

# Internet Quarters Management Information System (iQMIS) Tenant Manager's Manual



**U.S. Department of the Interior**

**Interior Business Center**

**Quarters Program**



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## INTRODUCTION

The **Internet Quarters Management Information System (iQMIS)** is an application to help manage your housing, assign tenants, compute rental rates, and process rent payments. iQMIS is a shared federal service offered by the Department of the Interior (DOI) Interior Business Center (IBC) Quarters Program.

The IBC Quarters Program develops rental rates for federal civilian housing according to the **Office of Management and Budget (OMB) Circular A-45, “Rental and Construction of Government Housing,”** revised 11/25/2019 (A-45.) A-45 requires that rents be “based on prevailing rates for comparable private housing located in the nearest established community.” To determine rental rates, the IBC Quarters Program contracts to collect the private rental market rates in the communities nearest to government housing, develops rental rate formulas using statistical regression, and applies inflation measures that comply with A-45.

iQMIS enables local, regional and national agency housing and tenant managers to:

- Manage their housing inventory
- Manage their employee/tenant assignments to housing
- Compute rents that comply with A-45 (if the housing Inventory is correct)
- Print/download documents for employees/tenants, such as lease agreements, rent computations, and EPA lead-based paint disclosures
- Print/download rent payment documents for bureau/agency administrators, such as payroll deduction forms and bill for collection information
- Print/download reports of housing data, tenant data, utilization, and estimated rent revenues for your managers

You will typically use iQMIS:

- When a tenant moves into housing, to assign them to a specific rental unit, print/download the tenant’s lease agreement and other documents and initiate their rent payment.
- When a tenant moves out of housing, to vacate the unit and stop their rent payment (or collect the total rent due.)
- Each year in December/January, to change each tenant’s rent for inflation and market rates, per A-45. Rents are not changed automatically – iQMIS users must print/download rent change notices from iQMIS and provide them to tenants by the end of January. Rent changes take effect in the first full pay period in March, per A-45.

- Each year on November 1, exceptions granted by a Data Manager expire and *Issues* are created if iQMIS data validation rules are not met. Housing Managers are responsible for correcting their data to resolve any *Issues* during November/December. While an *Issue* exists for a specific unit, no tenants can be added, no rental rates calculated, and no documents can be printed/downloaded.

**Accurate iQMIS data is crucial to produce a rent that complies with laws and regulations.** Any iQMIS error may result in not charging what others pay for in the market, and provide a subsidy of the tenant's living expenses, prohibited by A-45. Reduced rental rates provide an additional benefit, which is prohibited by 5 U.S.C. 5536. Ensuring accurate iQMIS rents is also a matter of fairness between bureau/agency employees who live in government housing and those who rent or own housing in the private market. For example, failing to include electricity charges or failing to assign an actual roommate (and charging rent accordingly) is reducing the rent and providing an additional benefit.

A Housing Manager **relies on their Tenant Manager** for verification of the inventory's accuracy.

**All Tenant Managers** should understand A-45 sufficiently to be able to explain it to their supervisors and tenants. The **"Federal Tenant Brochure"** is also a good quick reference on rental rates for new Housing Managers, your managers, and your tenants (see *Resources*.)

## SYSTEM REQUIREMENTS AND AUTHENTICATION

iQMIS is a web-based application. Therefore, Internet access is required with a web browser application (such as Windows Internet Explorer®, Microsoft Edge®, Google Chrome®, Mozilla Firefox® or Apple Safari®.) Java® and Adobe Acrobat Reader® add-ons must be installed, and "session cookies" are required.

iQMIS users who are federal employees or contractors must have a HSPD-12 identification card ("PIV" or "CAC" card") and a computer with a card reader. DOI users must be logged into their network, either in the office or by VPN. iQMIS users who are not federal employees and lack a PIV/CAC card must purchase a YubiKey FIPS Series USB security key for iQMIS access (\$50 at <https://www.yubico.com/store/>.) Do not purchase a YubiKey if you are a new employee or contractor still waiting for your PIV/CAC card.

Users must log in to iQMIS every 90 days. After 30 days of inactivity, iQMIS sends an email reminder to log in. Reminders are sent again after 35 days and 40 days. After 45 days of inactivity, the iQMIS account is locked and can be unlocked by contacting the Help Desk. After 90 days of inactivity, the iQMIS account is deactivated; a User Form is required to regain access. When a user is deactivated, the national, regional, and data managers are notified.

## APPLYING FOR IQMIS ACCESS

Users must complete an “iQMIS User Access Request Form” and obtain the signature of 1) their Supervisor and 2) the designated iQMIS approving official. To apply for iQMIS access, or to change existing access, go to [iQMIS Login](#) and click “iQMIS User Form.” Enter your name and email. A “token” (password) is sent to verify the email. Return to [iQMIS User Access Form](#) and enter the token.

In Part 1, enter the information requested. Users are only provided access to the housing sites (“installations”) they are responsible for managing. This is called the user’s **Scope**.

1. **Local** Users are responsible for one or more housing sites (housing at a School, Park, Forest, hospital, etc.)
2. **Regional** Users are responsible for all housing sites in their region.
3. **National** Users are responsible for all housing sites in their agency.

In addition, each user is authorized a **Role** in iQMIS:

1. **Housing Managers** are responsible for maintaining accurate information on each housing unit and for compliance with A-45, and therefore require the most training. Housing Managers have permission to view, change and delete all housing and tenant data for their installation(s). They *may* also be responsible for assigning tenants to housing, checking tenants in and providing them with keys, getting leases signed, checking tenants out, and processing payroll deduction and payment forms. If they are not assigning tenants, then a local Tenant Manager must be enrolled for assigning and processing tenants (see below.) The Housing Manager works with the Tenant Manager to ensure the accuracy of the iQMIS housing and tenant data, and to make inventory changes as needed. This “Housing Manager’s Manual” is designed specifically for those with this role.
2. **Tenant Managers** are responsible for maintaining accurate information on each tenant. Tenant Managers have permission to view, change and delete only the tenant data for their installation, so they cannot significantly affect the rent. These individuals are local users responsible for assigning tenants to housing, checking tenants in and out, providing keys, getting leases signed, processing payroll deduction and payment forms. They can view the housing data in their installation but cannot change or delete it. Tenant Managers must work with their Housing Manager to ensure the accuracy of the iQMIS housing and tenant data and ensure that inventory changes are made as needed. Tenant Managers should refer to the “Tenant Manager’s Manual” for guidance on using iQMIS.

3. **Read Only Managers** have permission to view all housing and tenant data, and print Reports for their installations, but cannot manage tenants, compute rents, or change any data. These users are typically not responsible for housing or tenants but have a responsibility or interest in property data and rent revenues.
4. **Data Managers** have elevated iQMIS system access which allows them authority to change specific fields, to monitor users and data accuracy, override existing data, and grant an exception to a data validation rule. Data Managers are typically experienced iQMIS users at the regional or national level and have greater oversight authorities than a Housing Manager. The Data Manager Role should not be assigned to Local Users. This Role must be approved by your agency's National User.

If you're unsure of your Scope or Role, contact the iQMIS Help Desk.

In Part 2, the User must specify the housing site or sites they are responsible for managing, for example, "Yellowstone National Park," or "Pike & San Isabel National Forest," or "Region 5."

Once Parts 1 and 2 are completed, click **Submit Request**. This will email the completed "iQMIS User Access Request Form" and "iQMIS Rules of Behavior" to the User. Users must read and agree to the terms of the "iQMIS Rules of Behavior." The User can then sign the Form in Adobe Acrobat® using their PIV card. To do this, in Adobe, go to **Tools – Certificates – Digitally Sign**, then draw a box on the Signature line. [DO NOT use Adobe's "Fill & Sign" function.]

Forward the Form to your Supervisor for signature. Once completed, send it to the final approver listed on the Form. The final approver will submit the Form to the iQMIS Help Desk. Once you are added, the iQMIS system will automatically email instructions.

The iQMIS Help Desk cannot change a user's Scope or Role without a revised "iQMIS User Access Request Form."

To remove user access to iQMIS, the any User can email [iqmis\\_helpdesk@ibc.doi.gov](mailto:iqmis_helpdesk@ibc.doi.gov) or submit a "User Access Removal Form" (*Resources*.) The iQMIS Help Desk may also remove a user from iQMIS if they have not logged in to the system for one year, if their email address is no longer valid, or if another User reports in writing they are no longer employed or have been replaced.

## IQMIS HELP DESK

The iQMIS Help Desk is in Denver, Colorado, and is typically available Monday through Friday, from 7:00 am to 3:30 pm Mountain Time (9:00 am to 5:30 pm Eastern, 6:00 am to 2:30 pm Pacific.) Email

[iqmis\\_helpdesk@ibc.doi.gov](mailto:iqmis_helpdesk@ibc.doi.gov) or call 303-969-7164.

Users may also create a “Help Desk Ticket” within iQMIS by going to *Help – Help Desk – Create Help Desk Ticket*. This sends an email directly to the Help Desk Team.

The iQMIS Help Desk can assist you with technical or rent-related issues. For bureau/agency housing management, process and policy-related issues, they will direct you to the appropriate agency personnel. Also refer to the *Contacts* button on the *Main Menu* in iQMIS for information on your housing cohorts at the local, regional and national level. Your “Data Manager” is a key contact.

## TRAINING

The IBC Quarters Program provides classroom training 3 or 4 times a year at various locations for Housing Managers only. [OMB Circular A-45](#), Rental and Construction of Government Housing (11/25/2019) and the “Federal Tenant Brochure” are recommended reading for all iQMIS Users.

The “Tenant Manager’s Manual” is a recommended training resource for new Tenant Managers. The Quarters Program also provides periodic webinar training for Tenant Managers.

**DOI Users** should also read the “FPPS Job Aid” (Federal Personnel Payroll System), the “FBMS Job Aid” (Financial Business Management System) and the “DOI Housing Management Handbook.”

**BIA/BIE Users** should read the “Prorated Rents Job Aid” for school contract employees and the “Bill of Collection Process.”

There are other training materials in iQMIS *Resources*.

## LOG IN AND PASSWORD

Open your preferred web browser and go to the iQMIS web page at <https://iqmis.ibc.doi.gov/iqmis>. Add this site to your Favorites or Bookmark it for future reference. The iQMIS login screen is depicted below:



**DOI Users:** DOI employees and contractors will log in with “Single Sign On.” DOI’s “Active Directory Federation Services” authenticates iQMIS users from information contained on your PIV card and in your department record. You must be connected to the DOI network, either at your office or through VPN (Virtual Private Network). If you are unable to connect, please call the iQMIS Help Desk. Your email address in iQMIS must match the one in your employment record.

**Non-DOI Users:** Non-DOI employees and contractors will log in with their PIV/CAC card through GSA’s login.gov application. On your *first* login to iQMIS, you will be directed to set up an account with <https://login.gov/> and register your PIV/CAC card. Be sure to write down your login.gov account password and keep it in a secure location. Your login.gov account may also be used for authenticating other federal applications, such as USAJOBS.

**Non-federal Users:** iQMIS users without a .gov or .mil email address will be required to purchase and register a USB security key (YubiKey FIPS Series, <https://www.yubico.com/store/>, \$50). Once you have the security key in hand, log in to iQMIS and you will be directed to set up an account with <https://login.gov/> and register your security key. Be sure to write down your login.gov account password and keep it in a secure location.



## MAIN MENU AND NAVIGATION

Once the User is logged on to iQMIS, the *Main Menu* screen appears. The Main Menu screen is the default landing page for iQMIS.

The screenshot shows the iQMIS Main Menu interface. At the top, there is a navigation bar with buttons for 'Housing', 'Help', 'My Account', and 'Logout'. The 'Housing' button is circled in black. Below this is a secondary bar with 'Main Menu', 'Reports', 'Resources', and 'Contacts'. The main content area is titled 'Main Menu' and contains the following text:

Click on the Housing Unit Number to view the information.

**Contact the iQMIS Help Desk at 303-969-7164 to Restore a Deleted Housing Unit.**

Please use the Installation selection or Installation Name field, Housing Unit Number field, and/or Housing Unit Status selection to narrow down the listing below.

☒ Installation: USFS - ANGELES NF-LOS ANGELES GATEWAY - 0501

☐ Installation Name:

Housing Unit Number:

Housing Unit Status:

Housing Unit Issues:

The *Main Menu* is customized for specific agencies, user roles, and activities, so your screen may be slightly different.

The area you are currently working on is depicted in green (see *Housing* button and *Main Menu* buttons above.) Other areas you may navigate to are depicted in gray (see *Password* and *Resources* buttons above.)

The *Housing* button is the location of the *Main Menu* and the default starting point when you log in.

The *Help* button provides information to contact the iQMIS *Help Desk*, the ability to create a ticket for technical or other issues, *Frequently Asked Questions*, and a *Site Index* containing a list of all fields in iQMIS and where each is located.

The *My Account* button displays your user profile. If changes are needed, go to *Help* and create a Ticket.

The *Logout* button will exit the program.

The *Installation Documents* button is only visible between December and February. It is used for annual rent adjustments effective in March, to print tenant rent change notices for all tenants at one time. Tenant rent change notices are typically distributed in December or January. **[USFS Users:** The *Installation Documents* button is not visible to USFS Tenant Managers.]

The *Reports* button is used to print or download various reports of housing, tenants, and rent data.

The *Resources* button provides references such as user manuals, job aids, survey reports, and other documents.

**DOI Users:** *FBMS Building* and *Payroll Deductions* buttons are visible to DOI users only.

The screenshot shows the iQMIS Main Menu interface. At the top, there is a navigation bar with buttons for Housing, Help, My Account, and Logout. Below this is a green header with buttons for Main Menu, Reports, Resources, and Contacts. The main content area is titled "Main Menu" and includes a "Blank Inventory Form" button and an "Inventory for Installation" button. A message states: "Click on the Housing Unit Number to view the information. Contact the iQMIS Help Desk at 303-969-7164 to Restore a Deleted Housing Unit. Please use the Installation selection or Installation Name field, Housing Unit Number field, and/or Housing Unit Status selection to narrow down the listing below." Below this, there are search filters: "Installation:" (selected as "USFS - ANGELES NF-LOS ANGELES GATEWAY - 0501"), "Installation Name:" (text input), "Housing Unit Number:" (text input), "Housing Unit Status:" (dropdown menu showing "Active Housing Units"), and "Housing Unit Issues:" (dropdown menu showing "All Housing Units"). A "Search" button is located to the right of these filters. Below the search filters, the text "Search Status: Active" is displayed. In the bottom right corner, a box indicates "Records 1 to 20 of 22." with links for "previous", "1", "2", and "next".

The *Main Menu* also displays all housing units that you are authorized to access. In the figure above, the user manages 22 total housing units.

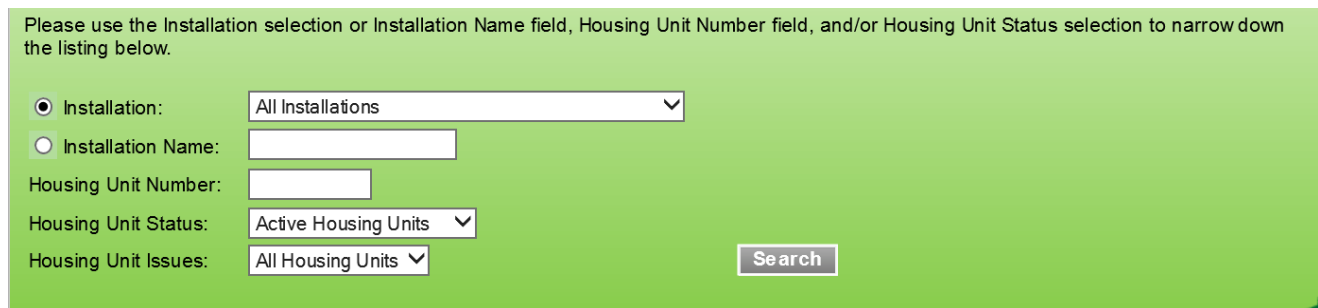
**USFS Users:** Be aware that some Tenant Managers are not responsible for all units they can view in iQMIS because they manage only one specific Ranger District in a Forest. New USFS users with access to entire Forest in iQMIS should get clarification from their Housing Manager on the specific units they are responsible for. These units should be named or numbered in a way to differentiate Ranger Districts. The iQMIS Help Desk can also separate RDs into separate installations upon request.

20 housing units are displayed per screen. Use the "[next](#)" and "[previous](#)" blue links or numbered page

links ([1](#), [2](#)) to move from one page to another. If there are less than 20 units, these links are not visible.

### **Search options to find specific housing units**

**Installation:** An installation is a housing location, such as a Park, a Forest, a Ranger District, a Refuge, a Hospital, a School, etc. If you are responsible for managing more than one housing installation, you can select one specific installation from the drop-down “Installation” list (**V**) and then click the **Search** button. iQMIS will display the housing units from that one installation. The list will remain during this session or until you change the selection again. The **number of records** will indicate the units that match your selection.



Please use the Installation selection or Installation Name field, Housing Unit Number field, and/or Housing Unit Status selection to narrow down the listing below.

☒ Installation: All Installations ▼

☐ Installation Name:

Housing Unit Number:

Housing Unit Status: Active Housing Units ▼

Housing Unit Issues: All Housing Units ▼

To view all records again, change the Installation list to “All Installations,” and click the *Search* button.

**Installation Name:** You can retrieve a set of records by selecting the radio button, entering just **part of the name** in the “Installation Name” box, and clicking *Search*. For example, if you enter “river” (not case sensitive), iQMIS will return all units with “river” in the Installation Name. The number of records will change to count the number of units in your selection. The records remain during this session or until you change the selection. To view all records again, delete any text you entered in the “Installation Name” box and click the *Search* button, or selecting the radio button for “Installation” and select “All Installations.”

**Housing Unit Number:** You can retrieve a specific housing unit number by entering a number (or part of a number) in the “Housing Unit Number” box and clicking *Search*. iQMIS will return those units containing that number. The number of records will change to count the number of units in that selection. The selection will remain during this session or until you change the selection. To view all records again, delete any text you entered in the “Housing Unit Number” box and click the *Search* button.

**Housing Unit Status:** You can view just active units, deleted units, or all housing units by selecting the “Housing Unit Status” box. iQMIS will then limit the list to units of that status during this session or until you change the selection. The number of records will change to indicate the units that match your selection. To view active records again, change back to “Active” and click the *Search* button. iQMIS can

also search using any combination of the above, for example, “182” and inactive.

**Housing Unit Issues:** You can view using that have “issues” due to missing data or failure to meet an iQMIS data validation rule. If a unit has an “issue,” you cannot stop a tenant, add a tenant, or compute rental rates until the issue is resolved, since the ISSUES tab will obscure the DOCUMENTS tab. This is crucial during November and December, when any pending issues must be resolved in preparation for rent adjustments. Also see the iQMIS *Report* “Housing and Tenant Issues.”

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All the *Search* and selection options work together. So, if you enter a “Housing Unit Number” AND choose an “Installation,” iQMIS will display any units that match both criteria. If you enter an “Installation” AND “Housing Unit Issues” = Yes, iQMIS will display any units that match both criteria.

Other functions on the *Main Menu* are depicted below:

The screenshot shows the iQMIS Main Menu interface. At the top, there is a header with the iQMIS logo and navigation buttons: Housing, Help, My Account, and Logout. Below the header, there is a sub-header with buttons: Main Menu, Reports, Resources, and Contacts. The main content area is titled "Main Menu" and contains the following text:

Click on the Housing Unit Number to view the information.

**Contact the iQMIS Help Desk at 303-969-7164 to Restore a Deleted Housing Unit.**

Please use the Installation selection or Installation Name field, Housing Unit Number field, and/or Housing Unit Status selection to narrow down the listing below.

Installation: ☒ USFS - ANGELES NF-LOS ANGELES GATEWAY - 0501

Installation Name:

Housing Unit Number:

Housing Unit Status:

Housing Unit Issues:

Two buttons, "Blank Inventory Form" and "Inventory for Installation", are circled in the top right corner of the main content area.

