Appendix 6

Completing the 50059 Data Requirements

When the Owner Must Fully Complete the Data Requirements and When the Owner Partially Completes Them

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Refer to Chapter 5 for the business rules to use in completing the 50059 data requirements. The data requirements for these certifications are identified in **Appendix 7**. The current TRACS MAT Guide contains information about the specific data requirements. The MAT Guide, which is referenced in Figure 9-7, is available from the HUD TRACS Internet site [**www.hud.gov/offices/hsg/mfh/trx/trxsum.cfm**]. This appendix is based on MAT Guide, TRACS Release 2.0.1.B.   Because TRACS will be updated more often than this handbook, property owners should always check the TRACS Internet site for updated versions and changes.

I.   **Actions for Which Owners MUST FULLY Complete the Owner and Tenant Data Requirements**

      NOTE: Signatures by the head, spouse, co-head, all adult members of the household and the owner are required on the 50059 facsimile.

      A.   Move-ins.

      B.   Initial certifications.

      C.   Annual recertifications.

      D.   Interim recertifications.

      E.   When converting a Rent Supplement or RAP tenant to Section 8.

      F.   When a HUD-owned project is sold and a tenant begins to receive Section 8 as a result of the sale.

      G.   When correcting a previous full submission.

      H.   When there is a change in the person who is head of household.

II. Actions for Which Owners MUST PARTIALLY Complete the 50059 Data Requirements

A. For the following actions, owners are only required to submit a partial set of 50059 data requirements.

    1. Address change.

    2. Move-out.

    3. Termination of assistance.

    4. Unit transfer.

    5. Gross rent change.

B. Owners must follow the procedures below to meet the data requirements for these actions. These procedures ensure that TRACS has up-to-date information regarding tenants at a property.

    1. Complete the items of the 50059 data requirements listed below for the particular transaction being performed. Also complete Section A from Appendix 7 to identify the partial certification.

    2. Obtain signatures on a facsimile of partial submissions where indicated by the presence of Owner Signed Date (MAT Field 78 in MAT10 Section 2: Basic Record) and Tenant Signed Date (MAT Field 77 in MAT10 Section 2: Basic Record) and file in the tenant file.

       NOTE: If State law or landlord/tenant ordinances require tenant signatures on a facsimile for certain transactions, and such signatures are not indicated in this appendix, then the owner must obtain tenant signatures in accordance with local or State law or ordinance.

C. **Tenant Address**

The following MAT fields listed in Figure 1 must be submitted to process a change of tenant address, record a tenant address different than the unit address and delete a tenant address in TRACS.

Figure 1: Tenant Address Change Data Requirements

MAT15: Address Record				
MAT Field	**Note**	**Field Name**	**Field Type**	**Definitions and Edits**
4	**MOC**	Head of Household ID	Alphanumeric	• The SSN/TRACS ID of the Head of Household. Enter 999999999 if the head of household is present but has no SSN/TRACS ID. • Head of Household ID Code is required if the unit is occupied and assisted. If the unit is unoccupied or unassisted at the time of the Unit Address Load, the Head of Household ID Code is not required. • When the head of the household occupying the unit has no SSN or "T-ID," the name and birth date will be required and the Head of Household ID Code field is to be 9-filled. • Head of Household ID Code is required for a tenant mailing address MAT15.
5	**MOC**	Head Last Name	Alphanumeric	Required if the unit is occupied, but the head of household has no SSN and the owner does not have the tenant's "T-ID." Not required for unoccupied or unassisted units.
6	**MOC**	Head First Name	Alphanumeric	Required if the unit is occupied, but the head of household has no SSN and the owner does not have the tenant's "T-ID." Not required for unoccupied or unassisted units.
7	**MOC**	Head Middle Initial	Alphanumeric	Required if the unit is occupied, but the head of household has no SSN and the owner does not have the tenant's "T-ID." Not required for unoccupied or unassisted units. Blanks are accepted in this field.
8	**MOC**	Head Birth Date	Date MMDDYYYY	Required if the unit is occupied, but the head of household has no SSN and the owner does not have the tenant's "T-ID." Not required for unoccupied or unassisted units.
9	**F**	Building ID	Alphanumeric	

M = Mandatory field; has a value not equal to spaces or zeros. MOC = Mandatory on condition(s). F = Future field; TRACS will value with the appropriate fill characters.

