



How to Submit the Perfect Voucher

1

1

Housekeeping

Please turn phones to vibrate

Class duration: 11:00am – 12:15pm

Lunch(other activities)12:30pm - 2:00pm



2

2

References

- 202D MAT Guide
- HUD Client Information Policy Systems (HUDCLIPS)
- Project Based Voucher (PBV) Regulations 24 CFR Part 983
- HUD Handbook 4350.3, Change 4
- 50059 & 50059A Instructions

3

3

Learning Objectives

- Understand what is a Voucher
- Deadlines for TRACS Submission
- Understand TRACS Database
- Monthly Activity Transmission (MAT)
- What is HUD Forms 50059 & 50059A
- Frequent Voucher & Tenant File Errors

4

4

Understand What is a Voucher

A voucher is an electronic submission made monthly by Owners/Agents to secure Section 8 tenant assistance payments.

HUD'S Multifamily Housing (MFH) division uses the Tenant Rental Assistance Certification System (TRACS) to manage/store resident certifications and monthly Housing Assistance Payment (HAP) requests, known as vouchers

To submit "the perfect voucher", you must understand

- ❖ The certification process
- ❖ The voucher process
- ❖ The TRACS database

5

5

Understand What is a Voucher

To be "TRACS" Compliant, Owner/Agent must ensure that:

- ❖ Residents are qualified correctly
- ❖ The Tenant Rent (TR), Total Tenant Payment (TTP) and the Assistance Payment (AP) are calculated correctly
- ❖ The existing residents submit new certifications as required
- ❖ Residents who are no longer qualified are terminated correctly
- ❖ Residents who pass away or move-out are processed correctly
- ❖ The Unit Contract Rent, and the Utility Allowance are correct (Rent Schedule)
- ❖ The HUD Form 52670 aka monthly voucher is correct, and that the residents and Owner/Agent are receiving the correct amount of subsidy

6

6

Deadlines for TRACS Submissions

The Deadline for transmission of Vouchers (Form 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 July 25 Voucher TRACS transmission would be due on June 10th.

Note: Submit Voucher and tenant files as soon they are ready. DO NOT wait until the 10th.

7

7

Deadlines for TRACS Submissions

Continue Deadlines for TRACS Submissions:

If vouchers are submitted timely, they will be paid by the first business day of each voucher month.

Late Note: Vouchers must be submitted by the 10th of each month. If a voucher is not received timely a **Late Notice will be issued**.

Discrepancy: Vouchers can also be paid with a discrepancy. If the voucher has a discrepancy the Contract Administrator will notify the Owner/Agent and issue a **Discrepancy Notice**.

Corrective Action: In the event the voucher is **“over or under paid”**, The CA will issue a corrective action notification explaining and correcting the over or under payment with in 30-days from when the issue is discovered

****Three late notices equals one MOR finding.***

8

8

Understand TRACS Database

TRACS stands for **Tenant Rental Assistance Certification System**, a HUD database that stores tenant data (50059) and Voucher information.

Owner/Agents **must** submit **monthly** electronic submissions of tenant and voucher data to HUD electronically.

Access for TRACS through HUD Secure Systems– Owners, Management Agents and Contract Administrators can access TRACS and its queries and reports to monitor compliance. *HUD will not issue the HAP payment to properties under compliance (Status Code T53)*

What does this mean? The Voucher failed compliance percentage standard as a result their HAP payment has been suspended. See Sample below

9

9

Understand TRACS Database

Active Tenant Count/Units: 18/82 (22%)

[Back to Query](#)

Select a Voucher ID to view additional voucher details.

Voucher ID	Voucher Date	Correct-ion Ind	TRACS Processed Date	Status Code
2501022989	01/01/2025	N	05/09/2025	T53

[VST53](#)

VOUCHER FAILED COMPLIANCE PERCENTAGE STANDARD FOR REVIEW.

10

10

Understand TRACS Database

What happens with the data that is sent to TRACS?

