

CHAPTER 5: TRACS MAT TENANT SYSTEM RECORD FORMATS AND DEFINITIONS

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5.1 TENHR Tenant Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "TENHR."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C" TRACS Release = 2.0.2. TRACS Version = C
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under this TENHR. Multiple TENHRs may be submitted in a single transmission, each for a specific Project Number, Contract Number and Subsidy Type combination. Each TENHR must be paired with a TENND occurring prior to the next TENHR.
4	M	Date Stamp	18	8	Date MMDDYYYY	This is a system date stamp inserted in the header record when the file was created by the owner/agent . No dashes or spaces should be used in this field. Note: The combined Date Stamp and Time Stamp should be unique for the TRACSMail/iMAX ID sending the file.
5	M	Time Stamp	26	6	Time HHMMSS	This is a system time stamp inserted in the header record when the file is created by the owner/agent . No colons should be used in this field. Note: The combined Date Stamp and Time Stamp should be unique for the TRACSMail ID sending the file.
6		OA-Defined Data	32	20	Alphanumeric	Reserved for O/A or site use. This field may contain any value the sender wishes to use. Its purpose is to provide a way for the sender to track their transmissions, to specify their own software releases or for any other purpose. This data will be returned as a field in the HUD transmission acknowledgment. Note: Contract Administrators should not modify this field. Use the Agency

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5.1 TENHR Tenant Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						Defined Data field below.
7	M	Sender Name	52	15	Alphanumeric	Sender's name.
8		Sender Street Address	67	20	Alphanumeric	Sender's address.
9	M	Sender City Name	87	15	Alphanumeric	Sender's city.
10		Sender State	102	2	Alphanumeric	Sender's state.
11		Sender Zip Code	104	5	Alphanumeric	Sender's zip code.
12		Number MAT10	109	5	Numeric	The number of MAT10 section 1 records in this transmission. (Do not count the section records 2, 3, 4, 5 or 6.)
13		Number MAT15	114	5	Numeric	Number of MAT15 records in this transmission.
14	F	<i>(Reserved for future use)</i>	119	5	Numeric	Value must equal zero.
15		Number MAT40	124	5	Numeric	Number of MAT40 records in this transmission.
16		Number MAT65	129	5	Numeric	Number of MAT65 records in this transmission.
17		Number MAT70	134	5	Numeric	Number of MAT70 records in this transmission.
18	F	Number MAT71	139	5	Numeric	Value must equal zero.
19	F	Number MAT72	144	5	Numeric	Value must equal zero.
20		Project Name	149	35	Alphanumeric	Enter the name of the project for which the tenant transactions are being submitted. TRACS will use this project name for all transactions under this TENHR. Enter the project name that appears on the regulatory agreement or subsidy contract. This will be the current project name in the Contracts database.
21	M	Subsidy Type	184	1	Alphanumeric	TRACS will use this subsidy type for all transactions under this TENHR.

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5.1 TENHR Tenant Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>In connection with MAT15 Address Records, Subsidy Type 0 is used to establish addresses for unoccupied units that are not assisted by one of the subsidies listed below or for market rent tenants. NOTE: For these conditions, a project number is required in the TENHR.</p> <p>NOTE: See Chapter 4 of the MAT Guide for a discussion on the use of Subsidy Type 0 with tenant certifications.</p> <p>1 = Section 8 2 = Rent Supplement 3 = RAP 4 = Section 236 5 = BMIR 6 = Reserved 7 = Section 202 PRAC 8 = Section 811 PRAC 9 = Section 202/162 PAC</p> <p>Enter the code for the subsidy the tenants will receive during the period covered by this submission. Enter only one code.</p> <p>If a tenant receives Section 8, Rent Supplement, or RAP assistance in a project that is also subsidized through Section 236 or Section 221(d)(3) BMIR, enter only the “deeper” subsidy (i.e., Section 8, Rent Supplement, OR RAP).</p> <p>Use code 1 (Section 8) only for Section 8 assistance that is the result of a</p>

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5.1 TENHR Tenant Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						project-based Section 8 contract for the project. Do not enter Code 1 for tenants who receive Section 8 Rental Certificate or Rental Voucher assistance; instead, enter the appropriate subsidy code for these tenants (Section 236, [4] or Section 221 (d)(3) BMIR [5]).
22	F	Property ID	185	10	Numeric	The Property ID assigned by REMS – Leave Blank until activated by TRACS. [Future Field]
23	MOC	Project Number	195	8	Alphanumeric	Mandatory for Section 236, BMIR, Rent Supplement, RAP, PAC and PRAC subsidy types as well as for MAT15s submitted with Subsidy Type “0” (zero). It is required for those Section 8 contracts for which a FHA project number applies. TRACS will use this project number for all transactions under this TENHR. Do not enter a project number for FMHA projects. Enter the 8-digit FHA, Elderly Housing, or State Agency noninsured project number. Do not enter dashes or a subsidy suffix (e.g., SUP, RAP). Sample entries are provided below. FHA Insured Project 12144026 Elderly Housing Projects 121EH001 Other Noninsured Projects 121001N1
24	MOC	Contract Number	203	11	Alphanumeric	Mandatory for Section 8 (including State Agency and USDA RHS 515/8 projects), 202/162 PAC, 202 PRAC and 811 PRAC subsidy types. TRACS will use this contract number for all transactions under this TENHR. Enter the 11-digit subsidy contract number (e.g., CA26L000001). Do not enter dashes.
25	M	Total Records Sent	214	6	Numeric	The total number of physical records sent in this transmission, including this

