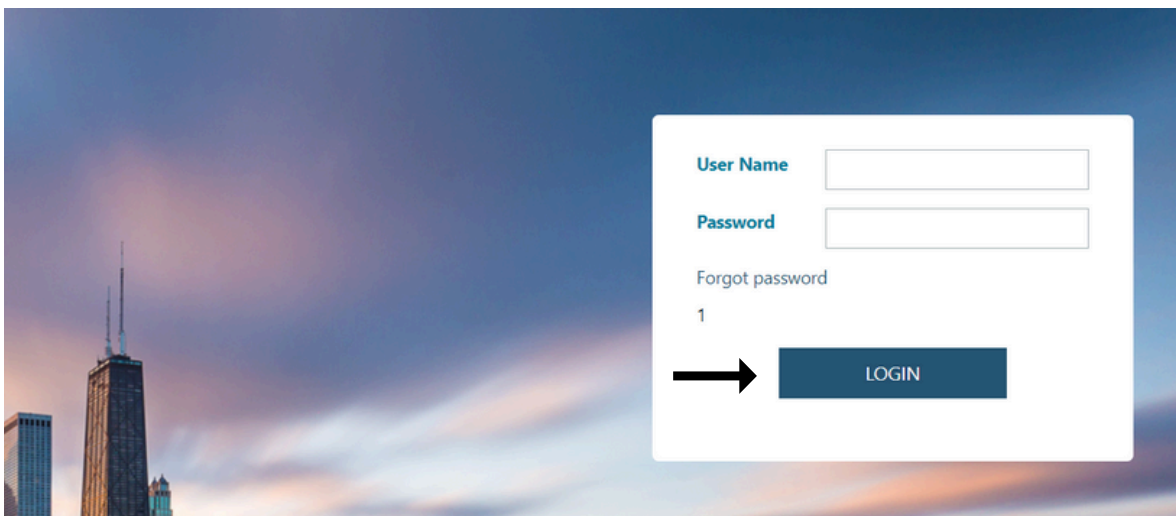


How to Upload Your Rent Increase Budget Revision Request to Trust Fund Central

Follow the instructions below to upload your budget revision request to the Trust Fund Central Owner's Portal. Pay close attention to the black arrows. **You will find blank budget revision request forms attached to this memo in both PDF and Excel Format. Upload budget revision request form and required supplementary documents in ONE file.**

Note that submissions must be uploaded to the Trust Fund Central Portal to be considered. **Budget Revision Requests sent via email will not be considered**

Step 1: Log into the Trust Fund Central Owner's Portal



Step 2: Click on the [View Property Details](#) link on the dashboard page.

properties

Property ID ▲	Property Name	Property Address	
3559	TFC Test Holdings	77 W Washington Test Suit	View Property Details

Records 1-1 of 1

Step 3: Click on the [Upload Interim Submissions](#) tab.

Owner Units B Summary Transitional Assistance Leases Tenants **Upload Interim Submissions** Submissions Annual Agreements Messages Documents from TF

Interim Submissions

UPLOAD DOCUMENT

ID	Year	File Name	Downloads	Start Date	End Date	Upload Date	Approval Status
8014	2024	2024_P3559_budget_revision_request_form_2024-06-06_1828089837638	Click to Download	7/1/2024	7/31/2024	6/6/2024 1:45:03 PM	View / Edit

Step 4: Click on the  button.

Interim Submissions

 ←


ID	Year 	File Name
----	--	-----------

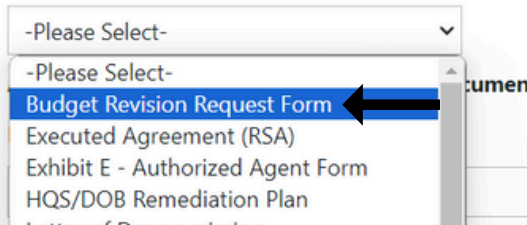
Step 5: Select  from the **Document Type** field.