TRACS processes **two types of electronic files**:

1. Voucher Files

- **MAT 30**
- These are the **first** transactions processed by TRACS

2. Tenant Files

These include data on tenants' housing status and certification changes. TRACS processes them in the following order, **regardless of the property**:

- Move Outs (MAT 40)
- Terminations (MAT 65)
- Full Certifications (MAT 10) Ex: AR, IR, MI, and IC
- Unit Transfers/Gross Rents (MAT 70)

11

11

Monthly Activity Transmission (MAT):

What is the MAT?

The Monthly Activity Transmission (MAT) is a front-end subsystem of TRACS. It accepts data transmitted from the sites to HUD or Contract Administrator in an electronic form and returns messages from HUD or Contract Administrator to the sender sites.

*All error messages are automatically return to the sender's iMAX account. Users are advised to check their iMAX **mailbox daily** to ensure timely resolution of any issues.*

12

12

Monthly Activity Transmission (MAT)

MAT Electronic File Types:

- ❖ **MAT10:** A record in a TRACS file for a full certification (*Annual, Interim, Move-in, or Initial 50059*).
- ❖ **MAT15:** Address Record. When a unit renumbering is done, the previous unit number is data that is commonly missed.
- ❖ **MAT30:** A HAP Request record in a TRACS file (*voucher file*).
- ❖ **MAT31:** A record in a TRACS file that deletes a HAP Request that was previously sent (*Delete voucher*).
- ❖ **MAT40:** A move-out record in a TRACS file (*partial certification*).
- ❖ **MAT65:** A termination record in a TRACS file (*partial certification*).
- ❖ **MAT70:** A GRC (Gross Rent Change) /Unit Transfer record in a TRACS file (*partial certification*).
- ❖ **MAT 90 & MAT 92** – History Baseline

13

13

What is HUD Forms 50059 & 50059A

What is a 50059?:

A certification HUD 50059, or the ***"Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures,"*** is essential for subsidized housing programs as it verifies tenant eligibility for assistance and ensures accurate rent and assistance payment calculations in line with HUD regulations.

14

14

What is HUD Forms 50059 & 50059A

Full Certification (50059)

Initial Certification (IC): It is used to initially certify a tenant's eligibility for housing assistance. In other words, *marks the date when a tenant begins receiving subsidy.*

Interim Certification (IR): It is used to report changes in the tenant's Income, household composition that affect the tenant rent or assistance payment. In other words, *changes in the tenant's circumstances.*

Annual Recertification (AR): It must be process annually. It is used by the O/As to certify tenant's eligibility to continue receiving assistance. In other words, *if not submitted to TRACS timely, the tenant will be terminated.*

Move-In Certification (MI): When an applicant moves into the property.

15

15

What is HUD Forms 50059 & 50059A

Partial Certification (50059A)

Termination (TM): It is used to stop assistance due to the tenant's ability to pay Market Rent or due to a failure to comply with the applicable regulations for recertification.

Move Out (MO): It is used when an applicant moves out of the property.

Gross Rent Changes (GR) - Any HUD-approved change in the contract rent or the utility allowance for a unit. The property can implement a gross rent once the Rent Schedule is executed.

Unit Transfers (UT) With owner approval, a tenant moves from one unit to another unit within the same property.

16

16

What is HUD Forms 50059 & 50059A

Termination (TM): It is used to stop assistance due to the tenant's ability to pay Market Rent or due to a failure to comply with the applicable regulations for recertification.

Enter the valid code which best describes the reason for the Termination.

TI = TTP Equals/Exceeds Gross Rent or moving to market rent

TC = Did not supply citizenship/eligible alien documentation.

TR = Did not re-certify on time. Tenant required to pay market rent.

TF = Tenant refused to transfer as agreed or submitted false data.

CE = Subsidy contract expired-not renewed. Do not use when renewal is delayed.

ST = Ineligible Student. Not available for PRAC. Tenant must move out.

