

**Repayment Agreements for Schedule of
Tenant Assistance Payments Due**

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

Example 1

Approval No. 2502-0182
(Exp. 06/30/2016)

Before completing this form, read and follow the instructions in the Monthly Activity Transmission (MAT) User's Guide. See the statements on the form HUD-52670 information on public burden.

1. Asst. Pymts Due For (mm/yyyy): 09/2023	2. Project Name: ABC Apartments			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No: CA123456789			5. Type of Subsidy: 1: Sec 8	
6. Head of Household Name (Last, First)	7. Unit Number	8. Agreement ID	9. Agreement Date	10. Agreement Type	11. Agreement Amount	12. Agreement Change Amount	13. Total Payment	14. Ending Balance	15. Amount Retained	16a. Amount Requested	16b. Approved (HUD/CA use only)
Ball, Crystal	102	u02much	8/15/2023	T	5995	5995	0	5995 Math PB - TP + ACA 5995	0 Math ACA - TP + AR	5995 Amounts 5995 0 0	0
17. Totals for this page											

			Not Approved
MAT Field	Math	Item No & Field Name	Sept/23 Voucher
3	Identifying Entry	6. Head Last Name	Ball
4	Identifying Entry	6. Head First Name	Crystal
5	Identifying Entry	7. Unit Number	102
6	Identifying Entry	8. Agreement ID	u02much
7	Identifying Entry	9. Agreement Date	8/15/2023
8	Identifying Entry	11. Agreement Amount	\$5,995
9	Identifying Entry	10. Agreement Type (T or N)	T
10	Math Entry	12. Agreement Change Amount	\$5,995
11	Math Entry	13. Total Payment	\$0
12	Math Entry	15. Amount Retained (< 20% of TP)	\$0
13	PB* - TP + ACA	14. Ending Balance	\$5,995
14	ACA - TP + AR	16a. Amount Requested (OA)	\$5,995
15	ACA - TP + AR	16b. Amount Paid (CA)	\$0

Previous Ending Balance*	\$0
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Money Transaction	Sept/23 Voucher
Retroactive Adjustments	(\$5,490)
Offsetting	\$0
Payment Collected	\$0
OA Retained	\$0
Send to HUD	\$0
Total Money on Voucher	\$0

**Repayment Agreements for Schedule of
Tenant Assistance Payments Due**

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Federal Housing Commissioner

Example 2

Approval No. 2502-0182
(Exp. 06/30/2016)

Before completing this form, read and follow the instructions in the Monthly Activity Transmission (MAT) User's Guide. See the statements on the form HUD-52670 information on public burden.

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No:			5. Type of Subsidy:	
10/2023	ABC Apartments						CA123456789			1: Sec 8	
6. Head of Household Name (Last, First)	7. Unit Number	8. Agreement ID	9. Agreement Date	10. Agreement Type	11. Agreement Amount	12. Agreement Change Amount	13. Total Payment	14. Ending Balance	15. Amount Retained	16a. Amount Requested	16b. Approved (HUD/CA use only)
Ball, Crystal	102	u02much	8/15/2023	T	5490	-505	0	5490	0	-505	5490
							Math	Amounts	Math	Amounts	
							PB	5995	ACA	-505	
							- TP	0	- TP	0	
							+ ACA	-505	+ AR	0	
17. Totals for this page											

MAT Field	Math	Item No & Field Name	Not Approved	Approved: ACA & CA
			Sept/23 Voucher	Oct/23 Voucher
3	Identifying Entry	6. Head Last Name	Ball	Ball
4	Identifying Entry	6. Head First Name	Crystal	Crystal
5	Identifying Entry	7. Unit Number	102	102
6	Identifying Entry	8. Agreement ID	u02much	u02much
7	Identifying Entry	9. Agreement Date	8/15/2023	8/15/2023
8	Identifying Entry	11. Agreement Amount	\$5,995	\$5,490
9	Identifying Entry	10. Agreement Type (T or N)	T	T
10	Math Entry	12. Agreement Change Amount	\$5,995	(\$505)
11	Math Entry	13. Total Payment	\$0	\$0
12	Math Entry	15. Amount Retained (< 20% of TP)	\$0	\$0
13	PB* - TP + ACA	14. Ending Balance	\$5,995	\$5,490
14	ACA - TP + AR	16a. Amount Requested (OA)	\$5,995	(\$505)
15	ACA - TP + AR	16b. Amount Paid (CA)	\$0	\$5,490

