



Emphasys Software.
8550 NW 33rd Street, Suite 200
Doral, Florida 33122-1941

SYSTEM AOD/COL Certification On Line System

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ERROR MESSAGES GENERATED BY THE XML FILE UPLOAD PROCESS

1. **Error Log:** "No Records found in Upload File ... Please call Software Provider"
Explanation: The XML File is empty. It was created without data.
2. **Error Log:** "Missing Project ID"
Explanation: At least one record in the XML File has an empty Project ID field.
3. **Error Log:** "Missing or Invalid Building ID"
Explanation: At least one record in the XML File has an empty or an invalid value in the Building ID field.
The correct format is: 2-digit State (string), 2-digit Year (numeric) and 5-digit building number (numeric). Example: TN9900011
4. **Error Log:** "Missing Unit ID"
Explanation: At least one record in the XML File has an empty Unit ID field.
5. **Error Log:** "Project ID Not Found in HFA Database"
Explanation: At least one record in the XML File has a Project ID value which does not match the existing Project IDs in the COL System for that Property Manager. The incorrect Project ID value is displayed on the error log.
6. **Error Log:** "Building ID Not Found in HFA Database"
Explanation: At least one record in the XML File has a Building ID value which does not match the existing Building IDs in the COL System for that Property Manager. The incorrect Building ID value is displayed on the error log.
7. **Error Log:** "Unit ID Not Found in HFA Database"
Explanation: At least one record in the XML File has a Unit ID value which does not match any of the existing Unit IDs in the COL System for that building. The incorrect Unit ID value is displayed on the error log.
8. **Error Log:** "Missing or Invalid Report Period Starting Date"
"Missing or Invalid Report Period Ending Date"
Explanation: The building's Reporting Period Starting Date and/or Reporting Period Ending Date is either empty or contain non-numeric or invalid characters.
9. **Error Log:** "Invalid Unit Bedroom Size"



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- Explanation:** At least one unit record in the XML File has an empty or non-numeric bedroom size value. The Unit ID with the invalid bedroom size is displayed on the error log.
10. **Error Log:** "Missing or Invalid Unit Square Footage"
Explanation: At least one unit record in the XML File has an empty or non-numeric unit square footage value. The Unit ID with the invalid square footage is displayed on the error log.
11. **Error Log:** "Invalid Unit Type"
Explanation: At least one unit record in the XML File has an empty or non-numeric unit type value. The Unit ID with the invalid unit type is displayed on the error log.
12. **Error Log:** "Unit Type Code Not Found in HFA Database"
Explanation: At least one unit record in the XML File has a Unit Type code which does not exist in the COL System. The Unit ID with the invalid unit type code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
13. **Error Log:** "Invalid Y/N Response for Tax Credit Program Type"
"Invalid Y/N Response for HOME Program Type"
"Invalid Y/N Response for HOME Fixed Unit Type"
"Invalid Y/N Response for HOME Floating Unit Type"
"Invalid Y/N Response for Tax Exempt Program Type"
"Invalid Y/N Response for AHDP Program Type"
"Invalid Y/N Response for Other Program Type"
Explanation: These flags are located in the Unit Definition screen in COL. At least one unit record in the XML File was found to have an invalid value for the flag(s). The only valid values are: "Y" or "N" or "y" or "n". The Unit ID with the invalid Y/N Response(s) is displayed on the error log.
14. **Error Log:** "Missing or Invalid Movein Date"
Explanation: At least one unit record in the XML File has a Move-in Date which is either empty or contains non-numeric or invalid characters. The Unit ID with the invalid Move-in Date is displayed on the error log.



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15. **Error Log:** "Transferred FROM Unit and Unit ID fields must not be the same"
"Transferred TO Unit and Unit ID fields must not be the same"
Explanation: The XML File contains a Unit Transfer record in which the "FROM" and "TO" units have the same Unit ID. The "TO" Unit ID is displayed on the error log.
16. **Error Log:** "Transferred FROM Unit ID Not Found in HFA Database"
"Transferred TO Unit ID Not Found in HFA Database"
Explanation: The XML File contains a Unit Transfer record in which the "FROM" and/or "TO" Unit ID do not exist in the COL System. The "FROM" and/or "TO" Unit IDs are displayed on the error log.
17. **Error Log:** "Missing or Invalid Old Unit Movein Date"
Explanation: The XML File contains a Unit Transfer record in which the Move-in Date of the Old unit ("FROM" unit) is either empty or contains non-numeric or invalid characters.
18. **Error Log:** "Missing or Invalid Moveout Date of Unit Transfer"
Explanation: The XML File contains a Unit Transfer record in which the Move-out Date of the Old unit ("FROM" unit) is either empty or contains non-numeric or invalid characters.
19. **Error Log:** "Invalid Moveout Date"
Explanation: The XML File contains a Move-out record in which the Move-out Date field is either empty or contains non-numeric or invalid characters. The Unit ID with the invalid Move-out Date is displayed on the error log.
20. **Error Log:** "Moveout Date must be greater than Movein Date"
Explanation: The XML File contains a Move-out record in which the Move-out Date of the tenant is prior to the Move-in Date. The Unit ID with the invalid Move-out Date is displayed on the error log.
21. **Error Log:** "Transfer Date must be greater than Movein Date"
Explanation: The XML File contains a Unit Transfer record in which the Transfer/Move-out Date of the tenant is prior to the Move-in Date.



