

Repayment Agreements

- Brief Overview
- CA Challenges
- Voucher Fields
- Agreement Change Amount
- Reversing Agreements/Payments

© 2023 CGI Inc.



Public

5

Repayment Agreements

HUD Handbook 4350.3, REV-1, Chg. 4., Chapter 8

Overpaid Subsidy

Tenants are obligated to reimburse HUD if they are charged less rent than required due to underreporting or failure to report proper income.

- Incorrect/false information on any application, certification, or recertification.
- Pay back the difference in Subsidy/Rent.
- Based on changes in:
 - TTP
 - Income
 - Family Composition, etc.

© 2023 CGI Inc.

Repayment Agreements

The owner is not required to reimburse HUD immediately for overpayments of assistance caused by the Tenants' failure to report accurately.

- 50059s are corrected, signed, and submitted electronically.
- Creates the Retroactive Adjustments on the Voucher.
 - Returning the overpaid subsidy back to HUD.
- Supports the total Agreement Amount.
 - Requested in the Agreements section of the Voucher.

Public

6

Repayment Agreements

HUD Handbook 4350.3, REV-1, Chg. 4., Chapter 8



Notification and Meeting with the Tenant

Owners must notify and meet with the tenant to discuss the situation, and both agree to the terms of the Repayment Agreement.

The **Tenant must sign all required certifications (50059s)** and the Repayment Agreement.



Certification(s) and Voucher Processing

Transmit the signed 50059s, the Voucher, & the signed Agreement to your CCS for processing.

Prior to transmitting, **review the 52670** to ensure accuracy.

Certifications processed would generate a Retroactive Adjustment amount generally equal to the total amount owed by the tenant.



Reimbursement to HUD for Overpayment

Tenants begin to make payments. Payments less OA Costs are placed on the voucher to be returned to HUD.

To help offset some of the costs incurred, Owners may retain **the lesser of their actual cost, or 20% percent (rounded down)** of the payment amount collected.

7



Common

Question

8



Can we process the Repayment Agreement on the voucher as-is and write off the balance?

© 2023 CGI Inc.

Public

9



No. Because it is the OA's record that updates TRACS, the OA must correct this on the voucher.

© 2023 CGI Inc.

Public

10

Origination of Data Rule

202D MAT User Guide, Chapter 7.9

Origination of Data

- Origination of data and the responsibility for the correction of errors rests with the OA.
 - It is the CAs responsibility to receive, review, and notify the OA of any errors.
 - It is the OAs responsibility to submit all requested corrections.
- CAs cannot update TRACS on the OA's behalf.

OA's Record – Updates TRACS.

- CAs only control the Approved Amount field.

MAT User Guide
TRACS Release 2.0.2.D

Chapter 7 Required Subsidy Data Reporting

5. Multifamily Help Desk Hotline personnel, Field Office staff, and Contract Administrators cannot update information in TRACS. Owners must always resubmit their own data to correct errors. Field Office staff can correct incorrect project/contract numbers in the Contracts database and update funding amounts in the Automatic Renewal and Amendment Management Sub-system (ARAMS) database.

© 2023 CGI Inc.

Public

11

Repayment Agreements

Repayment Agreements for Schedule of Tenant Assistance Payments Due

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

OMB 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: | | | |
| 09/2023 | 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 | 5995 | 5995 | 0 | 5995 | 0 | 5995 | 5995 |

203A – Further Clarified for Contract Administrators

- HUD policy is clear that certification and voucher data must originate from the property owner/agent. The data (resident or voucher transactions) is not to be modified or generated by the Contract Administrator (CA) before passing it on to TRACS.



This is why it is crucial that your voucher is accurate.

© 2023 CGI Inc.

Public

12

Repayment Agreements

202D MAT User Guide, Chapter 6.8

Agreement ID MAT Field 6

Once assigned **cannot** be changed or reused.

Must be **Unique** within the property.

Agreement Date MAT Field 7

Date that the Agreement was prepared, or the Tenant Signed date.

Not the Date when payments start or when misreporting began.

Agreement Amount MAT Field 8

The total amount the tenant owes back to HUD.

Supported by certifications, retroactive adjustments, and the Agreement.

Agreement Type MAT Field 9

T = Tenant
Signs the 50059s and the agreement.

N = No Agreement
Tenant signs the 50059s but refuses to sign the agreement.

Agreement Change Amount MAT Field 10

Matches the Agreement Amount.

Changes/Corrects the Agreement Amount (previously approved).

\$0 for Payment transactions.

Math starts here!

© 2023 CGI Inc.

Public

13

Repayment Agreements

202D MAT User Guide, Chapter 6.8

Total Payment MAT Field 11

Amount Collected from tenant to pay down the agreement.

Must be a positive amount, unless it is a reversal.

Amount Retained MAT Field 12

Amount of expenses retained. Must be lesser of actual expenses incurred or 20% of the Total Payment.

20% threshold;
Always round down.

Ending Balance MAT Field 13

Remaining Balance to be paid.

