

## Excluding BMR units

If you have income- or age-based housing programs (such as below market rate, affordable housing, Section 8 and senior housing), you need to flag these units in Yardi so they do not display on Vaultware, your community website or the new corporate website.

1. Within Yardi, go to the Community Manager or Assistant Manager Dashboard. From the side menu on the left, select Setup→Unit→Review Portal Unit Priorities.
2. Enter your community at the top of the screen.
3. **If your income-/age-based units are always the same units**, choose the “All” option under “Show Units.” Click “Preview.” (If your units do not remain the same, skip to step 4 below.)

You will see a list of all units at your community. Click the “Do not show” checkbox next to your income-/age-based units. Click “Save” when complete. You will not have to return to this screen and complete this setup again unless these units change.

Unit	Date Available	Unit Type	Description	Rental Type	Do Not Show	Rank
0111		1133-22b	2x2-Yosemite	Residential	<input checked="" type="checkbox"/>	
0114		1133-22b	2x2-Yosemite	Residential	<input type="checkbox"/>	
0115		1133-22b	2x2-Yosemite	Residential	<input type="checkbox"/>	
0116		1133-22a	2x2-Iguaza Falls	Residential	<input type="checkbox"/>	
0117		1133-22a	2x2-Iguaza Falls	Residential	<input checked="" type="checkbox"/>	

4. **If your income-/age-based units vary based on availability/applicant preference**, choose the “Avail. only” option for “Show Units.” Click “Preview.” This will display a list of available units at your community.

Choose the “Do not show” checkbox for units are currently reserved for applicants with that meet specific income- or age-based criteria. Click “Save” when complete.

You must continue to update this list every time a BMR unit becomes available.