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The Unit ID with the invalid Transfer/Move-out Date is displayed on the error log.

22. **Error Log:** "Missing or Invalid Last Certification Date"
Explanation: At least one occupied unit record in the XML File has a Certification Date which is either empty or contains non-numeric or invalid characters.
The Unit ID with the invalid Certification Date is displayed on the error log.
23. **Error Log:** "Invalid Y/N Response for Initial Certification"
Explanation: At least one unit record in the XML File was found to have an invalid value for the "Tenant Initial Certification" flag. The only valid values are: "Y" or "N" or "y" or "n". The Unit ID with the invalid Y/N Response is displayed on the error log.
24. **Error Log:** "Invalid Y/N Response for Non-Qualified Student"
Explanation: At least one unit record in the XML File was found to have an invalid value for the "Non-Qualified Student Household" flag. The only valid values are: "Y" or "N" or "y" or "n". The Unit ID with the invalid Y/N Response is displayed on the error log.
25. **Error Log:** "Missing or Invalid Family size"
Explanation: The XML File contains a unit record in which the Family Size field is either empty or contains non-numeric or invalid characters.
The Unit ID with the invalid Family Size is displayed on the error log.
- NOTE:** This error message is only given on projects which are submitting their tenant data in "Summary" format (only head of household data). The system calculates the family size when "Detail" format.
26. **Error Log:** "Invalid Number of FT Students"
Explanation: The XML File contains a unit record in which the Number of Full-Time Students field contains non-numeric or invalid characters.
The Unit ID with the invalid Number of Full-Time Students is displayed



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[on the error log.](#)

NOTE: This error message is only given on projects which are submitting their tenant data in "Summary" format (only head of household data). The system calculates the family size when "Detail" format.

27. **Error Log:** "Invalid Total Family Income Amount"
Explanation: The XML File contains a unit record in which the Total Family Income Amount field contains non-numeric or invalid characters.
[The Unit ID with the invalid Total Family Income Amount is displayed on the error log.](#)
- NOTE:** This error message is only given on projects which are submitting their tenant data in "Summary" format (only head of household data). The system calculates the Total Family Income Amount when "Detail" format.
28. **Error Log:** "Invalid Total Family Asset Income Amount"
Explanation: The XML File contains a unit record in which the Total Family Asset Income Amount field contains non-numeric or invalid characters.
[The Unit ID with the invalid Total Family Asset Income Amount is displayed on the error log.](#)
- NOTE:** This error message is only given on projects which are submitting their tenant data in "Summary" format (only head of household data). The system calculates the Total Family Asset Income Amount when "Detail" format.
29. **Error Log:** "Invalid Targeted/Special Population Type"
Explanation: The XML File contains a unit record in which the Household's Population Type field contains non-numeric or invalid characters.
[The Unit ID with the invalid Targeted/Special Population Type is displayed on the error log.](#)
30. **Error Log:** "Targeted/Special Population Type Code Not Found in HFA Database"



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Explanation: At least one unit record in the XML File has a Household's Population Type code which does not exist in the COL System. The Unit ID with the invalid population type code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.