Previous Ending Balance*	\$0	\$5,995
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Money Transaction	Sept/23 Voucher	Oct/23 Voucher
Retroactive Adjustments	(\$5,490)	\$0
Offsetting	\$0	\$5,490
Payment Collected	\$0	\$0
OA Retained	\$0	\$0
Send to HUD	\$0	\$0
Total Money on Voucher	\$0	\$5,490

**Repayment Agreements for Schedule of
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Federal Housing Commissioner

Example 3

Approval No. 2502-0182
(Exp. 06/30/2016)

Before completing this form, read and follow the instructions in the Monthly Activity Transmission (MAT) User's Guide. See the statements on the form HUD-52670 information on public burden.

1. Asst. Pymts Due For (mm/yyyy): 11/2023	2. Project Name: ABC Apartments			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No: CA123456789			5. Type of Subsidy: 1: Sec 8	
6. Head of Household Name (Last, First)	7. Unit Number	8. Agreement ID	9. Agreement Date	10. Agreement Type	11. Agreement Amount	12. Agreement Change Amount	13. Total Payment	14. Ending Balance	15. Amount Retained	16a. Amount Requested	16b. Approved (HUD/CA use only)
Ball, Crystal	102	u02much	8/15/2023	T	5490	0	200	5290 ↑ Math PB 5490 - TP 200 + ACA 0	40 Math ACA - TP + AR	-160 ↑ Amounts 0 200 40	-160
17. Totals for this page											

MAT Field	Math	Item No & Field Name	Not Approved	Approved: ACA & CA	Payment
			Sept/23 Voucher	Oct/23 Voucher	Nov/23 Voucher
3	Identifying Entry	6. Head Last Name	Ball	Ball	Ball
4	Identifying Entry	6. Head First Name	Crystal	Crystal	Crystal
5	Identifying Entry	7. Unit Number	102	102	102
6	Identifying Entry	8. Agreement ID	u02much	u02much	u02much
7	Identifying Entry	9. Agreement Date	8/15/2023	8/15/2023	8/15/2023
8	Identifying Entry	11. Agreement Amount	\$5,995	\$5,490	\$5,490
9	Identifying Entry	10. Agreement Type (T or N)	T	T	T
10	Math Entry	12. Agreement Change Amount	\$5,995	(\$505)	\$0
11	Math Entry	13. Total Payment	\$0	\$0	\$200
12	Math Entry	15. Amount Retained (< 20% of TP)	\$0	\$0	\$40
13	PB* - TP + ACA	14. Ending Balance	\$5,995	\$5,490	\$5,290
14	ACA - TP + AR	16a. Amount Requested (OA)	\$5,995	(\$505)	(\$160)
15	ACA - TP + AR	16b. Amount Paid (CA)	\$0	\$5,490	(\$160)

Previous Ending Balance*	\$0	\$5,995	\$5,490
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Money Transaction	Sept/23 Voucher	Oct/23 Voucher	Nov/23 Voucher
Retroactive Adjustments	(\$5,490)	\$0	\$0
Offsetting	\$0	\$5,490	\$0
Payment Collected	\$0	\$0	\$200
OA Retained	\$0	\$0	\$40
Send to HUD	\$0	\$0	\$160
Total Money on Voucher	\$0	\$5,490	(\$160)



**Repayment Agreements for Schedule of
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Example 4

Approval No. 2502-0182
(Exp. 06/30/2016)

Before completing this form, read and follow the instructions in the Monthly Activity Transmission (MAT) User's Guide. See the statements on the form HUD-52670 information on public burden.

1. Asst. Pymts Due For (mm/yyyy): 12/2023	2. Project Name: ABC Apartments			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No: CA123456789			5. Type of Subsidy: 1: Sec 8	
6. Head of Household Name (Last, First)	7. Unit Number	8. Agreement ID	9. Agreement Date	10. Agreement Type	11. Agreement Amount	12. Agreement Change Amount	13. Total Payment	14. Ending Balance	15. Amount Retained	16a. Amount Requested	16b. Approved (HUD/CA use only)
Ball, Crystal	102	u02much	8/15/2023	T	5490	0	-100 Math PB - TP + ACA	5390  Amounts 5290 -100 0	-20 Math ACA - TP + AR	80  Amounts 0 -100 -20	80
17. Totals for this page											

