

Lease Audit

Optigo Happy Quick Guide



Optigo Happy

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The Lease Audit questions are now a distinct form, separate from the inspection template in Optigo Happy.

If a representative of the Optigo® lender conducts the property inspection, and lease files are maintained on-site, the lease audit must be conducted at the time of the site inspection. If a virtual or contracted third-party inspection is permitted in response to the COVID-19 pandemic, or the lease files are not on-site, review of lease files by the Optigo lender and/or Freddie Mac may be completed electronically.

NOTE: For non-SBL deals, when submitting a lease audit, a new lease audit report will be automatically uploaded to the Document Management System (DMS) as an additional “Property Inspection and Lease Audit” document type with the *same name and property type as the inspection*. Please be sure to let your Freddie Mac counterpart know there will be two inspection reports in DMS: one is the lease audit and one is the inspection. SBL inspection reports still need to be manually uploaded to DMS.

1. Complete the Lease Audit on the Web

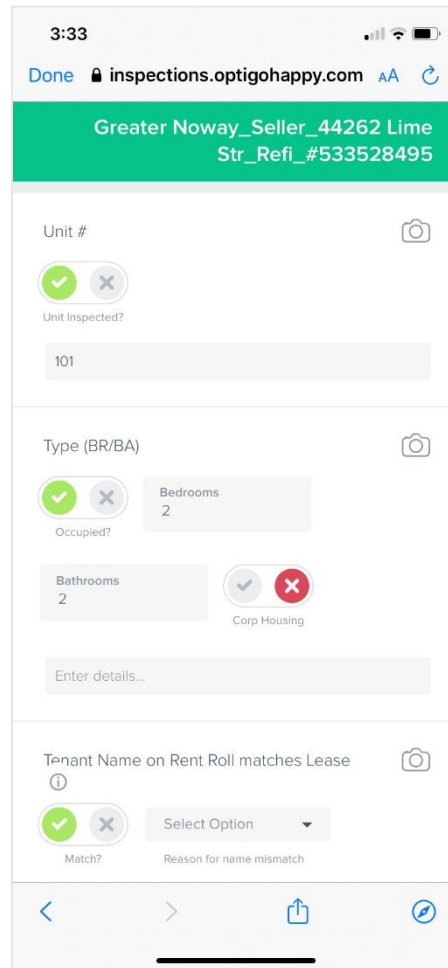
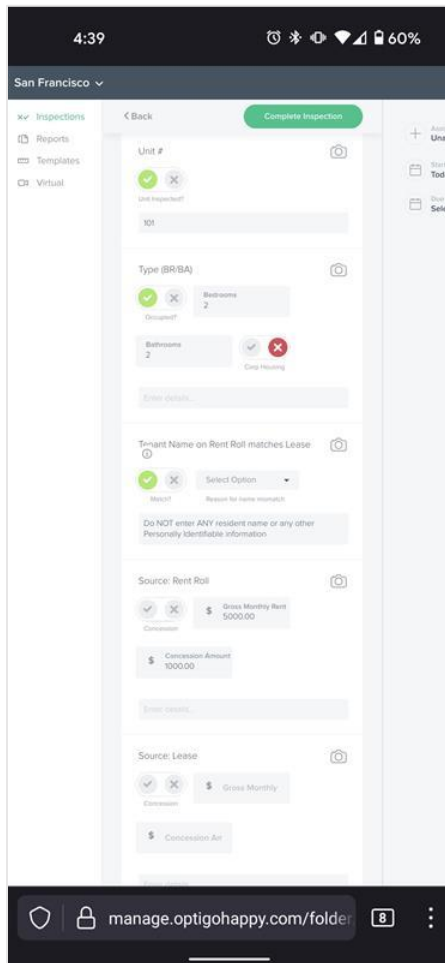
In the inspection list there are two inspection templates for each property: the seller inspection template and the lease audit template. They each must be marked complete in order to move to Freddie Mac. The list can be filtered by template type by clicking the “add filter” button.

The screenshot shows the 'San Francisco' location filter at the top. On the left, there is a navigation menu with 'Inspections' selected. Below the menu, there are tabs for 'All', 'Open', 'Complete', and 'Expired', with 'Open' being the active tab. A search bar is present with the text 'Search Inspections'. Below the search bar, there is a section for 'All inspections (37)'. The list of inspections includes several entries, each with a checkbox, a clock icon, and a title. Two entries are highlighted with red boxes: the first is a 'Seller Inspection Template' for 'Park Snowy_Seller_44262 Pear Str_Acq_#409097636 Oak Park CA United States 91378' and the second is a 'Lease Audit Template' for the same property. The 'Add Filter' button in the top left of the list area is also highlighted with a red box.



2. Complete the Lease Audit During an Inspection on a Mobile Phone

Begin by either sending the lease audit form to your email or by accessing manage.optigohappy.com on your mobile phone and navigating to the correct property. Open the lease audit form, either from the web page or from your email, and enter the information into the lease audit template during an inspection.



Unlock and Edit

If you need to modify a lease audit template after it has been completed, click “Unlock & Edit Inspection” in the top right corner of the completed lease audit. This will allow you to edit and update the lease audit. Once complete, click “Complete Inspection” and then “Create Report”. Completed forms will be sent to Freddie Mac and DMS overnight.



Tenant Name

In the “Tenant Name on Rent Roll matches Lease” section pictured below, only verify that the tenant’s name on the rent roll matches the lease. If there is a mismatch, select a reason why in the drop-down. *Do not enter the tenant’s name.*

Tenant Name on Rent Roll matches Lease ⓘ

Do NOT enter ANY resident name or any other Personally Identifiable information

Match? Select Option Reason for name mismatch

Do NOT enter ANY resident name or any other Personally Identifiable information

Close

Units to Audit

The inspection form will populate the correct number of units to audit. If more leases need to be audited, a “Duplicate Section” option is available to add additional lease audit records.

Employer Enter details...

Annual Income Enter details...

Income 75000.00

Duplicate Section: Lease Audit

Additional Help

For questions or support regarding Optigo Happy, please contact the HappyCo support line: (628) 272-8050, or [raise a request through the Support Desk](#).