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Verification Query

Verification Reports are designed to help determine whether owners and agents are using the approved passbook rates, income limits, contracts rents, utility allowances, gross rents, and 236/BMIR market rents. Verification reports allow you to quickly scan data submitted on the HUD-50059's and eliminate the need to access each individual certification to check for correct values. Once correct and current information is gathered, the reports help users to quickly review the lists of values and effectively determine exceptions or inconsistencies.

The Verification Query can be selected from the TRACS Queries Menu.

Objectives

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

- View HUD-50059s to determine exceptions or inconsistencies
- View query data from browser
- Download and print a Verification Report

16.1 To Generate a Verification Report (Sorted by Household Head):

1. From the TRACS Queries Menu, click on the [Verification Query](#) link, and the **TRACS Verification Query** screen (Figure 1) displays.

Verification Query

Enter the Project Number if it exists; otherwise enter a Contract Number.

Contract Number: or Project Number:

SORT BY: Household Head Unit Bedroom Count

REPORT BY: Browser Download

Figure 1- Verification Query Window

2. Select *Contract Number* or *Project Number*.
3. Select *Household Head* sort by radio button.
4. Select *Report By: Browser* radio button.
5. Click on Submit, and the **TRACS Verification Report** screen (Figure 2) displays.

U.S. Department of Housing and Urban Development TRACS Verification Report											
Contract Number: CT26M000055						Sorted By: Household Head					
<i>Each row is the most up-to-date certification for an active household.</i>											
Project Number	Bedroom Count	Household Member Count	Unit	Head Tenant Name	Head Tenant SSN	Very Low Income Limit (\$)	Low Income Limit (\$)	Contract Rent (\$)	Utility Allow (\$)	Gross Rent (\$)	Market Rent (\$)
01744134	1	1	A-1403	CIARELLI-ROSS, F,	XXXXX7513	28100.00	44800.00	1041.00	0.00	1041.00	0.00
01744134	1	1	A-1403	CIARELLI-ROSS, F,	XXXXX7513	28100.00	44800.00	1041.00	0.00	1041.00	0.00
01744134	1	1	A-714	DANAI, M,	XXXXX0643	28100.00	44800.00	1041.00	0.00	1041.00	0.00
01744134	1	1	A-714	DANAI, M,	XXXXX0643	28100.00	44800.00	1041.00	0.00	1041.00	0.00
01744134	1	1	A-1316	STEFANCIN, M,	XXXXX1767	27400.00	43050.00	1041.00	0.00	1041.00	0.00
01744134	1	1	A-1316	STEFANCIN, M,	XXXXX1767	27400.00	43050.00	1041.00	0.00	1041.00	0.00
01744134	1	1	A-1316	STEFANCIN, M,	XXXXX1767	27400.00	43050.00	995.00	0.00	995.00	0.00
01744134	1	1	A-905	TRUJILLO, M,	XXXXX7211	28100.00	44800.00	1041.00	0.00	1041.00	0.00
01744134	1	1	A-905	TRUJILLO, M,	XXXXX7211	28100.00	44800.00	1041.00	0.00	1041.00	0.00

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Figure 2- Verification Report Sorted By Household Head

The report displays the *Contract Number* or *Project Number*, depending on which number was specified during the query, and the *Sorted By:* field across the top of the report. The screen advises users that each row contain the most up to date information available for each active household. Columns display information for the following:

- Project Number (or Contract Number)
- Bedroom Count
- Household Member Count
- Unit, Head Tenant Name
- Head Tenant SSN

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

SSN – XXXXXNNNN

TIN – XXXXXNNNN

DOB – XX/XX/NNNN

- Very Low Income Limit (\$)
- Low Income Limit (\$)
- Contract Rent (\$)
- Utility Allow (\$)
- Gross Rent (\$)
- Market Rent (\$)

The following screens (Figure 3 and Figure 4) show views from the *Unit* and *Bedroom Count Sort by:* fields, which can be selected from the **Verification Query** screen.

