HOUSING SOLUTIONS
ENGAGING
EDUCATING
EMPOWERING

TRACS

1

What is TRACS?

TRACS – Tenant Rental Assistance Certification System

All information from 50059s is collected here

DATA SOURCE: Tenant Rental Assistance Certification System (TRACS) REPORTING DATE: 12 Month Tenant Characteristics Report – March 31ST, 2026 REPORTING CYCLE: Quarterly						
	Total	Project Based Sec 8	S236,BMIR	811 PRA Demo	202/PRAC, 202/PAC	811 PRAC
Number of households (count)	1,345,269	1,196,748	814	3,999	142,644	1,064
Household Income (Mean)	$18,984	$16,509	$34,414	$12,757	$16,929	$14,313
Source of Income (%)						
# with any wages (B, F, M, W)	19.60	21.28	59.83	11.35	5.52	13.53
# with any pension (PE)	8.17	7.50	16.95	0.63	14.08	1.41
# with any Social Security (SS)	62.09	59.09	57.86	51.34	87.54	73.50
# with any SSI (SI)	35.72	35.58	15.11	50.14	36.53	47.37
# with any welfare (T, G)	5.32	5.60	2.83	6.83	2.96	3.76

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What does TRACS do?

he Tenant Rental Assistance Certification System (TRACS) is designed to process subsidy contracts, tenant rental assistance information, and owner requests for payment (vouchers). TRACS collects tenant data and voucher data for project-based programs and authorizes payment for subsidy programs.

Payments are based upon the voucher, contract, and tenant data residing in the system.

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What programs use TRACS?

The rental assistance programs within TRACS' scope include:

- Rent Supplement Payments (Rent Supp) ***Not Active***
- Rental Assistance Payment (RAP) ***Not Active***
- Section 221(d) (3) Below Market Interest Rate (BMIR)
- Section 236 Interest Reduction and Rental Assistance Payments
- Section 202/162 Project Assistance Contract (PAC) Program
- Section 202 Project Rental Assistance Payments
- Project-Based Section 8 Programs [The Section 8 housing program is multiple rental assistance programs authorized under Section 8 of the U.S. Housing Act of 1937.]
- Section 811 Project Rental Assistance Payments
- Section 811 Project Rental Assistance (PRA)

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Current version of TRACS

202D – released in 2014

203A – still in production

Makes changes to accommodate new HUD forms and HOTMA

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iMAX (integrated Access eXchange)

Replaced TRACSMail system

enabling electronic submissions of certifications and vouchers into the TRACS system

iMAX is a web-based communication system that provides Contract Administrators (CAs), Owners, Management Agents, and Service Bureaus who have subsidy contracts with HUD to transmit to HUD and to other Owners, Management Agents, and Service Bureaus and CAs registered with iMAX, tenant data and voucher data files.

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iMAX (integrated Access eXchange)

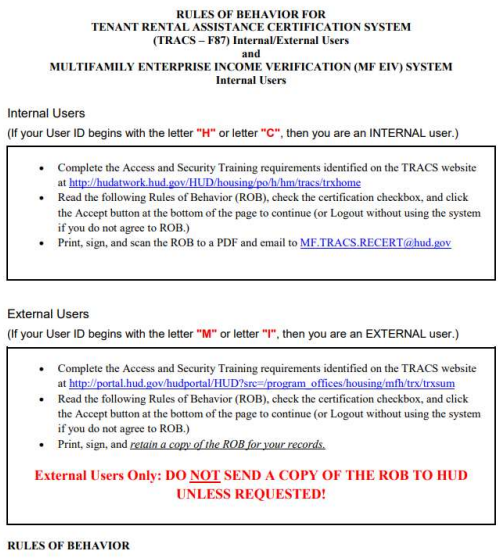
With iMAX you can upload files via the web browser or via vendor software that calls iMAX web services. iMAX routes the files to the appropriate iMAX user or to a staging area to send to TRACS. Files sent to TRACS are first processed and validated by the integrated Monthly Activity Transmission (iMAT) application approximately every 2 hours. Files that pass the edit validations are loaded into the

TRACS mainframe database every 24 hours. TRACS processes the files during the nightly cycle and stores them in an FTP folder, which is then polled by iMAT to send to iMAX. iMAX then parses the files and routes to the appropriate iMAX users.

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Rules of Behavior

https://www.hud.gov/sites/documents/tracsrob.pdf



RULES OF BEHAVIOR FOR
TENANT RENTAL ASSISTANCE CERTIFICATION SYSTEM
(TRACS – F87) Internal/External Users
and
MULTIFAMILY ENTERPRISE INCOME VERIFICATION (MF EIV) SYSTEM
Internal Users

Internal Users

(If your User ID begins with the letter **"H"** or letter **"C"**, then you are an INTERNAL user.)

- Complete the Access and Security Training requirements identified on the TRACS website at http://hudatwork.hud.gov/HUD/housing/po/h/hm/tracs/trxhome
- Read the following Rules of Behavior (ROB), check the certification checkbox, and click the Accept button at the bottom of the page to continue (or Logout without using the system if you do not agree to ROB.)
- Print, sign, and scan the ROB to a PDF and email to MF.TRACS.RECERT@hud.gov

External Users

(If your User ID begins with the letter **"M"** or letter **"I"**, then you are an EXTERNAL user.)

- Complete the Access and Security Training requirements identified on the TRACS website at http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/trx/trxsum
- Read the following Rules of Behavior (ROB), check the certification checkbox, and click the Accept button at the bottom of the page to continue (or Logout without using the system if you do not agree to ROB.)
- Print, sign, and *retain a copy of the ROB for your records.*

External Users Only: DO NOT SEND A COPY OF THE ROB TO HUD UNLESS REQUESTED!

RULES OF BEHAVIOR

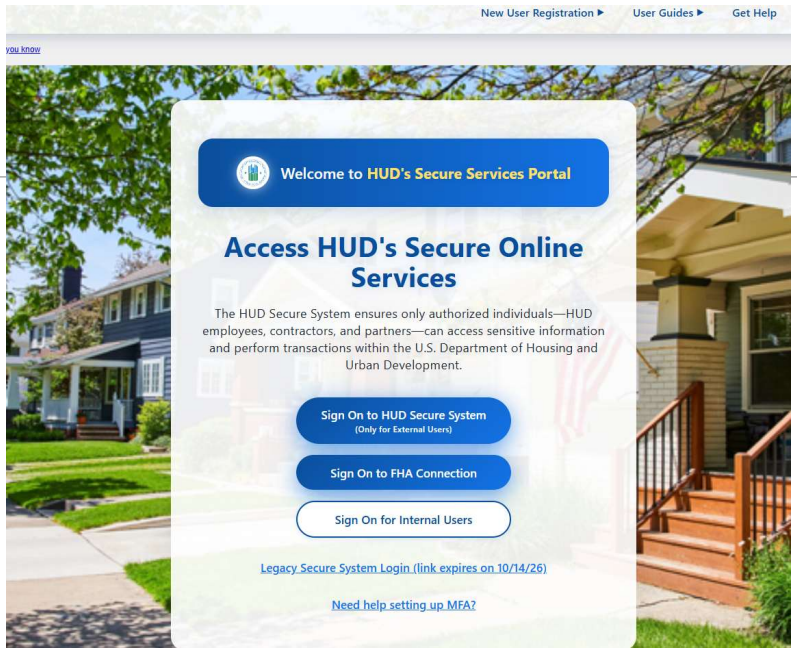
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Cyber Awareness Training

