



Multifamily

XML Upload Error Messages

A White Paper for Multifamily Users

» Introduction

How can you find an explanation of the error message?

A guide for find the
XML upload error
messages

Below you will find a list of the error message generated by the XML file upload process and their explanation.

» XML Upload Error Messages

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

» XML Upload Error Messages (continued)

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

» XML Upload Error Messages (continued)

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

» XML Upload Error Messages (continued)

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

» XML Upload Error Messages (continued)

28. **Error Log:** "Invalid Total Family Asset Income Amount"
Explanation: The XML File contains a unit record in which the Total Family Asset Income Amount field contains non-numeric or invalid characters. The Unit ID with the invalid Total Family Asset Income Amount is displayed on the error log.
- NOTE:** This error message is only given on projects which are submitting their tenant data in "Summary" format (only head of household data). The system calculates the Total Family Asset Income Amount when "Detail" format.
29. **Error Log:** "Invalid Targeted/Special Population Type"
Explanation: The XML File contains a unit record in which the Household's Population Type field contains non-numeric or invalid characters. The Unit ID with the invalid Targeted/Special Population Type is displayed on the error log.
30. **Error Log:** "Targeted/Special Population Type Code Not Found in HFA Database"
Explanation: At least one unit record in the XML File has a Household's Population Type code which does not exist in the COL System.
The Unit ID with the invalid population type code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
31. **Error Log:** "Invalid Unit Assistance Type"
Explanation: The XML File contains a unit record in which the Unit Assistance Type field contains non-numeric or invalid characters.
The Unit ID with the invalid Unit Assistance Type is displayed on the error log.
32. **Error Log:** "Unit Assistance Type Code Not Found in HFA Database"
Explanation: At least one unit record in the XML File has a Unit Assistance Type code which does not exist in the COL System. The Unit ID with the invalid unit assistance type code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
33. **Error Log:** "Invalid Owner-Designated Restriction Type"
Explanation: The XML File contains at least one unit record in which the Owner-Designated Restriction Type code field contains non-numeric or invalid characters.
The expected values are **1** = "Low Income" or **2** = "Market Rate".

» XML Upload Error Messages (continued)

The Unit ID with the invalid Owner-Designated Restriction Type is displayed on the error log.

34. **Error Log:** "Invalid Y/N Response for LIHTC Income Restriction Met at 60%"
"Invalid Y/N Response for LIHTC Income Restriction Met at 50%"
"Invalid Y/N Response for LIHTC Income Restriction Met at 40%"
"Invalid Y/N Response for LIHTC Income Restriction Met at 30%"
"Invalid Y/N Response for LIHTC Income Restriction Met at Other %"
- Explanation:** At least one unit record in the XML File was found to have an invalid value for the flag(s). The only valid values are: Null or "Y" or "N" or "y" or "n".
The Unit ID with the invalid Y/N Response(s) is displayed on the error log.
- NOTE:** These flags are located in the "PART V. DETERMINATION OF INCOME ELIGIBILITY" section of the Tenant Income Certification Form (TIC). These fields are not being stored in COL's database and for that reason the upload process does NOT require a value to be provided; however, if a value is provided, the process will make sure that they contain the correct format.
35. **Error Log:** "Invalid Y/N Response for Household Income Over 140%"
- Explanation:** At least one unit record in the XML File was found to have an invalid value for the "Household Income Over 140%" flag. The only valid values are: "Y" or "N" or "y" or "n".
The Unit ID with the invalid Y/N Response is displayed on the error log.
36. **Error Log:** "Invalid Y/N Response for HOME Income Restriction Met at 50%"
"Invalid Y/N Response for HOME Income Restriction Met at 60%"
"Invalid Y/N Response for HOME Income Restriction Met at 80%"
"Invalid Y/N Response for HOME Over Income"
"Invalid Y/N Response for Tax Exempt Income Restriction Met at 50%"
"Invalid Y/N Response for Tax Exempt Income Restriction Met at 60%"
"Invalid Y/N Response for Tax Exempt Over Income"
"Invalid Y/N Response for AHDP Income Restriction Met at 50%"
"Invalid Y/N Response for AHDP Income Restriction Met at 80%"
"Invalid Y/N Response for AHDP Over Income"
"Invalid Y/N Response for Other Program Income Restriction % (1)"
"Invalid Y/N Response for Other Program Income Restriction % (2)"
"Invalid Y/N Response for Other Program Over Income"

» XML Upload Error Messages (continued)

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

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

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

» XML Upload Error Messages (continued)

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

» XML Upload Error Messages (continued)

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

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

52. **Error Log:** "Invalid SSN of Household Member XX"
Explanation: The XML File contains at least one unit record in which the Social Security Number field, of the specified household member, contains non-numeric or invalid characters.
The correct format is: 9 numeric digits. Example: 608012245.
The Unit ID with the invalid SSN is displayed on the error log.