31. **Error Log:** "Invalid Unit Assistance Type"
Explanation: The XML File contains a unit record in which the Unit Assistance Type field contains non-numeric or invalid characters.
The Unit ID with the invalid Unit Assistance Type is displayed on the error log.
32. **Error Log:** "Unit Assistance Type Code Not Found in HFA Database"
Explanation: At least one unit record in the XML File has a Unit Assistance Type code which does not exist in the COL System. The Unit ID with the invalid unit assistance type code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
33. **Error Log:** "Invalid Owner-Designated Restriction Type"
Explanation: The XML File contains at least one unit record in which the Owner-Designated Restriction Type code field contains non-numeric or invalid characters.
The expected values are **1** = "Low Income" or **2** = "Market Rate"
The Unit ID with the invalid Owner-Designated Restriction Type is displayed on the error log.
34. **Error Log:** "Invalid Y/N Response for LIHTC Income Restriction Met at 60%"
"Invalid Y/N Response for LIHTC Income Restriction Met at 50%"
"Invalid Y/N Response for LIHTC Income Restriction Met at 40%"
"Invalid Y/N Response for LIHTC Income Restriction Met at 30%"
"Invalid Y/N Response for LIHTC Income Restriction Met at Other %"
Explanation: At least one unit record in the XML File was found to have an invalid value for the flag(s). The only valid values are: Null or "Y" or "N" or "y" or "n".
The Unit ID with the invalid Y/N Response(s) is displayed on the error log.



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NOTE: These flags are located in the “*PART V. DETERMINATION OF INCOME ELIGIBILITY*” section of the Tenant Income Certification Form (TIC). These fields are not being stored in COL’s database and for that reason the upload process does NOT require a value to be provided; however, if a value is provided, the process will make sure that they contain the correct format.

35. **Error Log:** "Invalid Y/N Response for Household Income Over 140%"
Explanation: At least one unit record in the XML File was found to have an invalid value for the “Household Income Over 140%” flag. The only valid values are: "Y" or "N" or "y" or "n". The Unit ID with the invalid Y/N Response is displayed on the error log.
36. **Error Log:** "Invalid Y/N Response for HOME Income Restriction Met at 50%"
"Invalid Y/N Response for HOME Income Restriction Met at 60%"
"Invalid Y/N Response for HOME Income Restriction Met at 80%"
"Invalid Y/N Response for HOME Over Income"
"Invalid Y/N Response for TaxExempt Income Restriction Met at 50%"
"Invalid Y/N Response for TaxExempt Income Restriction Met at 60%"
"Invalid Y/N Response for TaxExempt Over Income"
"Invalid Y/N Response for AHDP Income Restriction Met at 50%"
"Invalid Y/N Response for AHDP Income Restriction Met at 80%"
"Invalid Y/N Response for AHDP Over Income"
"Invalid Y/N Response for Other Program Income Restriction % (1)"
"Invalid Y/N Response for Other Program Income Restriction % (2)"
"Invalid Y/N Response for Other Program Over Income"
Explanation: At least one unit record in the XML File was found to have an invalid value for the flag(s). The only valid values are: Null or "Y" or "N" or "y" or "n".
The Unit ID with the invalid Y/N Response(s) is displayed on the error log.

NOTE: These flags are located in the “*PART VIII. PROGRAM TYPE*” section of the Tenant Income Certification Form (TIC). These fields are not being stored in COL’s database and for that reason the upload process does NOT require a value to be provided; however, if a value is provided, the process will make sure that they contain the correct



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format.

37. **Error Log:** "Invalid Household Phone Number"
Explanation: The XML File contains a unit record in which the Household Phone Number field contains non-numeric or invalid characters.
The Unit ID with the invalid Phone Number is displayed on the error log.
38. **Error Log:** "Invalid Head of Household Work Phone Number"
Explanation: The XML File contains a unit record in which the Head of Household Work Phone Number field contains non-numeric or invalid characters.
The Unit ID with the invalid Work Phone Number is displayed on the error log.
39. **Error Log:** "Invalid Household Race Code"
Explanation: The XML File contains a unit record in which the Household Race Code contains non-numeric or invalid characters.
The Unit ID with the invalid Household Race Code is displayed on the error log.
40. **Error Log:** "Household Race Code Not Found in HFA Database"
Explanation: At least one unit record in the XML File has a Household Race code which does not exist in the COL System. The Unit ID with the invalid race code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
41. **Error Log:** "Invalid Household Ethnicity Code"
Explanation: The XML File contains a unit record in which the Household Ethnicity Code contains non-numeric or invalid characters.
The Unit ID with the invalid Household Ethnicity Code is displayed on the error log.
42. **Error Log:** "Household Ethnicity Code Not Found in HFA Database"
Explanation: At least one unit record in the XML File has a Household Ethnicity code which does not exist in the COL System. The Unit ID with the invalid ethnicity code is displayed on the error log.



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Please refer to the attached list of valid category codes expected by the COL System.