The *Contacts* button lists all iQMIS users with access to the same housing you manage. This list includes other local Housing Managers and Tenant Managers, as well as regional users, Data Managers and the national bureau/agency manager. If you notice any user that is no longer responsible for iQMIS or your housing program, please email the iQMIS Help Desk to have their access removed or notify your Data Manager.

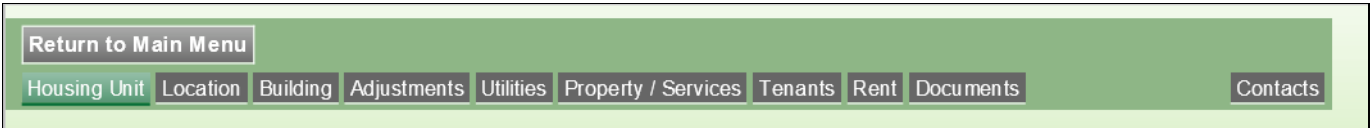
The *Blank Inventory Form* button provides a “Government Housing Inventory Form” (DI 1875), used to perform an inventory of a new housing unit. Each field in iQMIS corresponds to an item on the Form.

The Form is not required, but all this information must be collected so it facilitates the process. The “Government Housing Inventory Instructions” are available in the *Resources* area. These “Instructions” are essential for anyone conducting an inventory or inspection of government housing in the field. Only a Housing Manager can add a new unit, but they may ask the local Tenant Manager to conduct the Inventory of the new unit.

The *Inventory for Installation* button will print the “Inventories” for all housing in one specific Installation. The blue “Housing Inventory” link will print the “Inventory” for that one unit.

VIEW ONE HOUSING UNIT

Users select a specific housing unit by clicking on the blue link in the “Housing Unit Number” column (i.e., unit [00001002](#)) on the *Main Menu*. For that one specific housing unit, the following navigation tabs appear in the User Interface.



Each tab contains data on the specific housing unit selected. The information on all these tabs collectively are called the unit’s “inventory.” The data fields on each tab for a unit will print on the “Housing Inventory” (blue link on *Main Menu*).

The tab you are currently on is highlighted in green with a raised effect (like the *Housing Unit* tab above.) The tabs you may navigate to will be depicted in gray with a sunken effect (like the *Building* or *Tenants* tabs above.)

These buttons and tabs function as follows:

**Return to Main Menu button** – Navigates back to the *Main Menu* screen with the housing list and selection you made previously.

**Housing Unit tab** – This is the default tab when you select a specific housing unit from the *Main Menu*. The *Housing Unit* tab for the selected housing unit contains data fields such as rent class, unit number, unit name, planned tenants, etc.

**Location tab** – The *Location* tab contains data on the selected unit such as the housing unit's address, nearest established community, one-way miles to the NEC, etc.

**Building tab** – The *Building* tab contains data on the selected unit such as the housing unit's square footage, bedrooms, bathrooms, interior/exterior condition, locked off space, lead-based paint, etc.

**Adjustments tab** – The *Adjustments* tab contains data on the selected unit such as the housing unit's water quality, police service, loss of privacy, etc. Most of these adjustments provide deductions to market rent, if eligible per A-45 regulations.

**Utilities tab** – The *Utilities* tab contains data on the selected unit such as the electricity, propane, natural gas, fuel oil, water, sewer, and trash removal services.

**Property/Services tab** – The *Property/Services* tab contains data on the selected unit such as the government-furnished heating system, air conditioning system, range, refrigerator, microwave, washer, dryer, furniture, and lawn care.

**Tenants tab** – The *Tenants* tab contains records of the current and former tenants assigned to the selected unit. Current tenants living in this unit appear as CURRENT=YES and display at the top of the list. Former tenants (Current = No) display in order by their arrival date. Each tenant record contains data such as their name, arrival date, departure date, occupation, and rent payment information.

**Rent tab** – The *Rent* tab displays the current and previous rental rates for this housing unit. The most current rent appears at the top of the list, followed in descending order by effective date. Each rent record displays the iQMIS rent calculation *per unit* and *per tenant* for the "Effective Date" entered by the user. Note that the correct rent for today may not be on this list.

**Documents tab (does not display if there are *Issues*)** – Navigates to the *Documents* tab for the selected housing unit. The *Documents* tab allows users to calculate the rent and then print/save lease documents for the tenant, such as the Assignment Agreement (Lease), the Rent Summary, the EPA Lead-based Paint Disclosure Form, and the Rent Payment Form. The *Documents* tab is used when a new tenant arrives ("Start" Rent), when a tenant departs ("Stop" Rent), and when a tenant's rent is changed ("Change" Rent).

**Contacts tab** – Displays all iQMIS users that have access to this Housing Installation, including other Housing Managers, Tenant Managers, your Data Manager, regional housing manager (if applicable) and

national housing manager. If any individuals appear who no longer work with housing, please email [iqmisis\\_helpdesk@ibc.doi.gov](mailto:iqmisis_helpdesk@ibc.doi.gov) or your Data Manager.



**Issues tab (displays only when applicable)** – The *Issues* tab only appears 1) if there is missing data, 2) if data does not meet an established validation rule, or 3) For DOI only, during communication between iQMIS and FBMS. (See the “FBMS Job Aid” in *Resources* for more information.) The *Issues* tab will obscure the Documents tab and **users cannot print any Documents until the Issue is resolved**. Click on the *Issues* tab to identify what the specific issue is. If it’s a tenant-related issue, the Tenant Manager can resolve it. If it’s a housing-related issue, the Housing Manager or Data Manager can resolve it.

## TENANT MANAGER RESPONSIBILITIES

**Tenant Managers are responsible for:** 1) adding new tenants to iQMIS; 2) removing tenants that have departed; 3) forwarding rent payment documents (start/change/stop rent) to accounting or payroll staff; and 4) changing and distributing tenant rents annually in December or January (except for USFS Tenant Managers). They are responsible for the accuracy of the *Tenants* tab, and will use the *Documents* tab and *Rent* tab. Tenant Managers can also view and print *Reports* and use other areas of iQMIS.

In addition, **Tenant Managers should assist their Housing Manager to verify the accuracy of housing data and report any changes necessary**. Erroneous data in iQMIS may cause tenants to pay the incorrect rent. If the incorrect rent is lower than it should be, it is considered a subsidy to an employee’s living expenses, which is specifically prohibited by OMB Circular A-45. Federal civilian employees living in government housing may not receive benefits that other employees living on their own do not receive; this is federal law 5 U.S.C. 5536 and is ultimately a matter of fairness between employees.

There are fields in the iQMIS Inventory that are related to a specific tenant’s needs but can only be changed by the Housing Manager. **Since Tenant Managers are only able to change and save information on the Tenants tab**, they must communicate with their Housing Manager to change any Inventory items that they know are erroneous and need modification. These fields in the Inventory include:

- **Housing Unit Tab** – PLANNED TENANTS (roommates sharing this unit). For example, a permanent employee may lose his/her seasonal roommates, and rents must be corrected for the



winter. Planned Tenants cannot exceed the historical number of actual roommates over the last 3 years. Dormitories will have a PRIVATE or SHARED designation based on historical occupancy.

- **Building Tab** – OFFICIAL BUSINESS USE SPACE, Locking off UNUSED FINISHED SPACE, BEDROOMS USED, BATHROOMS USED. For example, an employee may want one of their two bedrooms locked off.
- **Adjustments Tab** – EXCESSIVE SIZE, INADEQUATE SIZE, ADDITIONAL CHARGES, and ADDITIONAL DEDUCTIONS. For example, a Dormitory may be receiving government-furnished internet, cable TV and telephone service, and these costs must be added to the Dormitory rent.
- **Utilities Tab** – UTILITIES the government is providing versus those the tenant is paying for directly. For example, in a shared house, the agency will provide the utilities and includes the charges in the tenant's rent. In a permanent housing, the tenant may pay the utility company directly.
- **Property/Services tab** – Appliances, services and furnishings the government is providing. For example, if a permanent employee is moving in with their own washer/dryer, the government-furnished washer/dryer may need to be removed from the Inventory.

If you are not sure who your Housing Manager is, go to *Contacts* on the *Main Menu* or within a specific housing unit.

## TENANTS TAB

**IMPORTANT: The Tenant Manager that enters a specific tenant is responsible for getting the lease signed, collecting their rent by payroll or other method, filing the housing records, and other agency property controls.** If you have questions about your role, responsibilities, and these processes, consult your Data Manager, regional housing manager, national housing manager or the iQMIS Help Desk.

**It is strongly recommended that you enter all tenants into iQMIS**, even visitors that may reside in housing for only 1 night. If tenant information is difficult to obtain from other staff, you should change your local housing assignment process. It is a “best practice” for Tenant Managers to control the keys to housing. OMB Circular A-45 requires that a lease be signed before occupying housing.

Tenant accuracy is crucial because the information is used in the following ways:

- **Rent must be collected** for every occupant, per A-45, although some tenants are not personally responsible for paying it. (See the METHOD OF PAYMENT.) It is your responsibility to provide



information to your accounting and payroll staff to collect rent according to your agency's business processes.

**DOI/DOT/IBWC Only:** Rent payments for employees paying by Payroll Deduction are handled by an iQMIS interface to the IBC Federal Personnel Payroll System (FPPS.) If a tenant is not entered into iQMIS and “started”, the **payroll deduction** cannot occur. If delayed, it may create a debt for your employee.

- **DOI Only:** Housing information is sent to the Financial Business Management System (FBMS) to synchronize real property data, and tenant information is sent to estimate rental revenue for each housing unit. If you do not enter all tenants, this FBMS data will show erroneous **rent revenue estimates**.
- iQMIS tenants are used to report on the total days occupied for each housing unit, and **housing utilization** reports are viewed by middle and upper managers. Some agencies use iQMIS data for Federal Real Property Profile (FRPP) utilization reports. If you do not enter all tenants, this utilization data will be incorrect, and show your housing as being under-utilized or unoccupied. This places your housing at risk for disposal as an unnecessary asset and unjustified cost to taxpayers. OMB currently requires agencies to “reduce the footprint” of their real property assets every year.
- iQMIS restricts the number of PLANNED TENANTS to actual occupancy over the last 3 years. **It is recommended that users enter all tenants into iQMIS**, even visitors that may reside in housing for only 1 night. Failing to do this will impact the allowable PLANNED TENANTS, which affects the rental rates in shared housing.
- iQMIS determines the DORM RATE as Private or Shared from actual occupancy over the last 3 years (“persons per bedroom.”) **It is recommended that users enter all tenants into Dormitories**, even visitors that may reside in housing for only 1 night.

Click on the *Tenants* tab for this housing unit.

Housing Unit	Location	Building	Adjustments	Utilities	Property / Services	Tenants	Rent	Documents
<h2>Tenants</h2> <p>Click on the Tenant Name to update the information.</p> <p>If the tenant you are looking for is not listed below, <a href="#">Add New Tenant</a> to the housing unit.</p> <p><i>Contact the iQMS Help Desk at 303-969-7164 to change or reprint a Tenant that has departed.</i></p> <p>Use the <b>Discard Tenant</b> link to Permanently Discard a Tenant who Never Lived in this Housing Unit.            A Tenant may be Discarded if the Arrival Date is within the Past Month.            A Tenant may be Discarded if the Arrival Date and Departure Date are the same.  <b>** DO NOT DISCARD TENANTS THAT ACTUALLY LIVED IN HOUSING. **</b></p> <p>NPS, YOSEMITE NP, 00000002, 00000002, California, House</p> <p style="text-align: right;">Records 1 previous   1 2</p>								
Tenant Name	Occupation Payment Method	Current	Arrival Date	Departure Date	Days Occupied			
<a href="#">JOSE CASTANEDA</a>	Fed Seas Payroll Deduction	Yes	04/28/2019		FY2019: 104 Total: 104	<a href="#">Tenant Summary</a>		
<a href="#">Lance Colley</a>	Fed Seas Payroll Deduction	Yes	04/21/2019		FY2019: 111 Total: 111	<a href="#">Tenant Summary</a>		
<a href="#">Andres Escalante</a>	Fed Seas Payroll Deduction	Yes	07/18/2019		FY2019: 23 Total: 23	<a href="#">Tenant Summary</a>		<a href="#">Discard Tenant</a>
<a href="#">Alexander Topel</a>	Fed Seas Payroll Deduction	Yes	04/14/2019		FY2019: 118 Total: 118	<a href="#">Tenant Summary</a>		
<a href="#">Daniel Martinez</a>	Fed Seas Payroll Deduction	No	04/21/2019	07/05/2019	FY2019: 76 Total: 76	<a href="#">Tenant Summary</a>	<a href="#">Copy Tenant</a>	<a href="#">Stop Payment Form</a>

All current and former tenants are listed.

**CURRENT** (Yes/No) (Read Only): Current tenants will have YES in the CURRENT column. They are also listed on the MAIN MENU. More than one current tenant (roommates) may live in shared housing situations or Dormitories. Click on the blue [Tenant Name](#) link (on the left side) to view or update the current tenant's information.

Previous tenants will have NO in the CURRENT column. CURRENT is changed to NO when a tenant has been departed from the *Documents* tab (a.k.a. to "Stop Tenant Rent.") User can view, but not update, a previous tenant's information.

**TENANT SUMMARY:** To print a tenant's record, click on the blue [Tenant Summary](#) link for that individual. This "Tenant Summary" document may contain personally identifiable information (PII); if so, you are responsible for securing this information and locking it up or shredding it. Social security numbers do not print on the "Tenant Summary" but personal address, personal phone, personal email, and banking information may if entered in their record.

### HOUSING ASSIGNMENTS

Ideally, all new tenants should check in with the responsible Housing or Tenant Manager to review their housing options, sign their lease and other documents, and obtain the keys. When tenants are unable to check in with the Tenant Manager directly, any delays can cause rent debts to occur or the rent collection process to fail. Per A-45, all occupants assigned to housing must sign a Lease before occupying housing, no matter their duration of stay.

Which housing unit a specific employee/tenant is assigned to is dictated by your housing assignment policy. Rental rates are not based on a tenant's ability to pay, so it is important that Tenant Managers assign the right-sized housing to each employee/tenant. You should attempt to assign housing based on the tenant's pay grade, family needs, and financial requirements – keeping in mind that rents will change every year in March or may change if a roommate departs.

Users must **actively manage their housing assignments** to be able to offer affordable rental options to tenants. The iQMIS Report **"Current Tenant Assignments"** displays the "per tenant" rental rate for each unit and should be a resource for your housing assignment plan. Compare the number of expected seasonal personnel by pay grade to the range of available rental rates. To provide more affordable housing options, additional roommates (PLANNED TENANTS) can be assigned, and Bedrooms/Bathrooms can be locked off. This requires planning.

The larger, more expensive housing units are typically assigned to higher-grade permanent employees and employees with families. In some agencies, employees may "bid" for a specific housing unit they want.

Lower-grade seasonal employees, volunteers, interns and students are typically assigned to shared housing ("Dormitories" or where PLANNED TENANTS > 1) in order to keep their rent as low as possible.

When practical, each gender should have separate shared housing (i.e., a female unit and a male unit.) If that's not possible, then each gender in a shared unit should have a separate bathroom (i.e. a female bathroom and a male bathroom.)

Dormitories are designated in iQMIS each November 1 as "shared" or "private," per A-45 requirements, and rental rates differ for each type. This designation depends on actual use over the last 3 years and the "persons per bedroom." **Actively manage your Dorms to offer a "shared" Dorm to those who want the lowest rent possible, and a "private" Dorm to those who are willing to pay more for a private bedroom.** Permanent employees may not be assigned to Dormitories except under specific circumstances.

## ADDING A NEW ARRIVAL TO iQMIS

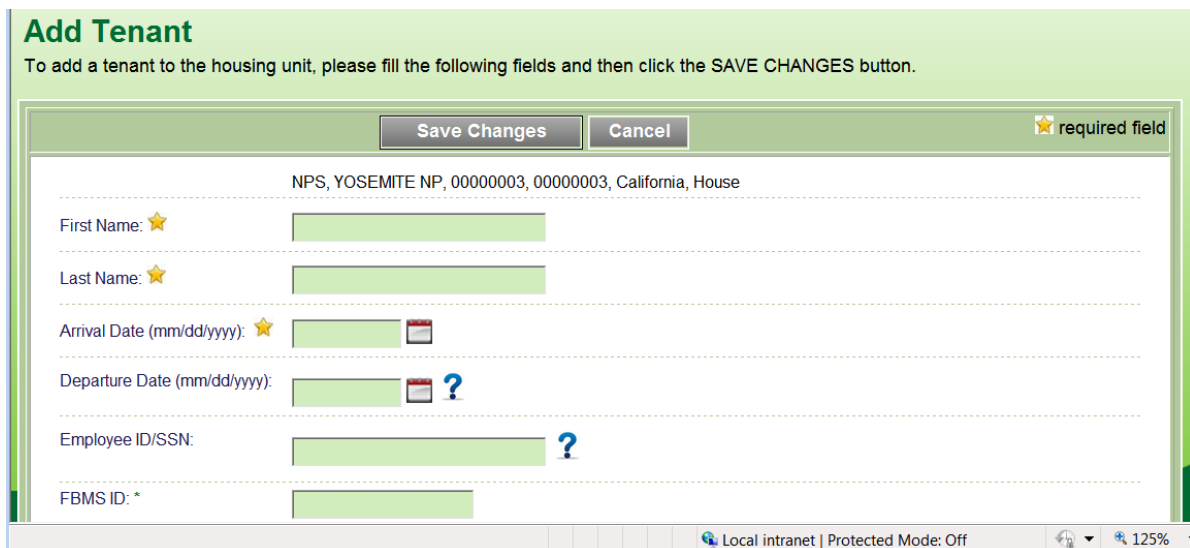
NOTE: If a new arrival has lived at this installation before, you can save time by using the blue “Copy Tenant” link from their old housing unit’s *Tenants* tab. See “Copy Tenant” below.

To add a new tenant, once the unit is agreed upon, select it from the *Main Menu*. Go to the *Tenants* tab and Click on the *Add New Tenant* button to enter a new occupant of this unit.



The screenshot shows the 'Tenants' tab selected in the navigation bar. Below the navigation bar, the title 'Tenants' is displayed in green. A message states: 'Click on the Tenant Name to update the information. If the tenant you are looking for is not listed below'. A button labeled 'Add New Tenant' is circled in black. Other buttons in the navigation bar include 'Return to Main Menu', 'Housing Unit', 'Location', 'Building', 'Adjustments', 'Utilities', 'Property / Services', 'Rent', and 'Documents'.

The following “Add Tenant” screen appears:



The 'Add Tenant' form is displayed. At the top, it says 'Add Tenant' in green. Below that, a message reads: 'To add a tenant to the housing unit, please fill the following fields and then click the SAVE CHANGES button.' The form contains several input fields: 'First Name' (required, marked with a yellow star), 'Last Name' (required, marked with a yellow star), 'Arrival Date (mm/dd/yyyy)' (required, marked with a yellow star), 'Departure Date (mm/dd/yyyy)' (optional, marked with a blue question mark), 'Employee ID/SSN' (optional, marked with a blue question mark), and 'FBMS ID' (optional, marked with an asterisk). A 'Save Changes' button and a 'Cancel' button are at the top right. A status bar at the bottom indicates 'Local intranet | Protected Mode: Off' and '125%' zoom.

Following are the tenant inventory fields located on the “Add Tenant” screen. All items with a yellow star are mandatory.

NOTE that iQMIS will “time out” after **15 minutes**, so be sure to complete the required fields quickly and click *Save Changes*.

**First Name** (required) – Enter the tenant’s official first name. Verify correct spelling. Middle name or initial is not required.

**Last Name** (required) – Enter the tenant’s official last name. Verify correct spelling. Spaces (Van Horn), commas (, Jr.), apostrophes (O’Brien) and periods (St. Vincent) are allowed.

**Arrival Date** (required) – Enter the date the tenant moved into housing. [For DOI/DOT/IBWC Only: For employees under “Payroll Deduction,” the ARRIVAL DATE cannot be before their “Entrance on Duty” (EOD) Date. See *Resources* “FPPS Job Aid.”] This date will print on the “Rent Payment Form” from the *Documents* tab as the “Effective Date of Rent.”