Ending Balance = Previous Balance - Total Payment + Agreement Change Amount

Example:
\$0 PEB
- \$0 TP
+ \$5995 ACA
\$5995 EB

Requested Amount (OA) MAT Field 14

Total amount of this transaction.

OA Requested = Agreement Change Amount - Total Payment + Amount Retained

Example:
\$5995 ACA
- \$0 TP
+ \$0 AR
\$5995 OA

Paid Amount (CA) MAT Field 15

Total amount of this transaction.

CA Paid = Agreement Change Amount - Total Payment + Amount Retained

Example:
\$5995 ACA
- \$0 TP
+ \$0 AR
\$5995 OA

© 2023 CGI Inc.

14

Agreement Change Amount

202D MAT User Guide, Chapter 6.8

Definition: The amount by which the **Agreement Amount** is changing with this transaction.

New Agreements:

- Establishes new agreements
 - Initial Offsets.
 - Matches the Agreement Amount.
- OR**
- Corrects the Agreement Amount
 - New Agreements.
 - Initial Offset not yet matched by CA.
 - Current or Previous Vouchers.

Established Agreements:

- Changes the amount of a previously established agreement.
 - Initial Offset on a previous voucher.
- SO**
- New certifications are required.
 - Additional Retroactive Adjustments supporting the change.
 - New copy of the signed amended agreement.

© 2023 CGI Inc.

Public

15

15



The Main

Question

© 2023 CGI Inc.

Public

16



**Did the incorrect
agreement record
already go to TRACS on
a voucher?**

© 2023 CGI Inc.

Public

17



Let's

Discuss

© 2023 CGI Inc.

Public

18

Repayment Agreements

202D MAT User Guide, Chapter 6.8

Invalid Agreement Amount Voucher Not Approved

- Voucher is still in process and **has not gone to TRACS**.
- Allows for more options to correct the invalid agreement.

Option 1: Delete the Invalid Agreement

- Resubmit your voucher with the correct Agreement Amount and Ending Balance.

- **Option 2: Correct with Agreement Change Amount Field.** Resubmit your voucher adding a second transaction with the Agreement Change Amount field filled with the difference, the correct Agreement Amount and Ending Balance.

© 2023 CGI Inc.

Public

19

Repayment Agreements

202D MAT User Guide, Chapter 6.8

Invalid Agreement Amount Voucher Approved: Sent to TRACS

- Voucher was approved and is **in TRACS**.
- Allows for **one option only**.

Only Option: Correct with Agreement Change Amount Field.

- On the next voucher, add a transaction with the Agreement Change Amount field filled with the difference, the correct Agreement Amount and Ending Balance.

Because of the **Origination of Data Rule**, TRACS can only be updated by the OA's record on the voucher.

© 2023 CGI Inc.

Public

20

Repayment Agreements

202D MAT User Guide, Chapter 6.8

Invalid Payment Reversals Payments & Amount Retained

Invalid payments that were applied must be reversed along with the Amount Retained, if any.

Example
Timel



© 2023 CGI Inc.

Public

Option 1: Voucher **has not gone to TRACS**

- Make the necessary corrections on the current voucher.
- ***Remove the payment or correct the amount and resubmit your voucher.***

Option 2: Voucher **was approved and has gone to TRACS**

- Payment and Amount Retained fields must be used to correct invalid payments.

21

Question TIME

© 2023 CGI Inc.



22

MORs: Impact on Vouchering

- Resident File vs. TRACS
- Common MOR Findings
- Retroactive SSN Changes
- TRACS Concept of Sequencing

© 2023 CGI Inc.



Public

23

Resident File vs. TRACS

202D MAT User Guide, Chapter 7

50059s and 50059As

Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures (Full and Partial Certifications).



Resident Occupancy File

Owners must keep the signed 50059s and 50059As from move-in to move-out and for a minimum of three years thereafter.

© 2023 CGI Inc.

MAT Files - Certifications

Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures (Electronic Full and Partial Certifications).