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5.1 TENHR Tenant Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						header record and the TENND record. A physical record is each TENXX, each MATXX record and each section record for those MATXX records that have section records.
26	M	Project's Telecom Address	220	10	Alphanumeric	The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACM." The last 5-positions are the HUD assigned number. Note: Under iMAX, this ID will be known as the iMAX ID.
27	M	OA Transmission Date	230	8	Date MMDDYYYY	This is a system date stamp representing the date this file was sent by the Owner, Service Bureau, or Contract Administrator (CA) to TRACS, or by the Owner or Service Bureau to the CA. No dashes or spaces should be used in this field.
28	M	OA Software Vendor	238	20	Alphanumeric	Name of the software product used by the owner/agent or service bureau to create this submission. If the software was developed in-house, enter "Developed In-house". Note: This field should not be entered manually. It should be emitted by the software generating the record.
29	M	Release/Version	258	10	Alphanumeric	The release or version number associated with the software used by the owner or service bureau to create this submission. Enter "N/A" if no Release or Version identification exists. Note: This field should not be entered manually. It should be emitted by the software generating the record.
The following fields are required for CAs or entities receiving submissions and forwarding them to TRACS						
30	MOC	Contract Administrator (CA) ID	268	5	Alphanumeric	Mandatory for Contract Administrator submissions to TRACS: Enter the five-character CA ID assigned by the HUD accounting system.

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5.1 TENHR Tenant Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
31		Sender's Telecom Address	273	10	Alphanumeric	Mandatory for CAs or other entities receiving submissions and forwarding them to TRACS. The telecommunications identifier assigned by HUD to the sender submitting the data to TRACS. Positions 1-5 must contain "TRACM." The last 5 positions are the HUD assigned number.
32	MOC	CA Transmission Date	283	8	Date MMDDYYYY	Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS. This is a system date stamp representing the date this file was sent to TRACS by the CA or third party. No dashes or spaces should be used in this field.
33	MOC	CA Software Vendor	291	20	Alphanumeric	Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS. Name of the software product used by the CA or third party to create this submission. If the software was developed in-house, enter "Developed In-House." Note: This field should not be entered manually. It should be emitted by the software generating the record.
34	MOC	CA Software Release/Version	311	10	Alphanumeric	Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS. The release or version number associated with the software used to create this file. Enter "N/A" if no Release or Version identification exists. Note: This field should not be entered manually. It should be emitted by the software generating the record.
35		Agency Defined Data	321	20	Alphanumeric	Reserved for the use of CAs or other entities receiving submissions and forwarding them to TRACS. This field may contain any value the agency

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5.1 TENHR Tenant Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						wishes to use. Its purpose is to provide a way for the agency to track their transmissions or for any other purpose. This data will be returned as a field in the HUD transmission acknowledgment.

5.2 MAT10 Section 1: (Re) Certification Header Record

(There is always a single header record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "MAT10."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C" TRACS Release = 2.0.2. TRACS Version = C
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
4	M	Section Indicator	18	1	Numeric	Value must equal "1."
5	M	Number of Basic Records	19	4	Numeric	Value must equal "0001."
6	M	Number of Family Records	23	4	Numeric	The number of MAT10, Section 3 records (one record for each family member in this household). Value must be greater than or equal to "0001." There will always be a family record for the head-of-household.
7		Number of Income Records	27	4	Numeric	The number of MAT10, Section 4 records (one for each income) in this household.
8		Number of Asset Records	31	4	Numeric	The number of MAT10, Section 5 records (one for each asset) in this household.

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5.3 MAT10 Section 2: Basic Record
 (There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Section Indicator	1	1	Numeric	Value must equal "2."
2	M	Record Number	2	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
3		Owner Generated Tenant ID Number (Previously Tenant Number) (Optional)	7	10	Alphanumeric	This field is for Industry use. TRACS will return this field to the sender with error messages. Left justify, space fill. A number assigned by an owner or CA to uniquely identify a tenant household and assist in tracking tenants. TRACS will not edit this ID number nor will it display this ID number on any screens or reports. Note: If a CA fills this field, the owner submitted value should be restored in any error messages returned to the owner.

The primary identifiers for a HUD 50059 occurrence in the TRACS database are the Head of Household ID (SSN or TRACS T-ID) and the certification effective date. These identifiers, as well as the additional identifiers, (last name, first name, middle initial, and birth date) may be changed or corrected via the Previous identifiers.

*The following six "Previous" fields (Fields 4, 5, 6, 7, 8, & 9) are special purpose fields used only when changing/correcting one or more identifiers for an occurrence of a HUD 50059 in the TRACS database. If the identifier for a HUD 50059 changes, TRACS needs the Previous identifiers to provide the linkage between the old occurrence of the HUD 50059 and the new occurrence.

Any MAT10 changing one or more head of household identifier(s) OR the certification effective date requires the following Previous identifiers (Previous Head ID, Previous MAT10 Effective Date, Previous Head Last Name, Previous Head First Name, and Previous Head Birth Date). Previous Head Middle Initial is optional, but if used, must match the previously submitted value. If the values for the previous identifiers are entered exactly as entered on the tenant's previous MAT10, TRACS will affect the change. Otherwise, the change will be rejected.

