlord: AKRON METROPOLITAN HOUSING AUT. From 3/15/2015 To 3/15/2016 GO

Payment Number	Payment Date	Recipient	Amount (\$)
D000148291	03/15/2016	AKRON METROPOLITAN HSG AUTH	556.00
D000145611	03/01/2016	AKRON METROPOLITAN HSG AUTH	9259.00
D000142930	02/01/2016	AKRON METROPOLITAN HSG AUTH	10659.00
D000142753	01/15/2016	AKRON METROPOLITAN HSG AUTH	871.00
D000140094	01/01/2016	AKRON METROPOLITAN HSG AUTH	9045.00
D000137241	12/01/2015	AKRON METROPOLITAN HSG AUTH	9405.00
D000134520	11/01/2015	AKRON METROPOLITAN HSG AUTH	9796.00
D000131733	10/01/2015	AKRON METROPOLITAN HSG AUTH	9808.00
D000128892	09/01/2015	AKRON METROPOLITAN HSG AUTH	9816.00
D000128746	08/15/2015	AKRON METROPOLITAN HSG AUTH	1057.00

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AKRON METROPOLITAN HOUSING AUTHORITY

Katie Eddins

HAP Detail

Partner Access

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AKRON METROPOLITAN HOUSING AUT.

Print Voucher

Payment Summary

Payment Date	11/01/2015	Payment Number	D000134520
Direct Deposit	Yes	Amount	\$9,796.00

Tenant Payment Detail

Description	Address	Amount
HAP Pmt: WRIGHT, STEVEN: 428 S VAN BUREN	428 S VAN BUREN Apt. D	\$338.00
HAP Pmt: OLIVER, SHERROD: 906 BARBARA AVE	906 BARBARA AVE	\$217.00
HAP Pmt: JOHNSON, GENISE: 440 S VAN BUREN	440 S VAN BUREN Apt. E	\$376.00
HAP Pmt: THOMAS, ROCHELLE: 756 DAVIES AVE	756 DAVIES AVE	\$677.00
HAP Pmt: WILLIAMS, REESIE: 216 WAYNE AVE	216 WAYNE AVE	\$697.00

4. Inspection Information

- Choose “Inspection Listing” from the list on the left
- From this screen, you can sort by type of inspection or view a list of all of your inspections
- This screen lists the scheduled inspection dates, previous inspection dates, inspector name and current status
- To see the list of inspection fail items, click on the word “Fail” in the Inspection Status column

AKRON METROPOLITAN HOUSING AUTHORITY

Inspection Listing

Partner Access: Landlord Info, HAP History, HAP Detail, **Inspection Listing**, Landlord Library, Log Out, 1099

Inspection Status Type: (All)

Tenant	Address	City State Zip	Inspection	Schedule	Inspector	Status
PETERS,THERESA	279 4TH ST NW	BARBERTON,OH 44203	9/23/2014	-	PORTAGE METRO HA	✓ PASSED INSPECTION
MADDEN JR,PATRICK P	440 S VAN BUREN, Apt. A	BARBERTON,OH 44203	9/23/2014	-	PORTAGE METRO HA	✓ PASSED INSPECTION
HOOKS,KISA	1281 SYLVAN AVE.	AKRON,OH 44306	9/23/2014	-	PORTAGE METRO HA	✓ PASSED INSPECTION
JOHNSON,GENISE	440 S VAN BUREN Apt. E	BARBERTON,OH 44203	8/7/2014	-	PORTAGE METRO HA	✓ PASSED INSPECTION
CRENSHAW,TRACY	436 S VAN BUREN AVE Apt. E	BARBERTON,OH 44203	6/9/2015	-	PORTAGE METRO HA	✓ PASSED INSPECTION
SMITH,BELINCIA	436 S VAN BUREN AVE, Apt. F	BARBERTON,OH 44203	5/28/2013	-	PORTAGE METRO HA	✓ PASS
MILLER,KENISHA	428 S VAN BUREN Apt. A	BARBERTON,OH 44203	5/15/2014	-	PORTAGE METRO HA	✓ PASSED INSPECTION
TREXLER,TABITHA	436 S VAN BUREN AVE Apt. A	BARBERTON,OH	5/12/2015	-	PORTAGE METRO	✓ PASSED INSPECTION

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AKRON METROPOLITAN HOUSING AUTHORITY

Inspections Detail

Partner Access: Landlord Info, HAP History, HAP Detail, Inspection Listing, Landlord Library, Log Out, 1099

Print Inspection

Inspection Number	140765	Tenant	SHULER,ALLEN	Requested Date	01/08/2015
Inspection Protocol	HQS ANNUAL	Phone	(330)634-4462	Schedule Date	01/28/2015
Inspector	PORTAGE METRO HA	Address	428 S VAN BUREN Apt. F	Inspection Date	01/28/2015
Inspector Email		City, State, Zip	BARBERTON,OH 44203	Followup Date	
Inspection Type	Initial			Scheduled Time	09:00
Status	FIRST FAIL				
Inspection Start Time	09:00				
Inspection End Time					

Area	Item	Deficiency	Severity	Approved Date	Comment
Living Room	Security	DOOR MUST OPERATE AS DESIGNED	Fail	-	broken
✓	Repairs Completed				

4. Tenant Rental Portion

- a. Choose "Inspection Listing" from the list on the left
 - i. Click on the tenant's address
 - ii. This screen lists the total contract rent, allotment for utilities, AMHA's portion, and the tenant portion of rent

The screenshot shows a web browser window with the URL akronhousing.tenmast.com/PartnerAccess/PropertiesInfo/tabid/3125/PropID/35016001/Default.aspx. The page title is "Properties Info" and the user is logged in as "Katie Eddins".

AKRON METROPOLITAN HOUSING AUTHORITY

Properties Info

Partner Access Landlord Info HAP History HAP Detail Inspection Listing Landlord Library Log Out 1099	Tenant Name	MADDEN JR, PATRICK	Contract (\$)	481.00	Bedrooms	2
	Apt No.	A	Utilities (\$)	111.00	Bathrooms	1
	Street	S VAN BUREN	Gross (\$)	583.00	Floor Area	1000
	Street Number	440	HAP(\$)	0.00	Year of Construction	1993
	City	BARBERTON	Tenant Rent(\$)	0.00	Util. Allow Profile.	75
	State	OH			Unit Type	Rowhouse/Townhouse
	Zip	44203			Structure Type	
					Info. Source	
					Handicapped Accessible	No
					Last Updated	

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