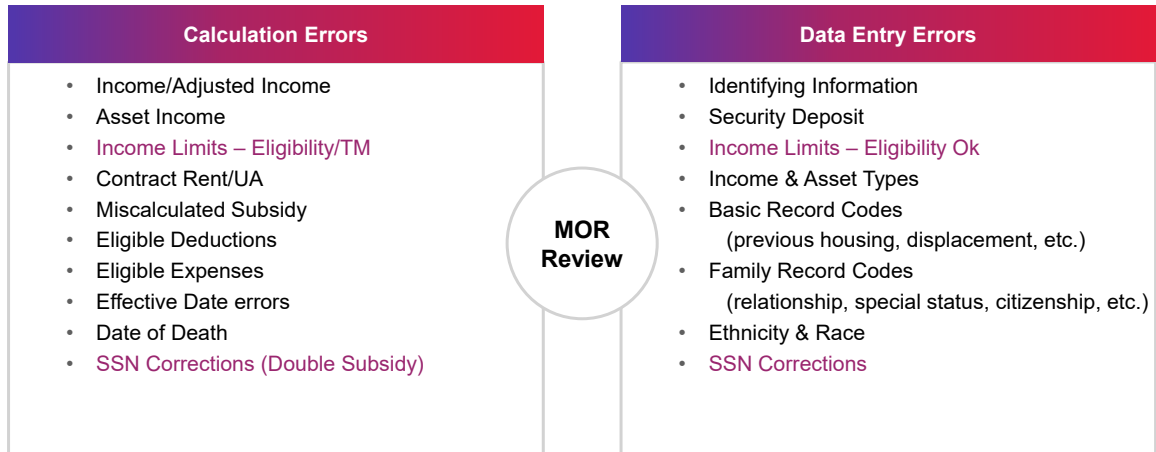
TRACS Submission Requirements

Owners are responsible for electronically transmitting required data to their Contract Administrator who will submit to TRACS.

Public

24

MOR Findings & Vouchering



© 2023 CGI Inc.

Public

25

Myths: Debunked!



© 2023 CGI Inc.

Public

26

Myths: Debunked!

202D MAT User Guide, Chapter 7

50059s and 50059As

Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures (Full and Partial Certifications).

TRACS Submission Requirements

Owners are responsible for electronically transmitting required data to their Contract Administrator who will submit to TRACS.

Remember the Required **HUD-50059, HUD-50059-A and Subsidy Data Reporting** Rules.



© 2023 CGI Inc.



Public

27

Retroactive SSN Change

During a tenant file review, it was discovered that the incorrect SSN was used since move-in.

Tenant: Phil A. Mignon

Unit: 145

Move in Date: 3/24/2005



Photo of Jigsaw Puzzle Piece with Words Corrective Action. Retrieved April 5, 2023, from [corrective action puzzle](#) - Search Images - Bing.com



Audience
POLL

© 2023 CGI Inc.

Public

28

Retroactive SSN Change

During a tenant file review, it was discovered that the incorrect SSN was used since move-in.

Tenant: Phil A. Mignon

Unit: 145

Move in Date: 3/24/2005



Photo of Jigsaw Puzzle Piece with Words Corrective Action. Retrieved April 5, 2023, from [corrective action puzzle](#) - Search Images (bing.com)



Should I correct the SSN all the way back to the MI on the 50059s and MAT Files?

© 2023 CGI Inc.

Public

29



Let's Discuss

© 2023 CGI Inc.

Public

30

Retroactive SSN Change

202D MAT User Guide, Chapter 4.16

TRACS is not designed to handle the correction of SSNs retroactively.

Uses for the Previous HOH fields:

- 50059 - Section C - Fields 60-65
- Change/correct the HOH identifying information (Name, DOB, SSN).
- Change the current HOH to another HOH.

Active Full Cert Effective Date:

- 50059 - Section C - Fields 63
- Intended to point to the **current and active** MAT10 in TRACS—not to any earlier cert.
- Main reason why retroactive SSN changes do not work in TRACS.

| Section C. Household Information | | | |
|----------------------------------|--|--------------------------------------|--|
| 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 | |

© 2023 CGI Inc.

Public

31

Retroactive SSN Change

202D MAT User Guide, Chapter 4.16

| Section C. Household Information | | | |
|----------------------------------|--------|--------------------------------------|-------------|
| 60. Previous Head Last Name | MIGNON | 63. Active Full Cert. Effective Date | 03/01/2023 |
| 61. Previous Head First Name | PHIL | 64. Previous Head ID | XXX-XX-XXXX |
| 62. Previous Head Middle Initial | A | 65. Previous Head Birth Date | 01-23-4567 |

| Head Tenant Name | Head SSN | Unit Number | Effective Date | Seq Num | Cert Type | Action Code | Action Effect Date |
|------------------|----------|-------------|----------------|---------|-----------|-------------|--------------------|
| MIGNON, P. A. | | 102 | 03/01/2023 | 3 | AR | UT | 07/07/2023 |
| MIGNON, P. A. | | 145 | 03/01/2023 | 2 | AR | CT | |
| MIGNON, P. A. | | 145 | 03/01/2023 | 1 | AR | | |
| MIGNON, P. A. | | 145 | 03/01/2022 | 2 | AR | GR | 08/01/2022 |
| MIGNON, P. A. | | 145 | 03/01/2022 | 1 | AR | | |
| MIGNON, P. A. | | 145 | 03/01/2021 | 3 | AR | GR | 08/01/2021 |
| MIGNON, P. A. | | 145 | 03/01/2021 | 2 | AR | CT | 03/01/2021 |
| MIGNON, P. A. | | 145 | 03/01/2021 | 1 | AR | | |
| MIGNON, P. A. | | 145 | 03/01/2015 | 1 | AR | | |
| MIGNON, P. A. | | 145 | 03/01/2010 | 1 | *AR* | | |
| MIGNON, P. A. | | 145 | 03/24/2005 | 1 | *MI* | | |



What else is important?