MAT15: Address Record				
MAT Field	**Note**	**Field Name**	**Field Type**	**Definitions and Edits**
10	**MOC**	Unit Number	Alphanumeric	• Unit Number is mandatory for a MAT15 Unit Address Add/Update transaction. It is not required for a Tenant Mailing Address. • Unit Number must be entered using a standard format for the project that meets the "unique within a project" requirement. • This must be the same format used when "Unit Number" is entered in (re)certifications (MAT10), move-outs (MAT40), and unit transfers (MAT70).
11	**MOC**	Previous Unit Number	Alphanumeric	The Previous Unit Number is required only when the MAT15 is submitted to change the Unit Number or Address. This field must be populated for unit address change transactions, using the previous Unit Number exactly as it was submitted to TRACS. The Previous Unit Number is required even if the Unit Number is not the address element being changed. The previous unit number is also required when using the MAT15 to renumber units within the project. The MAT15 will be rejected if TRACS cannot find the previous unit number.
12	**M**	Address Type	Alphanumeric	Identifies Unit or Mailing Address. A Head of Household ID Code is required for mailing addresses. Values are: "U" = Unit Address "M" = Mailing Address (if different from Unit Address)
13	**M**	Transaction Type	Numeric	Valid Transaction Type action by owner/agents are: 1 = Address Deletion 2 = Address Add/Update (Used for both initial loads and updates) 3 = Renumber Unit
14	**MOC**	First Address Line	Alphanumeric	First Address Line is required for an Address initial load or update. It should contain the unit number meeting the requirements for mail delivery by the USPS. For a tenant mailing address, the First Address Line can be used for a "care of" or "attention" name. First Address Line is not required for an Address Deletion.

M = Mandatory field; has a value not equal to spaces or zeros. MOC = Mandatory on condition(s). F = Future field; TRACS will value with the appropriate fill characters.

MAT15: Address Record				
MAT Field	**Note**	**Field Name**	**Field Type**	**Definitions and Edits**
15		Second Address Line	Alphanumeric	Second Address Line.
16		Third Address Line	Alphanumeric	Third Address Line.
17	**MOC**	City Name	Alphanumeric	Required on an Address Load or Address Update transaction.
18	**MOC**	State Code	Alphanumeric	Required on an Address Load and an Address Update transaction.
19	**MOC**	Zip – 5	Numeric	Required on an Address Load and an Address Update transaction. For codes see United States Postal Services Publication 65, available from local post office.
20		Zip – 4	Numeric	Must enter all zeros when no ZIP-4 is provided.
21	**M**	Mobility Accessibility Code	Alphanumeric	Identifies unit's accessibility status for tenants with mobility impairments. Values are: Y = Accessible for Mobility Impaired N = Not Accessible for Mobility Impaired.
22	**M**	Hearing Accessibility Code	Alphanumeric	Identifies unit's accessibility status for tenants with hearing impairments. Values are: Y = Accessible for the Hearing Impaired N = Not Accessible for the Hearing Impaired.
23	**M**	Visual Accessibility Code	Alphanumeric	Identifies unit's accessibility status for tenants with visual impairments. Values are: Y = Accessible for the Visually Impaired N = Not Accessible for the Visually Impaired.

M = Mandatory field; has a value not equal to spaces or zeros. MOC = Mandatory on condition(s). F = Future field; TRACS will value with the appropriate fill characters.

D.   **Move-Out**

The following MAT fields listed in Figure 2 must be submitted to process a move-out in TRACS.

Figure 2: Move-Out Data Requirements

MAT Field	Note	Field Name	Field Type	Definitions and Edits
			MAT40 Move-Out Record	
4	**M**	Transaction Type	Alphanumeric	Value = MO
5	**M**	Head of Household ID Code	Alphanumeric	The SSN/TRACS ID of the Head of Household. Enter 999999999 if the head of household has no SSN/TRACS ID, and submit the Head of Household's name and birth date.
6	**MOC**	Head Last Name	Alphanumeric	Required only if the head of household has no SSN and the owner does not have the tenant's "T-ID."
7	**MOC**	Head First Name	Alphanumeric	Required only if the head of household has no SSN and the owner does not have the tenant's "T-ID."
8	**MOC**	Head Middle Initial	Alphanumeric	Required only if the head of household has no SSN and the owner does not have the tenant's "T-ID."
9	**MOC**	Head Birth Date	Date MMDDYYYY	Required only if the head of household has no SSN and the owner does not have the tenant's "T-ID."
10	**M**	Move-Out Date	Date MMDDYYYY	The date the tenant moved out of the project.
11	**M**	Unit Number	Alphanumeric	The unit from which the tenant moved. The unit number must exist in the TRACS address table and be associated with the tenant moving out: otherwise, a discrepancy message will be returned to the sender.
12	**F**	Building ID	Alphanumeric	The building from which the tenant moved.

