

Advancing Properties to “Ready to List” (RTL) Status

Ready to List (RTL) inspection reports are processed using three programs: Isis, Raki and ACORN. Field agents submit reports in Isis. You will need to open Isis to get the information, transfer the information to Raki and then tell ACORN the information has been processed. Here are the steps to follow:

→ **Make sure Internet Explorer is open.** If it is not, either select Internet Explorer from the START menu or double-click the Internet Explorer icon on the computer’s desktop. The Internet Explorer icon looks like this:



→ **Open all three programs** (Isis, Raki and ACORN) by selecting them from the START menu or by double-clicking their icons on the computer’s desktop.

The Isis icon looks like this:



The Raki icon looks like this:



The ACORN icon looks like this:



→ **Open the HUD-supplied case number in each program** (Isis, Raki and ACORN).


Your first task is to check the Isis Ready to List PIR report to see that it is complete and was submitted within 24 hours of the property inspection.

→ **In Isis, open “Ready to List PIR” and review the file on the computer screen.** In particular, make sure item 1 (ready to list or prior to list inspection) and items 6A, 6B, and 6C (occupancy) have been answered. Also check items 7A, 7B, 9A and 9C as these entries are frequently missed by the field agents.


If any of these items has not been answered, you will need to call the field agent to get the information and enter it manually before you can proceed.

→ **Verify that the agent has signed the file at the bottom of the form.** Electronic signatures are acceptable.

→ **Check the date and time of receipt of the inspection report and photos.**

 **IMPORTANT:** The inspection report and photos **MUST** be submitted within 24 hours of the inspection. If the report was submitted within the 24-hour time frame, give it a 5-star rating. If the report was submitted more than 24 hours after the inspection, it is LATE. All late reports receive a 1-star rating.

→ **Use the HUD case number as the first part of the file name to save this PIR file in the PFD folder on your computer.**

 **NOTE:** The HUD case number identifies specific properties and data files about those properties. Always place the HUD case number at the beginning of each data file name so you easily retrieve all the files pertaining to that property.

Here are some examples of properly named data files:

75-2456-Inspection Report

92-3345-Photos

45-2945-Compliance

→ **Still in Isis, view the “Ready to List Photo Addendum.”** Verify that each photo has a street address and that there is a photo of every room in the property.

→ **Use the HUD case number as the first part of the file name to save the Photo Addendum file in the PFD folder on your computer.**

Next, you'll need to enter the inspection report information and upload the RTL the RTL photo files from Isis into Raki.

→ **Open Raki and click on the correct HUD case number** (it should be highlighted).

→ **Select “Add Inspection”**

→ **Answer the inspection questions using data from the Isis “Ready to List PIR”**

- ➔ Click on “Save” to record the inspection information.
- ➔ Select “Add Attachment,” browse to select the appropriate RTL file and the RTL photo file and upload them by clicking on the UPLOAD button.
- ➔ Label both files, placing the HUD case number at the beginning of each file name. Save and Close both attachment files.

Next you will enter information into the ACORN program.

- ➔ In ACORN, select the “Valuation” tab, fill in the RTL order date at the bottom of the form and click on “Save.”
- ➔ Still in ACORN, select the “Ready to List” tab, answer the questions, enter the RTL received date and click “Approve Part A.”