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5.3 MAT10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
<p>If this MAT10 is not changing the Head of Household ID, the certification Effective Date, OR one or more of the additional identifiers (Last Name, First Name, Middle Initial, and Birth Date) for a previously submitted MAT10, leave the following six “previous” fields blank.</p>						
4	*	Previous Head ID	17	9	Alphanumeric	<p>Code a value <u>only</u> if one or more of the head of household identifiers have changed (head of household ID, certification effective date, last name, first name, middle initial, and/or birth date) since the tenant’s previous MAT10 was submitted.</p> <p>This value should be the Head ID submitted on the household’s previous MAT10.</p>
5	*	Previous MAT10 Effective Date	26	8	Date MMDDYYYY	<p>Code a value <u>only</u> if one or more of the head of household identifiers have changed (head of household ID, certification effective date, last name, first name, middle initial, and/or birth date) since the tenant’s previous MAT10 was submitted.</p> <p>This value should be the Transaction Effective Date submitted on the household’s previous MAT10.</p>
6	*	Previous Head Last Name	34	20	Alphanumeric	<p>Code a value <u>only</u> if one or more of the head of household identifiers have changed (head of household ID, certification effective date, last name, first name, middle initial, and/or birth date) since the tenant’s previous MAT10 was submitted.</p> <p>This value should be Last Name exactly as submitted on the household’s previous MAT10.</p>
7	*	Previous Head First Name	54	20	Alphanumeric	<p>Code a value <u>only</u> if one or more of the head of household identifiers have changed (head of household ID, certification effective date, last name, first</p>

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5.3 MAT10 Section 2: Basic Record
(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						name, middle initial, and/or birth date) since the tenant's previous MAT10 was submitted. This value should be First Name exactly as submitted on the household's previous MAT10.
8	*	Previous Head Middle Initial	74	1	Alphanumeric	Code a value <u>only</u> if one or more of the head of household identifiers have changed (head of household ID, certification effective date, last name, first name, middle initial, and/or birth date) since the tenant's previous MAT10 was submitted. Though an optional field, if submitted, this value should be Middle Initial exactly as submitted on the household's previous MAT10.
9	*	Previous Head Birth Date	75	8	Date MMDDYYYY	Code a value <u>only</u> if one or more of the head of household identifiers have changed (head of household ID, certification effective date, last name, first name, middle initial, and/or birth date) since the tenant's previous MAT10 was submitted. This value should be birth date exactly as submitted on the household's previous MAT10.
10	F	FIPS County Code	83	3	Alphanumeric	The Federal Information Processing Standards code designating the county in which the project is located. [Future Field] .
11	M	Transaction Effective Date	86	8	Date MMDDYYYY	Enter the date the action in this transaction is to be effective. Move-in Certification (MI): This is the date the tenant moved into this unit. Initial Certification (IC): This is the date the tenant began to receive the type of subsidy checked in TENHR field 21, Subsidy Type, of the **HUD-50059**

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5.3 MAT10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>Annual Recertification (AR): This is the effective date of Annual Recertification. (See Chapter 7, Section 1: Annual Recertification, of HUD Handbook 4350.3 **REV-1**.)</p> <p>Interim Recertification (IR): This is the effective date of Interim Recertification. . (See Chapter 7, Section 2: Interim Recertification, of HUD Handbook 4350.3 **REV-1**.)</p> <p>Pre-validation Transaction (PV): [Future Value].</p> <p>Corrections to Existing Certifications (MAT10, Section 2, Fields 14 and 15 must be completed):</p> <p>For changes in TTP determine whether any change in the tenant's TTP is effective retroactively or prospectively, in accordance with paragraph 7-8 of the Handbook.</p> <p>Note: When a household member leaves a household and moves into another subsidized unit (either establishing a new household or joining an existing one),the Interim Recertification removing the member from the old household is effective on the first of the month, following the handbook rules for interim certifications and depending on whether the rent increases or decreases. The MI establishing a new household is effective on the actual MI date. If the member is moving to join an existing subsidized household, the IR for the unit the member is moving to is effective on the date that the IR rules specify. See Chapter 4 of the MAT Guide for an extended discussion of these cases under the heading "How to split a household or move a household member to another household."</p> <p>Note: The CR and CS Transaction Types have been dropped. If converting a tenant from RAP or Rent Supplement to Section 8, first submit a termination</p>

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5.3 MAT10 Section 2: Basic Record
(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						from RAP or Rent Supplement followed by an Initial Certification to Section 8. On the Initial Certification, show the previous subsidy type as RAP or Rent Supplement.
12	M	Project Move-In Date	94	8	Date MMDDYYYY	The date the tenant moved into the project.
13	M	Transaction Type	102	2	Alphanumeric	<p>Valid Codes*: AR = Annual Recertification IC = Initial Certification IR = Interim Recertification MI = Move In (* See MAT Guide Chapter 4 – TRACS Operating Tips for a discussion on the proper use of termination and initial certifications.)</p> <p>Note: The CR and CS Transaction Types have been dropped. If converting a tenant from RAP or Rent Supplement to Section 8, first submit a termination from RAP or Rent Supplement followed by an Initial Certification to Section 8. On the Initial Certification, show the previous subsidy type as RAP or Rent Supplement. TRACS will accept the CR and CS Transaction Types when correcting a certification effective prior to the 2.0.2.B to 2.0.2.C transition end date.</p>
14		Action Processed Code	104	1	Alphanumeric	The valid code is: Space = Not a correction 1 = Correction to a prior 50059.
15	MOC	Correction Type Code	105	1	Alphanumeric	If the Action Processed Code is “1,” Correction Type must be populated. The values are:

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5.3 MAT10 Section 2: Basic Record
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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						Space = No correction 1 = Administrative Resubmissions. 2 = Corrects Owner or Contract Administrator certification errors. 3 = Corrects tenant misreporting.
16	F	Tenant Rent Change Date (Previously Effective Date of Certification Being Corrected)	106	8	Date MMDDYYYY	The date on which the tenant rent changes. [Future Field] .
17		Previous Subsidy	114	1	Alphanumeric	The previous subsidy when there has been a change in subsidy for the tenant or when the tenant moves from assisted to market rent or from market rent to assisted. Fill for Initial Certifications only. Space = No previous history in this project. 0 = Market Rent Tenants 1 = Section 8 2 = Rent Supplement 3 = RAP 4 = Section 236 5 = Section 221(d)(3) BMIR 7 = Section 202 PRAC (Capital Advance) 8 = Section 811 PRAC (Capital Advance) 9 = Section 202/162 PAC
18		Filler (Formerly Conversion Date Code)	115	1	Alphanumeric	Applies only to tenants converted from Rent Supplement or RAP and who are now receiving Section 8. Values are: 1 = Converted before 10/01/81

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5.3 MAT10 Section 2: Basic Record
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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						2 = Converted between 10/01/81 and 9/30/84 3 = Converted on or after 10/01/84
19		Filler (Formerly Age 62 At Conversion Indicator)	116	1	Alphanumeric	Applies only to tenants converted from Rent supplement or RAP and who are now receiving Section 8. Values are: Y = Head or spouse 62 on date of conversion N = Neither head nor spouse was 62
20		Filler (Formerly Continuous Section 8 Indicator)	117	1	Alphanumeric	Applies only to tenants converted from Rent Supplement or RAP and who are now receiving Section 8. Values are: Y = Received Section 8 continuously since conversion N = Have not received Section 8 continuously since conversion
21		Filler (Formerly Race)	118	1	Alphanumeric	Enter one code for race that best describes the family head. 1 = White 2 = Black 3 = American Indian/Native American 4 = Asian/Pacific Islander Note: Will be discontinued with the transition to 2.0.2.C.
22		Filler (Formerly Ethnicity)	119	1	Alphanumeric	Enter one code for ethnicity that best describes the family head. 1 = Hispanic 2 = Non-Hispanic Note: Will be discontinued with the transition to 2.0.2.C.
23		Previous Housing Code	120	1	Alphanumeric	Valid Previous Housing Codes: 1 = Substandard 2 = Without or Soon to Be Without Housing 3 = Standard 4 = Conventional Public Housing

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5.3 MAT10 Section 2: Basic Record
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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						(Owned by a Public Housing Agency)
24		Displacement Status Code	121	1	Alphanumeric	Valid Displacement Status Codes: 1 = Government Action 2 = Natural Disaster 3 = Private Action 4 = Not Displaced
25		Filler	122	2	Alphanumeric	Reduce by one position from 3 to 2, and adjust fields 26, 27 & 28 to increase field 29 by one position.
26		Number of Family Members	124	2	Numeric	Number of Members Whose Income and Circumstances Are Considered in Determining Annual Income: Enter the number of family members who have one of the following relationship codes in Field 7 of the MAT10, Section 3 record: H, S, K, D, and O. Note: Do not include the number of children anticipated due to adoption or pregnancy (fields 80 and 81) in this total. Note: Do not include members with a Relationship Code of L
27		Number of Non-Family Members	126	2	Numeric	Other Individuals Whose Income and Circumstances are NOT Considered in Determining Annual Income: Enter the number of individuals who have one of the following relationship codes in Field 7 of the MAT10, Section 3 record: F and L. Income of these individuals is not considered in determining the family's Annual Income. These individuals do not qualify the family for adjustments to Annual Income, except that: Child care expenses for the care of a foster child (F) under age 13 may be considered. Note: Do not include the number of Family Addition Foster Children (field 82) in this total.

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5.3 MAT10 Section 2: Basic Record
(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
28		Number of Dependents	128	2	Numeric	Enter the number of persons listed as “D” in Field 7 of the MAT10, Section 3 record (Relationship Code). Do not include dependents under the age of 18 who have a special status code of C.
29		Total Assets	130	7	Numeric	Enter the total cash value of the assets listed in Field 6 of the MAT10, Section 5 record, Cash Value Amount. This field has been expanded to handle a 7-digit number.
30		Total Income from Assets	137	6	Numeric	Enter the total of actual income from all assets in Field 7 of the MAT10, Section 5 record that are anticipated to be received by the family. (Actual Yearly Income Amount)
31		Reported Passbook Rate Percent	143	6	Numeric	Enter the passbook rate as provided in HUD Handbook 4350.3, paragraph 5-7, if the value of Field 29, Total Assets, is greater than \$5,000. Otherwise, enter zero. Four decimal positions implied. For example, the handbook passbook rate of 2% would be entered as 000200. Enter 000000 if not applicable or if the subsidy type is BMIR.
32		Imputed Income from Assets	149	6	Numeric	If Total Assets (Field #29) is less than or equal to \$5,000, enter 000000. Otherwise, multiply the Total Assets by the HUD approved passbook rate (Field # 31).
33		Total Employment Income	155	6	Numeric	Includes the sum of family incomes with income codes: B = Business F = Federal Wage M = Military Wage W = Non-Federal Wage
34		Total Pension Income	161	6	Numeric	Includes the sum of family incomes with income codes: PE = Pensions