M = Mandatory field; has a value not equal to spaces or zeros. MOC = Mandatory on condition(s). F = Future field; TRACS will value with the appropriate fill characters.

MAT40 Move-Out Record				
MAT Field	**Note**	**Field Name**	**Field Type**	**Definitions and Edits**
13	**M**	Move-Out Code	Alphanumeric	The valid codes are: 1 = Owner initiated for nonpayment of rent 2 = Owner initiated other than nonpayment of rent 3 = Tenant initiated 4 = Death of sole family member 5 = Unit Transfer between two contracts or projects
14	**MOC**	Date of Death	Date MMDDYYYY	Required if the Move-Out Code is "4." The unit is to be vacated within 14 days of the date of death of the sole household member. TRACS will generate a discrepancy if the Move-Out Date is greater than 14 days following the date of death.
15	**M**	Voucher Date	Date	The voucher period in which the move-out adjustment is reflected.
16	**F**	Correction Type	Alphanumeric	1 = Reserved 2 = Corrects owner/agent error 3 = Corrects tenant misreporting error
17	**F**	Transaction Effective Date of Move-Out Being Corrected	Date	This is a "MOC" field. It must be populated if the Correction Type is populated. For corrections to Move-Outs, enter the Transaction Effective Date of the full certification to which the move-out was applied. If the move-out was applied to the wrong certification occurrence, delete the move-out (MAT20) and resubmit with the appropriate Transaction Effective Date in the Move-Out transaction.

M = Mandatory field; has a value not equal to spaces or zeros. MOC = Mandatory on condition(s). F = Future field; TRACS will value with the appropriate fill characters.

E. **Termination of Assistance**

The following MAT fields listed in Figure 3 must be submitted to process a termination of assistance in TRACS.

Figure 3: Termination of Assistance Data Requirements

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MAT65 Termination Record				
MAT Field	**Note**	**Field Name**	**Field Type**	**Definitions and Edits**
4	**M**	Transaction Type	Alphanumeric	Value = TM
5	**M**	Head of Household ID Code	Alphanumeric	The SSN/TRACS ID of the Head of Household. Enter 999999999 if the head of household has no SSN/TRACS ID, and enter the Head of Household's name and birth date.
6	**MOC**	Head Last Name	Alphanumeric	Required only if the head of household has no SSN and the owner does not have the tenant's "T-ID."
7	**MOC**	Head First Name	Alphanumeric	Required only if the head of household has no SSN and the owner does not have the tenant's "T-ID."
8	**MOC**	Head Middle Initial	Alphanumeric	Required only if the head of household has no SSN and the owner does not have the tenant's "T-ID."
9	**MOC**	Head Birth Date	Date	Required only if the head of household has no SSN and the owner does not have the tenant's "T-ID."
10	**M**	Term Effective Date	Date MMDDYYYY	The date this termination became or will become effective.

M = Mandatory field; has a value not equal to spaces or zeros. MOC = Mandatory on condition(s). F = Future field; TRACS will value with the appropriate fill characters.

MAT65 Termination Record				
MAT Field	**Note**	**Field Name**	**Field Type**	**Definitions and Edits**
11	**M**	Termination Code	Alphanumeric	Valid Termination Codes: TI = Equals/Exceeds Gross Rent (Replaces "TTP"). TC = Did not supply citizenship/eligible alien documentation. TR = Did not recertify on time. Tenant required to pay market rent. TF = Tenant refused to transfer as agreed or submitted false data. CE = Subsidy contract expired or combined with a renewal contract. **The following codes are reserved for HUD use only.** EN = Contract terminated for enforcement action. HQ = TRACS generated termination for failure to recertify or failure to submit a termination or move-out.
12		Description	Alphanumeric	Free-form text.
13	**F**	Building ID	Alphanumeric	The building in which the tenant lives.
14	**M**	Unit Number	Alphanumeric	The unit in which the tenant lives.
15	**M**	Voucher Date	Date MMDDYYYY:	The date of the voucher in which the termination is reflected. NOTE: "DD" is always "01".
16	**F**	Correction Type	Alphanumeric	1 = Reserved 2 = Corrects owner/agent error 3 = Corrects tenant misreporting error
17	**F**	Transaction Effective Date of Termination Being Corrected	Date	This is a "MOC" field. It must be populated if the Correction Type is populated. For corrections to Terminations, enter the Transaction Effective Date of the full certification to which the termination was applied. If the termination was applied to the wrong certification occurrence, delete the termination (MAT20) and resubmit with the appropriate Transaction Effective Date in the termination transaction.

