

Application for **EZsub** Service

AN INNOVATIVE SOLUTION FOR HUD'S MULTIFAMILY ELECTRONIC SUBMISSION PROCESS

How the Process Works

- ✓ Client fills out **EZsub** application.
 - ✓ AHACPA creates an account for client in *ShareFile*, our secure file portal (256-bit encryption).
 - ✓ AHACPA provides client with the **EZsub** Excel Template.
 - ✓ Client fills out information in **EZsub** Excel Template and uploads completed file to secure file portal.
 - ✓ AHACPA processes the file using the proprietary **EZsub** software.
 - ✓ AHACPA provides the client with status report.
 - ✓ Client logs into REAC/FASSUB and continues with the submission process as though they have personally entered the data.
 - ✓ AHACPA invoices client.
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Pricing

The price is \$150 per project, per upload.

Limitations

Please check each item to indicate you are aware of the following limitations:

- EZsub** does not handle consolidated submissions (multiple projects under one Tax ID Number).
 - EZsub** has a limit of 10 details per miscellaneous account. Client can manually enter after upload.
 - EZsub** works with Excel version 2007 and up.
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Conditions

Please check each item to indicate you agree to the following conditions:

- Do not change any formulas in the **EZsub** Excel Template.
 - Do not password protect the **EZsub** Excel Template.
 - Do clear all errors before sending to AHACPA.
 - Do verify your username is correct and the password is current, working, and will not expire soon.
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I have read, acknowledge, and agree to the limitations and conditions listed above.

(Signature & Date)

Billing Information – *We will send you an invoice after your submission has been uploaded*

Name: _____ Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

Project Information

Please provide the following for each of the project(s) for which you will be using this service. Or attach a separate list with the pertinent information.

Project Name	Year End	Tax ID Number
_____	_____	_____
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