Interim Submission

Please provide the following information regarding your file. **You will upload the file on the next page.**

Please Note: Trust Fund Central renames your file and adds the Year, Property ID, and Document Description to the file name before importing it to your account. This ensures your files are properly stored for retrieval.

Document Type * 


-Please Select-
-Please Select-
Budget Revision Request Form ←
Executed Agreement (RSA)
Exhibit E - Authorized Agent Form
HQS/DOB Remediation Plan

Document Type Menu (above) are allowed for upload; all others will be discarded.

End Date * 



Step 6: Input the **Document year**, **Start Date**, and **End Date** of the submission. You can add a note to the **Comments** if needed.

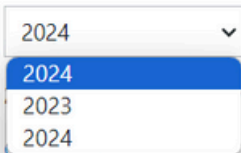

Budget Revision Request Form

ATTENTION: Only documents listed in the **Document Type Menu** (above) are allowed for upload; all others will be discarded.

Document Year *

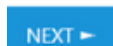
Start Date * 

End Date * 


2024
2024
2023
2024



ision_request_form_2024-06-07_1939588758437

Step 7: Click on the  button to go to the next screen to upload your document.

Comments

You will find my budget revision request attached.

 ←

Step 8: Click on the **Choose File** button to select the complete budget revision request from your computer, then click **Open** to select the file.

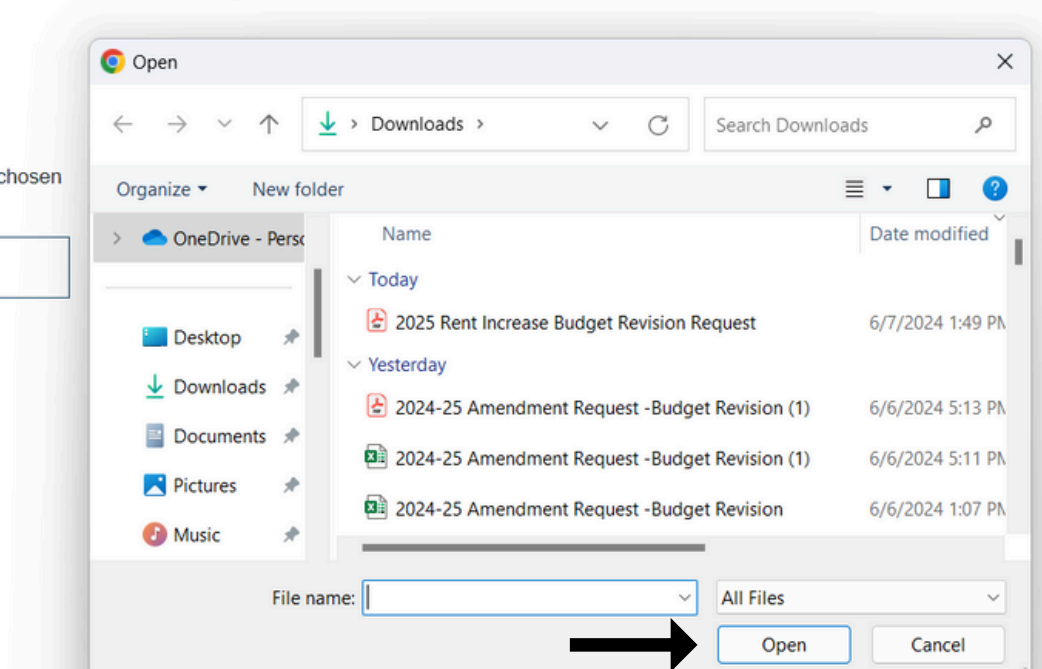
Interim Submission Upload

Upload a File

Select file:

Choose File No file chosen

UPLOAD



Step 9: Click on the **UPLOAD** button to upload the selected document.

Interim Submission Upload

Upload a File

Select file:

Choose File 2025 Rent I... Request.pdf

UPLOAD

Step 10: You will see the message below once you have uploaded your rent increase budget revision request successfully.



Success! The File has been Uploaded.

Reference ID

8027

← BACK TO DASHBOARD