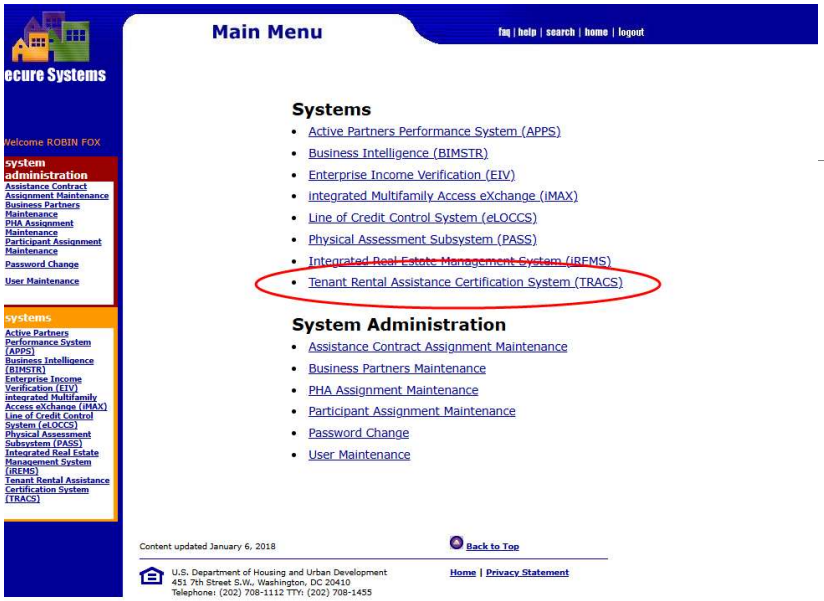
https://www.cyber.mil/cyber-awareness-challenge



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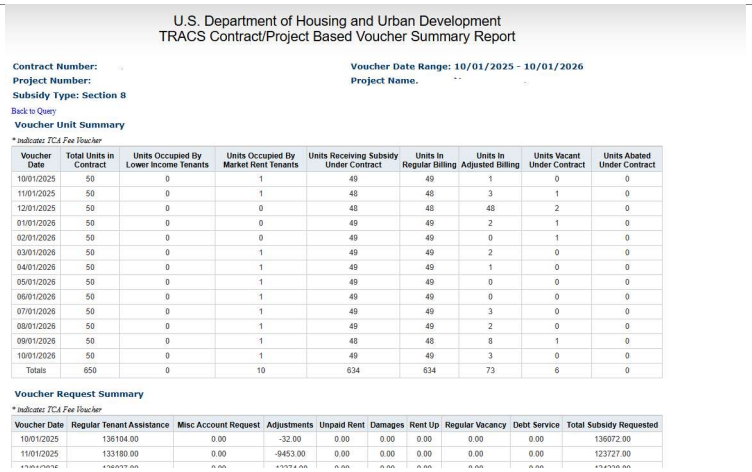

ecure Systems
Welcome ROBIN FOX
system administration
Assistance Contract Assignment Maintenance
Business Partners Maintenance
PHA Assignment Maintenance
Participant Assignment Maintenance
Password Change
User Maintenance
systems
Active Partners Performance System (APPS)
Business Intelligence (BIMSTR)
Enterprise Income Verification (EIV)
integrated Multifamily Access eXchange (iMAX)
Line of Credit Control System (eLOCCS)
Physical Assessment Subsystem (PASS)
Integrated Real Estate Management System (iREMS)
Tenant Rental Assistance Certification System (TRACS)
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integrated Multifamily Access eXchange (iMAX)
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U.S. Department of Housing and Urban Development
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Telephone: (202) 708-1112 TTY: (202) 708-1455
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Voucher Summary Report



U.S. Department of Housing and Urban Development
TRACS Contract/Project Based Voucher Summary Report

Contract Number:
Project Number:
Subsidy Type: Section 8

Voucher Date Range: 10/01/2025 - 10/01/2026
Project Name.

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Voucher Unit Summary

*Indicates TCA Fee Voucher

Voucher Date	Total Units in Contract	Units Occupied By Lower Income Tenants	Units Occupied By Market Rent Tenants	Units Receiving Subsidy Under Contract	Units In Regular Billing	Units In Adjusted Billing	Units Vacant Under Contract	Units Abated Under Contract
10/01/2025	50	0	1	49	49	1	0	0
11/01/2025	50	0	1	48	48	3	1	0
12/01/2025	50	0	0	48	48	48	2	0
01/01/2026	50	0	0	49	49	2	1	0
02/01/2026	50	0	0	49	49	0	1	0
03/01/2026	50	0	1	49	49	2	0	0
04/01/2026	50	0	1	49	49	1	0	0
05/01/2026	50	0	1	49	49	0	0	0
06/01/2026	50	0	1	49	49	0	0	0
07/01/2026	50	0	1	49	49	3	0	0
08/01/2026	50	0	1	49	49	2	0	0
09/01/2026	50	0	1	48	48	8	1	0
10/01/2026	50	0	1	49	49	3	0	0
Totals	650	0	10	634	634	73	6	0

Voucher Request Summary

*Indicates TCA Fee Voucher

Voucher Date	Regular Tenant Assistance	Misc Account Request	Adjustments	Unpaid Rent	Damages	Rent Up	Regular Vacancy	Debt Service	Total Subsidy Requested
10/01/2025	136104.00	0.00	-32.00	0.00	0.00	0.00	0.00	0.00	136072.00
11/01/2025	133180.00	0.00	-9453.00	0.00	0.00	0.00	0.00	0.00	123727.00

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Move-in/Move-Out Report



U.S. Department of Housing and Urban Development
TRACS Move-In/Move-Out Report

No records were retrieved from the TRACS database for one of the following reasons.

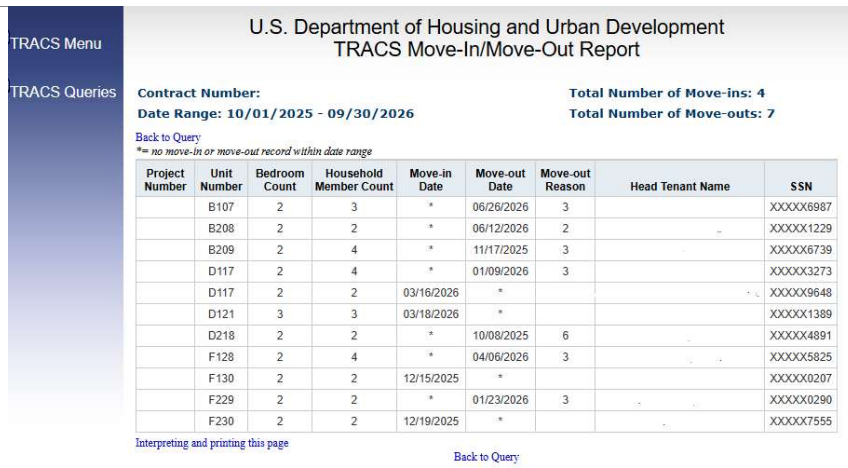
1. Either the submitted Project/Contract number was typed incorrectly or it does not exist in the database.
2. No eligible certifications exist for the submitted date range.
3. No Move-In or Move-Out transactions exist for the submitted project/contract and date range.