**Departure Date** (optional) – You may leave the DEPARTURE DATE blank. For new and current tenants, this is the *estimated* DEPARTURE DATE. Entering a DEPARTURE DATE here in the *Tenants* tab does not remove a tenant from housing. However, if the tenant is still in iQMIS after that date, they will be flagged with “Needs Stop” in red. When the tenant departs, you will go to the *Documents* tab to “Stop Tenant Rent.”

**Employee ID/SSN** (optional; required for DOI/DOT/IBWC “Payroll Deduction” only) – Your agency’s payroll and rent collection process determines the entry to this field. Enter the tenant’s social security number (SSN), last 4, Vendor ID, or other ID as required by your agency. The EMPLOYEE ID/SSN field is masked by asterisks on screen once the tenant record is saved.

The SSN (or the last 4) are personally identifiable information (PII) must be safeguarded and filed in a locked cabinet or shredded. If the employee refuses to provide this, you may obtain it from their hiring manager or an Administrative Officer. Provide them the “Privacy Notice” from *Resources*. The ID/SSN prints only on the “Rent Payment Form” from the *Documents* tab (does not print for DOI/DOT/IBWC and IHS).

**DOI Only: FBMS ID** (optional): If this tenant has a known FBMS Vendor ID or FBMS Customer ID, enter it here. This prints on the “Rent Payment Form” from the *Documents* tab.

**Tenant Comment** (optional) – Enter any additional information about this tenant. For example, “Volunteer Campground Host” or “Permanent Change of Station (PCS)” or “TDY until 11/1/20” or “Tenant requires a unit with wood floors due to allergies.”

**iQMIS User Conflict of Interest** (YES/NO; default is NO) – Select YES if this Tenant is also an iQMIS User OR this Tenant is the spouse/partner or other relative of an iQMIS User. An iQMIS User has a CONFLICT OF INTEREST if they live in housing OR have a partner/relative who is a Tenant. As required by A-45, the rent for this Tenant must be reviewed for accuracy and **approved in writing by a level one above the iQMIS User’s Supervisor**. The approval process is specified in your Bureau/Agency housing policies. Also see the “User Conflict of Interest Rent Approval” Form in iQMIS *Resources*.

If there is a known relationship between the iQMIS User and a Tenant, change CONFLICT OF INTEREST to YES and describe their relationship in the adjacent COMMENT. For example, “Tenant is an iQMIS User” or “Husband of iQMIS User Sue Brown.” **Ultimately, this is local knowledge and all iQMIS Users in the**

**installation should disclose any relationships with Tenants**, so the *Tenants* CONFLICT OF INTEREST is correct and be monitored to comply with A-45.

To identify existing tenants with a **potential** CONFLICT OF INTEREST, see the *Report* “Current Users with Conflict of Interest.” This Report includes:

- 1) iQMIS Users with a similar Last Name as a Tenant. These are potential conflicts. Some tenants are clearly an iQMIS User. Other tenants with the same last name could potentially be relatives. If there is a known relationship, change the *Tenant* CONFLICT OF INTEREST to YES and describe it in the adjacent **COMMENT**.
- 2) Tenants marked with a USER CONFLICT OF INTEREST = YES. Since it's possible that an iQMIS user has a conflict with a person with a different last name, **Housing and Tenant Managers must actively manage this *Tenants* field**. For example, an iQMIS user may be living in housing with their spouse/partner who is the leaseholder, but with a different last name. These tenants will not show on the Report.
- 3) iQMIS Users who marked on their “iQMIS User Access Form” that they live in government housing, and any matching Tenant last names -- or none. If an iQMIS User marked on their Form they live in housing, but are not listed in housing (right column), are they living in housing but not entered in iQMIS and not paying rent? Are they living in housing with another leaseholder with a different last name? Did they once live in housing when they first used iQMIS, but no longer do? Perhaps they just made a mistake on their “User Access Form.” Housing and Tenant Managers should research the situation. Where confirmed that the User does not live in housing, the iQMIS Help Desk can change their User record to remove them from the Report.

**Pays Transient Rate** (YES/NO. **Does not apply to USFS or Dormitories**. YES can be applied only to Fed Other Duty Station, Fed Permanent, Fed Term, Fed Commission Corps, and Non-Fed Tribal Occupations.) (required) – Transient tenants are those who will occupy your housing for **less than 90 days (less than 30 days in DOI)**. The TRANSIENT RATE is an optional rate. You *may* charge the TRANSIENT RATE or the normal iQMIS rate for a visiting employee.

Transient employees typically do not bring their own sheets, towels, cookware and dishware. The TRANSIENT RATE assumes that these housekeeping items are provided by the government, and that maid service is provided to launder sheets, towels, wash dishes and clean for next occupant. However, these services not required in order to charge the TRANSIENT RATE.

If YES is selected, the TRANSIENT RATE will override the regular iQMIS computed rent. The TRANSIENT RATE is not displayed on the *Rent* tab. It is indicated on the *Tenants* tab (under the Tenant’s Name and payment method) and prints on the *Documents* “Rent Payment Form.”

If the tenant is visiting on Travel Duty (TDY), you should select an OCCUPATION “Fed Other Duty Station” and then can bill the “Benefiting Account” for the Transient Rate in lieu of paying the lodging portion of their per diem. Check your agency’s business process for collecting rent for Transient employees.

If the tenant resides in housing with the TRANSIENT RATE for more than 30 days (in DOI) or more than 90 days (other Agencies), an email is automatically sent by iQMIS to the housing managers, tenant managers and data managers. These tenants should be changed to TRANSIENT RATE=NO after 30 or 90 days and the new rent implemented.

**Termination Notice** (30, 45, 60 or 90 days; default is 30 days) (required) – Select the number of days the lease may be terminated by written notice from either party. This is set by your Agency policy but is **typically 30 days**. The days of TERMINATION NOTICE will print on the “Housing Assignment Agreement” (lease.)

**Phone Number** (optional) – Enter the tenant’s PHONE NUMBER. The tenant’s cell or personal phone number is personally identifiable information (PII) and must be protected. The tenant’s work phone is not considered PII. You may need to call the tenant during off-duty hours in case of an emergency regarding their housing unit. If not entered into iQMIS, their Supervisor will also have access to emergency contacts. The tenant’s phone number prints on the “Current Tenant Assignments” Report.

**Email Address** (optional) – Enter the tenant’s EMAIL ADDRESS. The tenant’s personal email is personally identifiable information (PII) and must be protected. The tenant’s work email is not PII. You may want to email the annual rent and lease documents to the tenant, provide a notice of inspection, or provide notice of an employee housing meeting. The tenant’s email prints on the “Current Tenant Assignments” Export Report

**Tenant Mailing Address/City/State/Zip** (optional) – Enter the tenant’s MAILING ADDRESS. The tenant’s home mailing address is personally identifiable information (PII) and must be protected. The tenant’s work mailing address is not PII. You may want to mail rent and lease documents to the tenant, provide a notice of an upcoming inspection, or provide a termination of lease notice. This address does not print on any iQMIS documents or Reports. If the tenant requires proof of occupancy, enter the address on the *Housing Unit* HOUSING UNIT NAME field, which prints on the Lease.

**Occupation** (required) – Select the tenant’s OCCUPATION or position while living in housing:

- **Fed Permanent** – full time permanent federal employee of your agency and duty-stationed at your location. (Must pay rent through payroll deduction at duty station, per A-45.)
- **Fed Seasonal/Temporary** – full time seasonal federal employee of your agency and duty-stationed at your location. (Must pay rent through payroll deduction at duty station, per A-45.)

- **Fed Commission Corps (IHS Only)** – full time permanent uniformed Commission Corps employee and duty stationed at your location. (Must pay rent through payroll deduction at duty station, per A-45.)
- **Fed Term** – full time temporary, term, or contract federal employee of your agency and duty-stationed at your location. (Must pay rent through payroll deduction per A-45.) **BIA/BIE Only:** school employees with a contract must be “Fed Term.”
- **Fed Part Time (BIA Only)** – part time employees of your bureau and duty stationed at your location. Rent may be paid through Payroll Deduction or Bill for Collection. Intermittent, Temporary or Short-Term Contract Types D, E, F, G, K, P or Q cannot be payroll deducted by FPPS. (See the “Prorated Rents Job Aid – BIA/BIE” in *Resources*.)
- **Fed Other Duty Station** – federal employee (Permanent, Seasonal or Term) of your agency but not duty-stationed at your location (visiting on TDY or Detail)
- **Fed Other Federal Govt** – federal employee (Permanent, Seasonal or Term) of another bureau/agency. **For DOI**, a Permit for Use of Real Property by Federal Agency, Form GSA-1583, is required and must be approved by the Regional Office.
- **Non-Fed City/County/State Govt** – a city, county or state employee living in your housing under the terms of a contract, agreement, or memo of understanding. **For DOI**, a Revocable License for Non-Federal Use of Real Property, GSA Form 1582 is required for non-Federal tenants who do not directly support the mission, and the iQMIS “Terms and Conditions” must state: “The attached revocable license is made a part of this agreement.”
- **Non-Fed Contractor** – employee of a private firm living in your agency housing under the terms of a contract and performing work for your agency. **For DOI**, a Revocable License for Non-Federal Use of Real Property, GSA Form 1582 is required for non-Federal tenants who do not directly support the mission, and the iQMIS “Terms and Conditions” must state: “The attached revocable license is made a part of this agreement.”
- **Non-Fed Cooperator/Concessionaire** – employee of a private firm living in your agency housing under the terms of a contract and performing work for your agency. **For DOI**, a Revocable License for Non-Federal Use of Real Property, GSA Form 1582 is required for non-Federal tenants who do not directly support the mission, and the iQMIS “Terms and Conditions” must state: “The attached revocable license is made a part of this agreement.”
- **Non-Fed General Public** – a member of the general public living in housing under the terms of a lease. Includes former retired/separated employees. These individuals should not be living in federal housing except under **very rare** situations. Upon separation, the Lease is terminated. **For DOI**, a Revocable License for Non-Federal Use of Real Property, GSA Form 1582 is required for the general public, and the iQMIS “Terms and Conditions” must state: “The attached revocable license is made a part of this agreement.”
- **Non-Fed Intern** – usually learning/working under a specific program; not considered a federal employee, even where paid a stipend, due to the limited duration of their work. **For DOI**, rent



must be paid by the Benefiting Account at the shared dorm rate, regardless of actual housing assigned. “Special BA Rate” (Special Benefiting Account Rate) is displayed on the *Tenants* tab, under their name.

- **Non-Fed Researcher** – usually providing scientific research or related services, and provided housing under the terms of a contract, memo of understanding, or a “quid pro quo” arrangement. Not a federal employee. For DOI, a Revocable License for Non-Federal Use of Real Property, GSA Form 1582 is required for non-federal tenants who do not directly support the mission, and the iQMIS “Terms and Conditions” must state: “The attached revocable license is made a part of this agreement.”
- **Non-Fed Student** – usually working under a specific student/educational program and provided housing; not a federal employee. For DOI, rent must be paid by the Benefiting Account at the shared dorm rate, regardless of actual housing assigned. “Special BA Rate” (Special Benefiting Account Rate) is displayed on the *Tenants* tab, under their name.
- **Non-Fed Health (IHS Only)** – a permanent employee of an organization that is providing a health care service that is funded by the federal government.
- **Non-Fed Tribal (BIA/BIE Only)** – an employee of a tribe, usually providing a tribal service under a grant or contract. In a Grant or Contract School, they typically pay rent to the tribe, not the agency (“Tribal Payroll.”) In a BIE-operated School, they typically pay rent by “Bill for Collection.” In DOI, a Revocable License for Non-Federal Use of Real Property, GSA Form 1582 is required for non-Federal tenants, unless they are contractors working in support of the mission, and the iQMIS “Terms and Conditions” must state: “The attached revocable license is made a part of this agreement.”
- **Non-Fed Volunteer** – usually working under a specific program and providing a service to your agency; housing is provided. In DOI, there must be a “Volunteer Service Agreement,” and any volunteer living in housing more than one year must be approved by the bureau National Housing Manager. In DOI, rent is paid by the Benefiting Account at the shared dorm rate, regardless of actual housing assigned. “Special BA Rate” (Special Benefiting Account Rate) is displayed on the *Tenants* tab, under their name.

**Comment (on Occupation)** (optional). Displays as **Job Title** for BIA/BIE) – Enter additional information on this tenant’s OCCUPATION or purpose. (See also DEPARTMENT/EMPLOYING OFFICE.) For example, “Park Superintendent” or “State of Wyoming employee” or “VIP Trail Maintenance.” BIA/BIE Only: Enter their official job title in the OCCUPATION COMMENT.

**BIA/BIE Only: Prorated** (YES/NO display only) – Applies to BIA/BIE contract employees, hired for the school year (approx. 10 months). OCCUPATION must be entered as “Fed Term.” Contract employees live in housing all year, and pay their summer rent in advance, “prorated” over each paycheck during the school year. At the end of the school year, their summer rent has been paid in full in advance. On the

*Tenants* tab, see “Prorated Summary” for the employee’s rent calculations. See *Resources* “Prorated Rents Job Aid” for more information.

**Pays Federal Rent** (YES/NO; required) – The FEDERAL RENT is the A-45 rental rate and includes isolation and other administrative deductions. It applies to federal employees and tribal employees/contractors/volunteers/students/interns who provide work for the government. The FEDERAL RENT does not apply to former employees (separated/retired), families of deceased employees, state/county/city employees, members of the general public, or any tenant who is not providing work for the government. If FEDERAL RENT = No, iQMIS will charge the “fair market value,” which excludes isolation and other administrative deductions. OMB Circular A-25 “User Fees” requires “fair market value” be collected for non-federal/public use of federal property.

**Comment (on Federal Rent)** (optional) – Enter additional information on this tenant’s eligible rental rate. If not a federal employee, explain under what authority you are applying the federal rate, for example, it is specified in their contract, agreement, MOU, etc.

**Dormitory Only: Dorm Room Number** (optional) – Enter the room number this tenant is assigned to, if applicable.

**Trailer Pad/Space (Tenant-owned RV) Only: Type of Trailer on Pad** (Tenant-owned Recreational Vehicle (RV); Tenant-Owned Manufactured Home) (required) – Indicate if the tenant’s property is a “Recreational Vehicle (RV)” OR “Manufactured Home” (a.k.a. Mobile Home). On a Trailer Pad/Space, the tenant is living in their own housing unit, and the rent is for parking on federal land plus government-furnished utilities.

- A “Tenant-owned Recreational Vehicle (RV)” is self-contained and includes its own water tank, sewage/graywater tank, propane tank, and batteries or electric generator. A RV can be operated “off grid” and can easily be relocated by the tenant by a truck or other vehicle.
- A “Tenant-owned Manufactured Home” is not self-contained and cannot be operated “off grid.” Tenant-owned Manufactured Homes may **not be installed** on DOI-owned or -leased property. USFS also prohibits tenant-owned Manufactured Homes, although some USFS tenants have “grandfather rights” until separation.

Manufactured homes are too large to be towed by the tenant with their own truck or vehicle, and it typically costs thousands of dollars to professionally move, install, and connect to electricity, water and sewer (“on the grid.”) There are no restrictions on the size, length or width of a manufactured home; it is classified as a manufactured home if it has a red “Certification Label” posted at the tail end of each transportable section and a “Data Plate” affixed on or near the main electrical breaker box, as required by the 1976 HUD Title 6, Federal Manufactured

Home Construction and Safety Standard Act.

**IMPORTANT:** Due to the expense of moving, installing, and uninstalling, **employees should remove their manufactured home from federal land upon separation or retirement**, and this should be made clear in the lease agreement.

If a “Manufactured Home,” the “Tenant RV Floor Space,” “Number of Bedrooms” (*Building* tab) and “Tenant-Owned Appliances” (*Tenants* tab) are required.”

**Department/Employing Office** (optional) – Enter the tenant’s department/office, in case you need to contact the Supervisor or the tenant during work hours.

**Pay Grade** (optional) – Enter the tenant’s PAY GRADE, if known. This information may prove useful in assigning affordable housing.

**Required Occupant/Tax Exempt** (YES/NO) (required; applies only to payroll deduction) (default is NO) – Your agency and IRS rules determine the eligibility, documentation, and approval of Required Occupants. To indicate YES, the iQMIS User must **obtain documentation** of Tax-Exempt status from the employee (**SF-50, bureau/agency Required Occupant Form, or their Position Description**) and retain it in their housing file. If YES, the “tax exempt” status is printed on the “Payroll Deduction Form” or rent action. The TAX-EXEMPT status reduces the employee’s taxable income, tax withholdings and income tax obligations.

The IRS requirements for tax exempt rent may be found in 26 CFR 1.119-1 (“Meals and lodging furnished for the convenience of the employer”) of the Internal Revenue Tax code, or at the IRS publication, “Fringe Benefit Guide” ([IRS Employment Meals & Lodging](#)).

**Payment Frequency** (monthly, biweekly, daily, other) (required) – The appropriate payment frequency for the Tenant’s RENT PAYMENT METHOD. Payroll deductions are usually “biweekly”; all other methods are usually “monthly.” **USFS** uses the “Daily” rental rate although tenants may pay rent biweekly or monthly.

**Rent Payment Method** (required) – Indicate how the tenant or organization will pay the rent. **The methods for documenting and collecting under each option is determined by your agency’s policies and rent payment business processes.** For each night the housing unit is occupied, the tenant or a specific organization must pay rent, per A-45.

A civilian employee duty stationed at your housing site must pay rent personally, as required by federal laws 5 U.S.C. 5536, 5 U.S.C. 5911, and federal regulation OMB Circular A-45. They must also pay by “Payroll Deduction,” per A-45.

Employees who are not duty stationed at your housing site are on travel duty (TDY) or on detail. In these cases, the rent is covered by the organization that is paying the traveler's TDY or detail expenses, as they have another duty station and place of residence. Rent for visitors can be paid by "Benefiting Account" or a Travel "Charge Card."

The RENT PAYMENT METHOD determines how this tenant's rent will be paid. The "Rent Payment Form" that prints on the *Documents* tab differs for each PAYMENT METHOD. **The iQMIS User who adds the new tenant is responsible to ensure payment is collected and to provide iQMIS documents to the appropriate agency accounting or payroll staff.** Your agency should provide specific instructions on how to process each RENT PAYMENT METHOD below:

- **Benefiting Account within this Organization** – used when another department/branch/office/program in your agency has requested housing for this tenant to perform work that benefits them. Typically used for OCCUPATIONS Fed Other Duty Station (visiting on TDY/Detail), Non-Fed Volunteers, Students, Interns, Contractors and Researchers. Payment is processed through the accounting office according to your agency's business process. The total rent due is not typically known until the tenant departs, so processing of the rent due may need to wait until departure. The Housing /Tenant Manager must obtain authorization from the benefiting account, a contact name and payment account, and then coordinate with accounting personnel to collect the rent payment. Specify RENT PAYMENT INFORMATION, which prints on the rent payment form.

**USFS** users should refer to the additional instructions provided in *Resources* "Benefiting Function Payment Form."

**NPS** users also have specific instructions for Parks on collecting housing expenses from "Benefiting Accounts."

**DOI Bureaus** may collect housing expenses commensurate with the Shared Dorm rate from the Benefiting Account for any volunteer, student or intern. This rate will override the calculated iQMIS market rate for a volunteer, student or intern (labeled the "Special BA Rate" or Special Benefiting Account Rate.)

- **Bill for Collection** – a "Bill for Collection" (or "Bill of Collection") is an invoice sent from your agency's accounting system to the tenant or responsible party. It is typically used for former employees, Fed Other Fed, Fed Other Duty Station, State/County/City Govt, Contractors, Tribal Employees, Researchers, and the General Public. The Housing/Tenant Manager must verify the responsible party's mailing address and coordinate with accounting personnel to collect the rent payment. It may be processed as a monthly invoice (for long-term stays) or a total rent due invoice (for short-term stays.) Specify RENT PAYMENT INFORMATION, which prints on the rent payment form.