U.S. Department of Housing and Urban Development TRACS Verification Report											
Contract Number: CT26M000055						Sorted By: Unit					
<i>Each row is the most up-to-date certification for an active household.</i>											
Project Number	Bedroom Count	Household Member Count	Unit	Head Tenant Name	Head Tenant SSN	Very Low Income Limit (\$)	Low Income Limit (\$)	Contract Rent (\$)	Utility Allow (\$)	Gross Rent (\$)	Market Rent (\$)
01744134	1	1	A-1316	STEFANCIN, M,	XXXXX1767	27400.00	43050.00	1041.00	0.00	1041.00	0.00
01744134	1	1	A-1316	STEFANCIN, M,	XXXXX1767	27400.00	43050.00	1041.00	0.00	1041.00	0.00
01744134	1	1	A-1316	STEFANCIN, M,	XXXXX1767	27400.00	43050.00	995.00	0.00	995.00	0.00
01744134	1	1	A-1403	CIARELLI-ROSS, F,	XXXXX7513	28100.00	44800.00	1041.00	0.00	1041.00	0.00
01744134	1	1	A-1403	CIARELLI-ROSS, F,	XXXXX7513	28100.00	44800.00	1041.00	0.00	1041.00	0.00
01744134	1	1	A-714	DANAI, M,	XXXXX0643	28100.00	44800.00	1041.00	0.00	1041.00	0.00
01744134	1	1	A-714	DANAI, M,	XXXXX0643	28100.00	44800.00	1041.00	0.00	1041.00	0.00
01744134	1	1	A-905	TRUJILLO, M,	XXXXX7211	28100.00	44800.00	1041.00	0.00	1041.00	0.00
01744134	1	1	A-905	TRUJILLO, M,	XXXXX7211	28100.00	44800.00	1041.00	0.00	1041.00	0.00

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Figure 3- Verification Report Sorted By Unit

U.S. Department of Housing and Urban Development
TRACS Verification Report

Contract Number: CT26M000055 **Sorted By: Bedroom Count**

Each row is the most up-to-date certification for an active household.

Project Number	Bedroom Count	Household Member Count	Unit	Head Tenant Name	Head Tenant SSN	Very Low Income Limit (\$)	Low Income Limit (\$)	Contract Rent (\$)	Utility Allow (\$)	Gross Rent (\$)	Market Rent (\$)
01744134	1	1	A-1316	STEFANCIN, M,	XXXXX1767	27400.00	43050.00	1041.00	0.00	1041.00	0.00
01744134	1	1	A-1316	STEFANCIN, M,	XXXXX1767	27400.00	43050.00	1041.00	0.00	1041.00	0.00
01744134	1	1	A-1316	STEFANCIN, M,	XXXXX1767	27400.00	43050.00	995.00	0.00	995.00	0.00
01744134	1	1	A-1403	CIARELLI-ROSS, F,	XXXXX7513	28100.00	44800.00	1041.00	0.00	1041.00	0.00
01744134	1	1	A-1403	CIARELLI-ROSS, F,	XXXXX7513	28100.00	44800.00	1041.00	0.00	1041.00	0.00
01744134	1	1	A-905	TRUJILLO, M,	XXXXX7211	28100.00	44800.00	1041.00	0.00	1041.00	0.00
01744134	1	1	A-905	TRUJILLO, M,	XXXXX7211	28100.00	44800.00	1041.00	0.00	1041.00	0.00
01744134	1	1	A-714	DANAI, M,	XXXXX0643	28100.00	44800.00	1041.00	0.00	1041.00	0.00
01744134	1	1	A-714	DANAI, M,	XXXXX0643	28100.00	44800.00	1041.00	0.00	1041.00	0.00

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Figure 4 - Verification Report Sorted By Bedroom Count

6. Click on the browser’s Back button to return to the **Verification Report** screen.
7. Click on Back to Query to return to the **Verification Query** screen.

The Interpreting and Printing this page link provides additional information for the Verification Report. Clicking on this link displays the following screen (Figure 5).