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Move-in/Move-Out Report



TRACS Menu

TRACS Queries

U.S. Department of Housing and Urban Development
TRACS Move-In/Move-Out Report

Contract Number:
Date Range: 10/01/2025 - 09/30/2026

Total Number of Move-ins: 4
Total Number of Move-outs: 7

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** = no move-in or move-out record within date range*

Project Number	Unit Number	Bedroom Count	Household Member Count	Move-in Date	Move-out Date	Move-out Reason	Head Tenant Name	SSN
	B107	2	3	*	06/26/2026	3		XXXXX6987
	B208	2	2	*	06/12/2026	2		XXXXX1229
	B209	2	4	*	11/17/2025	3		XXXXX6739
	D117	2	4	*	01/09/2026	3		XXXXX3273
	D117	2	2	03/16/2026	*			XXXXX9648
	D121	3	3	03/18/2026	*			XXXXX1389
	D218	2	2	*	10/08/2025	6		XXXXX4891
	F128	2	4	*	04/06/2026	3		XXXXX5825
	F130	2	2	12/15/2025	*			XXXXX0207
	F229	2	2	*	01/23/2026	3		XXXXX0290
	F230	2	2	12/19/2025	*			XXXXX7555

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Move-in/Move-Out Report

Unit Transfers will not show on this report

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Late Recertification Report

U.S. Department of Housing and Urban Development
TRACS Late Recertification Report

Contract Number:
Total Number of Late Recertifications: 2

Report Type: All Certifications
Sorted By: Unit

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Project Number	Unit	Tenant Name	Tenant SSN	Effective Date	Next Recert Date	Number of Days Late	Termination Date	Termination Reason
	307		XXXXX1793	06/01/2024	06/01/2025	493		
	321		XXXXX8008	06/01/2025	06/01/2026	128		

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U.S. Department of Housing and Urban Development
TRACS Certification List

Contract/Project Number:
Subsidy Contract Expiration Date: 04/30/2028
Active Tenant Count/Units: 3/3 (100%)
Certifications: Current

Sorted By: Unit

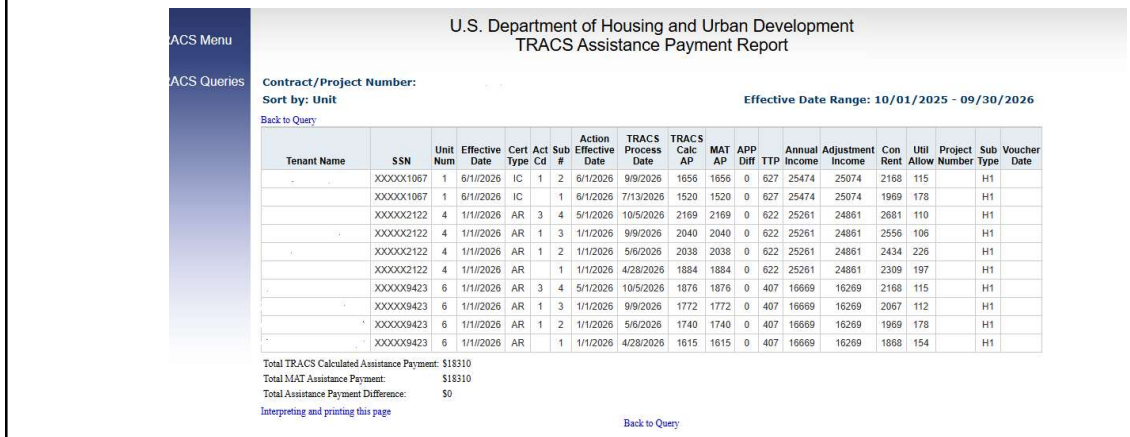
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Select a Tenant Name to view additional certification details. Highlighted rows correspond to Active Tenant Count.

Tenant Name	SSN	Unit Number	Effective Date	Cert Type	Action Code	Action Effect Date	TRACS Process Date	AP	TTP	Annual Income	Adjusted Income	Gross Rent	Assist Status Code	Project or Contract Number	Subsidy Type	Household Member Count	Next Recert Date	Bedroom Count	Over/Under Housed	Move In Date	DUNS Number	Awardee UEI	Immediate Parent UEI	Domestic Parent UEI	Global Parent UEI
	XXXXX1067	1	***11/01/2026***	IR			10/05/2026	$1698	$585	$25474	$23403	$2283	E		1	2	06/01/2027	3	O	10/31/2006	041481276				
	XXXXX1067	1	06/01/2026	*IC*	CT		09/09/2026	$1656	$627	$25474	$25074	$2283	E		1	2	06/01/2027	3	O	10/31/2006	041481276				
	XXXXX2122	4	01/01/2026	AR	GR	05/01/2026	10/05/2026	$2169	$622	$25261	$24861	$2791	E		1	1	01/01/2027	4	O	03/01/1995	041481276				
	XXXXX9423	6	01/01/2026	AR	GR	05/01/2026	10/05/2026	$1876	$407	$16669	$16269	$2283	E		1	1	01/01/2027	3	O	02/01/1996	041481276				

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ACS Menu

ACS Queries

U.S. Department of Housing and Urban Development
TRACS Assistance Payment Report

Contract/Project Number:

Sort by: Unit

Effective Date Range: 10/01/2025 - 09/30/2026

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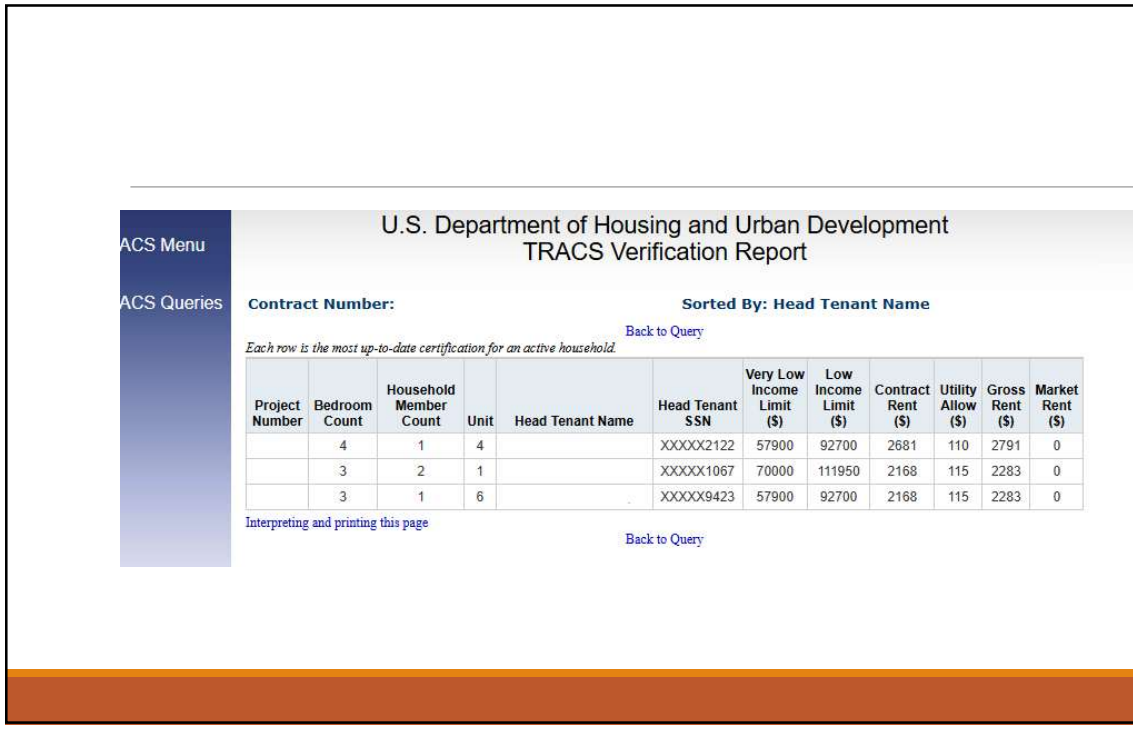
Tenant Name	SSN	Unit Num	Effective Date	Cert Type	Act Cd	Sub #	Action Effective Date	TRACS Process Date	TRACS Calc AP	MAT AP	APP Diff	TTP	Annual Income	Adjustment Income	Con Rent	Util Allow	Project Number	Sub Type	Voucher Date
	XXXXX1067	1	6/1//2026	IC	1	2	6/1/2026	9/9/2026	1656	1656	0	627	25474	25074	2168	115		H1	
	XXXXX1067	1	6/1//2026	IC		1	6/1/2026	7/13/2026	1520	1520	0	627	25474	25074	1969	178		H1	
	XXXXX2122	4	1/1//2026	AR	3	4	5/1/2026	10/5/2026	2169	2169	0	622	25261	24861	2681	110		H1	
	XXXXX2122	4	1/1//2026	AR	1	3	1/1/2026	9/9/2026	2040	2040	0	622	25261	24861	2556	106		H1	
	XXXXX2122	4	1/1//2026	AR	1	2	1/1/2026	5/6/2026	2038	2038	0	622	25261	24861	2434	226		H1	
	XXXXX2122	4	1/1//2026	AR		1	1/1/2026	4/28/2026	1884	1884	0	622	25261	24861	2309	197		H1	
	XXXXX9423	6	1/1//2026	AR	3	4	5/1/2026	10/5/2026	1876	1876	0	407	16669	16269	2168	115		H1	
	XXXXX9423	6	1/1//2026	AR	1	3	1/1/2026	9/9/2026	1772	1772	0	407	16669	16269	2067	112		H1	
	XXXXX9423	6	1/1//2026	AR	1	2	1/1/2026	5/6/2026	1740	1740	0	407	16669	16269	1969	178		H1	
	XXXXX9423	6	1/1//2026	AR		1	1/1/2026	4/28/2026	1615	1615	0	407	16669	16269	1868	154		H1	

Total TRACS Calculated Assistance Payment: $18310
Total MAT Assistance Payment: $18310
Total Assistance Payment Difference: $0

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ACS Menu

ACS Queries

U.S. Department of Housing and Urban Development
TRACS Verification Report

Contract Number:

Sorted By: Head Tenant Name

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Each row is the most up-to-date certification for an active household.

Project Number	Bedroom Count	Household Member Count	Unit	Head Tenant Name	Head Tenant SSN	Very Low Income Limit ($)	Low Income Limit ($)	Contract Rent ($)	Utility Allow ($)	Gross Rent ($)	Market Rent ($)
	4	1	4		XXXXX2122	57900	92700	2681	110	2791	0
	3	2	1		XXXXX1067	70000	111950	2168	115	2283	0
	3	1	6		XXXXX9423	57900	92700	2168	115	2283	0

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Monthly Activity Transmission (MAT):

What is the MAT: It Is the process in which the tenant certifications and voucher undergo before the records can enter the TRACS database.

The Monthly Activity Transmission (MAT) is a front-end subsystem of TRACS. It accepts data transmitted from the sites to HUD Headquarters or Contract Administrator in an electronic form and returns messages from HUD Headquarters or Contract Administrator to the sender sites. MAT performs formatting and data-type validation on the data. MAT will return a file to the sender containing error messages when errors exist. The sender must correct the errors and resubmit the information.

All error messages are automatically returned via the sender's iMAX account, and users should review the contents of their mailbox daily.

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Monthly Activity Transmission (MAT):

MAT Descriptions:

- **MAT10:** A record in a TRACS file for a full certification (i.e., an annual, interim, move-in, or initial 50059).
- **MAT15:** Address Record. When a unit renumbering is done, the previous unit number is data that is commonly missed.
- **MAT30:** A HAP Request record in a TRACS file (voucher file).
- **MAT31:** A record in a TRACS file that deletes a HAP Request that was previously sent (Delete voucher).
- **MAT40:** A move-out record in a TRACS file (partial certification).
- **MAT65**: A termination record in a TRACS file (partial certification).
- **MAT70:** A GRC (Gross Rent Change) /Unit Transfer record in a TRACS file (partial certification).
- **MAT 90 & MAT 92** – History Baseline (Special purpose records used in history baseline files. These records hold contract, floor plan, and rent history information).

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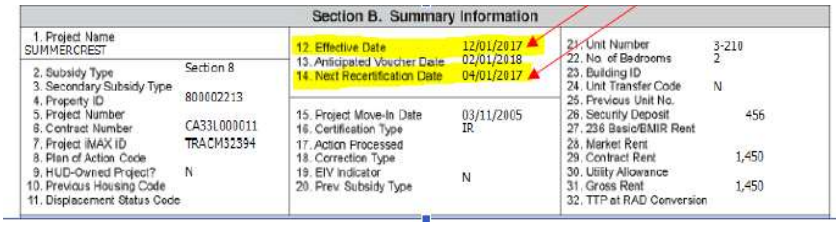
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Most Common Errors and how to correct them

Effective date <u>cannot be greater</u> than next recertification date

50059 Item 12 – Effective Date – The effective date is the date the (re) certification is to be effective.

50059 Item 14 – Next recertification date – The next Annual Recertification date <u>should not be more than one year after the effective date</u> of the (re) certification being submitted. However, there are instances in which <u>it can be less than one year</u> (Ex: Property with a Mass Recertification



Section B. Summary Information

1. Project Name	SUMMERCREST	12. Effective Date	12/01/2017	21. Unit Number	3-210
2. Subsidy Type	Section 8	13. Anticipated Voucher Date	02/01/2018	22. No. of Bedrooms	2
3. Secondary Subsidy Type		14. Next Recertification Date	04/01/2017	23. Building ID	
4. Property ID	800002213			24. Unit Transfer Code	N
5. Project Number		15. Project Move-In Date	03/11/2005	25. Previous Unit No.	
6. Contract Number	CA33L000011	16. Certification Type	IR	26. Security Deposit	456
7. Project iMAX ID	TRACM32394	17. Action Processed		27. 236 Basic/BMIR Rent	
8. Plan of Action Code		18. Correction Type		28. Market Rent	
9. HUD-Owned Project?	N	19. EIV Indicator	N	29. Contract Rent	1,450
10. Previous Housing Code		20. Prev. Subsidy Type		30. Utility Allowance	
11. Displacement Status Code				31. Gross Rent	1,450
				32. TTP at RAD Conversion	