M = Mandatory field; has a value not equal to spaces or zeros. MOC = Mandatory on condition(s). F = Future field; TRACS will value with the appropriate fill characters.

F.   **Unit Transfer/Gross Rent Change**

The following MAT fields listed in Figure 4 must be submitted to process a unit transfer or gross rent change in TRACS.

1.   **Unit Transfers:** Instructions vary depending on whether the transfer within the project is between the same contract or between two different contracts.

   NOTE: In electronically transmitting certification data, "project" includes buildings located on adjacent sites and managed as one project, even if the buildings have separate mortgages and/or project numbers.

   a.   Unit transfer within the same contract.   If the transfer occurs within the same contract, consider it as a unit transfer (UT). Complete the following 50059 data requirements listed in Figure 4.

   b.   Unit transfer between two contracts. First process a termination (MAT 65) using the termination code CE (CE = Subsidy contract expired or combined with a renewal contract), and then process an initial certification (IC) for this tenant by fully completing the 50059 data requirements in Appendix 7. Because this is the same project, the tenant is not subject to admission and eligibility requirements.
   NOTE: The next recertification date will change because of this action, and the owner should change it back to the former recertification anniversary date.

   NOTE: If a unit transfer occurs in conjunction with an annual recertification, it is considered an annual recertification, not a transfer, and the owner must fully complete the data requirements in Appendix 7.

2.   **Gross Rent Changes:** If the gross rent change occurs in conjunction with an annual recertification, then the action is not a gross rent change. It is an annual recertification and a complete recertification is required. See Appendix 7.

   NOTE: Complete the items marked with an asterisk (*) only if the rent changes as a result of the unit transfer or a gross rent change.

M = Mandatory field; has a value not equal to spaces or zeros. MOC = Mandatory on condition(s). F = Future field; TRACS will value with the appropriate fill characters.

Figure 4: Unit Transfer and Gross Rent Change Data Requirements

MAT Field	Note	Field Name	Field Type	Definitions and Edits
		MAT70 Unit Transfer/Gross Rent Change Record		
4	**M**	Transaction Type	Alphanumeric	Values are: GR = Gross Rent Change UT = Unit Transfer **NOTE:** Unit Transfers can only be used if the project number and contract number do not change. Otherwise, a Move-Out and an Initial Certification is used to effect the transfer.
5	**M**	Head of Household ID Code	Alphanumeric	The SSN/TRACS ID of the Head of Household. Enter 999999999 if the Head of Household has no SSN/TRACS ID, and enter the Head of Household's name and birth date.
6	**MOC**	Head Last Name	Alphanumeric	Required only if the Head of Household has no SSN and the owner does not have the tenant's "T-ID."
7	**MOC**	Head First Name	Alphanumeric	Required only if the Head of Household has no SSN and the owner does not have the tenant's "T-ID."
8	**MOC**	Head Middle Initial	Alphanumeric	Required only if the Head of Household has no SSN and the owner does not have the tenant's "T-ID."
9	**MOC**	Head Birth Date	Date	Required only if the Head of Household has no SSN and the owner does not have the tenant's "T-ID."
10	**M**	Transaction Effective Date	Date MMDDYYYY	The date this transaction (gross rent change or unit transfer) is effective.
11	**M**	New Unit Number	Alphanumeric	The unit into which the tenant is moving (the unit number must be unique within a project). Enter 9999999999 if this transaction is for a rent change only and there is no change in unit number.
12	**F**	Building ID	Alphanumeric	The building into which the tenant is moving.

M = Mandatory field; has a value not equal to spaces or zeros. MOC = Mandatory on condition(s). F = Future field; TRACS will value with the appropriate fill characters.