- **Charge Card/Credit Card** – a payment by charge card/credit card/debit card is processed by local housing or administrative staff, or using pay.gov, according to your agency business processes. Typically used for Fed Other Duty Station (on TDY or Detail), Fed Other Fed, Contractors or Researchers. Specify any RENT PAYMENT INFORMATION, which prints on the rent payment form. The charge card number is Personally Identifiable Information (PII) must be protected and properly filed in a locked cabinet or shredded.

USFS users may only use “Charge Card/Credit Card” for incidental stays on TDY less than 14 days; any other POSS transactions first require a “Bill for Collection.”

- **Contract with Another Organization** – a “Contract” is a written instrument with a private organization and specifies under what terms housing will be provided, whether or not housing is provided by the government, if rent is payable, how rent payments shall be made, and the responsibilities for maintenance and operation of housing. The Housing/Tenant Manager must verify the terms of the Contract and coordinate with accounting personnel to collect the rent payment according to the Contract. If the Contract indicates housing will be furnished, the “Benefiting Account” must cover the contractor’s rent. Specify RENT PAYMENT INFORMATION, which prints on the rent payment form.
- **Inter-Agency Agreement with Another Organization** – an “Inter-Agency Agreement” (IAA) is a written instrument with a federal organization and specifies whether housing is provided, if rent is payable, how rent payments shall be made, and responsibilities for the maintenance and operation of the housing. It is typically used for other federal programs. The Housing/Tenant Manager must verify the terms of the IAA and coordinate with accounting personnel to collect the rent payment according to the agreement. If the IAA indicates housing will be furnished, the “Benefiting Account” must cover the tenant’s rent. However, the agency may not cover federal employees’ rent at their duty station, as this is prohibited by law and regulation. Any federal employee (of any agency) who is duty stationed at the housing site must pay rent personally (usually through “Bill for Collection” or “Charge Card.”) Specify RENT PAYMENT INFORMATION, which prints on the rent payment form.
- **Memo of Understanding with Another Organization** – a “Memo of Understanding” (MOU) is a written instrument with another organization or agency and specifies under what terms housing will be provided, if rent is payable, how payment for rent is made, and responsibilities for the maintenance and operation of the housing. It is typically used for Non-federal OCCUPATIONS such as Local/County/State governments, non-profits or universities. The Housing/Tenant Manager must verify the terms of the MOU and coordinate with accounting personnel to collect the rent payment according to the MOU. If the IAA indicates housing will be government furnished, the “Benefiting Account” must cover the tenant’s rent. Specify RENT PAYMENT INFORMATION, which prints on the rent payment form.

- **Payroll Deduction** (required for **federal employees living at their duty station**) – Fed Permanent, Fed Seasonal, Fed Term and Fed Commission Corps employees duty stationed at the housing site must pay rent through payroll, per A-45. (Employees not duty stationed at your location are the OCCUPATION “Fed Other Duty Station,” and have other payment options.) Payment is deducted from the employee’s paycheck according to your agency’s payroll process. The Housing/Tenant Manager verifies the tenant’s SSN, if required, and coordinates with payroll personnel, the hiring manager, or an administrative officer to process payroll deductions. Refer to your agency’s payroll process. RENT PAYMENT INFORMATION is not required for payroll deductions.

DOI/DOT/IBWC: Payroll actions (start/change/stop) are transmitted electronically to the IBC Payroll system (FPPS) when a user performs an action on the *Documents* tab.

- **BIA/BIE Only: Tribal Payroll Deduction** – a tribal employee, such as 638, who pays rent to their employer through their payroll process. Rents may be forwarded to BIA or BIE by the employer if the government is responsible for maintenance and operations.
- **Personal Check/Money Order** – a check or money order is collected by local housing or administrative staff each month according to your agency business processes. Typically used for former employees, Fed Other Duty Station (TDY or Detail), Fed Other Fed, Non-Fed State/County/City, Contractors, Tribal, and the General Public. A “Bill for Collection” is preferred to establish the rent obligation in the government accounting system. The Housing/Tenant Manager must verify the responsible party’s mailing address, phone number and Customer ID and coordinate with accounting personnel when the rent check or money order is collected. Specify RENT PAYMENT INFORMATION, which prints on the rent payment form.
- **Preauthorized Debit** – rent payment is automatically deducted from the tenant’s bank account. Requires access to pay.gov. Typically used for Other Fed, Other Govt, Non-Fed Contractors, and the General Public. See your bureau/agency process. The Housing/Tenant Manager must verify the responsible party’s mailing address, phone number and banking information, and coordinate with accounting personnel to ensure that rent is collected. Specify RENT PAYMENT INFORMATION, which prints on the rent payment form. The banking information is considered personally identifiable information (PII) and must be protected. Any printed documents containing PII must be filed in a locked cabinet or shredded.

### Typical Methods of Payment by Tenant Occupation

Occupation	Payroll Ded	Benefiting Acct	Bill for Collection	Contract/ IAA/ MOU	Charge Card	Money Order	Preauth Debit	Comments
Fed Permanent	X							At Duty Station; Employees on PCS apply for rent reimbursement through their PCS Voucher
Fed Seasonal	X							
Fed Term / Fed Part Time	X		X					Includes BIA/BIE Contract Employees
Fed Other Duty Station		X	X		X			Employees in your bureau/agency visiting on TDY or Detail
Fed Commission Corps (IHS)	X							
Fed Other Fed Govt			X				X	Employees of another bureau/agency; Specify
Non-Fed City/ County/ State		X	X	X	X		X	
Non-Fed Contractor		X	X	X	X		X	
Non-Fed Cooperator/ Concessionaire		X	X	X	X		X	
Non-Fed Intern/ Student		X (DOI requires)	X (not in DOI)	X	X		X	
Non-Fed Volunteer		X (DOI requires)		X				Volunteer Agreement
Non-Fed Tribal / Non-Fed Health			X	X		X		Some pay their employer through Tribal Payroll deduction
Non-Fed Researcher		X	X	X				
Non-Fed General Public			X	X				Includes former employees

**Rent Payment Information** (required per your bureau/agency rent collection process) The following information is necessary for the "Rent Payment Form," which prints from the *Documents* tab. Although not all of these fields are required by iQMIS, the Housing/Tenant Manager should enter the specific information needed by your accounting personnel to ensure rent is collected.

**Payment Organization** (In DOI and USFS, required for Benefiting Account) – Indicate the Vendor, Office, Department, Branch or individual responsible for payment of rent. (Enter Vendor ID or Tax ID in PAYMENT REFERENCE.)

**Payment Contact** (In DOI, required for Benefiting Account) – Enter the name of the individual responsible for this tenant’s rent, an informed party, or a contact at the organization responsible for rent or supervision of their work.

**Payment Address/City/State/Zip** – Enter the mailing address of the responsible party. Personal home address is PII and must be protected. Business/government mailing address is not PII.

**Contact Email Address** – Enter the email address of the responsible party. Personal email is PII and must be protected. Work/business email is not PII.

**Contact Phone Number** – Enter the phone number of the responsible party. Personal/home phone is PII; work/business phone is not PII.

**Payment Account** (In DOI and USFS, required for Benefiting Account) – Enter the internal accounting code of the responsible party.

**Payment Reference** – Enter the contract number, MOU number, or IAA number that has authorized the use of housing. Enter the Vendor ID or Tax ID of the responsible party.

**Pet** (optional; not available for ARS, CBP, FAA or USFS) – A monthly additional Pet Fee will be applied to this tenant’s rent if “1 Pet” or “2 or more Pets” are selected. This is a non-refundable fee added to the rent and is common in the private rental market. If you do implement a Pet Fee, you should have a sound pet policy and apply the fees to every tenant in the installation equally. Agencies may not charge a fee for a verified service/assistance animal, per the Fair Housing Act and Section 504 of the Rehabilitation Act. Assistance animals may not be prohibited from occupying housing, including shared housing, and Pet Fees may not be charged.

**Electric Vehicle Charging** (optional, per your Installation or Agency policy) – A fee for government-furnished electricity will be applied to this tenant’s rent. Use for a government-furnished electric vehicle charging station, whether individual or communal/shared. Documentation of employee Electric Vehicles is determined by Agency policy.

**Tenant-Owned Appliances** (required where *Utilities* such as electricity/propane/fuel oil are “Billed in Rent–iQMIS Estimate;” also required where *Utilities* “Excessive Heating/Cooling Deduction” is applied.) Enter all major appliances owned by the tenant and brought into the unit – NOT government-furnished appliances that already exist (usually only applies to permanent/term employees.) If Utilities are not



“Billed in Rent–iQMIS Estimate,” any appliances entered here will not affect the rent. The government-furnished appliances are displayed for your reference, in case of duplication.

If the electricity or propane *Utilities* are “Billed in Rent–iQMIS Estimate,” the failure to enter the tenant’s personal appliances will underestimate utility consumption and subsidize the tenant’s living expenses.

Select:

- **Dishwasher** – Enter the NUMBER 1 if there is a tenant-provided dishwasher.
- **Dryer** – Enter the NUMBER 1 if there is a tenant-provided clothes dryer. Also enter FUEL type.
- **Engine (Block) Heater** – Enter the NUMBER 1 if there is a tenant-provided block (engine) heater.
- **Freezer** – Enter the NUMBER of tenant-provided freezers. Also enter FUEL type.
- **Hot Tub** – Enter the NUMBER 1 if there is a tenant-provided hot tub.
- **Microwave** – Enter the NUMBER 1 if there is a tenant-provided microwave.
- **Range** – Enter the NUMBER 1 if there is a tenant-provided range. Also enter FUEL type.
- **Refrigerator** – Enter the NUMBER of refrigerators provided by tenant. Also enter FUEL type.
- **Space Heater** – Enter the NUMBER of space heaters provided by tenant. Also enter FUEL type. (use for “Trailer Pad/Space” RENT CLASS with a tenant-owned RV.)
- **Washer** – Enter the NUMBER 1 if there is a tenant-provided clothes washer.
- **Window A/C Evaporative** – Enter the NUMBER of window-mounted evaporative units provided by the tenant.
- **Window A/C Refrigerated** – Enter the NUMBER of window-mounted air conditioning units provided by tenant (use for “Trailer Pad/Space” RENT CLASS with a tenant-owned RV.)

For a “Trailer Pad/Space” RENT CLASS with a tenant-owned Manufactured Home, include:

- **Central Cooling** – Enter the NUMBER 1 if there is a tenant-provided central cooling system.
- **Central Heating** – Enter the NUMBER 1 if there is a tenant-provided central heating system.
- **Water Heater** – Enter the NUMBER 1 if there is a tenant-provided water heater. Also enter the Fuel Type.

**Tenant Attachments** (optional) – (optional; Description required) – Attach and store any tenant-related documentation, such as their “Required Occupant” Certificate, signed “Lease Agreement,” signed “Tenant Rent Notice,” employee correspondence with the Housing Office, etc. Do not attach housing-related documentation here; instead, use *Housing Unit* – HOUSING ATTACHMENT.

**Comment (on Tenant Changes)** (optional) – Enter any comments regarding why changes were made to this *Tenants* information. For example, “J. Jones purchased his own washer/dryer; installed on 4/1/2020” or “T. Tony added a pet on 2/4/2018.” This CHANGE COMMENT will be saved in the HISTORY at the bottom of this tenant’s page.

**Tenant History** (display only) – Any and all Tenant changes are displayed in the HISTORY, including the date changed, the user who changed it, and the old and new values of the field changed. The most current changes are displayed at the top of the list. The most current changes are displayed at the top of the list. This is also known as an “audit trail.”

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**Users must click *Save Changes* to store this tenant’s record.** If you time out of the system (15 minutes) before saving, or accidentally navigate to another page without clicking *Save Changes*, **your entry will not be saved.**

After saving, if there is an error, iQMIS keeps the user on the *Add Tenant* screen and displays “>> There are errors on the page.” in red, as shown below. These “errors” are typically required information or invalid data entries.

Scroll down to locate the missing data. The area of concern is **identified in red**.

Users must correct any errors on the *Update Tenant* screen in order to save this new tenant. If the user ignores the error message and navigates away from the *Update Tenant* screen, the new tenant’s entry will be discarded.

If there are no data problems, iQMIS will always prompt you with the following screen: “...Would you like to view/print tenant documents now?” This is a normal message to remind users that another step is required.

[Return to Main Menu](#)

[Housing Unit](#)
[Location](#)
[Building](#)
[Adjustments](#)
[Utilities](#)
[Property / Services](#)
[Tenants](#)
[Rent](#)
[Documents](#)

## Exit Housing Unit

USFS, PIKE & SAN ISABEL NF, 00001002, LAKE ISABEL BUNKHOUSE #1, Colorado/Utah/Wyoming, Dormitory

A new tenant has been added to the housing unit. Would you like to view/print tenant documents now?

Select **YES** to go to the *Documents* tab now to print the new tenant's lease and other documents. (See "Documents for a New Tenant" section below.) Select **No** to temporarily skip printing documents, exit the housing unit, and return to the *Main Menu*. You must return to this unit later to print the new tenant's documents, because the tenant has not yet been "Started." The **TENANT NAME** will display in red with "**(needs start)**" on the *Main Menu* and on the *Tenants* tab until they have been "Started." iQMIS will continue to prompt you with the above screen each time you view this specific unit.

**IMPORTANT:** Entering a new tenant on the *Tenants* tab is only the first step in the process. The responsible Housing/Tenant Manager must **also go to the *Documents* tab** and "Start Tenant Rent" to print the required lease agreement (Housing Assignment Agreement), lead based paint disclosure, and rent payment form. The tenant is not checked in to housing until their *Documents* are printed and signed, and keys should not be provided until the Lease is signed. Printing *Documents* will compute and save the tenant's rental rate. For DOI/DOT/IBWC, printing *Documents* will send the "add rent" action to the payroll system.

If the Housing/Tenant Manager does not print the new tenant's lease or rent documents, or changes the tenant's arrival date, a "**(needs start)**" message will display after the tenant's name, both on the *Main Menu* and on the *Tenant* tab. See example below.

Housing Unit Number	Housing Unit Name	Installation	Rent Class	Survey Region	Current Tenants	Planned Tenants	Fed Net Monthly Unit Rent	Last Rent Date	Issues
<a href="#">00000001</a>	1 Bed 1 Bath	TEST - KAYENTA	Trailer Pad/Space (Tenant RV)	NM	Jane Brown	1	\$495.67	05/01/2019	No
<a href="#">00000002</a>	2 Bed 2 Bath	TEST - KAYENTA	Plex	NM	Roger Jameson	1	\$786.62	03/03/2019	No
<a href="#">00000003</a>	3 Bed 3 Bath	TEST - KAYENTA	Dormitory	NM	Arthur Miller (needs start)	4	\$163.15	04/01/2019	No

## ENTER A NEW TENANT USING 'COPY TENANT'

If a tenant has lived at your installation before, you can save time by copying the tenant's previous information into their new occupancy. The tenant can be copied into any housing unit within the same installation. The "Copy Tenant" link is only available for CURRENT=NO tenants.

Tenant Name	Occupation Payment Method	Current	Arrival Date	Departure Date	Days Occupied			
<a href="#">Tevyn Baldwin</a>	Fed Seas Payroll Deduction	Yes	05/26/2019	08/31/2019	FY2019: 98 Total: 98	<a href="#">Tenant Summary</a>		
<a href="#">Katherine Haile</a>	Fed Seas Payroll Deduction	No	05/26/2019	08/10/2019	FY2019: 77 Total: 77	<a href="#">Tenant Summary</a>	<a href="#">Copy Tenant</a>	<a href="#">Stop Payment Form</a>
<a href="#">ANN HECKART</a>	Fed Payroll Deduction	No	10/30/2017	11/05/2017	FY2018: 7 Total: 7	<a href="#">Tenant Summary</a>	<a href="#">Copy Tenant</a>	

If you click on the blue [Copy Tenant](#) link of a specific tenant to be copied, the following screen appears:

Return to Main Menu
Housing Unit Location Building Adjustments Utilities Property / Services **Tenants** Rent Documents

### Copy Tenant

To update/change information, please fill the following fields and then click the SAVE CHANGES button.

Save Changes Cancel
★ required field

FWS, WILLARD NFH, W0000005, W 5, Oregon/Washington, House

Tenant Name: AMY PULS

Copy to Housing Unit: ★ W0000005, W 5

Arrival Date (mm/dd/yyyy): ★

Rent Payment Method: ★ Select Method ?

Save Changes Cancel
★ required field

In the "Copy to Housing Unit" choice list, select their new housing unit. Then enter their new "Arrival Date" and the "Rent Payment Method" for the new occupancy. Click *Save Changes*.

iQMIS will copy the tenant's personal information to the new housing unit's *Tenants* tab. But iQMIS does not navigate to the new unit; you'll remain on the unit where you selected "Copy Tenant." Be sure to navigate to the new housing unit, then go to the *Documents* tab and "Start Tenant Rent." Until you do so, their name will display for the new occupancy as "(needs start)."

## CHANGE A CURRENT TENANT

Only a CURRENT=YES tenant's information can be changed. To change a CURRENT=NO tenant, contact the iQMIS Help Desk to reactivate the former tenant and set CURRENT=YES.

Click on the blue [Tenant Name](#) link (on the left side) to view or update the current tenant's information. The tenant's information appears on an "Update Tenant" page, as below.

**Update Tenant**  
To update/change information, please fill the following fields and then click the SAVE CHANGES button.

USFS, PIKE & SAN ISABEL NF, 00002002, CRYSTAL LAKES-BLUE HOUSE, Colorado/Utah/Wyoming, House

First Name: \* CHRIS

Last Name: \* SCHNEIDER

Arrival Date (mm/dd/yyyy): \* 05/06/2012  
\* Changing the Arrival date will make the tenant a New Tenant. Start documents will need to be recreated.

Departure Date (mm/dd/yyyy): ?

Tenant Comment: \*  
\* Special housing needs, family size, family members, etc.

Pays Transient Rate: \* ☐ Yes ☒ No ?

Employee ID/SSN: ?

Termination Notice: \* 30 days ?

Phone Number: ?

Email Address: ?

Not all *Tenant* fields are described below – only those that are unique about an existing tenant. (See the "Add New Tenant" section for information on each *Tenants* field.)

**Arrival Date** (required): ARRIVAL DATE can be changed where incorrect; remember the tenant must be "Started" again and *Documents* reprinted. DOI/DOT/IBWC employees may be locked from editing the Arrival Date, depending on the timing of the transfer to the payroll system. Call the Help Desk for assistance.

**Departure Date** (optional): This is the estimated Departure Date. Entering or changing the DEPARTURE DATE here does not "Stop" the tenant. Users must "Stop Tenant Rent" on the *Documents* tab to record the actual Departure Date.

If an estimated Departure Date is entered on the *Tenants* tab, once that date is reached, the TENANT'S NAME will display in red with "(needs stop)" on the *Tenants* tab and on the *Main Menu*. The red font is

only intended to call your attention to that tenant because the tenant should have moved out by now. If the tenant has moved out, go to the *Documents* tab and “Stop Tenant Rent.” If the tenant will remain in housing, go to the *Tenants* record and delete their DEPARTURE DATE or update it. This will **remove the “(needs stop).”**

**Rent Summary** (display only): iQMIS displays the tenant’s current and prior biweekly rents (daily rents for USFS.) The tenant’s current rent is recomputed when any documents are viewed from the *Documents* tab for this specific tenant, and therefore may be changed if the housing Inventory has changed. To avoid affecting the tenant’s rent, use “Blank Tenant” on the *Documents* tab.

**Tenant Rent History** (display only): iQMIS displays the tenant’s current and prior biweekly rents, and any “increments” from a new market survey, if eligible. DOI/DOT/IBWC: Additional detail is provided in iQMIS *Resources*, “FPPS Job Aid.”

**Save Changes:** Upon saving changes to an existing tenant, if there are no data problems, iQMIS automatically moves the user to the next screen, the *Rent* screen. If there is an error, iQMIS keeps the user on the *Update Tenant* screen, and displays “> There are errors on the page” in red. These “errors” are typically required information that is missing or invalid data entries. If the user ignores the error message and navigates away from the *Tenant* screen, any changes will be discarded (and the original tenant data remains.)