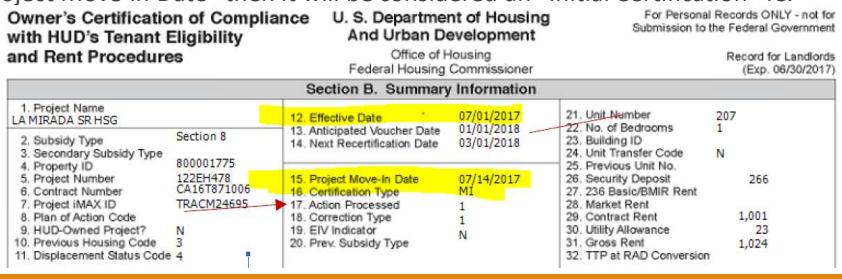
Most Common Errors and how to correct them

Certification Effective date precedes Move In Date

50059 Item 12– Effective Date – Enter the date this (re) certification is to be effective.

For a (MI) Move In, use the date that the tenant Move into the project.

Note: Effective Date **can be on or after the move in date.** If the effective date is after the "Project Move-in Date" then it will be considered an "Initial Certification" IC.



Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures

U. S. Department of Housing And Urban Development
Office of Housing
Federal Housing Commissioner

For Personal Records ONLY - not for Submission to the Federal Government

Record for Landlords (Exp. 06/30/2017)

Section B. Summary Information

1. Project Name	LA MIRADA SR HSG	12. Effective Date	07/01/2017	21. Unit Number	207
2. Subsidy Type	Section 8	13. Anticipated Voucher Date	01/01/2018	22. No. of Bedrooms	1
3. Secondary Subsidy Type		14. Next Recertification Date	03/01/2018	23. Building ID	
4. Property ID	800001775			24. Unit Transfer Code	N
5. Project Number	122EH478	15. Project Move-In Date	07/14/2017	25. Previous Unit No.	
6. Contract Number	CA16T871006	16. Certification Type	MI	26. Security Deposit	266
7. Project iMAX ID	TRACM24695	17. Action Processed	1	27. 236 Basic/BMIR Rent	
8. Plan of Action Code		18. Correction Type	1	28. Market Rent	
9. HUD-Owned Project?	N	19. EIV Indicator	N	29. Contract Rent	1,001
10. Previous Housing Code	3	20. Prev. Subsidy Type		30. Utility Allowance	23
11. Displacement Status Code	4			31. Gross Rent	1,024
				32. TTP at RAD Conversion	

Most Common Errors and how to correct them

Incorrect special status code submitted for non-elderly household member.

50059 Item 42 – Special Status Code

Identify any household member who may qualify for one of the following Special Status Code:

E = Elderly Head, Co-Head, or Spouse (At least 62 years of age as of the effective date of this (re)certification).

S = Full time Student 18 or older who is not Head, Co-Head or Spouse. Must have a "D" (Dependent) indicated in item 37 (Relationship code) except if the Full-time student is a foster adult, whose relationship code is " F "

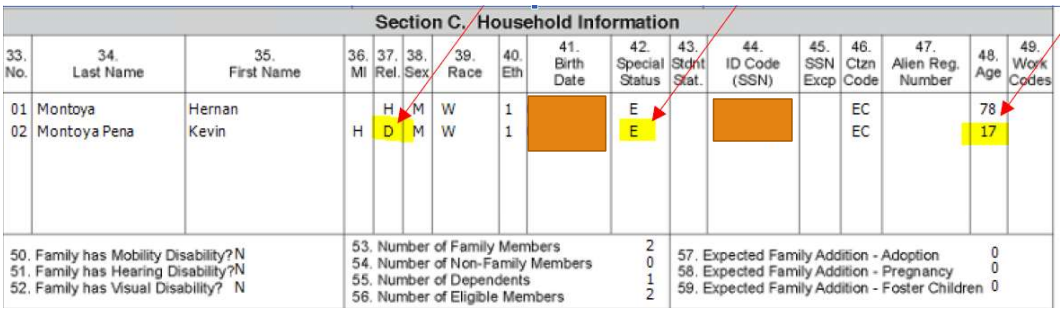
H = Family member who is Disabled

M = Family member who is US military veteran

P = Person being housed temporarily pursuant to the guidance in the HUD handbook 4350.1 Chapter 38.

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Most Common Errors and how to correct them



Section C. Household Information

33. No.	34. Last Name	35. First Name	36. MI	37. Rel.	38. Sex	39. Race	40. Eth	41. Birth Date	42. Special Status	43. Stdnt Stat.	44. ID Code (SSN)	45. SSN Excp	46. Ctzn Code	47. Alien Reg. Number	48. Age	49. Work Codes
01	Montoya	Hernan		H	M	W	1		E				EC		78	
02	Montoya Pena	Kevin	H	D	M	W	1		E				EC		17	

50. Family has Mobility Disability? N	53. Number of Family Members 2	57. Expected Family Addition - Adoption 0
51. Family has Hearing Disability? N	54. Number of Non-Family Members 0	58. Expected Family Addition - Pregnancy 0
52. Family has Visual Disability? N	55. Number of Dependents 1	59. Expected Family Addition - Foster Children 0
	56. Number of Eligible Members 2	

Take note that the Fatal Error is the Special Status code "E" as compared against age of the household member (item 48) In this case item 42 should be blank

26

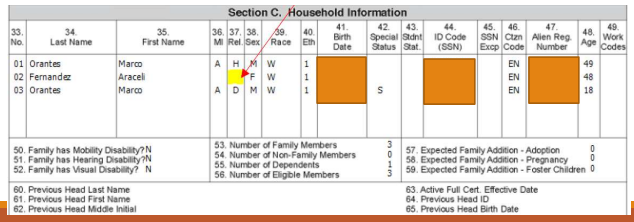
Most Common Errors and how to correct them

Incorrect/blank relationship code submitted

50059 Item 37 - List persons living in the unit in the following order and state each person's relationship to the head by using one of the codes. Only the following codes may be entered: H, S, K, D, O, F, L N **(Can be found on the Fun facts of this training pages 34-36)**

(For details of the definition of each category, please read the Household Information Item 37 Relationship code discussed above)

Note: TRACS requires that all space under Item 37 Relationship must be filled in. There should not be any blank space.



Section C. Household Information

33. No.	34. Last Name	35. First Name	36. MI	37. Rel.	38. Sex	39. Race	40. Eth	41. Birth Date	42. Special Status	43. Stdnt Stat.	44. ID Code (SSN)	45. SSN Excp	46. Ctzn Code	47. Alien Reg. Number	48. Age	49. Work Codes
01	Orantes	Marco	A	H	M	W	1						EN		49	
02	Fernandez	Araceli			F	W	1						EN		48	
03	Orantes	Marco	A	D	M	W	1		S				EN		18	

50. Family has Mobility Disability? N	53. Number of Family Members	3	57. Expected Family Addition - Adoption 0
51. Family has Hearing Disability? N	54. Number of Non-Family Members	0	58. Expected Family Addition - Pregnancy 0
52. Family has Visual Disability? N	55. Number of Dependents	1	59. Expected Family Addition - Foster Children 0
	56. Number of Eligible Members	3	

60. Previous Head Last Name	63. Active Full Cert. Effective Date
61. Previous Head First Name	64. Previous Head ID
62. Previous Head Middle Initial	65. Previous Head Birth Date

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Most Common Errors and how to correct them

Move out date is greater than 14 days following the date of death

Review the date of death located in item 18 of 50059 B- count 14 days after the date of death. As noted on example above 14days from 09/27/17- should be 10/11/17.