43. **Error Log:** "Invalid SSN of Head of Household"
Explanation: The XML File contains at least one unit record in which the Head of Household Social Security Number field contains non-numeric or invalid characters.
The correct format is: 9 numeric digits. Example: 608012245
The Unit ID with the invalid SSN is displayed on the error log.
44. **Error Log:** "Missing Name of Head of Household"
Explanation: The XML File contains at least one unit record in which the Head of Household Name field is empty.
The Unit ID with the missing head of household name is displayed on the error log.
45. **Error Log:** "Missing or Invalid Birthdate of Head of Household"
Explanation: The XML File contains at least one unit record in which the Head of Household Birthdate field is either empty or contains non-numeric or invalid characters.
The Unit ID with the missing/invalid head of household birth date is displayed on the error log.
46. **Error Log:** "Invalid Marital Status Code of Head of Household"
Explanation: The XML File contains at least one unit record in which the Head of Household Marital Status Code field contains non-numeric characters.
The Unit ID with the invalid head of household marital status code is displayed on the error log.
47. **Error Log:** "Marital Status Code of Head of Household Not Found in HFA Database"
Explanation: At least one unit record in the XML File has a Head of Household Marital Status code which does not exist in the COL System. The Unit ID with the invalid marital status code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.



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48. **Error Log:** "Invalid Sex Code of Head of Household"
Explanation: The XML File contains at least one unit record in which the Head of Household Sex Code field contains non-numeric characters. The Unit ID with the invalid head of household sex code is displayed on the error log.
49. **Error Log:** "Sex Code of Head of Household Not Found in HFA Database"
Explanation: At least one unit record in the XML File has a Head of Household Sex code which does not exist in the COL System. The Unit ID with the invalid sex code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
50. **Error Log:** "Invalid Employment Type Code of Head of Household"
Explanation: The XML File contains at least one unit record in which the Head of Household Employment Type Code field contains non-numeric characters. The Unit ID with the invalid head of household employment type code is displayed on the error log.
51. **Error Log:** "Employment Type Code of Head of Household Not Found in HFA Database"
Explanation: At least one unit record in the XML File has a Head of Household Employment Type code which does not exist in the COL System. The Unit ID with the invalid employment type code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.

Section for Detailed Tenant Data Collection (Information for all household members is collected)

52. **Error Log:** "Invalid SSN of Household Member XX"
Explanation: The XML File contains at least one unit record in which the Social Security Number field, of the specified household member, contains



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non-numeric or invalid characters.

The correct format is: 9 numeric digits. Example: 608012245

The Unit ID with the invalid SSN is displayed on the error log.

53. **Error Log:** "Missing or Invalid Relationship of Household Member **XX**"
Explanation: The XML File contains at least one unit record in which the Relationship Code field, of the specified household member, is either empty or contains non-numeric or invalid characters.
The Unit ID with the invalid relationship code is displayed on the error log.
54. **Error Log:** "Missing Birthdate of Household Member **XX**"
Explanation: The XML File contains at least one unit record in which the Birthdate field, of the specified household member, is either empty or contains non-numeric or invalid characters.
The Unit ID with the invalid birth date is displayed on the error log.
- NOTE:** "Unborn Child" Relationship is excluded from this validation.
55. **Error Log:** "Relationship Code of Household Member **XX** Not Found in HFA Database"
Explanation: At least one unit record in the XML File contains a Household Member Relationship code which does not exist in the COL System.
The Unit ID with the invalid relationship code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
56. **Error Log:** "Invalid Marital Status Code of Household Member **XX**"
Explanation: The XML File contains at least one unit record in which the Marital Status Code field, of the specified household member, contains non-numeric or invalid characters.
The Unit ID with the invalid marital status code is displayed on the error log.
57. **Error Log:** "Marital Status Code of Household Member **XX** Not Found in HFA Database"



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- Explanation:** At least one unit record in the XML File contains a Household Member Marital Status code which does not exist in the COL System. The Unit ID with the invalid marital status code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
58. **Error Log:** "Invalid Sex Code of Household Member **XX**"
Explanation: The XML File contains at least one unit record in which the Sex Code field, of the specified household member, contains non-numeric or invalid characters.
The Unit ID with the invalid sex code is displayed on the error log.
59. **Error Log:** "Sex Code of Household Member **XX** Not Found in HFA Database"
Explanation: At least one unit record in the XML File contains a Household Member Sex code which does not exist in the COL System. The Unit ID with the invalid sex code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
60. **Error Log:** "Invalid Employment Type Code of Household Member **XX**"
Explanation: The XML File contains at least one unit record in which the Employment Type Code field, of the specified household member, contains non-numeric or invalid characters.
The Unit ID with the invalid employment type code is displayed on the error log.
61. **Error Log:** "Employment Type Code of Household Member **XX** Not Found in HFA Database"
Explanation: At least one unit record in the XML File contains a Household Member Employment Type code which does not exist in the COL System. The Unit ID with the invalid employment type code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
62. **Error Log:** "Missing or Invalid Income Source **XX** Member#"