17

17

What is HUD Forms 50059 & 50059A

DS = Double subsidy at move-in. Use to terminate subsidy when a move-out from a former property is effective after the move-in or initial certification date for the new property. The code is intended to be used on a termination effective on the move-in or initial certification date. It will result in an adjustment on the voucher that gives back subsidy for the TM date .

ND = Natural Disaster or Uninhabitable Unit or Presidentially Declared Disaster

AB = HUD abated unit.

RR = Substantial rehab or repair – Tenant expected to return.

NS = Resident did not qualify for subsidy at MI for reason other than Double Subsidy. Typically, this would be a situation where income at MI or IC is being corrected as a result of an EIV or other investigation and it is found that the tenant was not eligible.

OT = Other. A reason not covered by any of the other codes.

18

18

What is HUD Forms 50059 & 50059A

Move Out (MO): It is used when an applicant moves out of the property.

Choose one of the valid codes that best describe the reason for the Move-Out:

1. Owner initiated for nonpayment of rent
2. Owner initiated – Other
3. **Tenant Initiated - Other**
4. **Death of the Sole Family**
5. Unit Transfer between two projects. See 2.0.2.D MAT Guide: Section 4.1
6. Reserved for TRACS use only (**HQ Move Outs**)
7. Abandoned Unit
8. Failure to submit SSN
9. Uninhabitable unit - Abated
10. Substantial Rehab or Repair – **Tenant expected to return**
11. RAD to Housing Choice Voucher – **Used only for RAD tenant accepting a Housing Choice Voucher (HCV)**

19

19

What is HUD Forms 50059 & 50059A

Combining Full Certifications with Partial Certs

Gross Rent Changes (GR) - Any HUD-approved change in the contract rent or the utility allowance for a unit. The property can implement a gross rent once the Rent Schedule is executed.

It is common to combine Full Certifications with Partial Certifications when a Contract Rent or Utility Allowance change takes effect on the same date as a Full Certification (AR, IR, MI, and IC).

If the Contract Rent and Utility Allowance remains the same, there is no need to submit GRs certifications (Contract executed at current rents)

20

20

Frequent Voucher & Tenant Files Errors

- Voucher Rejected due to Voucher Period already approved and closed
- Special Claim approval Claim ID missing or incorrect
- Repayment Agreements Balances Discrepancies
- MAT 30 Duplicate Data submitted
- Risk of Overpayment- Move Out is effective on or after recertification date
- Incorrect Income Limits (Move Ins & Initials)
- Certification effective date exceed the 5 years status limitation.
- Contract Rents does not match Project Rent Schedule
- Tenant Incorrect TTP error
- More than one family member reports the same SSN

21

21

Frequent Voucher & Tenant Files Errors

- HOTMA Implementation Notice 2023-10 - Rent Override option
- HUD 50059 – 50059A certifications calculation errors
- HUD 50059 – 50059A certifications reflects coding errors
 - *Incorrect special status code submitted for household member.
 - *Incorrect/blank relationship code submitted
 - *Invalid SSN Exception Code / SSN Exception Code submitted is invalid
 - *More Than One Family Member Designated As Head of Household
- Previous unit number is required for MAT70 Unit Transfer (Partial Certification)
- Interim and Annual Certifications must be effective on the 1st of the month

22

22

Frequent Voucher & Tenant Files Errors

Effective date cannot be greater than next recertification date

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

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

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

23

23

Frequent Voucher & Tenant Files Errors

Certification Effective date precedes Move In Date

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

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

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

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

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

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

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

24

24

Frequent Voucher & Tenant Files Errors

Incorrect special status code submitted for household member.