» XML Upload Error Messages (continued)

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

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

» XML Upload Error Messages (continued)

the specified household member contains non-numeric or invalid characters. The Unit ID with the invalid SSN is displayed on the error log.

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

» XML Upload Error Messages (continued)

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

» XML Upload Error Messages (continued)

The Unit ID with the invalid income verification date is displayed on the error log.

70. **Error Log:** "Missing or Invalid Asset Source XX Member#"
Explanation: The XML File contains at least one unit record in which the Family Member# field, of the specified asset source, is either empty or contains non-numeric or invalid characters. The only valid values for the family member# field are: **1, 2, 3, 4, 5, 6, 7, 8** and **9**.
The Unit ID with the invalid family member# is displayed on the error log.
71. **Error Log:** "Asset Source XX Member# greater than the Family Size"
Explanation: The XML File contains at least one unit record in which the Family Member# field, of the specified asset source, is greater than the family size of that household. Example: A household composed of 4 family members is submitting an asset source belonging to family member #6. This will be invalid.
The Unit ID with the invalid family member# is displayed on the error log.
72. **Error Log:** "Missing or Invalid Asset Type XX"
Explanation: The XML File contains at least one unit record in which the Asset Type Code, of the specified asset source, is either empty or contains non-numeric or invalid characters.
The Unit ID with the invalid asset type code is displayed on the error log.
73. **Error Log:** "Asset Type Code for Asset Source XX Not Found in HFA Database"
Explanation: At least one unit record in the XML File contains an Asset Type code which does not exist in the COL System.
The Unit ID with the invalid asset type code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
74. **Error Log:** "Invalid Asset Source Interest Rate XX"
Explanation: The XML File contains at least one unit record in which the Asset Source Interest Rate field, of the specified asset source, contains non-numeric or invalid characters.
The correct format is: 3 numeric digits plus 4 decimals. Example: **999.9999**.
The Unit ID with the invalid asset source interest rate is displayed on the error log.

» XML Upload Error Messages (continued)

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

End of Detailed Tenant Data Collection Section

» XML Upload Error Messages (continued)

80. **Error Log:** "Invalid Rent Change Date"
Explanation: The XML File contains at least one unit record in which the Rent Change Date field contains non-numeric or invalid characters.
The Unit ID with the invalid rent change date is displayed on the error log.
81. **Error Log:** "Invalid Tenant Paid Rent Amount"
Explanation: The XML File contains at least one unit record in which the Tenant Paid Rent Amount field contains non-numeric or invalid characters. The Unit ID with the invalid tenant paid rent amount is displayed on the error log.
82. **Error Log:** "Invalid Mandatory Charge Amount"
Explanation: The XML File contains at least one unit record in which the Mandatory Charge Amount field contains non-numeric or invalid characters. The Unit ID with the invalid mandatory charge amount is displayed on the error log.
83. **Error Log:** "Invalid Subsidy Amount"
Explanation: The XML File contains at least one unit record in which the Subsidy Amount field contains non-numeric or invalid characters.
The Unit ID with the invalid subsidy amount is displayed on the error log.
84. **Error Log:** "Invalid Utility Allowance Amount"
Explanation: The XML File contains at least one unit record in which the Utility Allowance Amount field contains non-numeric or invalid characters. The Unit ID with the invalid utility allowance amount is displayed on the error log.
85. **Error Log:** "Invalid Y/N Response for Rent Restriction Met at 60%"
"Invalid Y/N Response for Rent Restriction Met at 50%"
"Invalid Y/N Response for Rent Restriction Met at 40%"
"Invalid Y/N Response for Rent Restriction Met at 30%"
"Invalid Y/N Response for Rent Restriction Met at Other %"
Explanation: At least one unit record in the XML File was found to have an invalid value for the flag(s). The only valid values are: Null or "Y" or "N" or "y" or "n".
The Unit ID with the invalid Y/N Response(s) is displayed on the error log.
- NOTE:** These flags are located in the "PART VI. RENT" section of the Tenant Income Certification Form (TIC). These fields are not being stored in COL's database and for that reason the upload process does NOT require a value to be

» XML Upload Error Messages (continued)

provided; however, if a value is provided, the process will make sure that they contain the correct format.

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

» XML Upload Error Messages (continued)

End Date processed by the HFA. Example: If the Last Report End Date processed by the HFA is 12/31/2004, then the new Reporting period must begin on 01/01/2005 or after.

