



Tennessee Housing Development Agency

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Bill Haslam
Governor

Ralph M. Perrey
Executive Director

MEMORANDUM:

TO: 2019 Interested Parties in Multifamily Programs

FROM: Felita Hamilton, Multifamily Programs Allocation Manager

DATE: December 11, 2018

SUBJECT: Upcoming THOMAS Registration Information

The Multifamily Programs (MP) Division will utilize THOMAS which is the Tennessee Housing Online Management Application System will support all Low Income Housing Credits (LIHC) and Multifamily Tax-Exempt Bond Authority (MTBA with NLIHC) program activities. All applicants that intend to submit a 2019 Competitive LIHC and MTBA with NLIHC must have the proper credentials in the THOMAS system.

Applicants without THOMAS Access

Applicants that do not have THOMAS credentials can register now. The application process has two steps, the first is obtaining registration credentials in THOMAS. The second step is starting the application for the applicable program, which will be ready in 2019. Once the application is available THDA will approve the Owner/Administrator for each application. That access is limited to **individuals which we would expect to have a direct employment linkage to the Ownership Entity rather than a third party consultant**. Once that person has received THDA approval that person will be responsible for approving other employees of the ownership entity, third party vendors, management company agents, and any other affiliated individuals. That level has been determined as the Owner/Admin access level and once that level has been approved by THDA that individual will approve both the Consultant (editing) access and Read-Only (non-editing) access for any and all interested parties.

Applicants with THOMAS Access

The current THOMAS credentials can be used and applicants will begin the application when it is released in 2019. In the same manner as last year, applicants will have the Owner/Administrator submit the application and THDA will approve or disapprove the application.

We ask that partners that are considering submitting a 9% Competitive LIHTC or MTBA with 4% Noncompetitive LIHTC in 2019, begin now identifying the most appropriate contact that will register for Owner access. As a reminder we have three levels of access, a description of the levels are listed in the registration instructions.

The Multifamily Programs staff will approve registration in a timely fashion. It is highly recommended that those persons are on the Multifamily Programs email list to stay abreast of announcements related to THOMAS. Please email scross@thda.org to add your name on that listing.

THOMAS Registration

The following is the link for THOMAS registration:

<http://resources.thda.org/>

1. Click THOMAS (Tennessee Housing Online Management Application System)



Housing Credit Management System

THOMAS (Tennessee Housing's Online Multifamily Application System)

Weatherization Assistance Program

THELMA (Tennessee Housing's Electronic Loan Management Application)

HBEI Providers

Participant Information Management System

Single Family Special Programs Portal

2. Register as a new user by clicking the register as a new user button in the lower right hand of the screen.

A screenshot of the Tennessee Housing Online Multifamily Application System (THOMAS) login page. The page has a dark blue header with the text "Tennessee Housing Online Multifamily Application System". Below the header, the text "Please Sign-In" is centered. There are two input fields: the first is for "Email Address" and the second is for a password. Below the email field is a blue "Log In" button. To the right of the password field, there are two links: "Forgot your password?" and "Register as a new user". At the bottom center of the page, there is a link for "THDA Tax Credit Information".

Monday, December 4, 2017 9:42 AM Register Log In

Tennessee Housing Development Agency Tennessee Housing Online Multifamily Application System

* bold fields are required

Register New User

First Name	<input type="text"/>	Address	<input type="text"/>
Last Name	<input type="text"/>	Address 2	<input type="text"/>
Email	<input type="text"/>	City	<input type="text"/>
Password	<input type="password"/>	State	<input type="text"/>
Confirm Password	<input type="password"/>	Zip Code	<input type="text"/>
		Phone	<input type="text"/> ext. <input type="text"/>
		Fax	<input type="text"/> ext. <input type="text"/>

3. Complete registration information.
4. Once registration is complete it will need to be confirmed by accessing the link sent by email. Be sure to check your junk/spam folders as some registration confirmations will be sent there.

Monday, December 4, 2017 11:28 AM Register Log In

Tennessee Housing Development Agency Tennessee Housing Online Multifamily Application System

Info

Check your email and confirm your account, you must be confirmed before you can log in.