50059 Item 42– Special Status Code:

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

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

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

H = Family member who is Disabled

M = Family member who is US military veteran

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

25

25

Frequent Voucher & Tenant Files Errors

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. Student Stat.	44. ID Code (SSN)	45. SSN Excp	46. Ctn Code	47. Alien Reg. Number	48. Age	49. Work Code	
01		Hernan		H	M	W	1		E				EC		78		
02		Kevin		H	M	W	1		E				EC		17		
50. Family has Mobility Disability?N			53. Number of Family Members						2	57. Expected Family Addition - Adoption							0
51. Family has Hearing Disability?N			54. Number of Non-Family Members						0	58. Expected Family Addition - Pregnancy							0
52. Family has Visual Disability? N			55. Number of Dependents						1	59. Expected Family Addition - Foster Children							0
			56. Number of Eligible Members						2								

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

26

26

Frequent Voucher & Tenant Files Errors

Incorrect/blank relationship code submitted

50059 Item 37: - List persons living in the unit in the following order and state each person's relationship to the head by using one of the codes: H, S, K, D, O, F, L, N

TRACS requires that all space under Item 37 Relationship must be filled in. There should not be any blank space. (Details can be found on the Fun facts of this training pages 40-43)

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. Ident. Stat.	44. ID Code (SSN)	45. SSN Exp.	46. Czn Code	47. Alien Reg. Number	48. Age	49. Work Codes	
01				A	H	M	W	1						EN			
02					F	W		1						EN			
03				A	D	M	W	1		S				EN			
50. Family has Mobility Disability? N			53. Number of Family Members			3			57. Expected Family Addition - Adoption			0					
51. Family has Hearing Disability? N			54. Number of Non-Family Members			0			58. Expected Family Addition - Pregnancy			0					
52. Family has Visual Disability? N			55. Number of Dependents			1			59. Expected Family Addition - Foster Children			0					
			56. Number of Eligible Members			3											
60. Previous Head Last Name			63. Active Full Cert. Effective Date														
61. Previous Head First Name			64. Previous Head ID														
62. Previous Head Middle Initial			65. Previous Head Birth Date														

27

27

Frequent Voucher & Tenant Files Errors

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

50059A Item 18 Date of Death of Sole Member: Review the date of death located in item 18 of 50059A- count 14 days after the date of death.

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

B. Partial Certification				
1. Name of Project	2. Project Number	3. Subsidy Type	4. Contract Number	5. Transaction Type
		Section B		MO
6. Head of Household (Last, First, Initial)	7. Unit Number	8. No. of Bedrooms	9. Building ID	10. Effective Date
		0		04/01/2025
11. Head ID Code (SSN)	12. Head Birth Date	13. Correction Type	14. EIV Indicator	15. Transaction Date B'g Corrected
			True	05/01/2025
C. Move Outs				
17. Move Out Code	18. Date of Death of Sole Member	19. Description	E. Gross Rent Changes and Unit Transfers	
4	02/28/2025	Death of sole family member		
D. Terminations				
20. Termination Code				
21. Description				
			F. Signatures	
			36. Security Deposit	

28

28

Frequent Voucher & Tenant Files Errors

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

B. Partial Certification				
1. Name of Project	2. Project Number	3. Subsidy Type Section 8	4. Contract Number	5. Transaction Type MO
6. Head of Household (Last, First, Initial)	7. Unit Number 401	8. No. of Bedrooms 0	9. Building ID	10. Effective Date 05/09/2017
11. Head ID Code (SSN)	12. Head Birth Date 10/16/1922	13. Correction Type	14. EIV Indicator False	15. Transaction Date Being Corrected
			16. Anticipated Voucher Date 07/01/2017	
C. Move Outs		E. Gross Rent Changes and Unit Transfers		
17. Move Out Code 4	18. Date of Death of Sole Member	22. Prev. Unit No. (UT's only)		
19. Description Death of sole family member		23. Secondary Subsidy Type		
		24. 236 Basic/BMIR Rent		
		25. Market Rent		
		26. Contract Rent		
		27. Utility Allowance		
		28. Gross Rent		
		29. TTP at RAD Conversion		
		30. Total Tenant Payment		
		31. TTD Before Conversion		
D. Terminations				