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5.3 MAT10 Section 2: Basic Record
(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						SI = Supplemental Security Income SS = Social Security
35		Total Public Assistance Income	167	6	Numeric	Includes the sum of family incomes with income codes: T = TANF (Formerly AFDC) G = General Assistance
36		Total Other Income	173	6	Numeric	Includes the sum of family incomes with income codes: CS = Child Support I = Indian Trust N = Other Non-Wage Source U = Unemployment
37		Non-Asset Income	179	6	Numeric	Enter the sum of the values entered in MAT10, Section 4, Field 5, Amount, for all family members whose income is counted. This total should equal the sum of fields 33-36 above.
38		Asset Income	185	6	Numeric	Income from Assets: The greater of Total Income from Assets (Field # 30) or Imputed Income from Assets (Field 32)
39		Annual Income Amount	191	6	Numeric	Enter the sum of Non-Asset Income (Field 37) and Asset Income (Field #38).
40		Low Income Limit Amount	197	6	Numeric	Zeros if not applicable. Required for Section 8, Rent Supplement, RAP, Section 236, BMIR, 1995 202 & 811 PRACs, and 202/162 PACs. Income limits are used to establish eligibility for move-ins, initial certifications, and Section 221(d)(3) BMIR recertification. Income limits must be entered for all families for statistical purposes. To determine which income limit applies to a particular family, use the number of family members shown in Field 26 plus the sum of field 80 (Family Addition Adoption) and field 81 (Family Addition

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5.3 MAT10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>Pregnancy). Subtract the number of dependents with a J or C special status code who do not have the K special status code set.</p> <p>1. Section 221(d)(3) BMIR Tenants. Enter the amount of the HUD-provided Section 221(d)(3) BMIR Income Limit. If Field 39 (Annual Income Amount) is greater than Field 40 (Low-Income Limit Amount) and this is a:</p> <p>Move-in, the applicant may not be admitted to a Section 221(d)(3) BMIR unit (even if the tenant is willing to pay the market rent). Recertification, the tenant must pay the Section 221(d)(3) BMIR market rent if a tenant's annual income goes above 110% of the BMIR income limit.</p> <p>2. All Other Tenants. Enter the HUD-provided Section 8 Low-Income Limit (which includes PAC).</p> <p>If Field 39, Total Annual Income, is greater than Field 40, Low-Income Limit, and this is a move-in or an initial certification, see HUD Handbook 4350.3 to determine if the tenant can be admitted. If HUD Handbook 4350.3 permits you to admit this tenant, the tenant must pay the market rent.</p>
41		Very Low Income Limit Amount	203	6	Numeric	<p>Zeros if not applicable.</p> <p>Required for Section 8 units, Section 202 PAC, Section 202 PRAC, and Section 811 PRAC units. Enter the HUD-provided Section 8 Very Low-Income Limit</p>
42		Extremely Low	209	6	Numeric	<p>Zeros if not applicable.</p>

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5.3 MAT10 Section 2: Basic Record
(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
		Income Limit Amount				Required for: Section 8 only. Not used for other subsidies. Enter the HUD-provided Section 8 Extremely Low-Income Limit.
43		Eligibility Universe Code	215	1	Alphanumeric	Space = Not Section 8 Complete for Section 8 units only. Enter: [1] If the HAP contract for this unit was effective before 10/1/81. [2] If the HAP contract for this unit was effective on or after 10/1/81.
44		Current Income Status Code	216	1	Alphanumeric	Space = Not Section 8 Section 8 Only. Enter the status of the Section 8 tenant's current Annual Income when compared to the income limits. 1 = Lower 2 = Very Low 3 = Extremely Low You must enter an Exception Code in (Field 46) for this family to be eligible for Section 8 if the following are true: The Income status, "lower" (Code 1), was selected in Field 44; The certification transaction type in Field 13 is a Move-in or Initial Certification (MI or IC): AND The "post 1981" eligibility universe (Code 2) was selected in Field 43.
45		Section 8 Assistance 1984 Indicator	217	1	Alphanumeric	Space = Not Section 8 Enter Y = Yes If the tenant began receiving Section 8 assistance on or after July 1, 1984. Otherwise enter N = No Complete only if Eligibility Universe Code (Field 43) is Post-1981 ("2") and