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- Explanation:** The XML File contains at least one unit record in which the Family Member# field, of the specified income source, is either empty or contains non-numeric or invalid characters. The only valid values for the family member# field are: **1, 2, 3, 4, 5, 6, 7, 8** and **9**.
The Unit ID with the invalid family member# is displayed on the error log.
63. **Error Log:** "Income Source **XX** Member# greater than the Family Size"
Explanation: The XML File contains at least one unit record in which the Family Member# field, of the specified income source, is greater than the family size of that household. Example: A household composed of 4 family members is submitting an income source belonging to family member #6. This will be invalid.
The Unit ID with the invalid family member# is displayed on the error log.
64. **Error Log:** "Missing or Invalid Income Type **XX**"
Explanation: The XML File contains at least one unit record in which the Income Type Code, of the specified income source, is either empty or contains non-numeric or invalid characters.
The Unit ID with the invalid income type code is displayed on the error log.
65. **Error Log:** "Income Type Code for Income Source **XX** Not Found in HFA Database"
Explanation: At least one unit record in the XML File contains an Income Type code which does not exist in the COL System. The Unit ID with the invalid income type code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
66. **Error Log:** "Invalid Income Source Amount **XX**"
Explanation: The XML File contains at least one unit record in which the Income Source Amount field, of the specified income source, contains non-numeric or invalid characters.
The Unit ID with the invalid income source amount is displayed on the error log.



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67. **Error Log:** "Missing or Invalid Income Verification Type **XX**"
Explanation: The XML File contains at least one unit record in which the Income Verification Type Code, of the specified income source, is either empty or contains non-numeric or invalid characters.
The Unit ID with the invalid income verification type code is displayed on the error log.
68. **Error Log:** "Income Verification Type Code for Income Source **XX** Not Found in HFA Database"
Explanation: At least one unit record in the XML File contains an Income Verification Type code which does not exist in the COL System. The Unit ID with the invalid income verification type code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
69. **Error Log:** "Missing or Invalid Income Verification Date **XX**"
Explanation: The XML File contains at least one unit record in which the Income Verification Date field, of the specified income source, is either empty or contains non-numeric or invalid characters.
The Unit ID with the invalid income verification date is displayed on the error log.
70. **Error Log:** "Missing or Invalid Asset Source **XX** Member#"
Explanation: The XML File contains at least one unit record in which the Family Member# field, of the specified asset source, is either empty or contains non-numeric or invalid characters. The only valid values for the family member# field are: **1, 2, 3, 4, 5, 6, 7, 8 and 9.**
The Unit ID with the invalid family member# is displayed on the error log.
71. **Error Log:** "Asset Source **XX** Member# greater than the Family Size"
Explanation: The XML File contains at least one unit record in which the Family Member# field, of the specified asset source, is greater than the family size of that household. Example: A household composed of 4 family members is submitting an asset source belonging to family member



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#6. This will be invalid.

The Unit ID with the invalid family member# is displayed on the error log.

72. **Error Log:** "Missing or Invalid Asset Type XX"
Explanation: The XML File contains at least one unit record in which the Asset Type Code, of the specified asset source, is either empty or contains non-numeric or invalid characters.
The Unit ID with the invalid asset type code is displayed on the error log.
73. **Error Log:** "Asset Type Code for Asset Source XX Not Found in HFA Database"
Explanation: At least one unit record in the XML File contains an Asset Type code which does not exist in the COL System. The Unit ID with the invalid asset type code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
74. **Error Log:** "Invalid Asset Source Interest Rate XX"
Explanation: The XML File contains at least one unit record in which the Asset Source Interest Rate field, of the specified asset source, contains non-numeric or invalid characters.
The correct format is: 3 numeric digits plus 4 decimals. Example: 999.9999.
The Unit ID with the invalid asset source interest rate is displayed on the error log.
75. **Error Log:** "Invalid Asset Source Amount XX"
Explanation: The XML File contains at least one unit record in which the Asset Source Amount field, of the specified asset source, contains non-numeric or invalid characters.
The Unit ID with the invalid asset source amount is displayed on the error log.
76. **Error Log:** "Missing or Invalid Asset Cash Value Amount XX"
Explanation: The XML File contains at least one unit record in which the Asset Cash Value Amount field, of the specified asset source, is either



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empty or contains non-numeric or invalid characters.
The Unit ID with the invalid asset cash value amount is displayed on the error log.