92. **Error Log:** "No Compliance Reporting Frequency found... Please contact Agency"
Explanation: This is NOT a problem in the XML File. The Project is missing the Compliance Reporting Frequency in the HFA's backend system. The XML Upload cannot proceed any further until the HFA user has defined the frequency for Owner Reports (in the Project's Compliance Monitoring Guidelines screen).
93. **Error Log:** "Report End Date must be 12/31"
"Report End Date must be 3/31 or 6/30 or 9/30 or 12/31"
"Report End Date must be 6/30 or 12/31"
Explanation: The XML File contains a Reporting Period End Date format which does not match the compliance reporting frequency defined by the HFA for that Project.
Compliance Report frequencies are: "Bi-Annually", "Annually", "Semi-Annually", "Quarterly" and "Monthly". Reporting Period Ending Date must meet the pre-defined MM\DD format.
94. **Error Log:** "Move-in Date cannot be older than prior Move-in Date"
Explanation: The XML File contains at least one unit record in which the Move-in Date is older than (overlaps with) the current tenant's Move-in Date.
The Unit ID with the incorrect move-in date is displayed on the error log.

NOTE: If the Move-in Date in the XML File is correct, then you can eliminate this message simply by checking the "Overwrite existing Unit Activity" checkbox on the XML Upload HTML page of the AOD/COL System.
95. **Error Log:** "Prior Tenant Move-out record is Missing ... Cannot process new Move-in"
Explanation: The XML File contains at least one unit record in which there is a new "Move-in" record; however, the "Move-out" record of the previous tenant is missing in the XML File. A Move-out record containing the previous tenant's move-out date must be provided before a new Move-in can be processed.
The Unit ID with the missing move-out date is displayed on the error log.
96. **Error Log:** "(Re)Cert Date cannot be older than the Last Cert processed by the Agency"
Explanation: The XML File contains at least one unit record in which the tenant's

» XML Upload Error Messages (continued)

(Re)Certification Date is older (overlaps) than the last certification tested for compliance and posted by the HFA on the previous Owner's Report submitted. The Unit ID with the incorrect re-certification date is displayed on the error log.

97. **Error Log:** "(Re)Certification Date cannot be older than Last Cert Date"
Explanation: The XML File contains at least one unit record in which the (Re)Certification Date is older than (overlaps with) the most current tenant's Certification Date. The Unit ID with the incorrect re-certification date is displayed on the error log.
- NOTE:** If the (Re)Certification Date in the XML File is correct, then you can eliminate this message simply by checking the "Overwrite existing Unit Activity" checkbox on the XML Upload HTML page of the AOD/COL System.
98. **Error Log:** "Rent Change Date cannot be older than prior Rent Change Date"
Explanation: The XML File contains at least one unit record in which the Rent Change Date is older than (overlaps with) the current unit's Rent Change Date. The Unit ID with the incorrect rent change date is displayed on the error log.
99. **Error Log:** "Moveout Date must fall within the Reporting Period"
Explanation: The XML File contains at least one Move-out record in which the Move-out Date falls outside (before or after) the current Reporting Period. In other words, the Move-out event is either incorrect or it belongs to a different Reporting Period. The Unit ID with the incorrect move-out date is displayed on the error log.
100. **Error Log:** "Transfer Date must fall within the Reporting Period"
Explanation: The XML File contains at least one "Transfer-out" record in which the Move-out/Transfer Date falls outside (before or after) the current Reporting Period. In other words, the Unit Transfer event is either incorrect or it belongs to a different Reporting Period. The Unit ID with the incorrect move-out/transfer date is displayed on the error log.
101. **Error Log:** "Transfer Date must be greater than Move-in Date"
Explanation: The XML File contains a "Transfer-out" record in which the Move-out/Transfer Date of the tenant is prior to the Move-in Date.

» XML Upload Error Messages (continued)

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

102. **Error Log:** "Missing Matching Transfer-IN Record for Building XX-99-9999, Unit XXXXX"
Explanation: The XML File contains a "Transfer-out" record in which the Move-out/Transfer Date and/or the tenant Certification Date are missing or do not match the Move-in/Transfer-IN and Tenant Certification record.
The Building ID and Unit ID of the Transfer-out record are displayed on the error log.
103. **Error Log:** "Missing Matching Transfer-OUT Record for Building XX-99-9999, Unit XXXXX"
Explanation: The XML File contains a "Transfer-in" record in which the Move-in/Transfer Date and/or the tenant Certification Date are missing or do not match the Move-out/Transfer-OUT and Tenant Certification record.
The Building ID and Unit ID of the Transfer-in record are displayed on the error log.

» XML Upload Error Messages (continued)

EXPECTED CATEGORY CODE VALUES OF THE EMPHASYS/COL SYSTEM

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

» XML Upload Error Messages (continued)

EXPECTED CATEGORY CODE VALUES OF THE EMPHASYS/COL SYSTEM

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

» XML Upload Error Messages (continued)

EXPECTED CATEGORY CODE VALUES OF THE EMPHASYS/COL SYSTEM

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

» XML Upload Error Messages (continued)

EXPECTED CATEGORY CODE VALUES OF THE EMPHASYS/COL SYSTEM

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