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5.3 MAT10 Section 2: Basic Record
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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						Current Income Status Code (Field 44) is Lower ("1"): otherwise, space fill.
46		Income Exception Code	218	3	Alphanumeric	<p>Spaces = no exceptions or not applicable Complete this field if the family met the conditions listed in Field 45. Indicate the HUD exception for which this family is eligible. These include: CV = The Tenant:</p> <ul style="list-style-type: none"> (1) Was converted (or is now being converted) from RAP or Rent Supplement; or (2) Received (or will now) begin to receive Section 8 as a result of a sale of a HUD-owned project. <p>EDT = HUD approved exception for an in-place tenant who would otherwise be displaced as described in HUD Handbook 4350.3 [3-7.D]. EIT = Do not use for new move-ins. Continue to use this code for tenants who previously received a HUD approved income exception. EAT or AA = Do not use this code for new move-ins. Continue to use this code for tenants who previously received an exception based upon these codes. EP = Tenant was admitted under one of the HUD-approved project-based exceptions as described in HUD Handbook 4350.3 [3-7.D].</p>
47		Dependent Deduction (Formerly Dependent Allowance)	221	6	Numeric	Enter the product of \$480 multiplied by Field 28, Number of Dependents. 0 fill for BMIR.
48	MOC	Market Rent	227	6	Numeric	<p>Required if Section 236 is the primary or secondary subsidy. Zero fill if not applicable.</p> <p>Enter the HUD or Contract Administrator approved Section 236 Market Rent.</p>
49		3% of Income	233	6	Numeric	Enter the product of Field 39, Annual Income Amount, multiplied by 0.03.

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5.3 MAT10 Section 2: Basic Record

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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
50		Disability Expense (Formerly Handicap Expense)	239	6	Numeric	0 fill for BMIR. The total annual expenses anticipated for disability assistance. 0 fill for BMIR. Enter the total the family expects to pay during the 12-month period following the Effective Transaction Date. See paragraph 5-10 C for an explanation of disability expenses. NOTE: If you enter expenses here, then Section 3, Family Record, Field 15, Able to Work Care Code, must show that an adult family member is able to work because disability assistance is available.
51		Disability Deduction (Formerly Handicap Allowance)	245	6	Numeric	0 fill for BMIR. If Field 49, 3% of Annual Income, is greater than Field 50, Disability Expense, enter zero. Otherwise, enter the lesser of: Field 50 minus Field 49 (Total Disability Assistance Expense minus 3 percent of Income), or the total amount of income reported in the Section 4, Income Record, Field 5, Amount (Income), for the family member(s) that are coded with an "H" in the Section 3, Family Record, Field 15, Able to Work Care Code. NOTE: If any income of a family member in Field 83, Child Care Expense A, was used to justify child care expenses that enable the family member to work, the same income cannot also be used to justify disability assistance expenses. However, if the income earned by the family member (because of the disability expense) exceeds the child care expense, any balance can be used to support a claim for disability assistance expenses. In other words:

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5.3 MAT10 Section 2: Basic Record

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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						Field 83 + Field 50 (Child Care Expenses Related to Family Member Working plus Disability Expense) cannot exceed the total amount of income in the Section 4, Income Record, Field 5, (Income Amount) that is associated with a member with the Able to Work Care Code CH. If the sum of these fields is greater than the earned incomes for members coded CH, reduce Field 50 until the sum equals the amount of earned income for members coded CH.
52		Medical Expense	251	6	Numeric	0 fill for BMIR. Enter the total amount of medical expenses the family expects to pay (not paid or reimbursed from another source) during the 12 months the following the Transaction Effective Date. (This field only applies to households in which the head/spouse or co-head is disabled or will be 62 or older on the effective date of this submission.) If the family will have no medical expenses, 0 fill this field.
53		Medical Deduction (Formerly Medical Allowance)	257	6	Numeric	0 fill for BMIR. 1. If Field 50, Disability Expense, is greater than or equal to Field 49, 3% of Income, enter the amount from Field 52, Medical Expenses in Field 53 (Medical Allowance). 2. Otherwise, enter: (Field 52, Medical Expenses plus Field 50, Disability Expense minus Field 49, 3% of income). If the result is negative, zero fill this field.
54		Elderly Family Deduction (Formerly Elderly Allowance)	263	6	Numeric	0 fill for BMIR. Enter \$400 if the head/spouse or co-head is disabled, or will be 62 or older on the effective date of this submission; otherwise, zero fill.

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5.3 MAT10 Section 2: Basic Record

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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
55		Total Deductions (Formerly Total Allowance)	269	6	Numeric	<p>0 fill for BMIR.</p> <p>Add Field 47 (Dependent Allowance) + Field 83 (Child Care Expense A) + Field 84 (Child Care Expense B) + Field 51 (Disability Allowance) + Field 53 (Medical Allowance) + Field 54 (Elderly Allowance).</p> <p>Total Allowances equals the sum of the following: Allowance for Dependents + Child Care Allowance (for working and going to school) + Allowable Disability Assistance Expense + Allowable Medical Expenses + Elderly Family Allowance.</p>
56		Adjusted Income Amount	275		Numeric	<p>0 fill for BMIR.</p> <p>Enter Field 39 (Annual Income Amount) minus Field 55 (Total Allowances)</p>
57		Contract Rent Amount	281	6	Numeric	<p>This value <u>cannot</u> be zero.</p> <p>Enter the rent HUD or the Contract Administrator has approved for this unit. The Contract Rent Amount is the Section 8 or 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.</p> <p>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.</p>
58		Utility Allowance	287	6	Numeric	<p>If all utilities are included in the rent, enter 0. Otherwise, enter the amount HUD</p>