Public

32

Full Cert Insertions or Corrections

202D MAT User Guide, Chapter 4.20

| Section C. Household Information | | | |
|----------------------------------|--------|--------------------------------------|-------------|
| 60. Previous Head Last Name | MIGNON | 63. Active Full Cert. Effective Date | 03/01/2023 |
| 61. Previous Head First Name | PHIL | 64. Previous Head ID | XXX-XX-XXXX |
| 62. Previous Head Middle Initial | A | 65. Previous Head Birth Date | 01-23-4567 |

| Head Tenant Name | Head SSN | Unit Number | Effective Date | Seq Num | Cert Type | Action Code | Action Effect Date |
|------------------|----------|-------------|----------------|---------|-----------|-------------|--------------------|
| MIGNON, P. A. | | 102 | 03/01/2023 | 3 | AR | UT | 07/07/2023 |
| MIGNON, P. A. | | 145 | 03/01/2023 | 2 | AR | CT | |
| MIGNON, P. A. | | 145 | 03/01/2023 | 1 | AR | | |
| MIGNON, P. A. | | 145 | 03/01/2022 | 2 | AR | GR | 08/01/2022 |
| MIGNON, P. A. | | 145 | 03/01/2022 | 1 | AR | | |
| MIGNON, P. A. | | 145 | 03/01/2021 | 3 | AR | GR | 08/01/2021 |
| MIGNON, P. A. | | 145 | 03/01/2021 | 2 | AR | CT | 03/01/2021 |
| MIGNON, P. A. | | 145 | 03/01/2021 | 1 | AR | | |
| MIGNON, P. A. | | 145 | 03/01/2015 | 1 | AR | | |
| MIGNON, P. A. | | 145 | 03/01/2010 | 1 | *AR* | | |
| MIGNON, P. A. | | 145 | 03/24/2005 | 1 | *MI* | | |



What else is important?



The Unit Transfer!

Public

33

Full Cert Insertions or Corrections

202D MAT User Guide, Chapter 4.20

| Head Tenant Name | Head SSN | Unit Number | Effective Date | Seq Num | Cert Type | Action Code | Action Effect Date |
|------------------|----------|-------------|----------------|---------|-----------|-------------|--------------------|
| MIGNON, P. A. | | 102 | 03/01/2023 | 3 | AR | UT | 07/07/2023 |
| MIGNON, P. A. | | 145 | 03/01/2023 | 2 | AR | CT | |
| MIGNON, P. A. | | 145 | 03/01/2023 | 1 | AR | | |
| MIGNON, P. A. | | 145 | 03/01/2022 | 2 | AR | GR | 08/01/2022 |
| MIGNON, P. A. | | 145 | 03/01/2022 | 1 | AR | | |



Why is the transfer important?

© 2023 CGI Inc.

Public

34

Full Cert Insertions or Corrections

202D MAT User Guide, Chapter 4.20

| Head Tenant Name | Head SSN | Unit Number | Effective Date | Seq Num | Cert Type | Action Code | Action Effect Date |
|------------------|----------|-------------|----------------|---------|-----------|-------------|--------------------|
| MIGNON, P. A. | | 102 | 03/01/2023 | 3 | AR | UT | 07/07/2023 |
| MIGNON, P. A. | | 145 | 03/01/2023 | 2 | AR | CT | |
| MIGNON, P. A. | | 145 | 03/01/2023 | 1 | AR | | |
| MIGNON, P. A. | | 145 | 03/01/2022 | 2 | AR | GR | 08/01/2022 |
| MIGNON, P. A. | | 145 | 03/01/2022 | 1 | AR | | |



The Concept of Sequencing!

© 2023 CGI Inc.

Public

35

Full Cert Insertions or Corrections

202D MAT User Guide, Chapter 4.20

Chain of Certifications Forward Rule ➡➡➡➡➡

Whenever a full certification is corrected or a full and/or partial certification is inserted, then all subsequent partial certifications that are tied to the original full cert must be resubmitted marked as corrections.

- Certifications with a greater effective date must be the more recent cert.
- TRACS deactivates tenants when full cert corrections or insertions are processed but the corrected partial certification(s) that tie to it are not.
- Impacts the TRACS Compliance Percentage
- Impacts the EIV reports

4.20 Correcting Partial Certifications After a Full Cert Insertion or Correction

Because of the design of the TRACS data model, whenever a full certification is corrected or whenever a full or partial certification is added effective prior to a full certification, any partial certifications (MO, TM, UT, GR) effective on or after the effective date of the corrected or added certs and prior to the next full certification in TRACS should be recalculated where applicable and retransmitted to TRACS as corrections.

© 2023 CGI Inc.