MAT Field	Math	Item No & Field Name	Not Approved	Approved: ACA & CA	Payment	Reversal: Partial
			Sept/23 Voucher	Oct/23 Voucher	Nov/23 Voucher	Dec/23 Voucher
3	Identifying Entry	6. Head Last Name	Ball	Ball	Ball	Ball
4	Identifying Entry	6. Head First Name	Crystal	Crystal	Crystal	Crystal
5	Identifying Entry	7. Unit Number	102	102	102	102
6	Identifying Entry	8. Agreement ID	u02much	u02much	u02much	u02much
7	Identifying Entry	9. Agreement Date	8/15/2023	8/15/2023	8/15/2023	8/15/2023
8	Identifying Entry	11. Agreement Amount	\$5,995	\$5,490	\$5,490	\$5,490
9	Identifying Entry	10. Agreement Type (T or N)	T	T	T	T
10	Math Entry	12. Agreement Change Amount	\$5,995	(\$505)	\$0	\$0
11	Math Entry	13. Total Payment	\$0	\$0	\$200	(\$100)
12	Math Entry	15. Amount Retained (< 20% of TP)	\$0	\$0	\$40	(\$20)
13	PB* - TP + ACA	14. Ending Balance	\$5,995	\$5,490	\$5,290	\$5,390
14	ACA - TP + AR	16a. Amount Requested (OA)	\$5,995	(\$505)	(\$160)	\$80
15	ACA - TP + AR	16b. Amount Paid (CA)	\$0	\$5,490	(\$160)	\$80

Previous Ending Balance*	\$0	\$5,995	\$5,490	\$5,290
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Money Transaction	Sept/23 Voucher	Oct/23 Voucher	Nov/23 Voucher	Dec/23 Voucher
Retroactive Adjustments	(\$5,490)	\$0	\$0	\$0
Offsetting	\$0	\$5,490	\$0	\$0
Payment Collected	\$0	\$0	\$200	(\$100)
OA Retained	\$0	\$0	\$40	(\$20)
Send to HUD	\$0	\$0	\$160	(\$80)
Total Money on Voucher	\$0	\$5,490	(\$160)	\$80

**Repayment Agreements for Schedule of
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Federal Housing Commissioner

Example 5

Approval No. 2502-0182
(Exp. 06/30/2016)

Before completing this form, read and follow the instructions in the Monthly Activity Transmission (MAT) User's Guide. See the statements on the form HUD-52670 information on public burden.

1. Asst. Pymts Due For (mm/yyyy): 09/2023	2. Project Name: ABC Apartments			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No: CA123456789			5. Type of Subsidy: 1: Sec 8	
6. Head of Household Name (Last, First)	7. Unit Number	8. Agreement ID	9. Agreement Date	10. Agreement Type	11. Agreement Amount	12. Agreement Change Amount	13. Total Payment	14. Ending Balance	15. Amount Retained	16a. Amount Requested	16b. Approved (HUD/CA use only)
Voyance, Claire	202	i02much2	8/7/2023	T	1899	1899	100	1799 ↑ Math Amounts PB 0 - TP 100 + ACA 1899	20 Math ACA - TP 100 + AR 20	1819 ↑ Math Amounts 1899 - TP 100 20	1819
17. Totals for this page											

			Approved: CA/OA Match
MAT Field	Math	Item No & Field Name	Sept/23 Voucher
3	Identifying Entry	6. Head Last Name	Voyance
4	Identifying Entry	6. Head First Name	Claire
5	Identifying Entry	7. Unit Number	202
6	Identifying Entry	8. Agreement ID	i02much2
7	Identifying Entry	9. Agreement Date	8/7/2023
8	Identifying Entry	11. Agreement Amount	\$1,899
9	Identifying Entry	10. Agreement Type (T or N)	T
10	Math Entry	12. Agreement Change Amount	\$1,899
11	Math Entry	13. Total Payment	\$100
12	Math Entry	15. Amount Retained (< 20% of TP)	\$20
13	PB* - TP + ACA	14. Ending Balance	\$1,799
14	ACA - TP + AR	16a. Amount Requested (OA)	\$1,819
15	ACA - TP + AR	16b. Amount Paid (CA)	\$1,819

Previous Ending Balance*	\$0
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Money Transaction	Sept/23 Voucher
Retroactive Adjustments	(\$1,899)
Offsetting	\$1,899
Payment Collected	\$100
OA Retained	\$20
Send to HUD	\$80
Total Money on Voucher	\$1,819

**Repayment Agreements for Schedule of
Tenant Assistance Payments Due**

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Example 6

Approval No. 2502-0182
(Exp. 06/30/2016)

Before completing this form, read and follow the instructions in the Monthly Activity Transmission (MAT) User's Guide. See the statements on the form HUD-52670 information on public burden.