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5.3 MAT10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
		Amount				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.
59		Gross Rent	293	6	Numeric	Enter total of Field 57 (Contract Rent Amount) and Field 58 (Utility Allowance Amount).
60		Welfare Rent	299	6	Numeric	Zero if not applicable. Enter the applicable Welfare Rent only if: (1) The tenant will receive welfare assistance during the certification period AND (2) The tenant resides in an "as-paid" State or locality in which a separate housing allowance is provided may be adjusted (independently of the family's other welfare benefits) based upon the family's actual housing costs. (See paragraph 5-6 Jof HUD Handbook 4350.3 for additional guidance.)
61		Filler (Formerly HCDA%)	305	2	Numeric	Value = 30 or 00. Note: Field will be discontinued with the transition to 2.0.2.C.
62		Worksheet Code	307	1	Alphanumeric	Enter the Worksheet Code for the worksheet used to calculate the TTP. Valid Worksheet Code values are: D, E, F or G.
63	MOC	Minimum Rent Hardship Exemption Code	308	1	Alphanumeric	Required if a Section 8 tenant is claiming exemption from the \$25 minimum rent. Applies only to Section 8. Valid Codes are: Space = Not Applicable 1 = Lost eligibility or awaiting an eligibility determination for a Federal, State or local assistance program.

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5.3 MAT10 Section 2: Basic Record
 (There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>2 = Family would otherwise be evicted because it is unable to pay the minimum rent.</p> <p>3 = Family income has decreased due to changed circumstances, including loss of employment.</p> <p>4 = Death in Family</p> <p>5 = Other circumstances determined by the responsible entity or HUD and includes the period during which the agent processes an exemption request.</p>
64		Total Tenant Payment	309	6	Numeric	<p>For Section 221(d)(3) BMIR, Section 236, zero fill.</p> <p>For Section 8, RAP, Rent Supplement, Section 202 PAC, Section 202 PRAC, and Section 811 PRAC tenants, enter the TTP as follows:</p> <p>Field 64 (Total Tenant Payment) Section 8, RAP and Section 202 PAC tenants. If TTP (Field 64) is greater than Gross Rent (Field 59), the family is not eligible for assistance under these programs. Reduce the TTP to the Gross Rent.</p> <p>Field 64 Section 202 PRAC and Section 811 PRAC tenants. Enter TTP from Field 64 even if it is greater than the Gross/Operating Rent/Operating Costs (Field 59).</p> <p>Field 64 Rent Supplement Projects. If TTP (Field 64) is greater than the Gross Rent (Field 59), reduce the TTP to the Gross Rent.</p> <p>If this is a mixed family as defined in paragraph 3-12 and the Glossary, consult</p>

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5.3 MAT10 Section 2: Basic Record
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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
65		Tenant Rent	315	6	Numeric	<p>with Exhibits 3-12, 3-13, or 3-14 on how to complete this item.</p> <p>Section 236 Tenants. Where all utilities are included in the rents (There is no utility allowance). Enter the greater of:</p> <ul style="list-style-type: none"> • Field 56 (Adjusted Income) / 12 months X .30, or • Field 57 (Contract Rent) <p>But never more than Field 48 (Market Rent)</p> <p>Where some utilities are paid by the tenant (There is no utility allowance). Enter the greater of:</p> <ul style="list-style-type: none"> • Field 56 (Adjusted Income) / 12 months x.30 minus Field 58 (Utility Allowance) • Field 56 (Adjusted Income) / 12 months x .25, or • Field 57 (Contract Rent) <p>But never more than Field 48 (Market Rent)</p> <p>Section 8/RAP/Rent Supplement/Section 202 PAC, Section 202 PRAC, and Section 811 PRAC tenants. Enter Field 64 (TTP) minus Field 58 (Utility Allowance). If the utility allowance is greater than the total tenant payment, enter zero and complete Field 66.</p> <p>Section 221(d)(3) BMIR Tenants</p> <p>(1) At initial occupancy, charge the tenant the contract rent (Field 57). No special calculations or worksheets are needed.</p> <p>(2)At Recertification if the tenants annual income (Field 39) is:</p> <p style="padding-left: 40px;">(a) Less than or equal to 110% of the Section 221(d)(3) BMIR</p>

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5.3 MAT10 Section 2: Basic Record
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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>income limit (Field 40-42) charge the tenant the BMIR rent. (b) Greater than 110% of the Section 221(d)(3) BMIR limit, charge the tenant the BMIR rent. (Field 60).</p> <p>NOTE: If this is a mixed family as defined in paragraph 3.12 and the Glossary, consult with Exhibits 3-12, 3-13, or 3-14 on how to complete this item.</p>
66		Utility Reimbursement	321	6	Numeric	<p>If utility allowance (Field 58) is greater than the TTP (Field 64) enter the difference. Otherwise zero fill.</p> <p>NOTE: If this is a mixed family as defined in paragraph 3.12 and the Glossary, consult with Exhibits 3-12, 3-13, of 3-14 on how to complete this field.</p>
67		Assistance Payment Amount	327	6	Numeric	<p>Zeros if not applicable. A negative assistance payment amount is only appropriate for a PRAC unit.</p> <p>NOTE: Enter negative numbers with the sign in the leftmost position and the number right-adjusted and zero filled e.g. -00045. Positive numbers are unsigned.</p> <p>For Section 221(d)(3) BMIR, Section 236, and Market tenants, zero fill. For all other tenants, enter Gross Rent/PRAC Operating Rent/PAC Operating Cost minus Total Tenant Payment: For PRAC tenants ONLY, enter a negative result. For all other tenants, enter zero in place of a negative result.</p> <p>NOTE FOR RENT SUPPLEMENT TENANTS: If this is a move-in or an initial certification and the assistance payment is less than 10% of the Gross Rent, the tenant is not eligible for Rent Supplement assistance. Re-compute the</p>