Public

36

Chain of Certifications Forward Rule

202D MAT User Guide, Chapter 4.20

| Head Tenant Name | Head SSN | Unit Number | Effective Date | Seq Num | Cert Type | Action Code | Action Effect Date |
|------------------|----------|-------------|----------------|---------|-----------|-------------|--------------------|
| MIGNON, P. A. | | 145 | 03/01/2023 | 4 | AR | CT | |
| MIGNON, P. A. | | 102 | 03/01/2023 | 3 | AR | CT | |
| MIGNON, P. A. | | 145 | 03/01/2023 | 2 | AR | | |
| MIGNON, P. A. | | 145 | 03/01/2023 | 1 | AR | | |



SSN corrected successfully, but is there anything wrong here?

© 2023 CGI Inc.

Public

37

Chain of Certifications Forward Rule

202D MAT User Guide, Chapter 4.20

| Head Tenant Name | Head SSN | Unit Number | Effective Date | Seq Num | Cert Type | Action Code | Action Effect Date |
|------------------|----------|-------------|----------------|---------|-----------|-------------|--------------------|
| MIGNON, P. A. | | 145 | 03/01/2023 | 4 | AR | CT | |
| MIGNON, P. A. | | 102 | 03/01/2023 | 3 | AR | CT | |
| MIGNON, P. A. | | 145 | 03/01/2023 | 2 | AR | | |
| MIGNON, P. A. | | 145 | 03/01/2023 | 1 | AR | | |



**Oh no!
The tenant is back in the old unit.**

© 2023 CGI Inc.

Public

38

Chain of Certifications Forward Rule

202D MAT User Guide, Chapter 4.20

| Head Tenant Name | Head SSN | Unit Number | Effective Date | Seq Num | Cert Type | Action Code | Action Effect Date |
|------------------|----------|-------------|----------------|---------|-----------|-------------|--------------------|
| MIGNON, P. A. | | 145 | 03/01/2023 | 4 | AR | CT | |
| MIGNON, P. A. | | 102 | 03/01/2023 | 3 | AR | CT | |
| MIGNON, P. A. | | 145 | 03/01/2023 | 2 | AR | | |
| MIGNON, P. A. | | 145 | 03/01/2023 | 1 | AR | | |



Audience **POLL**

© 2023 CGI Inc.

Public

39

Chain of Certifications Forward Rule

202D MAT User Guide, Chapter 4.20

| Head Tenant Name | Head SSN | Unit Number | Effective Date | Seq Num | Cert Type | Action Code | Action Effect Date |
|------------------|----------|-------------|----------------|---------|-----------|-------------|--------------------|
| MIGNON, P. A. | | 145 | 03/01/2023 | 4 | AR | CT | |
| MIGNON, P. A. | | 102 | 03/01/2023 | 3 | AR | CT | |
| MIGNON, P. A. | | 145 | 03/01/2023 | 2 | AR | | |
| MIGNON, P. A. | | 145 | 03/01/2023 | 1 | AR | | |



How do we correct this and why did this happen in the first place?

© 2023 CGI Inc.

Public

40

Chain of Certifications Forward Rule

202D MAT User Guide, Chapter 4.20

| Head Tenant Name | Head SSN | Unit Number | Effective Date | Seq Num | Cert Type | Action Code | Action Effect Date |
|------------------|----------|-------------|-----------------------|---------|-----------|-------------|--------------------|
| MIGNON, P. A. | | 102 | 03/01/2023 | 5 | AR | UT | 07/07/2023 |
| MIGNON, P. A. | | 145 | 03/01/2023 | 4 | AR | CT | |
| MIGNON, P. A. | | 102 | 03/01/2023 | 3 | AR | CT | |
| MIGNON, P. A. | | 145 | 03/01/2023 | 2 | AR | | |
| MIGNON, P. A. | | 145 | 03/01/2023 | 1 | AR | | |



A correction UT to follow the *Chain of Certifications Forward Rule* adding Sequence #5, which brings the tenant back into the proper unit.

41

Concept of Sequencing

202D MAT User Guide, Chapter 4.20

TRACS Concept of Sequence is also important to follow through:

- Unit Transfers
- Move Outs
- Terminations

When TRACS Sequencing is broken,

- Tenants are reestablished in the previous unit.
- Tenants are reactivated in TRACS.
- All certifications thereafter must be submitted as corrections.
- Including the UT and partials in the new unit.
- Until the next full cert which establishes a new connection.
- Fail TRACS Compliance
- Outdated EIV Data



Pay Attn to GR Changes



Public

42

Myths: Debunked!

**My software
allowed it, so it
must be right.**

**Since the change did
not affect money, I
don't have to process
anything else.**



© 2023 CGI Inc.

Photo of Two People Gossiping by a Watercooler. Retrieved October 27, 2023, from [Work Gossip - Search Images \(bing.com\)](#)

Public

43

Myths: Debunked!