#### CHANGE A FORMER (NON-CURRENT) TENANT

A tenant’s occupancy status is changed to CURRENT=NO when a “Stop Tenant Rent” is processed on the *Documents* tab. You cannot modify information on a non-current tenant; however, you can view their data or print the [Tenant Summary](#).

If you need to change a non-current tenant’s information (such as DEPARTURE DATE), contact the iQMIS Help Desk to reactivate the former tenant and set CURRENT=YES. The Help Desk will need the housing installation, the unit number, and the tenant name.

#### REPRINT A NON-CURRENT TENANT’S STOP PAYMENT

If a tenant is no longer CURRENT, you can reprint their “Stop Payment” form from the *Tenants* tab. Select the blue [Stop Payment](#) link.

Tenant Name	Current	Arrival Date	Departure Date	Days Occupied				
<a href="#">Dave Harrison</a>	Yes	06/08/2015		FY2015: 115 Total: 115	<a href="#">Tenant Summary</a>			
<a href="#">Emily Prud'homme</a>	No	06/08/2015	10/01/2015	FY2015: 115 FY2016: 1 Total: 116	<a href="#">Tenant Summary</a>	<a href="#">Copy Tenant</a>	<a href="#">Stop Payment Form</a>	
<a href="#">Michael Frederick</a>	No	07/07/2014	10/31/2014	FY2014: 86 FY2015: 31 Total: 117	<a href="#">Tenant Summary</a>	<a href="#">Copy Tenant</a>		

## DISCARD AN ERRONEOUS TENANT

To **delete a tenant that was entered by mistake** and did not occupy this unit, use the blue [Discard Tenant](#) link. Sometimes Housing or Tenant Managers add a tenant to the wrong housing unit or enter an expected occupant who never arrived. If a tenant lived in this unit, do not “discard” them – you should “stop” them by going to the *Documents* tab of their unit and selecting “Stop Tenant Payment.”

Tenant Name	Current	Arrival Date	Departure Date	Days Occupied				
<a href="#">Dave Harrison</a>	Yes	06/08/2015		FY2015: 115 Total: 115	<a href="#">Tenant Summary</a>			
<a href="#">Emily Prud'homme</a>	No	06/08/2015	10/01/2015	FY2015: 115 FY2016: 1 Total: 116	<a href="#">Tenant Summary</a>	<a href="#">Copy Tenant</a>	<a href="#">Stop Payment Form</a>	
<a href="#">Michael Frederick</a>	No	07/07/2014	10/31/2014	FY2014: 86 FY2015: 31 Total: 117	<a href="#">Tenant Summary</a>	<a href="#">Copy Tenant</a>		
<a href="#">Dave Harrison</a>	No	06/09/2014	09/19/2014	FY2014: 103 Total: 103	<a href="#">Tenant Summary</a>	<a href="#">Copy Tenant</a>		
<a href="#">Michael Cook</a>	No	06/01/2014	07/01/2014	FY2014: 31 Total: 31	<a href="#">Tenant Summary</a>	<a href="#">Copy Tenant</a>		
<a href="#">Michael Frederick</a>	No	06/09/2014	06/09/2014	FY2014: 1 Total: 1	<a href="#">Tenant Summary</a>	<a href="#">Copy Tenant</a>	<a href="#">Discard Tenant</a>	
<a href="#">Michael Cook</a>	No	05/19/2014	05/19/2014	FY2014: 1 Total: 1	<a href="#">Tenant Summary</a>	<a href="#">Copy Tenant</a>	<a href="#">Discard Tenant</a>	
<a href="#">Michael Cook</a>	No	05/05/2013	09/18/2013	FY2013: 137 Total: 137	<a href="#">Tenant Summary</a>	<a href="#">Copy Tenant</a>		
<a href="#">Dave Harrison</a>	No	06/09/2013	09/16/2013	FY2013: 100 Total: 100	<a href="#">Tenant Summary</a>	<a href="#">Copy Tenant</a>		

The [Discard Tenant](#) link does not display for every tenant. If a tenant arrived within the last 30 days, or arrived and departed on the same day, the link is available.

If a tenant should be discarded, but was entered more than 30 days ago, go to the *Documents* tab and “Stop Payment” using a DEPARTURE DATE that is the same as their ARRIVAL DATE. Then return to the *Tenants* tab and click “Discard Tenant.” To discard any other tenant when you cannot, contact the iQMIS Help Desk.

## RENT TAB

Click on the *Rent* tab to view or print the current and previous rent calculations. The rent records on this tab cannot be changed or removed by the Housing or Tenant Manager – they are “read only.” The iQMIS Help Desk can delete erroneous rents from this list upon request.

**Rent**

Click on the appropriate link to view the Housing Rent Summary (if available) or Housing Rent Detail.

ARS, HIGH PLAINS GRASSLANDS RES STA, 0000B005, RESIDENCE #5, Colorado/Utah/Wyoming, House

Records 1 to 20 of 20  
previous | 1 | 2 | next

Effective Date of Rent	Date Prepared	Prepared By			Fed Net Monthly Unit Rent	Fed Net Tenant Rent		
						Monthly	Biweekly	Daily
06/09/2019	04/18/2019	Lisa Baete	<a href="#">Housing Rent Summary</a>	<a href="#">Housing Rent Detail</a>	\$998.01	\$499.01	\$230.29	\$16.62
05/26/2019	05/23/2019	Lisa Baete	<a href="#">Housing Rent Summary</a>	<a href="#">Housing Rent Detail</a>	\$831.56	\$415.78	\$191.88	\$13.85
05/26/2019	04/18/2019	Lisa Baete	<a href="#">Housing Rent Summary</a>	<a href="#">Housing Rent Detail</a>	\$998.01	\$499.01	\$230.29	\$16.62
05/12/2019	04/18/2019	Lisa Baete	<a href="#">Housing Rent Summary</a>	<a href="#">Housing Rent Detail</a>	\$998.01	\$499.01	\$230.29	\$16.62
03/03/2019	01/30/2019	Lisa Baete	<a href="#">Housing Rent Summary</a>	<a href="#">Housing Rent Detail</a>	\$998.01	\$998.01	\$460.58	\$33.23
03/04/2018	01/23/2018	Phil Parkovich	<a href="#">Housing Rent Summary</a>	<a href="#">Housing Rent Detail</a>	\$962.41	\$962.41	\$444.15	\$32.05
10/30/2017	10/26/2017	Erica Jones	<a href="#">Housing Rent Summary</a>	<a href="#">Housing Rent Detail</a>	\$899.58	\$899.58	\$415.16	\$29.96

A “Housing Rent Summary” and “Housing Rent Detail” are automatically saved on the *Rent* tab for the “Effective Date” entered when any Documents are viewed (even if you only view a lead-based paint document.) The most recent rent calculation for the unit is on the top of the list, listed in descending order. Click on the blue [Housing Rent Summary](#) link to view or print the rent for that date. (See example below.)

On the Rent tab, iQMIS displays both the “monthly unit rent” and the “monthly tenant rent.” If a tenant shares a house or apartment with roommates, their share of the unit rent is called the tenant rent. (The *Housing Unit* PLANNED TENANTS field determines how the unit rent is split between roommates.)

Everyone’s “per tenant” rent is also saved on their Tenants record, under RENT SUMMARY/HISTORY. When any *Documents* are viewed for that specific tenant, the tenant’s rent is updated.

To **compute, view/print and save a new rent** calculation from the current inventory, go to the **Documents tab**. iQMIS does not compute new rents automatically when something in the housing Inventory is changed.



## DOCUMENTS TAB

The *Documents* tab is used by the designated Housing or Tenant Manager to print a tenant's lease and other documents for signature and rent collection. **iQMIS calculates the current rent any time a user views/prints any document from the *Documents* tab.**

The Housing or Tenant Manager will view, print or download tenant documents in the following situations:

- 1) When a new tenant arrives – to compute and save the tenant's rent, print their lease agreement, print the EPA's lead-based paint disclosure and brochure (if applicable), and print rent payment forms for processing
- 2) When a tenant departs – to stop the tenant's rent payment and print rent payment forms for processing
- 3) Annually around December/January to change the tenant's rent payment for inflation/market value effective in March (per A-45) – to compute the new rent and print each tenant's rent change notice. (The *Installation Documents* function can be used to print all tenant documents at once.)
- 4) As needed when the inventory has changed, e.g., when the roommate arrangements are significantly changed, when a tenant's 2 roommates have departed for the winter, when a bedroom is locked off, or when a data error is discovered (e.g., to add electricity that's provided but not included in the rent) – to compute/print the new rent and print the tenant's rent change notice.

Within a selected housing unit, click on the *Documents* tab. The *Documents* tab changes to the appropriate options for that unit and its tenants. For example, if the unit is vacant, *Documents* will not display the "Start Tenant Rent" or "Stop Tenant Rent" options. If a new tenant has not yet been "Started," then "Change Tenant Rent" or "Stop Tenant Rent" does not display.

Return to Main Menu

Housing Unit

Location

Building

Adjustments

Utilities

Property / Services

Tenants

Rent

Documents

## Housing Documents

Click on the appropriate button to view Housing Documents.

TEST, TEST INSTALLATION, 123OJS, 3 Bed House, Plains, House

Start Tenant Rent	Start tenant rent on arrival. Compute rent, print arrival documents, send new rent to payroll or start new bill for accounting system.
Change Tenant Rent	Change tenant rent for inventory/CPI adjustment or reprint arrival documents. Compute rent change, print/reprint change notice, reprint start/arrival documents, send rent change to payroll, or change bill for accounting system. Start documents must be produced before Change documents can be created.
Stop Tenant Rent	Stop tenant rent on departure. Print and send stop rent to payroll or stop bill for accounting system. To reprint stop payment on former tenants, see TENANT tab. Start documents must be produced before Stop documents can be created.
Blank Tenant Rent	Used to compute unit rent from current inventory without affecting tenant rents. Compute/print unit rent or blank lease. Does not send rent change to payroll.

### “START TENANT RENT” WHEN TENANT ARRIVES

After the new tenant’s information is added on the *Tenants* tab, go to the *Documents* tab and select the **“Start Tenant Rent”** button. [NOTE: Users will not see the “Start” button if there are no new tenants entered. To reprint documents for a tenant who was already started, choose “Change Tenant Rent.”] This function computes the tenant’s rent and prints their lease agreement, lead-based paint disclosure and brochure (if applicable) and rent payment form.

Start Tenant Rent Housing Documents

To view housing documents, please fill the following fields and then click the VIEW DOCUMENTS button.

Viewing or printing any document will compute and save a new rental rate. Rent is always based on current inventory, regardless of when the change was made. To see a previous rent calculation (based on a previous inventory), see the RENT tab.

View Documents

Cancel

★ required field

TEST, TEST INSTALLATION, G011539, Northeast, Plex

CPI Effective Date of Rent 03/03/2019

Tenant: ★

Arrival Date (mm/dd/yyyy) \*

● Laura Walters (Bill for Collection)

04/01/2019

\* Arrival Date is the Effective Date of Rent for New Tenants.

Documents: ★

Warning: Do not Email any form that contains PII data.

☒ Rent Payment Form \*

☒ Housing Rent Summary

☒ Assignment Agreement \*

☐ Inventory (optional)

☐ Federal Tenant Brochure (optional)

☒ Lead-Based Paint Disclosure \*\*

☒ Lead-Based Paint Brochure \*\*

Clear All

Select All

\* Only these documents are available for tenants with a Transient Rate.

\*\* EPA regulations require Lead-Based Paint (LBP) Disclosure and LBP Brochure upon arrival.

View Documents

Cancel

★ required field

40

**Tenant** (defaults to select new tenant) – If more than one tenant is listed, select the radio button for a specific tenant’s name or select “**All Tenants**” (if available) to produce these documents for all new arrivals.

**Arrival Date** (required; defaults to *Tenants* Arrival Date) – The ARRIVAL DATE can be changed on this page on the first attempt only. The ARRIVAL DATE can also be changed on the *Tenants* tab; then return to the *Documents* tab to “Start Tenant Rent.”

The ARRIVAL DATE can be 9 months prior to today’s date (but not before this year’s CPI effective date) and 2 months after today’s date. If your new tenants’ arrival information is difficult to obtain and you are experiencing delays in communication, new arrivals could be required to appear at the Housing Office to sign their lease documents, or the Housing Office should control housing assignments and keys. Delays in entering employees into iQMIS can cause rent debts to accrue.

If their Arrival Date is before this year’s CPI effective date, and iQMIS will not allow the Date needed, contact the iQMIS Help Desk.

**Documents** (YES/NO check boxes; at least one document is required) – Check off one or more of the following documents to print for this tenant. Not all documents need to be provided to every tenant. The following table indicates which documents are typically provided to a new tenant. Follow your agency’s instructions.

**New Tenant – Start Rent Documents**

New Tenant	Rent Payment Form	Rent Summary	Assignment Agreement (A-45 reqd)	Tenant Rent Notice	Inventory	LBP Disclosure & Brochure	Federal Tenant Brochure
<b>Fed Permanent</b>	Yes, for internal use	<b>Yes</b>	<b>Yes</b>	N/A	Optional	<b>Yes</b> , if applicable	Recommended, but Optional
<b>Fed Seasonal</b>	Yes, for internal use	<b>Yes</b>	<b>Yes</b>	N/A	Optional	<b>Yes</b> , if applicable	No
<b>Anyone Visiting 100 days or longer</b>	Yes, for internal use	No	<b>Yes</b>	N/A	No	<b>Yes</b> , if applicable	No
<b>Anyone Visiting less than 100 days</b>	Yes, for internal use	No	<b>Yes</b>	N/A	No	No	No

- **Rent Payment Form** – If checked, iQMIS creates the form for payroll or accounting purposes.

PROCESSING: This form is not provided to the tenant. Your bureau/agency policy dictates how the form is processed for each payment method and who processes it (payroll or accounting staff.) The “Rent Payment Form” reflects the individual tenant’s METHOD OF PAYMENT, and

therefore each METHOD may be processed differently. **iQMIS Users are responsible to ensure that the “Rent Payment Form” for each tenant they enter is sent to the appropriate staff to process correctly.**

**DOI/DOT/IBWC PROCESSING – Payroll Deduction Only:** if a specific tenant or “All Tenants” are payroll deduction, whether the “Rent Payment Form” is selected or not, iQMIS will send an “Add Rent” action to FPPS. Print this “Rent Payment Form” for confirmation. All other payment methods are processed manually, according to your agency’s process.

If the ARRIVAL DATE is incorrect, you can change it on the *Documents* tab when “Start Tenant Rent.” If the tenant has already been started, change the ARRIVAL DATE on the *Tenants* tab, and then “Start Tenant Rent” on *Documents*. If the RENT is incorrect, make the appropriate changes to the Inventory, then “Change Tenant Rent” on *Documents* using their ARRIVAL DATE again as the EFFECTIVE DATE OF RENT.

- **Housing Rent Summary** – If checked, iQMIS generates the rent in effect on the tenant’s ARRIVAL DATE. You do not need to print the “Rent Summary” for Dormitory residents, volunteers, students, interns or TDY visitors that are paying by “Benefiting Account,” or those paying the Transient Rate.

PROCESSING: This form is printed for the tenant; it is also saved on the *Rent* tab.

- **Assignment Agreement** – If checked, iQMIS generates the “Housing Assignment Agreement” (a.k.a. Lease Agreement or IHS 6070A.) You should print an “Assignment Agreement” for every tenant in order to control and protect the government’s property, and to notify the renter of their responsibilities. Some agencies have a separate, specific Agreement for volunteers, minors, or short-term visitors, but **all tenants must sign an agreement of some kind, per A-45.**

PROCESSING: A-45 requires that their Agreement be signed before a new tenant receives their key or occupies housing. The tenant receives a copy and the housing office files the original signed “Agreement.”

**The Housing/Tenant Manager is responsible to ensure that the “Assignment Agreement” for each tenant they enter is signed by the tenant and/or provided to the administrator.** This is a federal property management control. Follow your Agency process for filing the signed Lease, as federal records retention rules apply to housing leases. Signed leases must be retained for at least 3 years after the tenant’s departure date (see NARA housing records retention schedule.) Users can attach the signed agreement to the tenant’s record under *Tenants* - TENANT ATTACHMENTS.

- **Inventory** (optional) – If checked, iQMIS generates the housing unit “Inventory” for the tenant. The “Inventory” is optional, because the government-provided housing, appliances,

services and furnishings included in the rent are also listed on the “Housing Rent Summary.”  
Dormitory residents and other short-term visitors do not need a copy of the “Inventory.”

PROCESSING: This is an optional document, for information only. Tenants may also discover erroneous charges on the “Rent Summary” which reflect an error in the Inventory.

- **Privacy Notice** (optional) – If checked, iQMIS prints a description of the uses of the tenant’s personal information.
- **Federal Tenant Brochure** (optional) – If checked, iQMIS generates the “Federal Tenant Brochure,” which explains rent-setting regulations and appeal processes. This is recommended for **permanent employees**. Dormitory residents and other short-term visitors do not need a copy of this Brochure.
- **Lead-Based Paint (LBP) Disclosure & Brochure** (required if indicated) – EPA regulations require that the Tenant Manager provide most new tenants with a copy of the “EPA Lead-Based Paint Brochure” and “Disclosure Form” for specific units. If checked, iQMIS generates these LBP documents.

If this unit is “exempt” from EPA’s requirements (per the *Building* tab,) the LBP disclosure and brochure check boxes **do not appear** on the *Documents* screen.

LBP Forms are required upon arrival only, per [EPA](#) regulations. There are exemptions – users do not need to provide the EPA form or brochure for these housing units:

1. Housing built in 1978 or after
2. 0-bedroom units, such as studio or efficiency apartments
3. Leases of 100 days or less
4. Rental houses that have been inspected by a State certified inspector and found to be free of LBP
5. Lease renewals, if LBP previously disclosed to tenants

If this unit is not clearly exempt, iQMIS provides **details about this unit in green** to help the Housing/Tenant Manager decide if any of the 5 listed exemptions apply to this new tenant. For example, “this housing unit was built in 1958,” or “this housing unit has 3 bedrooms,” or “this housing unit has a LBP status of ‘Not Inspected.’” If you are unsure about who gets notified and who does not, it’s safer to print and provide the LBP disclosure/brochure. Agencies have been fined by the EPA in the past for failing to provide these lead paint hazard documents.

The “Lead Based Paint Disclosure” is customized for each unit based on the information entered on the *Building* tab. You do not need to print the 8-page “LBP Brochure” directly from iQMIS. You can make copies of the brochure for future tenants or order preprinted color brochures from the EPA.

PROCESSING: The “Lead Based Paint Disclosure Form” should be signed by the new tenant. The

tenant receives a copy, and the original is kept on file as proof that EPA regulations were met. Alternately, users can attach the signed disclosure to *Tenants* - TENANT ATTACHMENTS.

The “LBP Brochure” is not signed and does not need to be filed, as it is not unique to this housing unit.

Once your new tenant document selections are made, click the *View Documents* button.

**IQMIS** **TEST AGENCY** 7/31/2015  
**Rent of Government Housing**  
**Payment Processing Form**

<b>Location</b>	TEST INSTALLATION	<b>Occupant</b>	G.I. JOE
<b>Quarter No.</b>	PLEX1	<b>Occupation</b>	Fed Perm
<b>Org Code</b>	123456	<b>Arrival Date</b>	8/1/2015

**Payment Method**

<input type="checkbox"/> Personal Check/Money Order	<input type="checkbox"/> Contract
<input type="checkbox"/> Charge Card/Credit Card	<input type="checkbox"/> Interagency Agreement
<input type="checkbox"/> Bill for Collection	<input type="checkbox"/> Memo of Understanding
<input checked="" type="checkbox"/> Benefiting Account (Charge to Internal Account designated below) Eligibility:	
<input type="checkbox"/> Employee on Travel Duty	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Employee on Detail	<input type="checkbox"/> Student
<input type="checkbox"/> Employee Permanent Change of Station	<input type="checkbox"/> Other (specify) _____

**Payment Action**

<input checked="" type="checkbox"/> Start Rent Obligation
<input type="checkbox"/> Change Rent Amount
<input type="checkbox"/> Stop Rent Obligation

**Rent Information**

<b>Effective Date</b>	8/1/2015	<b>Type of Payment</b>	Quarters Rent
<b>Monthly Amount</b>	\$1,307.30	<b>Rent Deposit Account</b>	N/A
<b>Daily Amount</b>	\$43.53		

**Rent Payment Information**

<b>Payment Organization</b>	_____
<b>Payment Contact</b>	_____
<b>Contact Address</b>	_____
<b>Contact City/State/Zip</b>	_____
<b>Contact Email Address</b>	_____

Scroll down to view subsequent pages. Print or save the documents using the Adobe toolbar.