1. Asst. Pymts Due For (mm/yyyy): 12/2023	2. Project Name: ABC Apartments			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No: CA123456789			5. Type of Subsidy: 1: Sec 8	
6. Head of Household Name (Last, First)	7. Unit Number	8. Agreement ID	9. Agreement Date	10. Agreement Type	11. Agreement Amount	12. Agreement Change Amount	13. Total Payment	14. Ending Balance	15. Amount Retained	16a. Amount Requested	16b. Approved (HUD/CA use only)
Voyance, Claire	202	i02much2	8/7/2023	T	2119	220	0	???	0	220	220
17. Totals for this page											

MAT Field	Math	Item No & Field Name	Approved: CA/OA Match Sept/23 Voucher	EIV: Additional Dec/23 Voucher
3	Identifying Entry	6. Head Last Name	Voyance	Voyance
4	Identifying Entry	6. Head First Name	Claire	Claire
5	Identifying Entry	7. Unit Number	202	202
6	Identifying Entry	8. Agreement ID	i02much2	i02much2
7	Identifying Entry	9. Agreement Date	8/7/2023	8/7/2023
8	Identifying Entry	11. Agreement Amount	\$1,899	\$2,119
9	Identifying Entry	10. Agreement Type (T or N)	T	T
10	Math Entry	12. Agreement Change Amount	\$1,899	\$220
11	Math Entry	13. Total Payment	\$100	\$0
12	Math Entry	15. Amount Retained (< 20% of TP)	\$20	\$0
13	PB* - TP + ACA	14. Ending Balance	\$1,799	???
14	ACA - TP + AR	16a. Amount Requested (OA)	\$1,819	\$220
15	ACA - TP + AR	16b. Amount Paid (CA)	\$1,819	\$220

Previous Ending Balance*	\$0	
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Money Transaction	Sept/23 Voucher	Dec/23 Voucher
Retroactive Adjustments	(\$1,899)	(\$220)
Offsetting	\$1,899	\$220
Payment Collected	\$100	\$0
OA Retained	\$20	\$0
Send to HUD	\$80	\$0
Total Money on Voucher	\$1,819	\$220

**Repayment Agreements for Schedule of
Tenant Assistance Payments Due**

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

Example 6A

Approval No. 2502-0182
(Exp. 06/30/2016)

Before completing this form, read and follow the instructions in the Monthly Activity Transmission (MAT) User's Guide. See the statements on the form HUD-52670 information on public burden.

1. Asst. Pymts Due For (mm/yyyy): 12/2023	2. Project Name: ABC Apartments			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No: CA123456789			5. Type of Subsidy: 1: Sec 8	
6. Head of Household Name (Last, First)	7. Unit Number	8. Agreement ID	9. Agreement Date	10. Agreement Type	11. Agreement Amount	12. Agreement Change Amount	13. Total Payment	14. Ending Balance	15. Amount Retained	16a. Amount Requested	16b. Approved (HUD/CA use only)
Voyance, Claire	202	i02much2	8/7/2023	T	2119	220	0	2019 Math PB - TP + ACA 1799 0 220	0 Math ACA - TP + AR 0	220 Amounts 220 0 0	220
17. Totals for this page											

MAT Field	Math	Item No & Field Name	Approved: CA/OA Match Sept/23 Voucher	EIV: Additional Dec/23 Voucher
3	Identifying Entry	6. Head Last Name	Voyance	Voyance
4	Identifying Entry	6. Head First Name	Claire	Claire
5	Identifying Entry	7. Unit Number	202	202
6	Identifying Entry	8. Agreement ID	i02much2	i02much2
7	Identifying Entry	9. Agreement Date	8/7/2023	8/7/2023
8	Identifying Entry	11. Agreement Amount	\$1,899	\$2,119
9	Identifying Entry	10. Agreement Type (T or N)	T	T
10	Math Entry	12. Agreement Change Amount	\$1,899	\$220
11	Math Entry	13. Total Payment	\$100	\$0
12	Math Entry	15. Amount Retained (< 20% of TP)	\$20	\$0
13	PB* - TP + ACA	14. Ending Balance	\$1,799	\$2,019
14	ACA - TP + AR	16a. Amount Requested (OA)	\$1,819	\$220
15	ACA - TP + AR	16b. Amount Paid (CA)	\$1,819	\$220