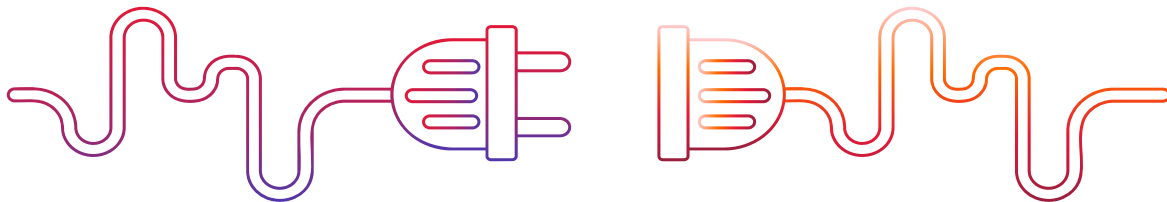
50059s and 50059As

*Owner's Certification of Compliance with
HUD's Tenant Eligibility and Rent Procedures
(Full and Partial Certifications).*

TRACS Submission Requirements

Owners are responsible for electronically
transmitting required data to their Contract
Administrator who will submit to TRACS.

Remember the [Chain of Certifications Forward Rule](#) and [TRACS Concept of Sequence](#).



© 2023 CGI Inc.

Public

44

TRACS Identification Number (T-ID)

202D MAT User Guide, Chapter 4.16

No Valid SSN:

- Submit cert with all 999s.
- Use the proper Exception Code.
- TRACS will issue a T-ID.
- Use it on all certs... going forward.
- TRACS already has the T-ID stored.

Chain of Certifications Forward Rule

Retrieve the T-ID:

- Log into **Enterprise Income Verification**
- Access the **Identity Verification Report**
- Review the **Failed EIV Pre-Screening Report**
- T-ID will be in the Reported Error Messages.
- Contact TRACS Helpdesk

| 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. Ctn Code | 47. Alien Reg. Number | 48. Age | 49. Work Codes |
| 01 | Pendous | Stu | | H | M | X | 0 | 10102001 | | | 123456789 | | E | | 22 | |
| 02 | Pendous | Unstu | | D | M | X | 0 | 10102022 | | | 999999999 | M | E | | 1 | |

© 2023 CGI Inc.

Public



Question
TIME

© 2023 CGI Inc.

MAT15 Address Record

- Renumbering Unit Numbers
- The Main Uses
- The Wrong Uses
- Proper Processing Order

© 2023 CGI Inc.



Public

47

MAT15 Address Record

202D MAT User Guide, Chapter 5.7

MAT15 Address Record:

- Record Format in TRACS.
 - Submit & Maintain new Unit Address records.
 - Renumber Unit Address records.
 - Standalone MAT transaction.

The Main Use:

- To modify the current unit address record in the TRACS database.
 - The original unit number formatting for the unit changes.
 - i.e. Unit 304 must change to Unit 304A

© 2023 CGI Inc.

The Wrong Uses:

- Change Head of Household SSN.
 - Must be changed using a MAT10 Full Certification.
 - MAT15s updates the unit number on the tenant's current certification in TRACS.
 - SSN must match.
- Replace a Unit Transfer Certification.
 - Must submit a MAT70 or a MAT10 + UT certification.
 - Must not circumvent this process.
 - i.e. Unit 304 changed to Unit 123. ❌

Public

48



Common

Question

© 2023 CGI Inc.

Public

49



**Why is TRACS rejecting my
certs for this tenant when
they did not transfer?**

© 2023 CGI Inc.

Public

50



Let's
Discuss

© 2023 CGI Inc.

Public

51

MAT15 Address Record

202D MAT User Guide, Appendix E

When MAT15s are not processed correctly:

- TRACS rejects certifications.
- F0231 Fatal Error Code

MAT User Guide
TRACS Release 2.0.2.D

Appendix E: TRACS Fatal Error Messages and Codes

| Code | Description |
|-------|---|
| F0231 | MAT10 not processed. MAT10 unit number is different from the TRACS unit number but MAT10 unit transfer code is not equal to "Y". If the MAT unit number and the TRACS unit number appear to look the same, one might have leading space(s), which will make them different. MAT Transaction Type: AR MAT Unit Number: 347-1 TRACS Unit Number: 347 TRACS Contract Number: AB123456789 |

© 2023 CGI Inc.

Public

52



TRACS is rejecting your certs because there was a MAT15 change processed without following TRACS Concept of Sequencing.

© 2023 CGI Inc.

Public

53

Concept of Sequencing... Even MAT15s

TRACS Concept of Sequence is also important to follow through:

- MAT15s
- Proper processing order must be followed.
- Process MAT15 Unit Renumbering either:
 - Before or After the MO, TM, or UT.

When TRACS Sequencing is broken,

- TRACS rejects certifications.
- Outdated EIV Data.
- Double Subsidy issues.
- Tenants start to get HQTMD.
- Fail TRACS Compliance.
- TRACS rejects Voucher Payments.



Pay Attn to MOs, TMs, & UTs



© 2023 CGI Inc.

Public

54

MAT15 Address Record

202D MAT User Guide, Chapter 5.7

Proper Processing Steps

Before Renumbering in your Software:

1. Notify your CCS.
2. Run the **Tenant Unit Address Query** in TRACS.
 - Verify that all current (old format) unit numbers appear.
3. Add Any Missing Units:
 - Submit MAT15 marked as a U2.
 - Verify that all current (old format) unit numbers appear in the Query.
4. Now Renumber the Units
 - Submit MAT15 marked as a U3.