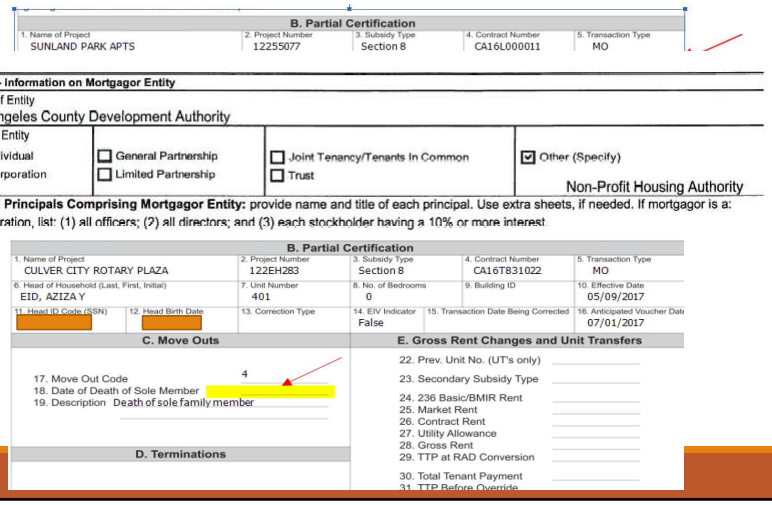
HUD allows 14 days paid assistance after the date of death for property to take possession of the unit. Verify that the amounts approved in the adjustment section are calculating correctly

28

28

Most Common Errors and how to correct them

Note: Ensure Move Out Code 4 is entered as well as item 18 (Death of the sole family member.



B. Partial Certification

1. Name of Project	2. Project Number	3. Subsidy Type	4. Contract Number	5. Transaction Type
SUNLAND PARK APTS	12255077	Section 8	CA16L000011	MO

Part G - Information on Mortgagor Entity

Name of Entity: Los Angeles County Development Authority

Type of Entity: ☐ Individual ☐ Corporation ☐ General Partnership ☐ Limited Partnership ☐ Joint Tenancy/Tenants In Common ☐ Trust ☑ Other (Specify) Non-Profit Housing Authority

List all Principals Comprising Mortgagor Entity: provide name and title of each principal. Use extra sheets, if needed. If mortgagor is a:
• corporation, list: (1) all officers; (2) all directors; and (3) each stockholder having a 10% or more interest

B. Partial Certification

1. Name of Project	2. Project Number	3. Subsidy Type	4. Contract Number	5. Transaction Type
CULVER CITY ROTARY PLAZA	122EH283	Section 8	CA16T831022	MO
6. Head of Household (Last, First, Initial)	7. Unit Number	8. No. of Bedrooms	9. Building ID	10. Effective Date
EID, AZIZA Y	401	0		05/09/2017
11. Head ID Code (SSN)	12. Head Birth Date	13. Correction Type	14. EIV Indicator	15. Transaction Date Being Corrected / 16. Anticipated Voucher Date
			False	07/01/2017

C. Move Outs

17. Move Out Code: 4
18. Date of Death of Sole Member
19. Description: Death of sole family member

D. Terminations

E. Gross Rent Changes and Unit Transfers

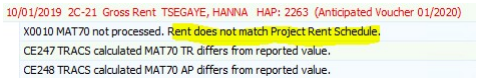
22. Prev. Unit No. (UT's only)
23. Secondary Subsidy Type
24. 236 Basic/BMIR Rent
25. Market Rent
26. Contract Rent
27. Utility Allowance
28. Gross Rent
29. TTP at RAD Conversion
30. Total Tenant Payment
31. TTP Before Override

29

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Most Common Errors and how to correct them

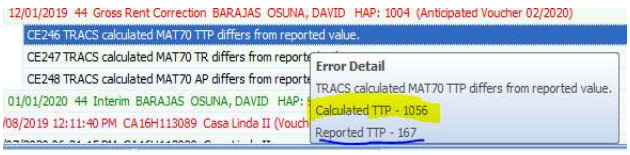
- **Contract Rents does not match Project Rent Schedule**



10/01/2019 2C-21 Gross Rent TSEGAYE, HANNA HAP: 2263 (Anticipated Voucher 01/2020)
X0010 MAT70 not processed. Rent does not match Project Rent Schedule.
CE247 TRACS calculated MAT70 TR differs from reported value.
CE248 TRACS calculated MAT70 AP differs from reported value.

The following <u>will affect the HAP</u> when there are Gross Rent change (GRC):

- Any revision on Gross Rent Change must be accompanied by a <u>revised voucher</u>
- A Prorated eligibility will affect HAP (Prorated household)
- Basic Rent and Market Rent must be indicated on GRC in case of 236 Property.
- The Annual Income and Adjusted Monthly Income on GRC must be based on the **<u>latest full certs</u>**.



12/01/2019 44 Gross Rent Correction BARAJAS OSUNA, DAVID HAP: 1004 (Anticipated Voucher 02/2020)
CE246 TRACS calculated MAT70 TTP differs from reported value.
CE247 TRACS calculated MAT70 TR differs from reporte
CE248 TRACS calculated MAT70 AP differs from reporte
01/01/2020 44 Interim BARAJAS OSUNA, DAVID HAP:
/08/2019 12:11:40 PM CA16H113089 Casa Linda II (Vouch
Error Detail
TRACS calculated MAT70 TTP differs from reported value.
Calculated TTP - 1056
Reported TTP - 167

30

30

Most Common Errors and how to correct them

Household Should be Terminated Before An Initial Certification (IC) is Submitted

If household is active; however, fail to recertify (AR), the Owner/Agent should process the termination with an effective date prior to the Initial certification date.





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31

Most Common Errors and how to correct them

Invalid SSN Exception Code / SSN Exception Code submitted is invalid

Choose the appropriate code if an individual without a valid SSN qualifies for an SSN exception. Leave blank if no SSN Exception applies.