77. **Error Log:** "Missing or Invalid Asset Verification Type XX"
Explanation: The XML File contains at least one unit record in which the Asset Verification Type Code, of the specified asset source, is either empty or contains non-numeric or invalid characters.
The Unit ID with the invalid asset verification type code is displayed on the error log.
78. **Error Log:** "Asset Verification Type Code for Asset Source XX Not Found in HFA Database"
Explanation: At least one unit record in the XML File contains an Asset Verification Type code which does not exist in the COL System. The Unit ID with the invalid asset verification type code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
79. **Error Log:** "Missing or Invalid Asset Verification Date XX"
Explanation: The XML File contains at least one unit record in which the Asset Verification Date field, of the specified asset source, is either empty or contains non-numeric or invalid characters.
The Unit ID with the invalid asset verification date is displayed on the error log.

End of Detailed Tenant Data Collection Section

80. **Error Log:** "Invalid Rent Change Date"
Explanation: The XML File contains at least one unit record in which the Rent Change Date field contains non-numeric or invalid characters.
The Unit ID with the invalid rent change date is displayed on the error log.
81. **Error Log:** "Invalid Tenant Paid Rent Amount"



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Explanation: The XML File contains at least one unit record in which the Tenant Paid Rent Amount field contains non-numeric or invalid characters.
The Unit ID with the invalid tenant paid rent amount is displayed on the error log.

82. **Error Log:** "Invalid Mandatory Charge Amount"

Explanation: The XML File contains at least one unit record in which the Mandatory Charge Amount field contains non-numeric or invalid characters.
The Unit ID with the invalid mandatory charge amount is displayed on the error log.

83. **Error Log:** "Invalid Subsidy Amount"

Explanation: The XML File contains at least one unit record in which the Subsidy Amount field contains non-numeric or invalid characters.
The Unit ID with the invalid subsidy amount is displayed on the error log.

84. **Error Log:** "Invalid Utility Allowance Amount"

Explanation: The XML File contains at least one unit record in which the Utility Allowance Amount field contains non-numeric or invalid characters.
The Unit ID with the invalid utility allowance amount is displayed on the error log.

85. **Error Log:** "Invalid Y/N Response for Rent Restriction Met at 60%"

"Invalid Y/N Response for Rent Restriction Met at 50%"

"Invalid Y/N Response for Rent Restriction Met at 40%"

"Invalid Y/N Response for Rent Restriction Met at 30%"

"Invalid Y/N Response for Rent Restriction Met at Other %"

Explanation: At least one unit record in the XML File was found to have an invalid value for the flag(s). The only valid values are: Null or "Y" or "N" or "y" or "n".
The Unit ID with the invalid Y/N Response(s) is displayed on the error log.

NOTE: These flags are located in the "PART VI. RENT" section of the Tenant Income Certification Form (TIC). These fields are not being stored in COL's database and for that reason the upload process does



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NOT require a value to be provided; however, if a value is provided, the process will make sure that they contain the correct format.

85. **Error Log:** "Invalid Percentage for Rent Restriction Met at Other %"
"Invalid Percentage figure for Rent Restriction Met at Other %"
Explanation: At least one unit record in the XML File was found to have an invalid Percentage value for the "Rent Restriction Met at Other %" field (*PART VI. RENT section of the TIC Form*). Field was found to contain non-numeric or invalid characters or a percentage figure > 100.
The Unit ID with the invalid percentage is displayed on the error log.
86. **Error Log:** "Missing Unit Transfer Movein record in Unit XXXXX"
Explanation: The XML File contains a Unit "Transfer OUT" record; however, the new unit's "Transfer IN" record is missing in the XML File.
The Unit ID with the missing transfer-in record is displayed on the error log.
87. **Error Log:** "Unit Transfer Movein record in Unit XXXXX has an invalid Old Unit ID"
"Unit Transfer Movein record in Unit XXXXX has an invalid Old Unit Movein Date"
Explanation: A The XML File contains a Unit "Transfer IN" record in which the OLD Unit ID and/or old unit's Move-in Date does not match the values in the Unit "Transfer OUT" record.
The Unit ID with the invalid information is displayed on the error log.
88. **Error Log:** "Reporting Period does not match current Reporting Period at HFA"
Explanation: The Building's Report Period in the XML File does not match the current Reporting Period in the AOD/COL System for that same building.
89. **Error Log:** "Report End Date must be greater than Report Start Date"
Explanation: The XML File contains an invalid Reporting Period date range. The Start Date of the reporting period is greater than the End Date. This will be invalid.
90. **Error Log:** "Report Start Date must be greater than Last Report End Date" or



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"Report End Date must be greater than Last Report End Date"

Explanation: The XML File contains an invalid Reporting Period date range. Both the Start and End dates of the reporting period must be greater than the Last Report End Date processed by the HFA. Example: If the Last Report End Date processed by the HFA is 12/31/2004, then the new Reporting period must begin on 01/01/2005 or after.