NOTE that the “Rent Payment Form” may contain personally identifiable information (PII). PII may not be emailed unless encrypted, per federal security regulations (FIPS 140-2.) If you print and keep a copy, then you are responsible for locking it up or shredding it. PII includes (but is not limited to) an individual’s social security number, last 4 of the SSN, personal mailing address, personal phone, personal email, charge card, credit card, debit card, or banking information.

**DOI/DOT/IBWC Only:** For payroll deductions, “Start Tenant Rent” on the *Documents* tab will send the rent to FPPS automatically.

**DOI Only:** “Start Tenant Rent” on the *Documents* tab will also send the tenant’s ARRIVAL DATE to the FBMS property module, which opens a contract for each tenant and housing unit and records the rental rate.

**Other Documents not listed in the DOCUMENTS screen** may also be required, per your agency/bureau housing policy. For example,

- In DOI, a Revocable License for Non-Federal Use of Real Property, GSA Form 1582 is required for non-Federal tenants who are not performing work for the government.
- In DOI, Regional approval of a Permit for Use of Real Property by Federal Agency, Form GSA-1583, is required for other Federal bureau/agency tenants.
- If the government has authorized OFFICIAL USE space, it must be included in the Lease, per A-45. You may use the “Official Use Space Approval Form” in *Resources* and attach it to the Lease.
- Additional Agency/Bureau or Installation Tenant Rules of Behavior or Pet Policy, etc. These should be noted on the *Housing Unit* TERMS AND CONDITIONS, which print on the Lease.

Provide any other instructions or documents to the new tenant, as required by your agency or housing site. Get documents signed, make copies for the tenant, process and then file according to your agency’s procedures.

Housing/Tenant Managers should help to set expectations and let permanent tenants know that their rent will change based on their number of roommates, every March for inflation, and every four years for rents in the private rental market.

**IMPORTANT:** New arrivals in December/January/February/early March must also receive a rent change notice for their CPI adjustment. These new arrivals should receive two rental rates – one in effect on their arrival, and a second rent in effect the first pay period in March. Provide the arrival documents (their first rent), plus print “Change” for their second rent and print a “Rent Payment Form,” a “Rent Summary,” and a “Tenant Rent Notice” for the CPI effective date.

#### “STOP TENANT RENT” WHEN TENANT DEPARTS

[NOTE that you will not see a “Stop Tenant Rent” button on the *Documents* tab if the unit is vacant or if the tenant has not yet been “Started.”]

Once a tenant moves out of housing, their rent payments must be “Stopped” from the *Documents* tab. “Stopping” the tenant’s rent will change their status to CURRENT=NO.

There is no need to enter a DEPARTURE DATE on the *Tenants* tab. Go directly to the *Documents* tab for

the tenant's unit and select the **"Stop Tenant Rent"** button. A tenant is departed ("checked out" of iQMIS) only after their "Rent Payment Form" has been viewed or printed.

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Housing Unit Location Building Adjustments Utilities Property / Services Tenants Rent Documents

### Stop Tenant Rent Housing Documents

To view housing documents, please fill the following fields and then click the VIEW DOCUMENTS button.

To view or print a previous tenant's Rent Payment Form, see the TENANTS tab. To change information on a previous tenant, contact the iQMIS Help Desk at iQMIS\_HelpDesk@ibc.doi.gov.

View Documents Cancel

TEST, TEST INSTALLATION, 123OJS, 3 Bed House, Plains, House

Tenant: ★

George Joe (Bill for Collection, Arrival 02/09/2011)

Departure Date (mm/dd/yyyy)

Documents: ★

Warning: Do not Email any form that contains PII data.

☐ Rent Payment Form

☐ Vacancy Inspection Form (optional)

View Documents Cancel

Once a tenant has been "stopped," they become CURRENT=NO and cannot be changed or reprinted. Contact the iQMIS Help Desk if the tenant was "stopped" by mistake or if other tenant changes are needed.

**Tenant** (YES/NO radio button; default is NO) – Select the radio button to indicate a specific tenant who has departed this unit.

**Departure Date** (required) – Enter the date the tenant departed from housing. This date will print on the stop payroll deduction, stop rent action, or rent payment form. This DEPARTURE DATE is also saved on the *Tenants* record.

**Documents** (YES/NO check box)

- **Rent Payment Form (or IHS 6070B)** – When checked, iQMIS generates the form for payroll or accounting purposes. The type of form differs according to the tenant's PAYMENT METHOD (Payroll Deduction, Bill for Collection, Benefiting Account, etc.)

PROCESSING: This form is not provided to the tenant. It should be forwarded to payroll or accounting staff, based on your Agency/Bureau process for each payment method. **Housing or Tenant Managers are responsible to ensure that the "Rent Payment Form" for each tenant they depart is provided to the correct administrator for collection.**



NOTE: The “Rent Payment Form” may contain personally identifiable information (PII.) PII may not be emailed unless encrypted, per federal security regulations (FIPS 140-2.) If you keep a copy, then you are responsible for securing any PII by locking it up or shredding it.

**DOI/DOT/IBWC – Processing Payroll Deduction Only:** For employees on Payroll Deduction, “Stop Tenant Rent” will send a “stop rent” action automatically to the IBC’s payroll system, FPPS. Users may print the “Stop” document for your files. If the DEPARTURE DATE is incorrect, or if you stop a tenant by mistake, call the iQMIS Help Desk for correction.

- Vacancy Inspection Form (optional) – An inspection of the housing unit for excessive wear and tear, cleaning, and damage should occur upon departure. This Form is provided as a reminder, but it is not mandatory. Follow your bureau/agency check-out inspection procedures.

Click the *View Documents* button. A sample Stop “Rent Payment Form” is displayed:

<b>Location</b> TEST INSTALLATION <b>Quarter No.</b> 00000056 <b>Org Code</b> 0008800	<b>Occupant</b> JOHN WRIGHT <b>Occupation</b> Non-Fed Vol <b>Arrival Date</b> 6/18/2020 <b>Departure Date</b> 7/31/2020		
<b>Payment Method</b> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Personal Check/Money Order <input type="checkbox"/> Charge Card/Credit Card <input type="checkbox"/> Bill for Collection <input checked="" type="checkbox"/> Benefitting Account (Charge to Internal Account designated below)</div><div><input type="checkbox"/> Contract <input type="checkbox"/> Interagency Agreement <input type="checkbox"/> Memo of Understanding <b>Eligibility:</b> <input type="checkbox"/> Employee on Travel Duty <input type="checkbox"/> Employee on Detail <input type="checkbox"/> Employee Permanent Change of Station <input type="checkbox"/> Volunteer <input type="checkbox"/> Student <input type="checkbox"/> Other (specify) _____</div></div>			
<b>Payment Action</b> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Start Rent Obligation <input type="checkbox"/> Change Rent Amount <input checked="" type="checkbox"/> Stop Rent Obligation</div><div></div></div>			
<b>Rent Information</b> <table style="width: 100%;"><tr><td style="width: 50%;"><b>Effective Date</b> 7/31/2020 <b>Monthly Rate</b> \$265.25 <b>Daily Rate</b> \$8.85 <b>Final/Total Rent Due</b> \$389.40</td><td style="width: 50%;"><b>Type of Payment</b> Quarters Rent <b>Rent Deposit Account</b> 1000247940000035 <b>Days in Housing</b> 44</td></tr></table>		<b>Effective Date</b> 7/31/2020 <b>Monthly Rate</b> \$265.25 <b>Daily Rate</b> \$8.85 <b>Final/Total Rent Due</b> \$389.40	<b>Type of Payment</b> Quarters Rent <b>Rent Deposit Account</b> 1000247940000035 <b>Days in Housing</b> 44
<b>Effective Date</b> 7/31/2020 <b>Monthly Rate</b> \$265.25 <b>Daily Rate</b> \$8.85 <b>Final/Total Rent Due</b> \$389.40	<b>Type of Payment</b> Quarters Rent <b>Rent Deposit Account</b> 1000247940000035 <b>Days in Housing</b> 44		

Print or save the Form(s) using the Adobe® toolbar. Process the “Stop Payment Form” according to the tenant’s RENT PAYMENT METHOD with your payroll or accounting office. If you save a “Rent Payment Form” to your PC, and it contains PII, it must not be emailed unless encrypted, per federal security regulations (FIPS 140-2.)

The “Rent Payment Form” displays the “Total Rent Due” only for occupancies of 90 days or less. In USFS, “Total Rent Due” displays for occupancies of 180 days or less.

**USFS Only:** Bill for Collection, Benefitting Account, Internal Agreement and Charge Card PAYMENT METHODS charges rent according to “nights” in housing. The “Total Rent Due” calculation uses “nights”

if the visit is less than 90 nights. Payroll Deduction charges rent according to “days” in housing.

**DOI Only:** “Stopping” payment on the *Documents* tab will also send the tenant’s DEPARTURE DATE to the FBMS property module, which computes the “total rent collected” for each tenant and housing unit.

**TO REPRINT A STOP PAYMENT:** If, for some reason, you were unable to print the “Stop Payment Form” (it doesn’t display, you accidentally exit, or your printer runs out of paper), another copy can be reprinted from the TENANT tab. See the [Stop Payment Form](#) link on the TENANTS tab.

#### “CHANGE TENANT RENT” FOR INVENTORY CORRECTIONS OR ANNUAL CPI ADJUSTMENT

**Rents may be revised at any time to correct** the iQMIS housing Inventory. For example, if electricity (*Utilities* tab) is provided by the agency but is not properly included in the rent, or if the NEAREST ESTABLISHED COMMUNITY is incorrect, or if the number of roommates (PLANNED TENANTS) are changed. The “Housing Assignment Agreement” notifies all tenants that their rent can be changed at any time if it is out of compliance with OMB *Circular A-45* or 5 U.S.C. 5536.

Since any change to the Inventory can affect the rent, Housing and Tenant Managers must communicate with each other to coordinate a change and its effect on a tenant. Housing Managers should not make Inventory changes without informing the local Tenant Manager. Per the “Assignment Agreement,” the government must provide the tenant with **30 days’ advance notice** of an increase to rent (but decreases can take effect immediately.)

**Rents must be adjusted for all tenants during the first pay period in March** for inflation or new rental market values, as required by OMB Circular A-45 regulations. Use the *Documents* tab to change rent for one or all tenants in a given housing unit. If you have numerous housing units, see the “**Installation Documents**” section for instructions on how to print all your tenants’ CPI rent change notifications at one time. These are done in December or January annually.

Note: If there are no occupants, the “Change Tenant Rent” button is not visible on the Documents tab. To change a tenant’s rent, select the “**Change Tenant Rent**” button on the *Documents* tab.

The government cannot increase a tenant's rent without first providing a written notice of the new rent at least 30 days in advance. Reductions in rent can be implemented without advance notice, per the terms of the Quarter Assignment Agreement.

TEST, TEST INSTALLATION, 123OJS, 3 Bed House, Plains, House

CPI Effective Date of Rent 03/05/2017

Effective Date of Rent: ★

\* Documents only produced for tenants where Effective Date of Rent > Tenant Arrival Date.

Tenant: ★ ☒ George Joe (Bill for Collection, Arrival 02/09/2017)

Documents: ★

Warning: Do not Email any form that contains PII data.

☐ Rent Payment Form \*  
☐ Housing Rent Summary  
☐ Housing Rent Detail (optional)  
☐ Assignment Agreement \* (optional)  
☐ Tenant Rent Notice \*  
☐ Inventory (optional)  
☐ Federal Tenant Brochure (optional)  
☐ Lead-Based Paint Disclosure \*\* (optional)  
☐ Lead-Based Paint Brochure \*\* (optional)

\* Only these documents are available for tenants with a Transient Rate.  
\*\* EPA regulations require Lead-Based Paint (LBP) Disclosure and LBP Brochure upon arrival.

**Tenant** (YES/NO radio button; default is “All Tenants”) – Select the radio button for a **specific tenant** whose rent is being changed. Selecting “All Tenants” will produce these documents for all current tenants at once.

**Effective Date of Rent** (required; defaults to March CPI date in Dec/Jan/Feb/March) – The **EFFECTIVE DATE** is the date the rent change begins; it prints on the Rent Payment/Payroll Deduction Form for payroll or administrative purposes. **Tenants must be given at least 30 days’ advance written notice** of any increase to their rent, per the terms of the “Assignment Agreement,” so this can be a future date. This notification period will determine the **EFFECTIVE DATE** that you enter. The **EFFECTIVE DATE** you can enter is limited to 9 months prior to today’s date (but not prior to the last CPI date) and 2 months after today’s date.

**Documents** (YES/NO check boxes; at least one document is required) – Check off one or more of the following documents. Not all documents need to be provided to every tenant. The following table indicates which documents are typically provided to an existing tenant for rent change notification.

### Existing Tenant – Rent Change Documents

Existing Tenant	Rent Payment Form	Rent Summary	Rent Detail	Assignment Agreement	Tenant Rent Notice	Inventory	LBP Disclosure & Brochure	Federal Tenant Brochure
<b>Fed Permanent</b>	Yes, for internal use	<b>Yes</b>	Optional	Recommended for CPI Changes, but see your Agency Policy	<b>Yes</b>	Optional	No	Recommended, but Optional
<b>Fed Seasonal</b>	Yes, for internal use	<b>Yes</b>	Optional	No	<b>Yes</b>	No	No	No
<b>Anyone Visiting 100 days or longer</b>	Yes, for internal use	No	No	No	<b>Yes</b>	No	No	No
<b>Anyone Visiting less than 100 days</b>	Yes, for internal use	No	No	No	No	No	No	No

- **Rent Payment Form (N/A for IHS)** – If checked, iQMIS generates the form for payroll or accounting purposes. The form is customized to this tenant’s RENT PAYMENT METHOD (Payroll Deduction, Bill for Collection, Benefiting Account, etc.)

PROCESSING: This form is not provided to the tenant. It needs to be given to payroll or accounting staff, and your agency policy dictates how the form is processed for each payment method. The “Rent Payment Form” reflects the individual tenant’s METHOD OF PAYMENT, and each METHOD may be processed differently. Print the “Rent Payment Form” to process the rent change. **iQMIS users are responsible to ensure that the “Rent Payment Form” is provided to the correct administrator for rent collection.**

**DOI/DOT/IBWC – Process Payroll Deductions Only:** Whether the “Rent Payment Form” is selected or not, iQMIS will automatically send a “change rent” action to FPPS if a specific tenant or “All Tenants” is selected. Print the “Rent Payment Form” for your files.

If the EFFECTIVE DATE is incorrect, just reprint the tenant’s *Documents* using the correct DATE. If the RENT is incorrect, make the appropriate changes to the Inventory, then reprint (**Change**) the tenant’s *Documents*.

If a tenant’s rent increases by \$100 or more per month, A-45 allows them to gradually pay the new rent over the next year in four increments. This **applies only to Fed Permanent, Fed Term, Fed Commission Corps, Non-Fed Tribal, Non-Fed Health, Fed-Other Duty Station** (if BOC) and **Fed-Other Federal** (if BOC) tenants living in housing on the effective date. If eligible, these four increments and the effective dates will print on the “Rent Payment Form” and the

## “Tenant Rent Notice.”

If a tenant’s rent increases by \$200 or more per month, for any reason, A-45 allows them to gradually pay the new rent over the next two years in eight increments, if requested by your Agency and approved by the Chair of the National Housing Council. In March, the four remaining increments are adjusted for inflation (CPI.) If eligible, these eight increments and the effective dates will print on the “Rent Payment Form” and the “Tenant Rent Notice.”

- **Housing Rent Summary** – If checked, iQMIS generates the current rent description for the tenant. You do not need to print the “Rent Summary” for volunteers or visitors that are paying by “Benefiting Account,” those paying the Transient Rate, or Dormitory residents.

Whether the “Rent Summary” is selected or not, the rent for the “Effective Date” is calculated and saved in iQMIS on the *Rents* tab.

PROCESSING: This form is printed for the tenant; it is also automatically saved by iQMIS on the *Rents* tab. Tenants may discover erroneous charges on the “Rent Summary” which reflect an error in the iQMIS data.

- **Housing Rent Detail** (optional) – If checked, iQMIS generates the current rent calculation. This “Rent Detail” provides the complete rent formula and is not normally provided to tenants. The “Housing Rent Summary” is preferred.

Whether the “Rent Detail” is selected to print or not, the rent is calculated, and this document is saved on the *Rents* tab.

PROCESSING: This form is printed for the tenant; it is also automatically saved by iQMIS on the *Rents* tab. Tenants may discover erroneous charges on the “Rent Detail” which reflect an error in the iQMIS data.

- **Assignment Agreement (“Lease”)** – If checked, iQMIS generates the “Assignment Agreement.” For changes to rent, a new “Assignment Agreement” is typically not required. For annual CPI/Survey changes, follow your agency’s policies on lease renewals. Some agencies require the “Agreement” be signed annually, and others do not.

**IHS Only:** The “Assignment and Acceptance Agreement” (6070A) is printed for all rent changes as it is also used as a rent collection form.

PROCESSING: The Tenant Manager is responsible to ensure that the “Assignment Agreement” is signed by each tenant and/or provided to the administrator. This is a federal property

control. The tenant receives a copy and the housing office retains the original per the records retention rules. A scanned version of the signed Lease can also be attached in the Tenants tab under TENANT ATTACHMENTS.

- **Tenant Rent Notice** – If checked, iQMIS generates the “Tenant Rent Notice.” This document can serve as the “written notification” of a rent change. The “Rent Notice” provides the reason for the rent change, the tenant’s previous rent, their new rent, and the amount of change. Some agencies do not use the iQMIS “Notice” and prefer to create a custom memo or email.

Verify the Previous Rent, and if it is incorrect, contact the iQMIS Help Desk. This will occur if a rent change was calculated for a tenant on the *Documents* tab but was not actually implemented or submitted by the iQMIS User.

If a tenant’s rent increases by \$100 or more per month, for any reason, A-45 allows them to gradually pay the new rent over the next year in four increments. If eligible, these four increments and the effective dates will print on the “Rent Payment Form” and the “Tenant Rent Notice.”

If a tenant’s rent increases by \$200 or more per month, for any reason, A-45 allows them to gradually pay the new rent over the next two years in eight increments. In March the next year, the four remaining increments are adjusted for inflation (CPI.) If eligible, these eight increments and the effective dates will print on the “Rent Payment Form” and the “Tenant Rent Notice.”

PROCESSING: The “Tenant Rent Notice” should be signed by the tenant as proof that they received 30 days’ advance notice of a rent change. The tenant receives a copy and the housing office files the original “Notice.”

- **Inventory** – If checked, iQMIS generates the housing unit “Inventory” for the tenant. The “Inventory” is optional, but should be provided to permanent residents, so they can review the government-provided housing, appliances, services and furnishings they are paying for and ensure accuracy.


PROCESSING: This is for the tenant’s information only. Tenants may discover erroneous charges on the “Inventory” which reflect an error in the iQMIS data.

- **Lead-Based Paint (LBP) Disclosure and Brochure** – LBP documents are required for new tenants only; they are not provided for rent changes. However, they are made available under the “Change Tenant Rent” function in case the user needs to reprint them.