29

29

Frequent Voucher & Tenant Files Errors

Invalid SSN Exception Code / SSN Exception Code submitted is invalid

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

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

C = Individual who does not contend eligible immigration status

E = Individual age 62 or older

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

30

30

Frequent Voucher & Tenant Files Errors

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

Section C. Household Information																	
33. No.	34. Last Name	35. First Name	36. MI	37. Rel.	38. Sex	39. Race	40. Eth	41. Birth Date	42. Special Status	43. Stdnt Stat.	44. ID Code (SSN)	45. SSN Excp.	46. Ctn Code	47. Alien Reg. Number	48. Age	49. Work Codes	
01				H	F	W	1				8256		EN		50		
02				K	F	O	1				4622	0	EC		25		
03				D	F	O	1			Y	2756		M	EC	6		
50. Family has Mobility Disability? N			53. Number of Family Members			3			57. Expected Family Addition - Adoption			0					
51. Family has Hearing Disability? N			54. Number of Non-Family Members			0			58. Expected Family Addition - Pregnancy			0					
52. Family has Visual Disability? N			55. Number of Dependents			1			59. Expected Family Addition - Foster Children			0					
56. Number of Eligible Members			3														
60. Previous Head Last Name			63. Active Full Cert. Effective Date														
61. Previous Head First Name			64. Previous Head ID														
62. Previous Head Middle Initial			65. Previous Head Birth Date														

31

31

Frequent Voucher & Tenant Files Errors

More Than One Family Member Designated As Head of Household

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

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

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

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

D – Dependent

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

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

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

32

32

Frequent Voucher & Tenant Files Errors

Section C. Household Information																	
33. No.	34. Last Name	35. First Name	36. MI	37. Rel.	38. Sex	39. Race	40. Eth	41. Birth Date	42. Special Status	43. Stdnt Stat.	44. ID Code (SSN)	45. SSN Excp	46. Ctzn Code	47. Alien Reg. Number	48. Age	49. Work Codes	
01			A	H	M	W	1						EN		49		
02				H	F	W	1						EN		48		
03			A	D	M	W	1		S				EN		18		
50. Family has Mobility Disability? N			53. Number of Family Members			3			57. Expected Family Addition - Adoption			0					
51. Family has Hearing Disability? N			54. Number of Non-Family Members			0			58. Expected Family Addition - Pregnancy			0					
52. Family has Visual Disability? N			55. Number of Dependents			1			59. Expected Family Addition - Foster Children			0					
60. Previous Head Last Name			56. Number of Eligible Members			3			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								

33

33

Frequent Voucher & Tenant Files Errors

More than one family member reports the same SSN

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

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

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

34

34

Frequent Voucher & Tenant Files Errors

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

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

B. Partial Certification					
1. Name of Project	2. Project Number	3. Subsidy Type Section 8	4. Contract Number	5. Transaction Type UT	
6. Head of Household (Last, First, Initial)	7. Unit Number 14-204	8. No. of Bedrooms 0	9. Building ID	10. Effective Date 01/05/2018	
11. Head ID Code (SSN)	12. Head Birth Date	13. Correction Type	14. EV Indicator False	15. Transaction Date Being Corrected	16. Anticipated Voucher Date 03/01/2018
C. Move Outs			E. Gross Rent Changes and Unit Transfers		
17. Move Out Code			22. Prev. Unit No. (UT's only)		
18. Date of Death of Sole Member			23. Secondary Subsidy Type		
19. Description			24. 236 Basic/BMIR Rent		
			25. Market Rent		
			26. Contract Rent		
			27. Utility Allowance		
			28. Gross Rent		
			29. TTP at RAD Conversion		
			30. Total Tenant Payment		
			31. TTP Before Override		
			32. Tenant Rent		
			33. Utility Reimbursement		
			34. Assistance Payment		
			35. Rent Override		
			36. Security Deposit		
D. Terminations					
20. Termination Code					
21. Description					