91. **Error Log:** "No Compliance Reporting Frequency found... Please contact Agency"

Explanation: This is NOT a problem in the XML File. The Project is missing the Compliance Reporting Frequency in the HFA's backend system. The XML Upload cannot proceed any further until the HFA user has defined the frequency for Owner Reports (in the Project's Compliance Monitoring Guidelines screen).

92. **Error Log:** "Report End Date must be 12/31"
"Report End Date must be 3/31 or 6/30 or 9/30 or 12/31"
"Report End Date must be 6/30 or 12/31"

Explanation: The XML File contains a Reporting Period End Date format which does not match the compliance reporting frequency defined by the HFA for that Project.

Compliance Report frequencies are: "Bi-Annually", "Annually", "Semi-Annually", "Quarterly" and "Monthly". Reporting Period Ending Date must meet the pre-defined MM\DD format.

93. **Error Log:** "Movein Date cannot be older than prior Movein Date"

Explanation: The XML File contains at least one unit record in which the Move-in Date is older than (overlaps with) the current tenant's Move-in Date. The Unit ID with the incorrect move-in date is displayed on the error log.

NOTE: If the Move-in Date in the XML File is correct, then you can eliminate this message simply by checking the "Overwrite existing Unit Activity" checkbox on the XML Upload HTML page of the AOD/COL System.

94. **Error Log:** "Prior Tenant Moveout record is Missing ... Cannot process new Movein"



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Explanation: The XML File contains at least one unit record in which there is a new "Move-in" record; however, the "Move-out" record of the previous tenant is missing in the XML File. A Move-out record containing the previous tenant's move-out date must be provided before a new Move-in can be processed.

The Unit ID with the missing move-out date is displayed on the error log.

95. **Error Log:** "(Re)Cert Date cannot be older than the Last Cert processed by the Agency"

Explanation: The XML File contains at least one unit record in which the tenant's (Re)Certification Date is older (overlaps) than the last certification tested for compliance and posted by the HFA on the previous Owner's Report submitted.

The Unit ID with the incorrect re-certification date is displayed on the error log.

96. **Error Log:** "(Re)Certification Date cannot be older than Last Cert Date"

Explanation: The XML File contains at least one unit record in which the (Re)Certification Date is older than (overlaps with) the most current tenant's Certification Date.

The Unit ID with the incorrect re-certification date is displayed on the error log.

NOTE: If the (Re)Certification Date in the XML File is correct, then you can eliminate this message simply by checking the "Overwrite existing Unit Activity" checkbox on the XML Upload HTML page of the AOD/COL System.

97. **Error Log:** "Rent Change Date cannot be older than prior Rent Change Date"

Explanation: The XML File contains at least one unit record in which the Rent Change Date is older than (overlaps with) the current unit's Rent Change Date.

The Unit ID with the incorrect rent change date is displayed on the error log.

98. **Error Log:** "Moveout Date must fall within the Reporting Period"



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Explanation: The XML File contains at least one Move-out record in which the Move-out Date falls outside (before or after) the current Reporting Period. In other words, the Move-out event is either incorrect or it belongs to a different Reporting Period.
The Unit ID with the incorrect move-out date is displayed on the error log.

99. **Error Log:** "Transfer Date must fall within the Reporting Period"

Explanation: The XML File contains at least one "Transfer-out" record in which the Move-out/Transfer Date falls outside (before or after) the current Reporting Period. In other words, the Unit Transfer event is either incorrect or it belongs to a different Reporting Period.
The Unit ID with the incorrect move-out/transfer date is displayed on the error log.

100. **Error Log:** "Transfer Date must be greater than Movein Date"

Explanation: The XML File contains a "Transfer-out" record in which the Move-out/Transfer Date of the tenant is prior to the Move-in Date.
The Unit ID with the invalid Transfer Date is displayed on the error log.