Once your document selections are made, click the *View Documents* button. Below is a sample “Rent Payment Form,” if selected:

*Warning: Do not Email any form that contains PII data.*

8/4/2015



**TEST AGENCY**  
**Payroll Deduction for Rent of Employee Housing**  
**Request and Authorization Form**

Location TEST INSTALLATION & RATON, NM Quarter No. 123456  
Dept/Bureau \_\_\_\_\_ Org Code 123456  
Employee Name G.I. JOE Social Security \_\_\_\_\_

Payroll Action	Pay Code	Effective Date	Biweekly Rate	Daily Rate	Rent Account
Change	Not Exempt	9/15/2015	\$464.89	\$33.54	57000

**Payroll Action (Check One)**  
☐ Add New Payroll Deduction  
☒ Change Existing Payroll Deduction  
☐ Stop Existing Payroll Deduction

**Pay Code (Check One)**  
☐ Tax Exempt (Required Occupant)  
☒ Not Tax Exempt

Scroll down to view the subsequent pages. Print or save the documents from the Adobe toolbar.



Provide any other cover memo, instructions or documents required by your agency or housing site. Get the documents signed, make copies for the tenant, and file or process according to your agency’s procedures. Signed documents can be stored with the Tenant’s record in *Tenants* TENANT ATTACHMENTS.

#### “BLANK TENANT RENT”

The “Blank Tenant Rent” function is always visible on the *Documents* tab. It is generally used to compute and print a new rent where there are no occupants, and to calculate the rent for “what if” scenarios. Rents are saved on the *Rents* tab but are not attributed to any specific tenant.

**DOI/DOT/IBWC** Users should use “Blank Tenant” Documents to compute and print a “what if” rent without transmitting a “Rent Change” action to FPPS for a specific employee. If you choose “Change Tenant Rent” or “Start Tenant Rent,” the rent is set to FPPS for the employee’s payroll deductions.

#### INSTALLATION DOCUMENTS

The *Installation Documents* function is only performed **once a year, in December or January**. This button is only visible in iQMIS during December, January and February because it is only used for annual

CPI changes. Users will not use this function at other times of the year, so it is unavailable.

**USFS Only:** USFS Tenant Managers cannot see the *Installation Documents* button because annual CPI rent change notifications are the Housing Managers' responsibility.

**All tenants living in housing the first pay period in March must have their rents adjusted, per OMB Circular A-45 regulations.** Adjustments are made for new community rental rents (every four years,) inflation measures (Consumer Price Index, or CPI), and isolation deductions. Using the *Installation Documents* function, housing managers can **produce all tenant documents for the entire installation.** During most of the year, users will enter and depart tenants from their housing unit and produce *Documents* for individual tenants one at a time, as needed.

**Housing and Tenant Managers will receive an email with instructions in early December,** when the adjusted rent formulas are available in iQMIS. They are also posted in *Resources* – “Instructions for Implementing CPI Rents in iQMIS.” Your agency may provide additional instructions or procedures.

Before using the *Installation Documents* function in December/January:

- resolve any housing “issues” (go to MAIN MENU, “Housing Unit Issues”=YES, then *Search*)
- the housing Inventory should be updated (e.g., utilities, planned tenants, administrative adjustments)
- all tenants should be accurate in iQMIS (started/stopped)
- review the “Current Tenants” Report to verify individual rent payment methods for accuracy, transient rates, arrival dates and estimated departure dates

When ready, click the *Installation Documents* tab from the MAIN MENU.



## Installation Housing Documents

Used only for annual rent change in March.

Click on the Installation Name to produce tenant rent documents.

Installation Documents are produced for occupied units only. If your installation is not listed here, there are no occupied units.

Documents will only be created for housing units with current tenants.

Documents will not be created for new tenants (those not started yet), transients, tenants arriving after the effective date, tenants departing before the effective date, or vacant units.

To obtain rents for vacant units, go to the Main Menu, select a housing unit, go to the Documents tab, and produce blank lease documents. For rent-setting of many vacant units, contact the Help Desk for assistance.

Please use the Agency selection and/or Installation Name field to narrow down the listing below.

Agency:

Installation Name:

Search

Search Agency: ARS

Installation Name	Agency	Number of Occupied Housing Units (Non-Transient)	Housing Issues	Survey Region
<a href="#">BELTSVILLE AGR RES -CENTRAL</a>	ARS	1	No	Northeast
<a href="#">CENTRAL PLAINS EXP RANGE</a>	ARS	1	No	Colorado/Utah/Wyoming
<a href="#">CONSERVATN &amp; PRODUCTN RES LAB</a>	ARS	1	No	New Mexico
<a href="#">FT KEOGH LIVESTOCK RES LAB</a>	ARS	4	No	Idaho/Montana

There are several assumptions and limitations of the *Installation Documents* function, as described onscreen:

- **Issues:** *Installation Documents* are produced for this location only if there are **no issues**. Check the “Housing Issues” column (Yes/No.)
- **Occupied Units:** *Installation Documents* are produced only for **occupied units**, because the purpose is to **notify existing tenants of a rent change occurring in March**. If your installation is not listed under “Installation Name,” there are no occupied units, and therefore no one needs to be notified of a rent change.
- New March rents for **vacant units will be skipped**. If you have numerous vacant units, the iQMIS Help Desk can compute new rents for you, upon request. If you have only a few vacant units, you can compute new March rents one at a time from each unit’s *Documents* tab.
- **Tenant Not Started:** Documents are not produced for **tenants that have not been “started.”** This is because these tenants have no arrival rent computed or saved, no lease agreement, and no rent obligation yet, so their rent cannot be “changed” to a new rate. These tenants will be skipped. Around mid-January, these individuals are indicated on the *Main Menu* and the *Tenant* tab in red text with “(needs change)” after their name. Verify that all tenants have been started before printing the *Installation Documents*.
- **Tenants Paying the Transient Rate:** *Installation Documents* are not produced for **tenants paying the Transient Rate (per the *Tenant* tab.)** These tenants will be skipped. This is because these residents are expected to depart within the next 30 to 90 days and will not need to be notified of the March

rent change. Verify the accuracy of your transients on the “Tenant Occupation and Payment” Report.

- **Tenants Departing Before the Effective Date:** *Installation Documents* are not produced for **tenants that are scheduled to depart before the March CPI date** (per the *Tenants* tab.) These tenants will be skipped. An estimated “Departure Date” is optional, but if one was entered on the *Tenants* record and is before the CPI Date, they will not be living in housing when new rents apply, and do not need to be notified of a rent change.
- **Tenants Arriving After the Effective Date:** *Installation Documents* are not produced for **tenants that are in iQMIS now, but arriving after the March CPI date** (per the *Tenants* tab.) These tenants will be skipped. Since they will be arriving after the March CPI date, they do not need to be notified of a rent change because their “Start Tenant Rent” documents will have the correct CPI rate applied.

If you are responsible for managing more than one installation, you can select the blue [Installation Name](#) link from the list, or search for a specific installation by entering part of the name and clicking the *Search* button. To restore the list to all your installations, delete any text in the “Installation Name” and click *Search* again.

To get started, when you click the blue [Installation Name](#) link, the following screen appears, which is similar to the *Documents* tab for each housing unit:

**Setup Installation Housing Documents**  
To view housing documents, please fill the following fields and then click the VIEW DOCUMENTS button.

[View Documents](#) [Cancel](#)

*Documents will only be created for housing units with current tenants. Documents will not be created for new tenants (those not started yet), transients, tenants arriving after the effective date, tenants departing before the effective date, or vacant units.*

CPI Effective Date of Rent 03/05/2017

Installation: ARS - CENTRAL PLAINS EXP RANGE

Effective Date of Rent (mm/dd/yyyy): 03/05/2017

Documents: **Warning: Do not Email any form that contains PII data.**

- ☒ Rent Payment Form
- ☒ Housing Rent Summary
- ☐ Housing Rent Detail (optional)
- ☐ Assignment Agreement (optional)
- ☒ Tenant Rent Notice
- ☐ Inventory (optional)

[View Documents](#) [Cancel](#)

**Effective Date of Rent** (required; iQMIS defaults to the correct CPI Effective Date) – This EFFECTIVE DATE is the first day of the first full pay period in March, per OMB Circular A-45, and therefore differs each year. This is the date that prints on the Rent Payment/Payroll Deduction Form (or rent change action for DOI/DOT/IBWC.) This is already populated to the current CPI Effective Date. This Date

should only be changed if you have missed the 30-day advance notice deadline (in January/February) required by the Lease and must begin after the CPI Date. Call the Help Desk for guidance if you miss the Date set by A-45 regulations.

**Documents** – Check off one or more of the following documents that need to be printed or saved for your tenants, per your agency’s policy. Not all documents need to be printed or provided to every tenant. Typically, the following documents are printed for notification of the March CPI rent change:

#### Existing Tenant – Rent Change Documents

Existing Tenant	Rent Payment Form	Rent Summary	Rent Detail	Assignment Agreement	Tenant Rent Notice	Inventory	LBP Disclosure & Brochure	Federal Tenant Brochure
<b>Fed Permanent</b>	Yes, for internal use	<b>Yes</b>	Optional	Recommended, but per Agency Policy	<b>Yes</b>	Optional	No	Recommended, but Optional
<b>Fed Seasonal</b>	Yes, for internal use	<b>Yes</b>	Optional	Per Agency Policy	<b>Yes</b>	Optional	No	No
<b>Anyone Visiting 100 days or longer</b>	Yes, for internal use	No	No	Per Agency Policy	<b>Yes</b>	No	No	No
<b>Anyone Visiting less than 100 days</b>	Yes, for internal use	No	No	No	No	No	No	No

- **Rent Payment Form** – If checked, iQMIS generates the form for payroll or accounting purposes. The type of form is specified by this tenant’s RENT PAYMENT METHOD (Payroll Deduction, Bill for Collection, Benefiting Account, etc.)

PROCESSING: This form is not provided to the tenant. It needs to be given to payroll or accounting staff, and your agency policy dictates how the form is processed for each payment method and who processes it. **Housing or Tenant Managers are responsible to ensure that the “Rent Payment Form” for each tenant they enter is provided to the correct administrator in your agency, whether the lease or notice are signed by the tenant or not.**

Also, this “Rent Payment Form” may contain personally identifiable information (PII). PII may not be emailed unless encrypted. If you keep a copy, then you are responsible for securing any PII by locking it up or shredding it. PII includes (but is not limited to) an individual’s SSN, last 4 of the SSN, personal mailing address, personal phone, personal email, charge card, credit card, debit card, or bank routing information.

**DOI/DOT/IBWC:** Whether a “Rent Payment Form” is selected or not, a “change rent” action is submitted automatically to FPPS for employees with the “Payroll Deduction” PAYMENT METHOD.

If the rent is incorrect, change the Inventory and compute the correct rent on the *Documents* tab for the same “Effective Date.” It will override any previous rent actions.

- **Housing Rent Summary** – This “Rent Summary” describes what is included in the rent, and the utilities the tenant is responsible for paying to the provider. You do not need to provide a “Rent Summary” to volunteers or visitors that are paying by “Benefiting Account,” those paying the Transient Rate, or Dormitory residents.

Whether the “Rent Summary” is selected or not, the rent for the “Effective Date” is calculated and saved in iQMIS on the *Rents* tab.

PROCESSING: This form is printed for the tenant; it is also automatically saved on the *Rents* tab.

- **Housing Rent Detail** (optional) – This “Rent Detail” provides the complete rent formula and is typically for iQMIS Housing and Tenant Managers. The “Rent Summary” is preferred and recommended to provide to tenants.

Whether the “Rent Detail” is selected or not, the rent for the EFFECTIVE DATE is calculated and saved in iQMIS on the *Rents* tab.

PROCESSING: This form is printed for the file; it is also automatically saved by iQMIS on the *Rents* tab.

- **Assignment Agreement** – If checked, iQMIS generates the “Assignment Agreement” (Lease Agreement or IHS 6070A.) Your agency’s policy determines whether the “Agreement” is renewed every year for permanent employees/tenants during the March CPI adjustment – some agencies do not require annual lease renewals.

PROCESSING: If required by your agency, this “Agreement” should be signed by the tenant as a renewal of their lease. If required, **Housing or Tenant Managers are responsible to ensure that the “Assignment Agreement” is signed by each tenant and provided to the administrator or filed.** This is a federal property control. The tenant receives a copy and the housing office files the original Agreement. Some agencies require signed Agreements to be forwarded to another office. Signed Agreements may also be stored in iQMIS, under *Tenants* TENANT ATTACHMENTS.

If a tenant refuses to sign the “Agreement,” this is grounds for termination of their lease. If a tenant disagrees with the new March rental rate, they should follow your Agency’s rent appeal process – signing the “Agreement” does not forfeit any of the employee’s appeal rights. The “Agreement” must be signed in order to remain in housing.

- **Tenant Rent Notice** – If checked, iQMIS generates the “Tenant Rent Notice” for the tenant. The “Notice” provides the new rent amount and the change from the previous rent. Some agencies do not use the iQMIS “Notice”; they prefer to create a custom notification, such as a memo or email.

PROCESSING: This “Notice” should be signed by the tenant as proof that they received 30 days’ advance notice of a rent change, per the terms of the “Agreement.” The tenant receives a copy and the housing office files the original “Notice.”

**If there are errors in the Previous Rent, contact the iQMIS Help Desk.** This can occur if a rent change was calculated for a specific tenant on the *Documents* tab but was not implemented.

If a tenant’s rent increases by \$100 or more per month, A-45 allows them to gradually pay the new rent over the next year in four increments. If eligible, these four increments and the effective dates will print on the “Rent Payment Form” and the “Tenant Rent Notice.”

If a tenant’s rent increases by \$200 or more per month, for any reason, A-45 allows them to gradually pay the new rent over the next two years in eight increments. In March, the four remaining increments are adjusted for inflation (CPI.) If eligible, these eight increments and the effective dates will print on the “Rent Payment Form” and the “Tenant Rent Notice.”

- **Inventory** – This is an optional document. If checked, iQMIS generates the housing unit “Inventory” for the tenant. The “Inventory” may be provided to permanent employees annually, so they can review the government-provided housing, appliances, services and furnishings and ensure its accuracy. Tenants may also discover erroneous items on the “Rent Summary.”

PROCESSING: None.

Click *Submit*.





Scroll down to view subsequent pages. Print or save this multi-page document using the Adobe® toolbar. If you save “Rent Payment Forms” to your PC, and they contain PII, they must not be emailed unless encrypted, per federal security regulations (FIPS 140-2.)

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Once the *Installation Documents* are done, print the **“Rent Change by Tenant” Report** to:

- Compare the printed documents to this Report of all tenants, **to see if any were skipped** due to the Transient Rate, arriving after the CPI date, departing before the CPI date, or because they were not “Started.” Some tenants were skipped because they don’t need to be notified (transients, departing before March, arriving after March, etc.) Other tenants were skipped because they have not been started yet and will need to be notified; follow up and correct these situations.
- Verify the Previous Rent. **If there are errors in the Previous Rent, contact the iQMIS Help Desk.** This can occur if a rent change was calculated for a specific tenant on the *Documents* tab but was not implemented. (Avoid this by only using “Blank Tenant” *Documents* until you are ready to implement a rent change.)
- See the New Rent and the amount of change. Permanent tenants with a significant increase (+\$100 or more per month) can pay the higher rent in increments over time (per A-45.) If eligible, these increments print on the “Rent Payment Form” and “Tenant Rent Notice.”

Distribute the Rent Change Notices to your tenants according to your local or bureau/agency process. Tenants that are visiting or are hosted by a “Benefiting Account” do not need to be notified of a rent change, even if documents were printed for them.

If you or the tenant discovers something that is incorrect, the Housing Manager can change the Inventory. Then compute the correct rent on the *Documents* tab for the same “Effective Date.” It will override any previous rental rates for that date.

Once completed, remember that new CPI rents for vacant units are not computed by *Installation Documents*. If you have only a few vacant units, you must compute new March rents one at a time, at each unit's *Documents* tab. If you have numerous vacant units, the iQMIS Help Desk can compute new rents for you, upon request.

**IMPORTANT: Tenants who arrive after *Installation Documents* are printed but before the March CPI Date – New Arrivals in December, January and February**

If a new tenant arrives after you have printed the *Installation Documents* for other tenants, their rent also must be changed for inflation, per A-45. Provide two rental rates upon their Arrival. On the *Documents* tab: 1) "Start" rent effective on their Arrival Date (as you normally do), and then also 2) "Change" their rent effective on the CPI date. So, if you print your *Installation Documents* on January 15 and deliver them to your tenants, any tenant arriving after January 15 will need two rents, their rent upon arrival and their CPI change.

**EXPLAINING RENT CHANGES TO TENANTS**

Housing and Tenant Managers will receive questions from tenants about rent increases. The "**Federal Tenant Brochure**" (in iQMIS *Resources*) should be provided to permanent employees to explain A-45 rent setting regulations, private rental market surveys, inflation (CPI), and the rent appeal process.

Since the private rental market of the "nearest established community" is surveyed only once every four years, market rates may increase. The "Tenant Rent Notice" indicates if a **new market survey** occurred. In between surveys, **inflation** is added to rents based upon Consumer Price Index (CPI) changes. Inflation is added to rent, utilities, appliances, and services. In addition, value of the "**Isolation Deduction**" is updated annually to GSA personal vehicle mileage compensation rates.

Sometimes an **Inventory change** is the cause of an increase. Perhaps the previous rent was not correct because electricity was not included, or bedrooms used were incorrect, or the actual roommates sharing rent were incorrect or changed. Rents will increase when the inventory (iQMIS data) is corrected.

IMPORTANT: To discuss and explain any rent change with a tenant, print a copy of their previous "Rent Detail" (from the *Rents* tab) and a copy of their new "Rent Detail," and place them side by side. Look at each row of the "Rent Detail" carefully to compare the previous and new values. Increases or decreases to each item on the "Rent Detail" will be apparent.

If a permanent tenant's net rent increases by \$100 per month or more, for any reason, A-45 allows them time to gradually increase to the new rent, over four increments. This applies only to Fed Permanent, Fed Term, Fed Commission Corps and Non-Fed Tribal tenants living in housing on the effective date.

If a tenant cannot afford the new rental rate, they may: 1) request assignment to a smaller housing unit, if available; 2) request that unused bedrooms/bathrooms be locked off; 3) request a roommate to share living expenses (they cannot sub-lease); or 4) find smaller, more affordable housing elsewhere and commute to work.

Housing/Tenant Managers should assign tenants to the housing most appropriate for their pay grade and family requirements. Since iQMIS rents are **based on market prices for similar housing – not on the employee’s ability to pay** – some may be unable to afford the new rental rates.

Tenants may request a reconsideration/appeal of their rent based on facts and evidence. However, a Housing/Tenant Manager can quickly resolve an iQMIS Inventory error and recompute the tenant’s rent at any time, without a written Request for Reconsideration.

Tenants **cannot refuse to sign** the “Tenant Rent Notice” or “Assignment Agreement” as a form of protest. Their signature does not eliminate their appeal rights. If they don’t want to sign the Lease, they are free to find housing elsewhere. Refusal to sign a Lease renewal is grounds for lease termination, per the terms of the “Assignment Agreement.”

Employees may request a reconsideration of their rent but will not be successful unless they can prove their new rents do not comply with OMB Circular A-45 and are not comparable to similar unit in the “nearest established community.” If an employee desires to file a request for reconsideration of their new rental rate, they must follow your agency’s process. This process is specified in the “Housing Assignment Agreement” or is attached to the Lease. Non-federal (permitted) occupants may not appeal their rental rates. **Tenants typically only have 30 days** from the date they receive the “Tenant Rent Notice” to file their Request, so it’s critical that tenants receive timely and accurate information.

A housing manager may not appeal on behalf of their tenants. The tenant’s Request for Reconsideration must be in writing and include proof that their rent is not compliant with A-45. Agencies can only reconsider market values in the year when a new private rental market survey has been implemented (once every four years). Tenants must collect and provide their own market data on at least 5 units like their own in the nearest established community. The tenant should use the *Resources* “Private Rental Market Housing Comparable Form” to collect their own market data.