Previous Ending Balance*	\$0	\$1,799
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Money Transaction	Sept/23 Voucher	Dec/23 Voucher
Retroactive Adjustments	(\$1,899)	(\$220)
Offsetting	\$1,899	\$220
Payment Collected	\$100	\$0
OA Retained	\$20	\$0
Send to HUD	\$80	\$0
Total Money on Voucher	\$1,819	\$220

**Repayment Agreements for Schedule of
Tenant Assistance Payments Due**

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

Example 7

Approval No. 2502-0182
(Exp. 06/30/2016)

Before completing this form, read and follow the instructions in the Monthly Activity Transmission (MAT) User's Guide. See the statements on the form HUD-52670 information on public burden.

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No:			5. Type of Subsidy:	
12/2023	ABC Apartments						CA123456789			1: Sec 8	
6. Head of Household Name (Last, First)	7. Unit Number	8. Agreement ID	9. Agreement Date	10. Agreement Type	11. Agreement Amount	12. Agreement Change Amount	13. Total Payment	14. Ending Balance	15. Amount Retained	16a. Amount Requested	16b. Approved (HUD/CA use only)
Voyance, Claire	202	i02much2	8/7/2023	T	2119	220	0	2019	0	220	220
Voyance, Claire	202	i02much2	8/7/2023	T	2119	0	100	1919	0	-100	-100
Combined Example: Voyance, Claire	202	i02much2	8/7/2023	T	2119	220	100	1919	0	120	120
							Math	Amounts	Math	Amounts	
							PB	1799	ACA	220	
							- TP	- 100	- TP	- 100	
							+ ACA	+ 220	+ AR	+ 0	
17. Totals for this page											

MAT Field	Math	Item No & Field Name	Approved:	EIV:	Payment
			CA/OA Match	Additional	
			Sept/23 Voucher	Dec/23 Voucher	Dec/23 Voucher
3	Identifying Entry	6. Head Last Name	Voyance	Voyance	Voyance
4	Identifying Entry	6. Head First Name	Claire	Claire	Claire
5	Identifying Entry	7. Unit Number	202	202	202
6	Identifying Entry	8. Agreement ID	i02much2	i02much2	i02much2
7	Identifying Entry	9. Agreement Date	8/7/2023	8/7/2023	8/7/2023
8	Identifying Entry	11. Agreement Amount	\$1,899	\$2,119	\$2,119
9	Identifying Entry	10. Agreement Type (T or N)	T	T	T
10	Math Entry	12. Agreement Change Amount	\$1,899	\$220	\$0
11	Math Entry	13. Total Payment	\$100	\$0	\$100
12	Math Entry	15. Amount Retained (< 20% of TP)	\$20	\$0	\$0
13	PB* - TP + ACA	14. Ending Balance	\$1,799	\$2,019	\$1,919
14	ACA - TP + AR	16a. Amount Requested (OA)	\$1,819	\$220	(\$100)
15	ACA - TP + AR	16b. Amount Paid (CA)	\$1,819	\$220	(\$100)

Previous Ending Balance*	\$0	\$1,799	\$2,019
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Money Transaction	Sept/23 Voucher	Dec/23 Voucher	Dec/23 Voucher
Retroactive Adjustments	(\$1,899)	(\$220)	\$0
Offsetting	\$1,899	\$220	\$0
Payment Collected	\$100	\$0	\$100
OA Retained	\$20	\$0	\$0
Send to HUD	\$80	\$0	\$100
Total Money on Voucher	\$1,819	\$220	(\$100)