Review **50059 item 44** (ID Code (SSN) to determine if there is an exception code required on item 45 based on the list below

C = Individual who does not contend eligible immigration status

E = Individual age 62 or older

M = New household member under the age of 6 where disclosure of SSN is delayed for **90- 180 days**

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Most Common Errors and how to correct them

- **NOTE:** When the member does not have a SSN, **enter 999999999** in Item 44 of this form

Section C. Household Information

33. No.	34. Last Name	35. First Name	36. MI	37. Rel.	38. Sex	39. Race	40. Eth	41. Birth Date	42. Special Status	43. Stdnt Stat.	44. ID Code (SSN)	45. SSN Excp	46. Ctzn Code	47. Alien Reg. Number	48. Age	49. Work Codes
01	Valdez	Maria		H	F	W	1						EN		50	
02	Cesena	Michelle Renee		K	F	O	1					O	EC		25	
03	Nunez	Camille Zooey		D	F	O	1			Y		M	EC		6	

50. Family has Mobility Disability? N 51. Family has Hearing Disability? N 52. Family has Visual Disability? N	53. Number of Family Members 3 54. Number of Non-Family Members 0 55. Number of Dependents 1 56. Number of Eligible Members 3	57. Expected Family Addition - Adoption 0 58. Expected Family Addition - Pregnancy 0 59. Expected Family Addition - Foster Children 0
60. Previous Head Last Name 61. Previous Head First Name 62. Previous Head Middle Initial		63. Active Full Cert. Effective Date 64. Previous Head ID 65. Previous Head Birth Date

33

33

Most Common Errors and how to correct them

More Than One Family Member Designated As Head of Household

50059 item 37 List persons living in the unit in the following order and state each person's relationship to the head by using one of the codes listed below. Only the following codes may be entered.

H – Head (there can be **only one** head)

S - Spouse (there can either be a spouse or a co-head, **but not both**)

K – Co-head (there can either be a spouse or co-head **but not both**)

D – Dependent

O – Other adult member of the family who is not the head, spouse or co-head.

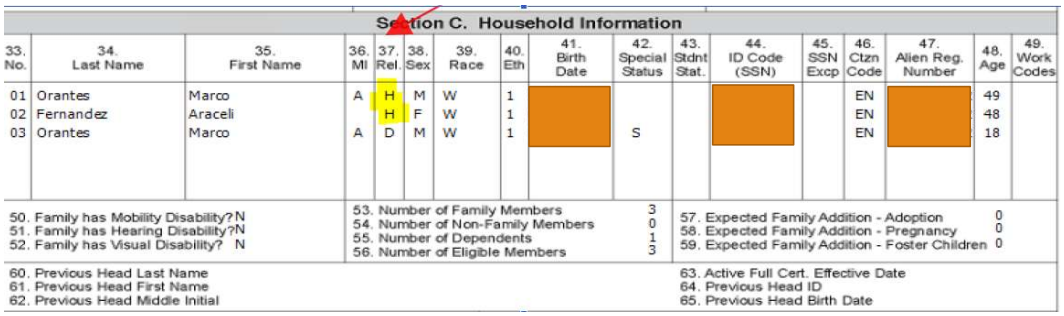
F – Foster child under age 18 or the child of a Foster Child or Foster adult.

L – Live-in Attendant – Persons in this category are not considered members of the family. N – None of the Above

34

34

Most Common Errors and how to correct them



Section C. Household Information

33. No.	34. Last Name	35. First Name	36. MI	37. Rel.	38. Sex	39. Race	40. Eth	41. Birth Date	42. Special Status	43. Stdnt Stat.	44. ID Code (SSN)	45. SSN Excp	46. Ctzn Code	47. Alien Reg. Number	48. Age	49. Work Codes
01	Orantes	Marco	A	H	M	W	1						EN		49	
02	Fernandez	Araceli		H	F	W	1						EN		48	
03	Orantes	Marco	A	D	M	W	1		S				EN		18	

50. Family has Mobility Disability?	N	53. Number of Family Members	3
51. Family has Hearing Disability?	N	54. Number of Non-Family Members	0
52. Family has Visual Disability?	N	55. Number of Dependents	1
		56. Number of Eligible Members	3

57. Expected Family Addition - Adoption	0	60. Previous Head Last Name	
58. Expected Family Addition - Pregnancy	0	61. Previous Head First Name	
59. Expected Family Addition - Foster Children	0	62. Previous Head Middle Initial	
63. Active Full Cert. Effective Date			
64. Previous Head ID			
65. Previous Head Birth Date			

35

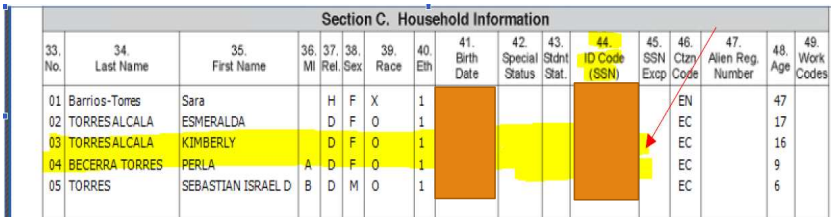
35

Most Common Errors and how to correct them

More than one family member reports the same SSN

50059 Item 44 – Enter the 9-digit Social Security Number (SSN) for each of the household members.

Note: No two or more household members may have the same SSN



Section C. Household Information

33. No.	34. Last Name	35. First Name	36. MI	37. Rel.	38. Sex	39. Race	40. Eth	41. Birth Date	42. Special Status	43. Stdnt Stat.	44. ID Code (SSN)	45. SSN Excp	46. Ctzn Code	47. Alien Reg. Number	48. Age	49. Work Codes
01	Barrios-Torres	Sara		H	F	X	1						EN		47	
02	TORRES ALCALA	ESMERALDA		D	F	O	1						EC		17	
03	TORRES ALCALA	KIMBERLY		D	F	O	1						EC		16	
04	BECERRA TORRES	PERLA	A	D	F	O	1						EC		9	
05	TORRES	SEBASTIAN ISRAEL D	B	D	M	O	1						EC		6	

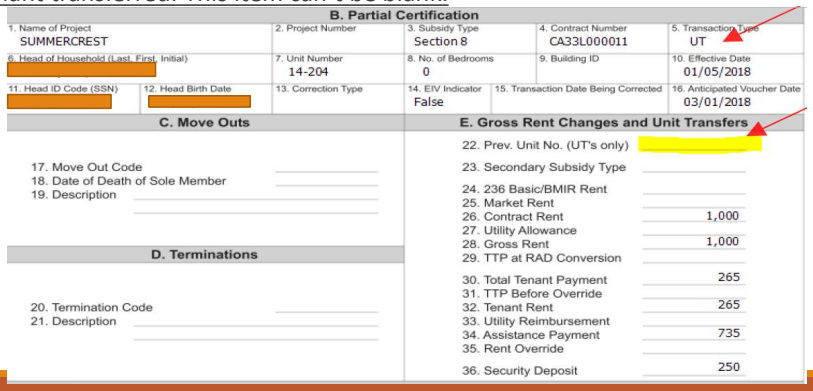
36

36

Most Common Errors and how to correct them

Previous unit number is required for MAT70 Unit Transfer (Partial Certification)

50059-A Item 22 **Previous Unit No**. For a Unit Transfer (MAT70) enter the Unit from which the tenant transferred. This item can't be blank.



