

15

Tenant Unit Address Query

The gathering of Tenant Unit Addresses by the TRACS system began with the implementation of TRACS Tenant Release 2.0.1.A. Owner/Agents were required to submit MAT 15's, supplying tenant unit and mailing addresses to the TRACS database. The Tenant Unit Address Query allows authorized users access to their previously submitted unit address data. Owner and management agents may query for tenant unit addresses by submitting either a contract or project number, and sort the results by either unit number or SSN. The application also permits the user to view the data in their browser or download it to a Flat File. If the browser option is selected, retrieved addresses are displayed in groups of 25. Selecting the Download option from the main query screen results in the creation of a flat File, which the user may then retrieve and customize according to their specific needs. This application can be selected from the TRACS Queries Menu.

Objectives

By the end of this chapter, you will be able to:

- Access previously submitted unit address data
- View query data from browser
- Download and print a Tenant Unit Address Report

15.1 To Access Tenant Unit Address Query:

1. From the TRACS Queries Menu, click on the Tenant Unit Address Query link, and the **TRACS Tenant Unit Address Query** screen (Figure 1) displays.

Figure 1- TRACS Tenant Unit Address Query Window

A *Contract Number* or *Project Number* is used to initiate the query, and it displays in the form of a drop-down list. Users can only select one *Contract Number* or *Project Number* based on property assigned to the user ID.

Note: Contract Number is the eleven-character number assigned to HAP, PAC, or PRAC contracts. These are the rental assistance agreements associated with Section 8, Section 202/162, Section 202 Capital Advance, and Section 811 Capital Advance.

Note: Project Number is the eight-character project number assigned to the subsidy type.

15.2 TRACS Tenant Unit Address Query by Browser

1. Select a *Contract Number* or *Project Number*.
2. Select desired *Sort By* option.

The *Sort By* selection defaults to the *Unit* radio button, in which the results will be listed in Unit number order. Click on the *SSN* radio button to have the results listed by tenant last name in alphabetical order.

3. Select desired *Report By* option.

The *Report By* selection defaults to the *Browser* radio button, in which the results will display by the Web browser. Click on *Download* to have the results downloaded into a flat file.

4. Click on Submit, and the Tenant Unit Address List window (Figure 2) displays
OR
Click on Reset to clear fields and enter different criteria.

The results screen, TRACS Tenant Unit Address List (Figure 2), provides the user with an at-a-glance portrayal of stored unit addresses for the specified contract or project number. This screen includes the project/contract numbers selected by the user and sorting method.

U.S. Department of Housing and Urban Development TRACS Tenant Unit Address List								
Contract/Project Number: AZ16T791006						Sorted By: Unit		
SSN	Unit Number	Street Address	City	State	Zip	Validated	Validated Date	Address Type
XXXXX2853	1 507	613 N 4TH AVE APT 507	PHOENIX	AZ	85003-1578	Y	2010-02-12	U
XXXXX9688	1 717	613 N 4TH AVE APT 717	PHOENIX	AZ	85003-1525	Y	2010-02-12	U

[Back to Query](#)

Figure 2- TRACS Tenant Unit Address List Browser Report

 *Note: If available, two addresses are typically returned for every unit. The address types are: Mailing Address (Address Type=M); and Unit address (Address Type=U).*

If necessary, use the scroll bar on the far right of the screen to scroll down to view the unit address information for that project/contract number. Data is displayed horizontally across the screen. The top section of the **TRACS Tenant Unit Address List** displays the Contract/Project Number, and how the query is sorted.

The unit address data is displayed in a table format. The following information is provided for every certification retrieved:

- SSN (Social Security Number)

 *Note: The first five characters of the social security number (SSN), taxpayer identification number (TIN), and the date of birth (DOB) display in the following format to protect the privacy of the individual.*

SSN - XXXXXNNNN

TIN - XXXXXNNNN

DOB - XX/XX/NNNN

- Unit Number
- Street Address
- City
- State
- Zip (includes Zip-5 and Zip-4 separated by a hyphen)
- Validated (valid codes are Y-Yes or N-No)
- Validated Date
- Address Type (valid types are U-Unit or M-Mailing)

15.3 To Display Notes and Messages:

In case of no outcome from the selected criteria the following message will pop up.



Figure 3- No Outcome Message

1. Click on the Back to Query link to retry the query for another contract/project number.

15.4 To download a Tenant Unit Address list:

1. From the TRACS Tenant Unit Address Query screen, enter either *Contract Number* or *Project Number* in the appropriate field.
2. Select desired *Sort By* option.
3. Select Report By: Download option.
4. Click on Submit, and the File Download screen (Figure 4) displays.

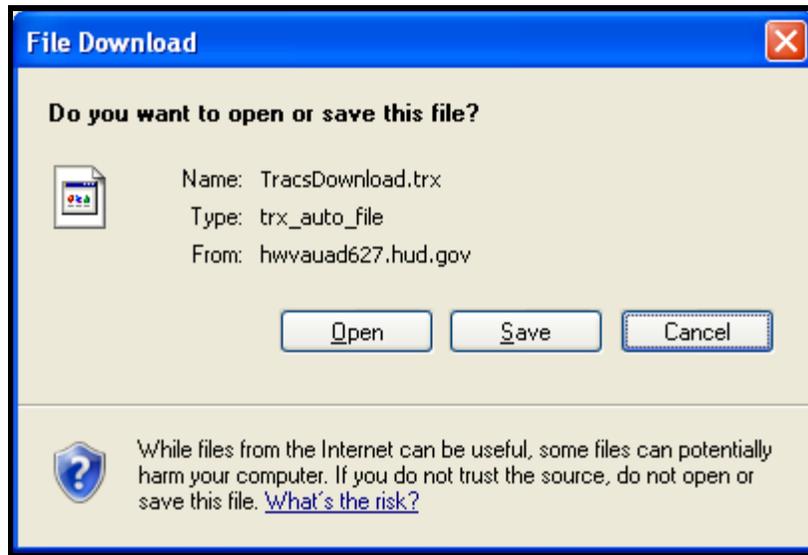


Figure 4- File Download Window

5. Click on Save to save the file to your hard drive, or click on Open to open the file.

If a query is submitted using the *Report By: Download* function on the query screen, the data is reported in flat file format, which is downloaded to your PC's hard drive. The data displays in the order of the *Header Field Names* (Figure 5).

```
Contract Number; Project Number; SSN; Unit Number; First Address Line; Second Address Line; Third Address Line; City; State; Zip Five;  
Zip Four; Validated; Validated Date; Address Type KS16T871007;;XXXXXX2589;00 06;1404 CUMBERLAND ST APT  
6;;;BURLINGTON;KS;66839;2257;Y;02/07/08;U
```

Figure 5- Download Report