## REPORTS

The *Reports* area generates printed or electronic reports of specific information in iQMIS. Reports are useful for housing managers, tenant managers, property managers and administrators. Other managers in your agency's regional office and/or headquarters office also have access to this housing and tenant data and use iQMIS Reports for property management purposes.

From the *Main Menu*, click the *Reports* button. The following screen is displayed:

The screenshot shows the iQMIS Reports interface. At the top is a navigation bar with buttons for Main Menu, Installation Documents, Reports (highlighted), Resources, FBMS Building, and Payroll Deductions. Below this is the 'Housing Reports' section. It includes a search prompt: 'Please use the Report Name field to narrow down the listing below.' followed by a 'Report Name:' label, a text input field, and a 'Search' button. Below the search area is a link: 'Click on the appropriate link to View Report or Export Report.' In the top right corner of the report area, it says 'Records 1 to 20 of 33.' with 'previous', '1', '2', and 'next' links. The main content is a table with two columns: 'Report Name' and 'Report Description'. Each row in the table has two links: 'View Report' and 'Export Report'.

Report Name	Report Description		
Administrative Adjustments	Lists Housing Unit Number, Rent Class, Seasonal, Isolation Points, Administrative Adjustments with Comments	<a href="#">View Report</a>	<a href="#">Export Report</a>
Current Tenants	Lists Unit No, Seasonal, Rent Class, Beds, Current/Planned Tenants, Tenant, Req'd Occupant, Occupation, Pay Method, Unit Rent.	<a href="#">View Report</a>	<a href="#">Export Report</a>
Current Users	Lists Installation Name, User Name, User Role, Title, Work Location, Last Login Date	<a href="#">View Report</a>	<a href="#">Export Report</a>
Estimated Rent Revenues	Lists Housing Unit No, Rent Class, Seasonal, Rent, Est Revenue from Tenants, Est Revenue at Full Occupancy	<a href="#">View Report</a>	<a href="#">Export Report</a>
Estimated Rent Revenues by Tenant	Lists Housing Unit No, Tenant Information, Days/Nights Occupied, Rent Due	<a href="#">View Report</a>	<a href="#">Export Report</a>
FBMS Summary Report	Lists Housing Unit, FBMS Rental Unit Number, FBMS Business Entity, FBMS Building, Tenants, FBMS Contract Number	<a href="#">View Report</a>	<a href="#">Export Report</a>

The number of Reports may change as new Reports are posted. The content of some Reports may change as revisions are made. Some Reports are only available to specific agencies. You should explore these Reports to find those which are most useful to you.

To view or print any Report, click on the blue [View Report](#) link. Under "View Report," the report can be printed or saved to your PC in Adobe® format. The blue [Export Report](#) link will place that information into an Excel spreadsheet (.csv format). Because printed Reports have limited space, there may be additional fields on the "Export" version than appear on the "View" version of a given Report.

The following example is the "Current Tenants" Report. The *Setup Housing Report* screen is displayed (see below.)

A *Setup Housing Report* screen is presented for each Report you select. If you manage more than one installation, or your housing is in more than one survey region or agency region, you will see drop-down choice lists, limited to your installation(s).

**Report Scope** (radio button; one scope is required) – Click on the radio button to select the range of data you want to Report, and then select a choice from the list, if available.


- **Agency** – report includes all the installations that you manage. It will not include other installations in the agency that you are not authorized to manage.
- **Installation** – report includes the one installation that you select. If you manage more than one installation, a choice list is presented. If you manage only one installation, there are no choices.
- **Survey Region** – report includes all the installations/housing units that you manage in one Survey Region. If your housing is in more than one survey region, a choice list is presented.
- **Agency Region** – report includes all the installations/housing units that you manage in one Agency Region. If your housing is in more than one agency region, a choice list is presented.

In the example above, select the “Installation” report scope, then select an installation from the choice list (if any.) Click *View Report*. The “Current Tenants” Report for that installation appears, similar to below:

BIRT Report Viewer - Windows Internet Explorer

Showing page 1 of 5

Go to page:



Current Tenants

Agency: USFS						Agency Region: 02 - ROCKY M				
Installation: PIKE & SAN ISABEL NF						Survey Region: CU, PL				
Housing Unit No.	Seasonal	Rent Class	Beds	Current Tenants	Planned Tenants	Tenant / Phone No	Reqd Occupant	Occupation	Pro-rated	Payment Method
00001002	No	Dormitory	2	4	6	Alyssa Lynn	No	Non-Fed Vol	No	Benefiting Account
	No	Dormitory	2	4	6	Sabrina Melendez	No	Non-Fed Vol	No	Benefiting Account
	No	Dormitory	2	4	6	Jesse Newman	No	Non-Fed Vol	No	Benefiting Account
	No	Dormitory	2	4	6	Jasmine Sim	No	Non-Fed Vol	No	Benefiting Account
00001003	No	Dormitory	2	6	6	Antoine Drieu	No	Non-Fed Vol	No	Benefiting Account
	No	Dormitory	2	6	6	Ryan Hall	No	Non-Fed Vol	No	Benefiting Account
	No	Dormitory	2	6	6	Luke Horton	No	Non-Fed Vol	No	Benefiting Account
	No	Dormitory	2	6	6	Dan Tuttle	No	Non-Fed Vol	No	Benefiting Account
	No	Dormitory	2	6	6	Brian Whitney	No	Non-Fed Vol	No	Benefiting Account
	No	Dormitory	2	6	6	Randy Xiayavong	No	Non-Fed Vol	No	Benefiting Account
00002001	No	House	3	5	6	Kerry Aszklar	No	Non-Fed Vol	No	Benefiting Account
	No	House	3	5	6	Brad Blaser	No	Non-Fed Vol	No	Benefiting Account
	No	House	3	5	6	Spencer Cohen	No	Non-Fed Vol	No	Benefiting Account
	No	House	3	5	6	Ryan Emory	No	Non-Fed Vol	No	Benefiting Account
	No	House	3	5	6	Jarrold Lanier	No	Non-Fed Vol	No	Benefiting Account
00002002	No	House	2	4	4	Jessie Merek	No	Non-Fed Vol	No	Benefiting Account
	No	House	2	4	4	Zeke Salas	No	Non-Fed Vol	No	Benefiting Account
	No	House	2	4	4	Ellie Seitz	No	Non-Fed Vol	No	Benefiting Account
	No	House	2	4	4	Delaney Skorbal	No	Non-Fed Vol	No	Benefiting Account
00002003	No	House	2	1	4	Russ Blair	No	Fed Perm	No	Benefiting Account
00002004	No	Dormitory	4	5	8	Rick Bertilson	No	Non-Fed Vol	No	Benefiting Account
	No	Dormitory	4	5	8	Kara Frampton	No	Fed Seasonal/Temp	No	Payroll Deduction
	No	Dormitory	4	5	8	Justin Scott	No	Non-Fed Vol	No	Benefiting Account
	No	Dormitory	4	5	8	Dory Shreve	No	Non-Fed Vol	No	Benefiting Account

As with other documents, you may print or save this report using the Adobe® toolbar. To save this data in an Excel format, return to the Reports screen and select blue [Export Report](#) link.

## RESOURCES

The *Resources* area includes the sub-tabs *References*, *Release Notes*, and *Survey Reports*. DOI/DOT/IBWC users will also see *FPPS Payroll Schedules*.

## REFERENCES TAB

The *References* tab provides regulations, policies, instructions, manuals, forms, and other references for Housing and Tenant Managers. This tab includes only iQMIS, rent setting, and general housing program information – it does not include your agency's housing policy or procedures.

## References

Click on the Reference Title to view the associated Document.

Reference Title
<a href="#">Benefiting Function Payment Form - USFS</a>
<a href="#">CDC Advice for Preventing the Spread of COVID-19 in Housing</a>
<a href="#">Certificate of Required Occupancy (Form DI 1872)</a>
<a href="#">Consumer Price Index Memo - March 2019</a>
<a href="#">Consumer Price Index Memo - March 2020</a>
<a href="#">Data Manager Job Aid</a>
<a href="#">Data Manager Job Aid - effective 11/1/2020</a>
<a href="#">DOI Housing Management Handbook</a>
<a href="#">Excessive Heating &amp; Cooling Deduction Procedures (Form DI 1878)</a>
<a href="#">Fact Sheet - EPA and HUD Move to Protect Children From Lead-Based Paint Poisoning: Disclosure of Lead-Based Paint Hazards in Housing</a>
<a href="#">FBMS Job Aid - Housing Property and Rent Income Estimates</a>
<a href="#">Federal Tenant Brochure</a>
<a href="#">FPPS Job Aid - Employee Payroll Deductions for Rent</a>
<a href="#">Government Housing Inventory (Form DI 1875)</a>
<a href="#">Government Housing Inventory Instructions</a>

Reference documents will be updated periodically. Some key *Reference* documents include:

- Federal Tenant Brochure
- Housing Manager's Manual
- Tenant Manager's Manual
- Government Housing Inventory Instructions
- Department of the Interior's Housing Management Handbook
- EPA Lead-Based Paint Fact Sheet

## SURVEY REPORTS TAB

The survey schedule, survey region map, and all current Private Rental Market Survey Reports are available on the *Survey Reports* tab.

## Survey References and Reports

Click on the Survey Reference Title to view the associated Document.

Survey Reference Title
<a href="#">Regional Rental Survey Schedule</a>
<a href="#">Survey Region Map</a>

Click on the Survey Region Report to view the associated Survey Report.

Survey Date	Survey Region Report
May 2018	<a href="#">AK - Alaska Survey Report</a>
March 2019	<a href="#">AN - Arizona/Nevada Survey Report</a>
July 2019	<a href="#">AS - American Samoa Survey Report</a>
March 2017	<a href="#">CB - Caribbean Survey Report</a>
May 2017	<a href="#">CL - California Survey Report</a>
July 2017	<a href="#">CU - Colorado/Utah/Wyoming Survey Report</a>
August 2017	<a href="#">GU - Guam Survey Report</a>
January 2017	<a href="#">HI - Hawaii Survey Report</a>

Click on the blue link to view any Survey Report:

### SURVEY REGION NAME

### STATES / U.S. TERRITORIES INCLUDED

Alaska .....	Alaska
American Samoa .....	American Samoa
Arizona/Nevada .....	Eastern California, Arizona except Navajo Nation/Hopi Reservation, Nevada
California .....	Western California
Caribbean .....	Puerto Rico, U.S. Virgin Islands
Colorado/Utah/Wyoming .....	Western Colorado, Utah, Wyoming
Guam .....	Guam (used only by U.S. Geological Survey)
Hawaii .....	Hawaii
Idaho/Montana .....	Idaho, Montana
Mid-South .....	Eastern Texas, Eastern Oklahoma, Arkansas, Louisiana, Mississippi, Alabama, Western Kentucky, Western Tennessee
New Mexico .....	Navajo/Hopi Reservation in Arizona, New Mexico, Western Texas, Western Oklahoma
North Central .....	Minnesota, Iowa, Missouri, Wisconsin, Illinois, Michigan, Indiana, Ohio
Northeast .....	Maine, New Hampshire, Vermont, New York, Massachusetts, Connecticut, Rhode Island, Pennsylvania, New Jersey, Maryland, Delaware
Oregon/Washington .....	Oregon, Washington

Plains .....Eastern Colorado, North Dakota, South Dakota, Nebraska, Kansas  
Southeast .....Eastern Kentucky, Eastern Tennessee, West Virginia, Virginia,  
North Carolina, South Carolina, Georgia, Florida

## ANNUAL CYCLE FOR TENANT MANAGERS

Learning to use iQMIS is probably the easiest part of your job. The most difficult aspects will likely include managing tenant complaints and requests, explaining rent changes, and obtaining accurate housing Inventories. If you proactively communicate with your tenants, facility managers and housing managers – and set expectations and clear business processes – you will experience fewer challenges and conflicts.

The following is the calendar year cycle of the housing program and rent-setting process for most federal housing sites:

- April/May/June – Verify iQMIS Tenant Managers; Plan housing assignments; Seasonal tenants arrive in housing
  - ☐ View *Contacts* or “Current Users” *Report*; verify “Last Login” date. Recruit new Tenant Managers where there are none.
  - ☐ Export the Report “Current Tenant Assignments” to see the rent for each unit. If all rents are updated to the current year’s, sort by lowest rent to highest. (If all the rents are not current, contact the Help Desk to run rents for your vacant units.) Use this list as guidance for tenant assignments this season. Discuss your expected tenants this season with management and make an assignment plan.
  - ☐ Enter tenants into iQMIS upon arrival, “Start Tenant Rent,” get leases signed, and process rent payments as instructed by your agency
  - ☐ Tenant Managers communicate any inventory changes to Housing Manager, such as *Housing PLANNED TENANTS* for roommate arrangements, locking/unlocking bedrooms as needed (*Building BEDS USED, BATHS USED, UNUSED FINISHED SPACE*)
  - ☐ Collect rent/housing expenses from “Benefiting Accounts” monthly or quarterly
- September/October – Seasonal tenants depart housing
  - ☐ “Stop Tenant Rent” upon departure, and process rent payments.
  - ☐ Collect rent/housing expenses from all “Benefiting Accounts” before fiscal year-end
  - ☐ **For tenants staying over the winter without roommates**, revise their *Housing PLANNED TENANTS*, lock off unused space (*Building BEDS USED, UNUSED FINISHED SPACE*), and change their rent accordingly on *Documents* tab
  - ☐ In vacant units, perform post-season maintenance, place work orders, safety inspection, iQMIS data validation, cleaning, winterizing, unlock any locked space, etc.

- ☐ New surveys are done. May need to provide an “advance notice” of large rent increases to specific tenants in a new survey area.
- November/December/early January – Prepare Inventory accuracy for new March rent calculations
  - ☐ Request any data corrections or exceptions from your Housing Manager
  - ☐ If *Utilities* are “Billed in Rent – Avg Monthly Usage” or “Avg Monthly Cost,” assist your Housing Manager by collecting 12 months of utility bills or meter readings
  - ☐ If *Utilities* EXCESSIVE HEATING/COOLING, assist your Housing Manager by collecting 12 months of utility bills
  - ☐ If *Adjustments* ADDITIONAL CHARGES/DEDUCTIONS, verify and update
  - ☐ If *Property/Services* LAWN CARE, SNOW REMOVAL, FIREWOOD, verify and update
  - ☐ **NPS Only:** INTERIOR/EXTERIOR CONDITIONS are updated by WASO with a parametric file upload
- December – New community market survey rates and inflation adjustments are released in iQMIS and instructions are emailed to all iQMIS users.
  - ☐ Coordinate responsibilities where there are multiple Housing Managers and Tenant Managers
  - ☐ Communicate with Housing Managers as needed
- December/January –Tenant Managers **print and distribute rent change notices** to tenants (except USFS Tenant Managers). All existing tenants must be notified in writing of their new CPI/Survey rent at least 30 days in advance.
  - ☐ Verify accuracy of current tenants and rent payment methods (“Current Tenant Assignments” Report) and update as needed before printing new rents
  - ☐ Print and distribute tenant rent change notices and documents for March adjustment
  - ☐ Print and review the “Rent Change by Tenant” Report; verify all tenant documents were printed (*Installation Documents* will skip some tenants under specific conditions)
  - ☐ Prepare to respond to tenants’ questions; understand your agency’s “request for reconsideration” and “appeal” policy and process (30-day deadline)
  - ☐ Any tenant arriving after your Notices have gone out to existing tenants must receive 2 rental rates – their rent upon arrival and their rent change in March
- February/early March –Tenant Managers obtain tenant signatures on rent notices
  - ☐ Get tenant signatures on documents; file or upload to iQMIS
  - ☐ Process new rental rates through payroll or accounting
  - ☐ 30-day deadline for tenants to file a **written request for reconsideration** of rent (30 days after receipt of their rent change notice)

## SPECIALIZED FUNCTIONALITY

**DOI Only:** iQMIS receives and sends housing, tenant and rent data to DOI's **Financial and Business Management System (FBMS.)** The iQMIS-FBMS interface attaches housing units (rental objects) to FBMS buildings, controls the status of rental objects, and sends each tenant and estimated rent revenues to FBMS. To understand this communication, all DOI users should review the "FBMS Job Aid" located in the *Resources – References* area.

**DOI/DOT/IBWC Only:** iQMIS receives and sends employee data to IBC's **Federal Personnel and Payroll System (FPPS.)** FPPS is used by all DOI bureaus, DOT's Federal Aviation Administration and Maritime Administration, and the International Boundary & Water Commission. The iQMIS-FPPS interface automates start/change/stop payroll actions and identifies HR actions that may prevent an employee's payment of rent by payroll deduction. Housing and Tenant Manager actions in iQMIS create and change employee deductions. To understand this communication, all DOI/DOT/IBWC users should review the detailed information in the "FPPS Job Aid" located in the *Resources – References* area.

**BIA/BIE Only:** Some BIA and BIE schools have contract employees living in housing. Contracts are renewed once every school year. Employees pay their rents for the summer break in advance, **prorated** over their school year paychecks. Employees receive an additional printed document called the "Prorated Summary" on the *TENANTS* tab. Email it to all new arrivals after their prorated amount is calculated, and after March CPI adjustments are calculated. Housing Managers with **prorated tenants** should review the "Prorated Rents Job Aid" located in the *Resources – References* area.

**Data Managers Only:** Each agency has a Data Manager who is responsible for monitoring iQMIS data for accuracy and compliance with OMB Circular A-45 and 5 U.S.C. 5536. Data Managers have the authority to monitor and change iQMIS data. There are specific fields that only a Data Manager can change. They may also grant an exception to an iQMIS data validation rule. Exceptions expire every year on November 1. Review the detailed information in the "Data Manager Job Aid" located in the *Resources – References* area.



Revision Date	Change Description	Pages Affected	Editor
10/1/2015	FBMS interface (DOI); FPPS interface (DOI/DOT/IBWC); Tenant “(needs rent)”; Tenant “(payment method)”; <i>Tenant</i> tab “Discard Tenant”; <i>Tenant</i> tab “Stop Payment”; <i>Tenant</i> tab “Tenant Summary”; <i>Main Menu</i> “Inventory Summary”; printing directly to Adobe format; IBC organization and URL changes; Password security questions removed (non-DOI)	All	L. Walters
1/10/2017	Housing attachments; Tenant attachments; Pet Fees; Lease changes; BIA Prorated Rent changes; FAQs	Various	L. Walters
11/15/2017	Dormitory Definition; Rent Class Description; Dorm Rooms; revisions to <i>Documents</i> tab	Various	L. Walters
8/19/2019	Data Manager role; Version 2020.1 data validation rules; Exceptions expire each Nov 1; Occupation Fed Other Duty Station; Tenant-owned RV or Manufactured Home; Section 508 compliance	Various	L. Walters
10/1/2020	Versions 2020.2 – 2020.5. Passwords no longer used for log in. PIV Card Authentication (GSA login.gov for non-DOI or Single Sign On for DOI users). A-45 regulation changes: All tenants must sign a lease; Rent must be collected for every tenant; All employees must pay by payroll at their duty station; Isolation changes; Capping changes; Dormitory Private/Shared Rates; Only Data Managers can delete a unit or change Dormitory Private/Shared Rates; Tenant Log required to claim “Loss of Privacy” adjustment; Users with a “Conflict of Interest” must have rent approved in writing; DOI	Various	L. Walters

	"Housing Management Handbook" changes: Volunteers must have a Volunteer Agreement		
11/24/2020	Versions 2021.1, 2021.2. Main Menu search option for unit with Issues; For rent changes of \$100/month or more, Fed Permanent, Fed Term, Fed Commission Corps, Non-Fed Tribal tenants qualify; For Transient Rates, Fed Other Duty Station, Fed Permanent, Fed Term, Fed Commission Corps, Non-Fed Tribal tenants qualify; NPS parametric file upload annually for Interior/Exterior Condition; Special Benefiting Account (BA) Rate for volunteers/interns/students		

For assistance, contact the iQMIS Help Desk at 303-969-7164 or [iqmis\\_helpdesk@ibc.doi.gov](mailto:iqmis_helpdesk@ibc.doi.gov)