B. Partial Certification

1. Name of Project	2. Project Number	3. Subsidy Type	4. Contract Number	5. Transaction Type
SUMMERCREST		Section 8	CA33L000011	UT
6. Head of Household (Last, First, Initial)	7. Unit Number	8. No. of Bedrooms	9. Building ID	10. Effective Date
[redacted]	14-204	0		01/05/2018
11. Head ID Code (SSN) / 12. Head Birth Date	13. Correction Type	14. EIV Indicator	15. Transaction Date Being Corrected	16. Anticipated Voucher Date
[redacted]		False		03/01/2018

C. Move Outs

17. Move Out Code
18. Date of Death of Sole Member
19. Description

D. Terminations

20. Termination Code
21. Description

E. Gross Rent Changes and Unit Transfers

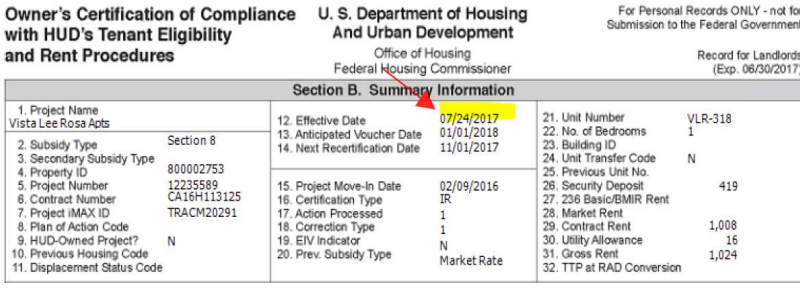
22. Prev. Unit No. (UT's only)	
23. Secondary Subsidy Type	
24. 236 Basic/BMIR Rent	
25. Market Rent	
26. Contract Rent	1,000
27. Utility Allowance	
28. Gross Rent	1,000
29. TTP at RAD Conversion	
30. Total Tenant Payment	265
31. TTP Before Override	
32. Tenant Rent	265
33. Utility Reimbursement	
34. Assistance Payment	735
35. Rent Override	
36. Security Deposit	250

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Most Common Errors and how to correct them

- **Interim Certification is effective after first day of the month**



Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures

U. S. Department of Housing And Urban Development
Office of Housing
Federal Housing Commissioner

For Personal Records ONLY - not fo
Submission to the Federal Governmen
Record for Landlords
(Exp. 06/30/2017

Section B. Summary Information

1. Project Name	Vista Lee Rosa Apts	12. Effective Date	07/24/2017	21. Unit Number	VLR-318
2. Subsidy Type	Section 8	13. Anticipated Voucher Date	01/01/2018	22. No. of Bedrooms	1
3. Secondary Subsidy Type		14. Next Recertification Date	11/01/2017	23. Building ID	
4. Property ID	800002753			24. Unit Transfer Code	N
5. Project Number	12235589	15. Project Move-In Date	02/09/2016	25. Previous Unit No.	
6. Contract Number	CA16H113125	16. Certification Type	IR	26. Security Deposit	419
7. Project iMAX ID	TRACM20291	17. Action Processed	1	27. 236 Basic/BMIR Rent	
8. Plan of Action Code		18. Correction Type	1	28. Market Rent	
9. HUD-Owned Project?	N	19. EIV Indicator	N	29. Contract Rent	1,008
10. Previous Housing Code		20. Prev. Subsidy Type	Market Rate	30. Utility Allowance	16
11. Displacement Status Code				31. Gross Rent	1,024
				32. TTP at RAD Conversion	

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Most Common Errors and how to correct them

Interim Certification:

Normally, changes in household composition and /or household income drive interim certifications (IRs)and the effective date of those Interim certifications is specified in HH4350.3 Revision 1, paragraph 7-13.

Assuming that the tenant reported in a timely manner,

Increases in rent begin the **first of the month** after a 30- day notice provided.

Decreases in rent begin the **first of the month** following the date of the action that caused the interim

.

If the Change in household composition and /or household income occurred **on or before** the unit transfer date, and IR must be created with the **unit transfer flag set to "Yes".**

If the rent changes (up or down) as a result of the change in household composition or household income, the IR /UT (rent change) will be effective on **the same date** of the unit transfer.

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HAP Payments for Late Recertification's: In accordance with HUD policy as articulated in HUD Handbook 4350.3, paragraph 7-6, CAs must pay the old HAP until the receipt of a new annual recertification or 15 months has passed or the tenant is terminated, whichever occurs first. Assistance must not be terminated earlier and payments must be made based on the most recent certification in effect for months 13-15. OAs are responsible for following all handbook recertification guidance.

Terminated Households: Contract Administrators should treat terminated households as moved out for all practical purposes. CAs may not request electronic or other proof of move-out for a terminated household prior to allowing another tenant to move-in or transfer into the unit occupied by the terminated household. Once the termination occurs, the household is no longer the responsibility of the CA. The CA's primary responsibility is to ensure that two households do not receive subsidy in the same unit simultaneously. As long as this does not occur, the CA is upholding its obligations.

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Double Subsidy: There are two approved double subsidy situations. The first is a dependent in a **court-ordered** shared custody arrangement where the dependent moves between subsidized households on a regular basis. Both households will show the dependent on certifications at the same time. The second relates to household splits and swaps.

Next Recertification Date: Refer to the 4350.3 REV-1: Paragraph 7-5 regarding the next recertification date for Annual Recertification's, Move-Ins, and Initial Certifications types. Interim Recertification's, Gross Rent Changes, and/or Unit Transfers do not affect this date.

Note: The next Annual Recertification date should not be more than one year after the effective date of the (re)certification being submitted. However, there are instances in which it can be less than one year.

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Relationship Code: List persons living in the unit in the following order and state each person's relationship to the head by using one of the codes listed below. See Chapter 3 of the 4350.3 REV-1 concerning the eligibility of families to assisted housing. Only the following codes may be entered into Item #37 of the 50059.

Code	Relationship Code
H	Head (There can be only one head.) If there is a spouse or co-head, list the same person as head on each (re)certification, as long as that person resides in the household. List the other person as spouse or co-head on each (re)certification.
S	Spouse (There can either be a spouse or a co-head, but not both.) Thee can be only one spouse.
K	Co-head (There can either be a spouse or a co-head but not both.) There can be only one co-head.
D	Dependent - Count any member of the family currently living in the unit who is not the Head, Spouse or Co-Head and:

42

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Relationship Code Continue:

Code	Relationship Code
O	Other adult member of the family who is not the head, spouse or co-head and whose income is counted in determining the family's annual income
F	Foster child under the age of 18 or the child of a Foster child or Foster adult. The Foster child does not qualify for a dependent allowance but medical or disability assistance expenses are considered for Foster children and Foster adults Child care expenses for Foster children who are under the age of 13 are also considered. All income of a Foster adult is counted in determining the family's annual income. Foster children or Foster adults do count for income limit purposes.

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Relationship Code Continue:

Code	Relationship Code
L	Live-In-Attendant - Persons in this category do not have rights under the lease. Persons in this category are not considered members of the family and their income is not counted in determining the family's annual income
N	None of the Above. Others Living in the Unit Who are not Members of the Tenant Family. Persons in this category do not have rights under the lease. Persons in this category are not considered members of the family and their income is not counted in determining the family's annual income.

44

44

SSN Exception Code: Choose the appropriate code if an individual without a valid SSN qualifies for an SSN exception. Leave blank if no SSN Exception applies.

C = Individual who does not contend eligible immigration status

E = Individual age 62 or older as of January 31, 2010, whose initial determination of eligibility in either a Multifamily or PIH Housing program was begun prior to January 31, 2010 (a break in assistance does not void the exemption)

M = New household member under the age of 6 where disclosure of SSN is delayed for 90-180 days

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