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EXPECTED CATEGORY CODE VALUES OF THE AOD/COL SYSTEM

Table Name	Code	Code Description
UNIT TYPES	0001	Apartment
	0002	Townhome
	0003	Detached
	0004	Semi-detached/Twin/Duplex
	0005	Manufactured Home
	0006	SRO
	0007	Highrise
	0008	Special Needs
	0009	Single Family Home
	0099	Other
SPECIAL POPULATION TYPES	0001	Disabled
	0002	Elderly
	0003	Family
	0004	Handicapped
	0005	Homeless
	0006	Undesignated
	0007	Battered Women
	0008	Developmental Disabled
	0009	Other
	0010	Brain Injury
	0011	Drug Dependency
	0012	Aids/HIV Related Illness
	0013	Mental Illness
	0014	Teen Pregnancy/Parenting
	0015	Victims of Domestic Violence
	0016	Single Room Occupancy
	0017	Hollman
	0018	Elderly Set Aside
	0019	Elderly Amenities
	0020	Assisted Living
	0030	Elderly 62 and Over
	0031	Elderly 55 and Over
UNIT RENTAL ASSISTANCE TYPES	0003	Other
	0004	No Assistance
	0005	Project-Based



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EXPECTED CATEGORY CODE VALUES OF THE AOD/COL SYSTEM

	0006	Tenant-Based
RACE	0011	White
	0012	Black/African American
	0013	Asian
	0014	American Indian/Alaskan Native
	0015	Native Hawaiian/Other Pacific Islander
	0016	American Indian/Alaskan Native & White
	0017	Asian & White
	0018	Black/African American & White
	0019	A. Indian/Alaskan Native & B./African A.
	0020	Other Multi-Racial
	0099	Not Available
ETHNICITY	0001	Hispanic or Latino
	0002	Non Hispanic or Latino
	0099	Not Available
MARITAL STATUS	0001	Divorced
	0002	Married
	0003	Separated
	0004	Single
	0005	Unmarried
	0006	Unmarried Couple
	0007	Widowed
SEX	0001	Female
	0002	Male
EMPLOYMENT TYPES	0001	FT Student, Title IV Assisted
	0002	FT Student, Job Training Program
	0003	FT Student, Married/Joint Returns
	0004	FT Student, Single Parent With Dependent
	0005	FT Student, No Special Conditions
	0006	Not Employed
	0007	Retired
	0008	Self Employed
	0009	Agriculture
	0010	Business/Office
	0011	Technical/Professional



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EXPECTED CATEGORY CODE VALUES OF THE AOD/COL SYSTEM

	0012	Industrial/Manufacturing
	0013	Government/Public Service
	0014	Skilled/Specialized
	0015	Not Skilled/Unskilled
	0016	Homemaker
	0099	Other, Not Full Time Student
RELATIONSHIP	0001	Head of Household
	0002	Spouse
	0003	Child/Stepchild
	0004	Foster Child
	0005	Parent/Parent-In-Law
	0006	Roommate
	0007	Sibling/Sibling-In-Law
	0008	Live-In Attendant
	0009	Significant Other
	0010	Grandparent/Grandparent-In-Law
	0011	Grandchild
	0012	Unborn Child
	0098	Other Family Related
	0099	Other
INCOME TYPES	0001	Wages
	0002	Business Income
	0003	Social Security/Pensions
	0004	Public Assistance
	0005	Interest/Dividends/Trusts
	0006	Alimony/Child Support
	0007	Annuities/Periodic Payments
	0008	Student Subsistence Allowance
	0009	Unemployment
	0010	Overtime
	0011	Commission/Bonus
	0012	Child Support
	0013	Tip Income
	0099	Other
INCOME VERIFICATION SOURCES	0001	Employer Verification
	0002	Check Stubs/Earning Statement



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EXPECTED CATEGORY CODE VALUES OF THE AOD/COL SYSTEM

	0003	Tax Returns - Individuals
	0004	Tax Returns - Business
	0005	Accountant/CPA Statement
	0006	Benefits Provider Verification
	0007	Separation/Divorce Settlement
	0008	Payer/Benefactor Affidavit
	0009	Bank/Trustee Verification
	0010	Attorney's Statement
	0011	Copy of Benefits/Payment Check
	0012	Not Verified
	0099	Other
ASSET TYPES	0001	Cash/Demand Deposit Accounts
	0002	CDs/Time Deposits
	0003	Marketable Securities
	0004	IRA/Keogh Account
	0005	Retirement/Pension Fund
	0006	Real Estate, Equity
	0007	Gems/Jewelry
	0008	Coins/Stamp Collections
	0009	Art/Antiques
	0010	Automobiles - Antique
	0011	Lump Sum Receipts (Not Income)
	0012	Trust/Available Principal
	0099	Other
ASSET VERIFICATION SOURCES	0001	Account/Earnings Statement
	0002	Bank/Tax Assessment
	0003	Qualified Appraisal
	0004	Accountant's Affidavit
	0005	Owners Affidavit
	0006	Published Market Standards
	0007	Not Verified
	0008	Bank's Affidavit
	0099	Other