7.5 Owner Submission Requirements

A. Electronic Data Processing and Transmission

1. Owners of all properties covered by this handbook are responsible for processing tenant certifications, tenant recertifications, and subsidy billings using automated software that conforms to HUD specifications. Owners are responsible for electronically transmitting required data either directly or through a service provider to HUD or their respective Contract Administrator.
2. TRACS-compliant software used to produce certifications and subsidy billings must be obtained from a vendor who certifies that the software is compliant with HUD requirements. As HUD requirements are updated to reflect changes or revisions in legislation, regulations, handbooks, notices, or HUD-format electronic data transmission requirements, owners are responsible for ensuring that the software they use to complete, review, and transmit data is updated accordingly.
 - a. HUD does not certify TRACS-compliant software products nor endorse individual TRACS vendors.
 - b. The software requirements to which software vendors must certify are located on the TRACS website at:
<http://www.hud.gov/offices/hsg/mfh/trx/trxsum.cfm>
3. Owners are responsible for the electronic submission of the following HUD forms. A separate submission must be prepared and submitted for each of the property assistance contracts.
 - a. *HUD-50059, *Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures* and HUD-50059-A, *Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures – Partial Certification*. For information on the data requirements for the HUD-50059 and HUD-50059-A, *refer to the instructions posted with the forms on HUDCLIPS at <http://www.hud.gov/offices/adm/hudclips/forms/> or the Monthly Activity Transmission (MAT) User's Guide on the TRACS website at <http://www.hud.gov/offices/hsg/mfh/trx/trxmatg.cfm>
 - b. Form HUD-52670, *Housing Owner's Certification & Application for Housing Assistance Payments*. For information on the data requirements for the HUD-52670 and related forms listed below, refer to the MAT User's Guide. Data submitted from form HUD-52670 must be properly supported by the following forms, where applicable:

Note: Forms instructions are found on HUDClips along with the forms. The link is:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/forms/
 - (1) Form HUD-52670-A part 1, *Schedule of Tenant Assistance Payments Due*;
 - (2) Form HUD-52670-A part 2, *Schedule of Section 8 Special Claims*;
 - (3) *Form HUD-52670-A part 3, *Adjustments to Schedule of Tenant Assistance Payments Due*

- (4) Form HUD-52670-A part 4, *Misc. Accounting Request for Schedule of Tenant Assistance Payments Due*;
 - (5) Form HUD-52670-A part 5, *Approved Special Claims for Schedule of Tenant Assistance Payments Due*;
 - (6) Form HUD-52670-A part 6, *Repayment Agreements for Schedule of Tenant Assistance Payments Due*; and
 - (7) Forms HUD-52671-A through D, *Special Claims Worksheets*.
4. Owners may obtain TRACS-compliant software and process their certifications and subsidy billings directly. Alternatively, owners may make arrangements to submit data to service providers who will use TRACS-compliant software to complete recertifications and billing submissions, and transmit them to HUD or the Contract Administrator on the owner's behalf.
- a. In cases where an owner uses a service provider, that company must provide the owner with printed copies of form HUD-50059, *form HUD-50059-A*, form HUD-52670, and related forms that were transmitted to HUD.
 - b. The owner must sign and obtain the signature of the head, spouse, co-head, and all adult family members on the copy of the HUD-50059 certifying to the information that is transmitted to HUD or the Contract Administrator, whether the HUD-50059 was produced on site or received from a service provider. The owner may consider extenuating circumstances when an adult family member is not available to sign the HUD-50059, for example, an adult serving in the military, students away at college, adults who are hospitalized for an extended period of time, or a family member who is permanently confined to a nursing home or hospital. In these instances, the owner must document the file why the signature(s) was not obtained and, if applicable, when the signature(s) will be obtained. The owner must provide the tenant a copy of the signed HUD-50059 and retain a copy in the tenant's file.
 - c. *For actions requiring preparation of a HUD-50059-A, the owner must sign and date the completed HUD-50059-A. The head of household must sign and date the completed HUD-50059-A when there is a change in the amount of rent the household must pay, a change in the utility reimbursement, when there is a unit *transfer and when required by state or local law. In all instances where a HUD-50059-A is prepared, the owner must provide the head of household with a copy and a copy must be retained in the tenant file.
 - d. The owner must also sign and retain copies of the facsimile of the voucher (form HUD-52670), forms HUD-52670-A parts 1, 2, 3, 4, 5 or 6 and other related forms or supporting documentation.*
 - e. Owners that contract out or centralize the electronic-submission function must retain the ability to monitor the day-to-day operations of the property at the property site and be able to demonstrate that ability to HUD.
5. Service providers are organizations that provide electronic data transmission functions for owners.
- a. Service providers include but are not limited to the following:
 - (1) Service bureaus,

