

Instructions for Electronic Submission of VHDA Balance Sheet and Statement of Profit and Loss

1. Access the VHDA Balance Sheet and P&L form(s) from <http://www.vhda.com/BusinessPartners/PropertyOwnersManagers/MFLoanServicing/Pages/MFAuditGuide.aspx>.
2. Download a blank form(s) and save locally on your computer.
3. Complete the form(s) while keeping in mind several rules unique to VHDA's electronic capturing process:
 - On the far right of each spreadsheet, there is a column that is used to "map" your values to our database. This is not visible on the printed document. Do not delete this column.
 - As with most spreadsheets, the entry number column can accept values that are copied and pasted from another cell reference, receive values from a linked location by using "=", and formulas may be built by using "=" as a prefix. These excel forms have not been password protected in order to allow for this functionality.
 - Each report should contain the development operational data for only one property. Workbooks with numerous tabs are not readable by VHDA's system, thus the one form per development rule.
4. Save the form locally on your computer for the specific development.
5. Email the Balance Sheet and Statement of Profit and Loss to your VHDA asset manager as attachments.

For future submissions, download a new blank form(s) from <http://www.vhda.com/BusinessPartners/PropertyOwnersManagers/MFLoanServicing/Pages/MFAuditGuide.aspx>.