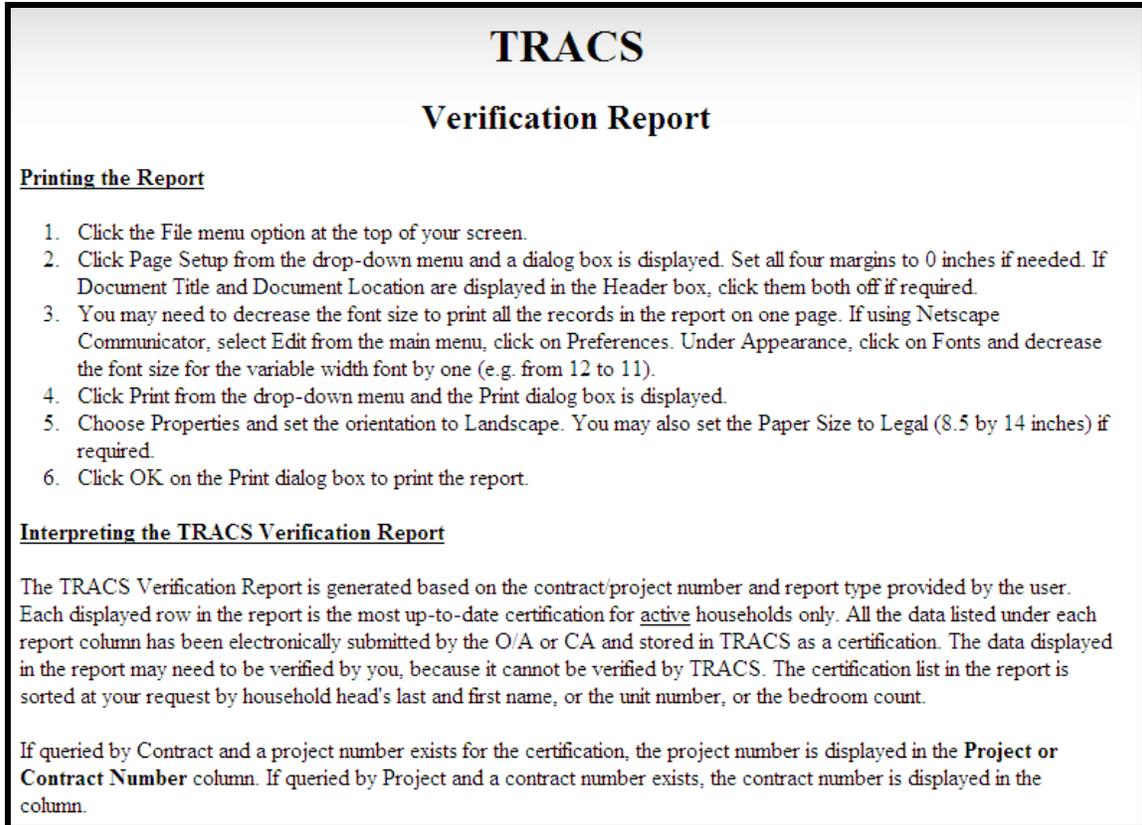


Figure 5- Interpreting and Printing Page

If no Verification information was found for the project/contract number submitted, or the project/contract number does not exist in TRACS, or no active households exist for the contract/project number submitted, the following **Error** screen (Figure 6) displays. Click on Back to Query to return to the **Verification Query** screen.

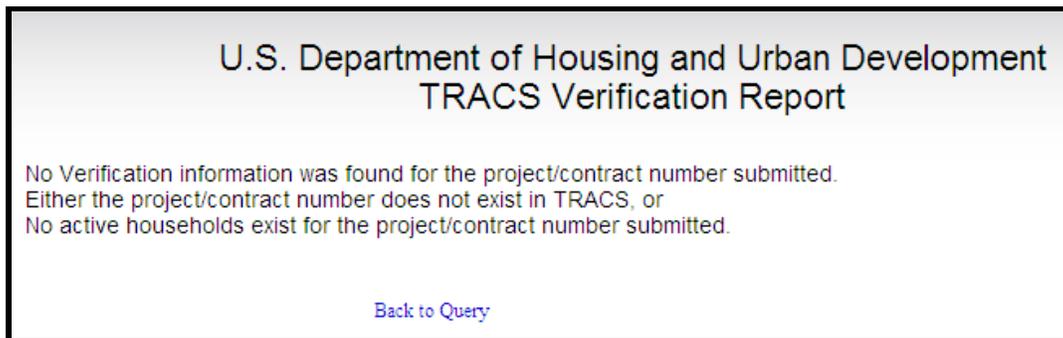


Figure 6- Error Window

TRACS provides the capability for users to download Verification Report information.