- (2) Local management agents,
 - (3) Local management associations, and
 - (4) Management agents with centralized facilities.
- b. Service bureaus are organizations that provide a number of different services and are paid a fee to do so. Services provided by service bureaus generally include:
- (1) *Preparation of the HUD-50059 and HUD-50059-A based on information provided by the owner or management agent. Their users (owners and management agents) are responsible for verification of the information they provide to the service bureau.
 - (2) Transmission of the HUD-50059 or HUD-50059-A to TRACS or Contract Administrator.
 - (3) Providing a copy of the HUD-50059 or HUD-50059-A to the owner for the owner's signature and for signature(s) by the family, if required. The HUD-50059 and HUD-50059-A provided by the service bureau must be signed, when applicable, and a copy must be provided to the tenant and a copy must also be filed in the tenant file. The owner should compare the data on the HUD-50059 or HUD-50059-A to the data provided to the service bureau to ensure that the information the tenant and the owner have certified to and the data transmitted to TRACS or the Contract Administrator is accurate.
 - (4) Preparation of electronic monthly subsidy voucher based on the HUD-50059 and HUD-50059-A information.
 - (5) Transmission of the monthly subsidy voucher to TRACS or the Contract Administrator for payment.
 - (6) Providing a copy of the monthly subsidy voucher to the owner for signature and for filing in the property files.
 - (7) Preparation of special claims.
 - (8) Transmission of approved special claims to the Contract Administrator or TRACS for payment.
 - (9) *Providing their users with the income and verification reports obtained from the Enterprise Income Verification (EIV) system.*
6. Refer to Figure 7-2 for a discussion of deadlines for TRACS submissions.
7. Owners that contract out or centralize the electronic-submission function must retain the ability to monitor the day-to-day operations of the property at the property site and be able to demonstrate that ability to the relevant HUD Field Office.

Figure 7-2: Deadlines for TRACS Submissions

Section 8, PAC, and PRAC Properties. The deadline for transmission of vouchers (form HUD-52670) and all related TRACS files supporting the voucher is the 10th calendar day of the month directly preceding the voucher payment month. For example, the February voucher (the February billing) TRACS transmission would be due on January 10.

RAP and Rent Supplement Properties. The deadline for transmission of vouchers (form HUD-52670) and all related TRACS files supporting the voucher is the 10th calendar day of the voucher payment month. For example, the February RAP or Rent Supplement voucher TRACS transmission would be due on February 10.

Vouchers submitted after this deadline date may risk late payment.

Note: Contract Administrators may not set an earlier deadline for submission.

The voucher requesting payment for assistance must be submitted within 60 calendar days from the due date. An approved special claim must be submitted within 90 calendar days of the approval date. Payment of both the voucher and approved special claims are subject to the availability of funds for the applicable subsidy year, as determined by HUD.

HUD-50059s/HUD-50059-As should be submitted throughout the month as the completed data is available. HUD-50059s/HUD-50059-As supporting a voucher must be transmitted prior to voucher transmission.

B. Internet Applications

TRACS Internet applications provide authorized users with the capability to access summary and status information on submissions to the TRACS databases. Owners should refer to the Internet queries to confirm their TRACS transmissions and to monitor processing of voucher payments as necessary. Refer to the “Industry User Guide for TRACS Internet Applications” posted to the *TRACS website at <http://www.hud.gov/offices/hsg/mfh/trx/trxngde.cfm> for * detailed information on using these applications.

C. Funding the Costs of Implementing TRACS

1. HUD considers the costs of the electronic transmission to be eligible property-operating costs payable from property income. These costs are also considered property-operating costs for the purpose of processing requests for HUD approval of a rent increase. Eligible costs include the purchase and maintenance of hardware and/or software, the cost of contracting for those services, the cost of centralizing the electronic transmission function, and the cost of Internet access. At the owner’s option, the cost of computer software may include service contracts to provide maintenance and/or training.
2. Sources of funds that owners may use to purchase hardware and/or software or to contract with an appropriate service provider may include the following:
 - a. Current property operating income;


- b. Expense item in processing rent increases (For additional information, refer to HUD Handbook 4350.1, *Multifamily Asset Management and Project Servicing.*);
 - c. Loan from the Reserve for Replacement Account. In addition, some purchases are allowable expenses from the Reserve for Replacement Account that can be directly reimbursed and do not have to be structured as a loan. For example, an improvement for hardware or software, in accordance with local, state, and federal regulations, is an allowable Reserve for Replacement expense. (For additional information about a loan from the Reserve for Replacement account, refer to HUD Handbook 4350.1, *Multifamily Asset Management and Project Servicing.*); and
 - d. Release from the Residual Receipts Account (For additional information, refer to HUD Handbook 4350.1, *Multifamily Asset Management and Project Servicing.*).
3. A loan from the Reserve for Replacement Account must be repaid within a five-year period from the release date.
 4. Owners may determine that the purchase of hardware and/or software is not cost effective. In such cases, they may contract out the electronic data transmission function to organizations that provide those services. See paragraph 7-5 *A 5* for a discussion of service providers.