Queries/Reports

Voucher

- [Contract/Project Based Voucher Summary Query](#)
- [Voucher Detail/Summary Reports](#)
- [Voucher Query](#)
- [Voucher Tenant Compliance Query](#)

Tenant

- [Assistance Payment Query](#)
- [Certification Query](#)
- [Certifications with Discrepancies Query](#)
- [Late Recertification Query](#)
- [Move-In/Move-Out Query](#)
- [Multiple Occupancy Query](#)
- [Project Evaluation Query](#)
- [Tenant Unit Address Query](#)
- [Verification Query](#)

© 2023 CGI Inc.

Public

55

MAT15 Address Record

202D MAT User Guide, Chapter 5.7

Proper Processing Steps

Lastly, follow the **Chain of Certifications Forward Rule** → → → → →



- Resubmit all current full certs and partials tied to them under the new unit number format.
- Mark them as an Administrative Corrections.
- Validates the Unit Number change in TRACS and the Tenant Unit Address Query.

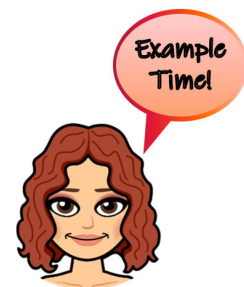
U.S. Department of Housing and Urban Development
TRACS Tenant Unit Address List

Contract/Project Number:

Sorted By: Unit

[Back to Query](#)

| SSN | Unit Number | Street Address | City | State | Zip | Validated | Validated Date | Address Type |
|-----|-------------|---------------------|------|-------|------------|-----------|----------------|--------------|
| XXX | 347-1 | 347 E LAKE ST APT 1 | WEED | CA | 96094-2545 | N | 08/04/2020 | U |
| XXX | 357-1 | 357 E LAKE ST APT 1 | WEED | CA | 96094-2564 | Y | 03/03/2023 | U |



56

MAT15 Address Record

Best Practices:

- Do not change unit number formatting, unless it is required.
 - Example: LIHTC (Low Income Housing Tax Credit)
 - Generally, requires a change in unit number formatting.
- Software Changes
 - Generally, does not require a change in unit number formatting.
 - Confirm with your Software Vendor.
- Consider MOs, TMs, and UTs
 - Process MAT15s either before or after.
 - Previous Unit Number field must match TRACS.



© 2023 CGI Inc.

Public

57

Myths: Debunked!

I am changing my software, so I must change my unit numbers.

It doesn't matter that my software has a different unit number than TRACS.



© 2023 CGI Inc.

Public

58

Myths: Debunked!

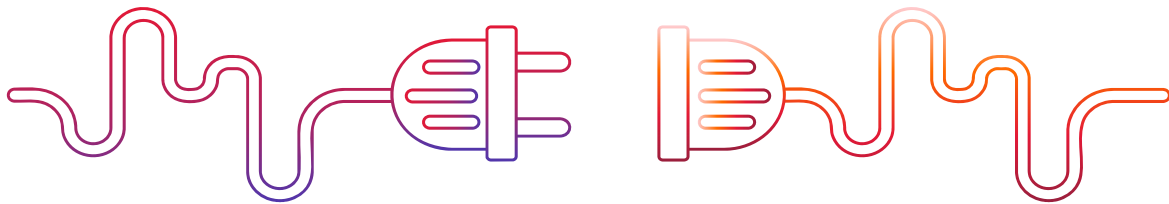
MAT15s

*Record Format in TRACS used to submit and maintain both Unit and Mailing Address Records. This is a standalone MAT transaction that are tied to current 50059s and are governed by **TRACS Submission Requirements**.*

TRACS Submission Requirements

Owners are responsible for electronically transmitting required data to their Contract Administrator who will submit to TRACS.

Remember both TRACS Concept of Sequencing and the Certifications Forward Rule.



© 2023 CGI Inc.

Public

59

Question TIME

© 2023 CGI Inc.



60

HOTMA & 203A Updates

- Supplemental Notice for HOTMA Implementation
- Deadlines Extended
- Resources

© 2023 CGI Inc.



Public

61

HOTMA & 203A Updates

Information is subject to change.

Postponed: HOTMA Final Implementation Deadline for MFH Programs

- Published on 9/29/23: [HSG Notice 2023-10 Implementation Guidance: Sections 102 and 104 of the Housing Opportunity Through Modernization Act of 2016 \(HOTMA\)](#)
- Includes all implementation guidance except Section 104: Asset Limitation.
 - HUD will publish later.

HOTMA: Effective Date remains 1/1/24

- **New deadline** for full implementation is 1/1/25.
- 203A compatible software **must be implemented before** 12/31/2024.
- Certifications with an effective date of 1/1/2025 or later **must comply** with new HOTMA requirements.
- Prior to tenant reexaminations under HOTMA, tenants must be informed of the new income determinations/rent calculations in accordance with HOTMA Final Rule.
- 2024 certs processed while in 202D **do not** have to be corrected.