16.2 To Download a Verification Report:

1. From the **TRACS Verification Query** screen, select either *Contract Number* or *Project Number*.
2. Select *Report By: Download* option.
3. Click on Submit, and the **TRACS Verification Report** download screen (Figure 7) displays.

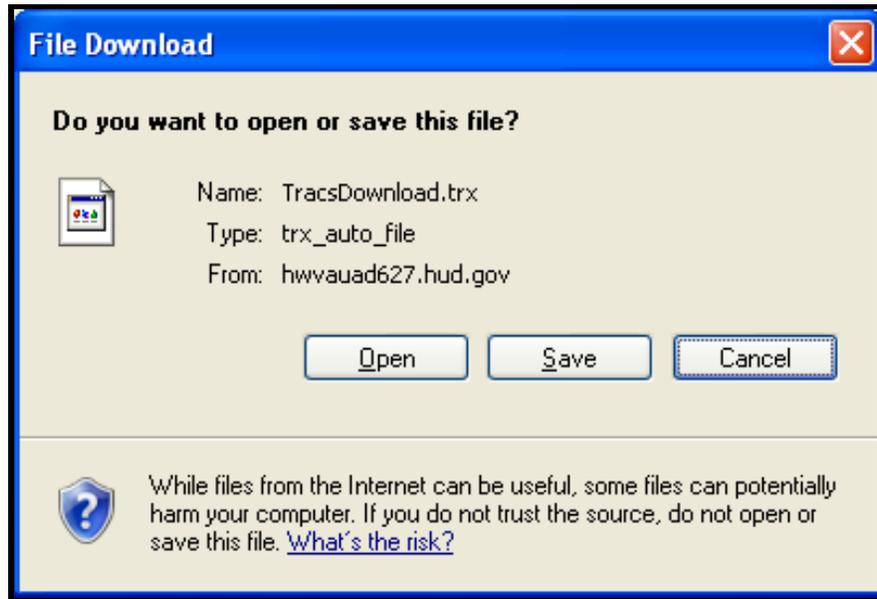


Figure7- File Download Window

4. 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 8).

```
Contract Number; Project Number; Bedroom Count; Household Member Count;  
Unit; Head Tenant Name; Head Tenant SSN; Very Low Income Limit; Low  
Income Limit; Contract Rent; Utility Allow; Gross Rent; Market Rent  
CT26M000055;01744134;1;1;A-1403;CIARELLI-ROSS, F.  
;XXXXX7513;28100.00;44800.00;1041.00;0.00;1041.00;0.00  
CT26M000055;01744134;1;1;A-1403;CIARELLI-ROSS, F.  
;XXXXX7513;28100.00;44800.00;1041.00;0.00;1041.00;0.00  
CT26M000055;01744134;1;1;A-714;DANAI, M.  
;XXXXX0643;28100.00;44800.00;1041.00;0.00;1041.00;0.00  
CT26M000055;01744134;1;1;A-714;DANAI, M.  
;XXXXX0643;28100.00;44800.00;1041.00;0.00;1041.00;0.00  
CT26M000055;01744134;1;1;A-1316;STEFANCIN, M.  
;XXXXX1767;27400.00;43050.00;1041.00;0.00;1041.00;0.00  
CT26M000055;01744134;1;1;A-1316;STEFANCIN, M.  
;XXXXX1767;27400.00;43050.00;1041.00;0.00;1041.00;0.00  
CT26M000055;01744134;1;1;A-1316;STEFANCIN, M.  
;XXXXX1767;27400.00;43050.00;995.00;0.00;995.00;0.00  
CT26M000055;01744134;1;1;A-905;TRUJILLO, M.  
;XXXXX7211;28100.00;44800.00;1041.00;0.00;1041.00;0.00  
CT26M000055;01744134;1;1;A-905;TRUJILLO, M.  
;XXXXX7211;28100.00;44800.00;1041.00;0.00;1041.00;0.00
```

Figure 8- Download Report