7.6 Contract Administrator Requirements

- A. All Contract Administrators must support receipt of electronic transmissions of certification/recertification and voucher data from the projects they administer. The Contract Administrator may develop custom TRACS-compliant software or purchase software from commercial vendors who offer Contract Administrator versions of TRACS-compliant software packages, or make arrangements to receive transmissions through a service provider.
- B. Contract Administrators must review and identify data errors to be corrected by the owner. To accomplish this review and reconciliation, the Contract Administrators may request copies of supporting documentation for TRACS transmissions, *such as forms HUD-52670-A part 1, 2, 3, 4, 5 and 6 with original * signatures from the projects they administer.
- C. After the owners have reviewed and corrected any errors in the data and resubmitted the information to their Contract Administrator, the Contract Administrator must electronically transmit data to HUD in the required format.
- D. Contract Administrators are not allowed to require electronic submissions from owners that go beyond TRACS data submission requirements.
- E. *Contract Administrators should submit to HUD throughout the month, certifications/re-certifications that the contract administrator has reviewed and approved. *
- F. These requirements apply to Contract Administrators, both Performance-Based Contract Administrators and Traditional Contract Administrators.

1. Add Unit: Missing from Address Query			
MAT Field	Field Rules	Field Name	Field Value
1	M	Record Identifier	MAT15
2	M	Release/ Version Number	2.0.2.D
3	M	Record Number	0001
4	M	Head Of Household ID	123-45-6789
5	M	Head Last Name	Gator
6	M	Head First Name	Al
7	M	Head Middle Initial	E
8	M	Head Birth Date	10/10/2001
9	F*	Building ID	Future - Blank
10	M	Unit Number	304
11	MOC	Previous Unit Number	
12	M	Address Type	U
13	M	Transaction Type	2

Issue: Moved Out or Terminated Tenant			
MAT Field	Field Rules	Field Name	Field Value
1	M	Record Identifier	MAT15
2	M	Release/ Version Number	2.0.2.D
3	M	Record Number	0001
4	M	Head Of Household ID	!!!!
5	M	Head Last Name	!!!!
6	M	Head First Name	!!!!
7	M	Head Middle Initial	!!!!
8	M	Head Birth Date	!!!!
9	F*	Building ID	Future - Blank
10	M	Unit Number	304A
11	MOC	Previous Unit Number	304
12	M	Address Type	U
13	M	Transaction Type	3


 M = Mandatory Field
 F = Future Field; Currently not in use.
 MOC = Mandatory on Condition


 M = Mandatory Field
 F = Future Field; Currently not in use.
 MOC = Mandatory on Condition

2. Renumber the Unit			
MAT Field	Field Rules	Field Name	Field Value
1	M	Record Identifier	MAT15
2	M	Release/ Version Number	2.0.2.D
3	M	Record Number	0001
4	M	Head Of Household ID	123-45-6789
5	M	Head Last Name	Gator
6	M	Head First Name	Al
7	M	Head Middle Initial	E
8	M	Head Birth Date	10/10/2001
9	F*	Building ID	Future - Blank
10	M	Unit Number	304A
11	MOC	Previous Unit Number	304
12	M	Address Type	U
13	M	Transaction Type	3

Solution: Moved Out or Terminated Tenant			
MAT Field	Field Rules	Field Name	Field Value
1	M	Record Identifier	MAT15
2	M	Release/ Version Number	2.0.2.D
3	M	Record Number	0001
4	M	Head Of Household ID	123-45-6789
5	M	Head Last Name	Gator
6	M	Head First Name	Al
7	M	Head Middle Initial	E
8	M	Head Birth Date	10/10/2001
9	F*	Building ID	Future - Blank
10	M	Unit Number	304A
11	MOC	Previous Unit Number	304
12	M	Address Type	U
13	M	Transaction Type	3

Solution 1: Process the MAT15 first, then the MO or TM
Solution 2: Process the MO or TM in the previous Unit; no MAT15 needed.