62

HOTMA & 203A Updates

Information is subject to change.

Effective 3/1/2024

Owners must update both:

- Tenant Selection Plans
- EIV Policies and Procedures

Once software is 203A compliant

- Tenant 60 Day Notification - Notify tenants that their lease will be modified at the end of the lease term following this notice.
- All Certifications must comply with the HOTMA regulations.
 - New Rent & Income calculations.



© 2023 CGI Inc.

Public

63

Resources

HOTMA Webpage: [Housing Opportunity Through Modernization Act | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](https://www.hud.gov/act)

- Up-to-Date info on HOTMA Implementation.
- TSP and EIV Policies Guide: [MFH List of Discretionary Policies to Implement HOTMA \(hud.gov\)](https://www.hud.gov/act)
- Future Webinars and Live Q&As (*coming soon*).
- Updated HUD Forms (*coming soon*).

Implementation Guidance



HOTMA Quick Start



Implementation Notice



Discretionary Tenant
Selection Plan (TSP) and
EIV Policies Guide



Webinars and Live Q&As for
Tenants
Coming Soon



Webinars and Live Q&As for
Owners/Agents
Coming Soon



Updated HUD Forms
Coming Soon



Multifamily
Systems/TRACS



HOTMA Implementation
Notice Training



Inflationary Adjustments
HUD User Webpage



Additional Resources

© 2023 CGI Inc.

Public

64

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 Amounts 0 0 5995 | 0 Math ACA - TP + AR Amounts 5995 0 0 | 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 |
|--------------------------|-----|

| 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

U.S. Department of Housing and Urban Development

Office of Housing

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): 10/2023 | 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 | -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 |
|--------------------------|-----|---------|

| 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 Tenant Assistance Payments Due

U.S. Department of Housing and Urban Development

Office of Housing

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 | 40 | -160 | -160 |
| | | | | | | | Math | Amounts | Math | Amounts | |
| | | | | | | | PB | 5490 | ACA | 0 | |
| | | | | | | | - TP | 200 | - TP | 200 | |
| | | | | | | | + ACA | 0 | + AR | 40 | |
| | | | | | | | 17. Totals for this page | | | | |

| | | | Not Approved | Approved: ACA & CA | Payment |
|--------------|-------------------|-----------------------------------|--------------------|-----------------------|-------------------|
| MAT Field | Math | Item No & Field Name | 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 |
|--------------------------|-----|---------|---------|

| 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 Tenant Assistance Payments Due

U.S. Department of Housing and Urban Development

Office of Housing

Federal Housing Commissioner

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 | 5390 | -20 | 80 | 80 |
| | | | | | | | Math PB - TP + ACA | Amounts 5290 -100 0 | Math ACA - TP + AR | Amounts 0 -100 -20 | |
| | | | | | | | | 17. Totals for this page | | | |

| | | | Not Approved | Approved: ACA & CA | Payment | Reversal: Partial |
|--------------|-------------------|-----------------------------------|--------------------|-----------------------|-------------------|----------------------|
| MAT Field | Math | Item No & Field Name | 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 |
|--------------------------|-----|---------|---------|---------|

| 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 Tenant Assistance Payments Due

U.S. Department of Housing and Urban Development

Office of Housing

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 | 20 | 1819 | 1819 |
| | | | | | | | Math | Amounts | Math | Amounts | |
| | | | | | | | PB | 0 | ACA | 1899 | |
| | | | | | | | - TP | 100 | - TP | 100 | |
| | | | | | | | + ACA | 1899 | + AR | 20 | |
| | | | | | | | | 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 |
|--------------------------|-----|

| 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

U.S. Department of Housing and Urban Development

Office of Housing

Federal Housing Commissioner

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 | EIV: Additional |
|--------------|-------------------|-----------------------------------|--------------------------|--------------------|
| | | | Sept/23 Voucher | 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 | |
|--------------------------|-----|--|

| 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 Amounts 1799 0 220 | 0 Math ACA - TP + AR Amounts 220 0 0 | 220 ↑ Amounts 220 0 0 | 220 |
| | | | | | | | | 17. Totals for this page | | | |

| MAT Field | Math | Item No & Field Name | Approved: CA/OA Match | EIV: Additional |
|--------------|-------------------|-----------------------------------|--------------------------|--------------------|
| | | | Sept/23 Voucher | 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 |
|--------------------------|-----|---------|

| 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): 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 | 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 | | | | | | | | | | | |

| | | | Approved: CA/OA Match | EIV: Additional | Payment |
|--------------|-------------------|-----------------------------------|--------------------------|--------------------|-------------------|
| MAT Field | Math | Item No & Field Name | 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 |
|--------------------------|-----|---------|---------|

| 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 | AI |
| 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 |


 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 | AI |
| 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 |

| Issue: Moved Out or Teminated 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
 

| Solution: Moved Out or Teminated 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 | AI |
| 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.