

# Service Provider

## MINC Submissions

In addition to being a software vendor, *Simply Computer Software, Inc.* also provides Fee Based Electronic Submission Services, commonly referred to as *Service Provider*. If, for whatever reason, you are not able to automate your inhouse RD forms compliance, we can electronically upload your forms for you, for a fee. You merely email or fax us your tenant changes when they occur (RD 3560-8 Tenant Certifications, Move-Out, Unit Transfers, etc.) and we make sure they are promptly uploaded to Rural Development's MINC Website.

**INITIAL SETUP FEE ( One Time ):** The fee for setting up your project will be one of the following ...

- \* Restoring the project from an existing FHA *Software* database backup would be \$25.00
- \* Creating ( importing ) the project from a Baseline XML file would be \$75.00.
- \* Manually creating the project and entering RD 3560-8's from scratch would be \$ 3.00 per unit.

**TRANSACTION FEE ( Monthly ):** After your project has been setup in our system, you merely email or fax us your Tenant Change information as they occur ( including RD 3560-8 Tenant Certifications, Move-Outs, Unit Transfers, etc.). We input this information into our system and complete your upload submissions to MINC. The monthly Transaction Fee will be a flat \$7.50 per unit divided by 12.

\* Signed RD 3560-8's must be received by the 1st day of each month to ensure timely submissions.

**WORKSHEET APPROVAL FEE ( Monthly ):** A flat, monthly fee will be assessed for logging into MINC and approving your monthly RD 3560-29 Project Worksheets, along with providing a list of future recertification due dates. This feature provides you with a clean, accurate copy of the RD 3560-29 Project Worksheet and helps remind you of upcoming recertifications.

**Fee Schedule:**

1 to 23 Units \$25/mo.	48 to 71 Units \$35/mo.	90 to 149 Units \$45/mo
24 to 47 Units \$30/mo.	72 to 89 Units \$40/mo.	150 Unit & above \$55/mo.

Below are examples of approximate Annual Service Provider Costs for varying project sizes ...

Project Size . . . . .	10 Units	32 Units	64 Units	88 Units
Transaction Fee . . . . .	\$ 75.00	\$ 240.00	\$ 480.00	\$ 660.00
Worksheet Approval Fee . . . . .	\$ 300.00	\$ 360.00	\$ 420.00	\$ 480.00
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Annual Service Provider Cost . . .	\$ 375.00	\$ 600.00	\$ 900.00	\$1,140.00
Monthly Fee ( Annual Cost / 12 ) .	\$ 31.25	\$ 50.00	\$ 75.00	\$ 95.00

**Call today to get started !!!**

*Simply Computer Software, Inc.*

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