35

35

Frequent Voucher & Tenant Files Errors

- Interim Certification is effective after first day of the month

Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures		U. S. Department of Housing And Urban Development Office of Housing Federal Housing Commissioner		For Personal Records ONLY - not to Submission to the Federal Government Record for Landlord (Exp. 06/30/2017)	
Section B. Summary Information					
1. Project Name		12. Effective Date	07/24/2017	21. Unit Number	VLR-318
2. Subsidy Type	Section 8	13. Anticipated Voucher Date	01/01/2018	22. No. of Bedrooms	1
3. Secondary Subsidy Type		14. Next Recertification Date	11/01/2017	23. Building ID	
4. Property ID				24. Unit Transfer Code	N
5. Project Number		15. Project Move-In Date	02/09/2016	25. Previous Unit No.	
6. Contract Number		16. Certification Type	IR	26. Security Deposit	419
7. Project IMA ID		17. Action Processed	1	27. 236 Basic/BMIR Rent	
8. Plan of Action Code		18. Correction Type	1	28. Market Rent	1,008
9. HUD-Owned Project?	N	19. EV Indicator	N	29. Contract Rent	16
10. Previous Housing Code		20. Prev. Subsidy Type	Market Rate	30. Utility Allowance	1,024
11. Displacement Status Code				31. Gross Rent	
				32. TTP at RAD Conversion	

36

36

Frequent Voucher & Tenant Files Errors

04/02/2025 05:08:24 PM (Voucher 12/2024)
 12/01/2024 Voucher
 VF001 Voucher period already closed
 VF001 Voucher period already approved

04/04/2025 08:20:58 AM (Voucher 05/2025)
 05/01/2025 Voucher
 VF068 Special Claim approval ID not found.

Special Claim approval ID not found.
 Claim Id - BC480000005796

Special Claim approval ID not found.
 Claim Id - ??????????????

37

37

Frequent Voucher & Tenant Files Errors

Repayment Agreements Errors

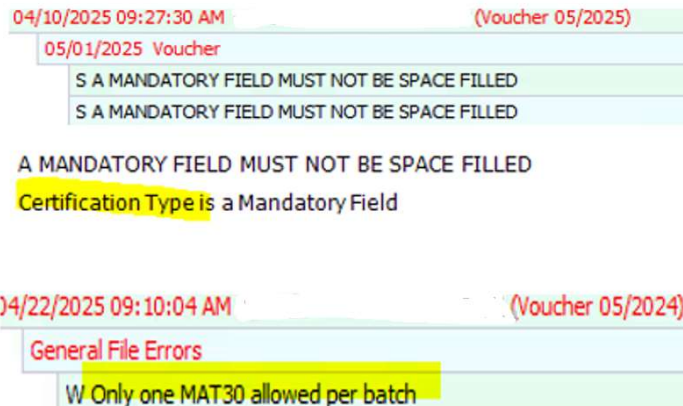
04/04/2025 01:32:22 PM (Voucher 05/2025)
 05/01/2025 Voucher
 CA008 Prior ending balance minus total payment must equal ending balance

05/08/2025 09:23:38 AM (Voucher 06/2025)
 06/01/2025 Voucher
 VF088 Voucher Rejected. Section 2 Total Repay Agreement does not equal the Amount Requested in Section 7, field 14.

38

38

Frequent Voucher & Tenant Files Errors



39

39

After Training Tasks

- ☐ Download HUD Handbook 4350.3
- ☐ Download the MAT User Guide
- ☐ Check with HUD / Contract Administrator for checklists and/or submission guidance
- ☐ TRACS Website.
http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/tr x/trxsum

This website updates readers on developments in TRACS. TRACS documents, announcements, and frequently asked questions and responses are posted on the website. Users can also participate in the TRACS discussion forum or email TRACS with questions, comments, and concerns.

40

**MISSION
ACCOMPLISHED**

Ready to submit the perfect voucher!!!