MAT70 Unit Transfer/Gross Rent Change Record				
MAT Field	Note	Field Name	Field Type	Definitions and Edits
14	**M**	New Contract Rent Amount*	Numeric	Contract/Basic Rent. Enter the rent HUD or the Contract Administrator has approved for this unit. The Contract Rent is the Section 8 RAP Contract Rent, the Section 236 Basic Rent, the Section 221(d)(3) BMIR Rent or the Rent Supplement unit rent, as applicable. Obtain this amount from the project's Rental Schedule (Form HUD-92458) or subsidy contract. For Section 202 PAC or PRAC and Section 811 PRAC projects, if the tenant pays utilities separately, enter the operating rent (operating cost) minus the HUD-approved utility allowances. If all utilities are included in the rent, enter the operating rent. Enter 9999 (all 9's) if this transaction is for a unit transfer only and there is no change in contract rent.
15		Tenant Rent*	Numeric	The amount payable monthly by the family as rent to the owner. - Where all utilities (except telephone) and other essential housing services are supplied by the owner, tenant rent equals total tenant payment. - Where some or all utilities (except telephone) and other essential housing services are not supplied by the owner, tenant rent equals total tenant payment less the utility allowance.
16		Total Tenant Payment*	Numeric	The total amount the HUD rent formula requires the tenant to pay toward the gross rent. Total Tenant Payment is computed in accordance with the formula in Exhibit 5-9. Enter 0 if not applicable.
17		Gross Rent*	Numeric	The sum of the contract rent and any utility allowance. If there is no utility allowance, the gross rent equals the contract rent. For Section 202 and Section 811 PRAC projects, the gross rent is referred to as the operating rent. Enter total of Contract/Basic Rent and Utility Allowance.

M = Mandatory field; has a value not equal to spaces or zeros. MOC = Mandatory on condition(s). F = Future field; TRACS will value with the appropriate fill characters.

MAT70 Unit Transfer/Gross Rent Change Record				
MAT Field	Note	Field Name	Field Type	Definitions and Edits
18		Utility Allowance Amount*	Numeric	HUD's or the Contract Administrator's estimate of the average monthly utility bills (except telephone) for an energy-conscious household. This estimate considers only utilities paid directly by the tenant. If all utilities are included in the rent, there is not a utility allowance. Utility allowances vary by unit type and are listed on the project's rent schedule or HAP contract. If all utilities are included in the rent, enter 0. Otherwise, enter the amount HUD or the Contract Administrator has approved for this unit type. This amount can be obtained from the project's Rental Schedule (Form HUD-92458) or subsidy contract.
19		Utility Reimbursement*	Numeric	The amount, if any, by which the utility allowance for a unit exceeds the total tenant payment for the family occupying the unit. **NOTE:** If this is a mixed family as defined in paragraph 3-12 B.5, Restrictions on Assistance to Noncitizens (or later instruction), consult with Chapter 5 on how to complete this item. Submit prorated amount for prorated tenant. Prorated amounts are for noncitizen households only.
20		Assistance Payment Amount*	Numeric	The monthly amount that HUD pays toward a tenant's rent and utility costs. These payments include Rent Supplement, RAP, PAC, PRAC, and Section 8 regular monthly payments. **NOTE:** Section 8 special claims payments or interest reduction payments which are paid monthly to mortgagees on behalf of Section 236 projects are not considered assistance payments. Enter 0 if not applicable. A negative assistance payment amount is only valid for a PRAC unit. Submit prorated amount for prorated tenant. **NOTE:** Enter negative numbers with the sign in the leftmost position and the number right-adjusted and zero filled (e.g., –00045). Positive values are unsigned.
21	**M**	Voucher Date	Date (MMDDYYYY)	(MMDDYYYY): The date of the voucher being affected by the Unit Transfer or Gross Rent Change. Note: "DD" is always "01."

M = Mandatory field; has a value not equal to spaces or zeros. MOC = Mandatory on condition(s). F = Future field; TRACS will value with the appropriate fill characters.

MAT70 Unit Transfer/Gross Rent Change Record				
MAT Field	**Note**	**Field Name**	**Field Type**	**Definitions and Edits**
22	**MOC**	Previous Unit Number	Alphanumeric	The Previous Unit Number is required if the MAT70 is a unit transfer (New Unit Number is not equal to "9999999999").

REMEMBER: Complete the items marked with an asterisk (*) only if the rent changes as a result of the unit transfer.

M = Mandatory field; has a value not equal to spaces or zeros. MOC = Mandatory on condition(s). F = Future field; TRACS will value with the appropriate fill characters.