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5.3 MAT10 Section 2: Basic Record

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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						tenant's rent as follows: (1) For Section 221(d)(3) BMIR projects, charge the BMIR rent. (2) For Section 236 projects, use the Section 236 formula to compute the tenant's rent. (3) For Rent Supplement projects, charge the HUD-approved market rent. If this is a mixed family as defined in paragraph 3-12 and the Glossary, consult with Exhibits 3-12, 3-13, and 3-14 on how to complete this field.
68		Section 236 Basic Rent (Formerly % Actually Charged)	333	6	Numeric	Zero if not applicable. Use only for Section 8, RAP, or Rent Supplement certifications in a Section 236 property (whenever the Secondary Subsidy Type field is filled with the value "S"). Fill with the Section 236 Basic Rent. NOTE: % Actually Charged will be discontinued with the transition to 2.0.2.C.
69		Police or Security Tenant	339	1	Alphanumeric	Indicate if the tenant family has been granted the special privileges reserved for police or security professionals in Section 8 projects. (See paragraph 3-8 D of HUD Handbook 4350.3 REV-1 for eligibility requirements for police officers or security personnel in Section 8 properties.) The income limits do not apply, and the TTP must be no less than what the tenant would pay if subsidized. No vacancy claim can be filed for the unit when the police or security professional moves out. Acceptable Values: Y = Police or Security privileges apply to this Section 8 tenant. N or Space = No police or security privileges apply.

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5.3 MAT10 Section 2: Basic Record

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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
70		Next Recertification Date	340	8	Date MMDDYYYY	Next Recertification date cannot be more than one year after the Transaction (certification) Effective Date of the MAT10 being submitted; however, it could be less than one year. Enter the date of the next scheduled annual recertification date for this family as prescribed by Chapter 7, Section 1: Annual Recertification of HUD Handbook 4350.3. For families with the Temporary Deferral of Termination Household Status Code, this is the date when the next six-month recertification is due [3-12 Q]. The deferral period for families with a Temporary Deferral of Termination status is six-months, and it may be renewed indefinitely if the household has an asylum seeker or refugee as defined in 3-12 Q.
71		Bedroom Count	348	2	Numeric	Enter the number of bedrooms in the unit (See Chapter 3, Section 2 of HUD Handbook 4350.3 for guidance on occupancy standards and how many bedrooms a family may have.)
72	F	Building ID	350	19	Alphanumeric	REAC-assigned Building Number. [Future Field.]
73	M	Unit Number	369	10	Alphanumeric	If each unit number is used once within a project, enter unit numbers (e.g., 201, 402). If a unit number is used more than once within a project, use a unique method to identify each unit. Each building could perhaps be given a letter or an additional number before the unit number. Do not use a street address. NOTE: TRACS Release 2.0.2.B adopted the definition of a unit for Voucher to comply with the contract definition of unit as a residential space. Release 2.0.2.C needs unit numbers that comply with the residential space concept. In projects with double-occupancy units, a single physical unit can contain multiple residential spaces. In order to maintain unit (residential space) counts

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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						within a contract that are consistent with voucher and contract unit counts, the Unit Number must be modified to indicate the residential space occupied by the tenant. Identify the residential space by adding a unique suffix to the unit number (e.g. 204A, 204B).
74	MOC	Security Deposit	379	6	Numeric	A payment required by an owner to be held during the term of the lease (or the time period the tenant occupies the unit) to offset damages incurred due to the actions of the tenant. Such damages may include physical damage to the property, theft of property, and failure to pay back rent. See Chapter 6, Section 2 of HUD Handbook 4350.3 for more information on security deposits.
75		Filler	385	2	Alphanumeric	Formerly Region Code
76		Filler	387	2	Alphanumeric	Formerly Field Office Code
77	MOC	Tenant Signed Date	389	8	Date MMDDYYYY	<p>The Family head and any spouse or co-head and all adult family members must sign and date a HUD-50059 certification generated by the owner's automated system, as provided by Chapter 9, Section 1 of HUD Handbook 4350.3 REV-1. If the individuals sign the HUD-50059 certification on different dates, use date the head of household signs for transmission to TRACS.</p> <p>The date the tenant signed this (re)certification. Note: If the tenant is unable to sign for a legitimate reason, leave this field blank, but set Field 99, Tenant Unable to Sign Indicator to "Y". Resubmit the 50059 as a correction when tenant signs. This change is to enable timely recertification even if the tenant isn't available to sign the 50059. Follow the instructions in [9-5 A.4.b] for obtaining signatures:</p>

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						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.
78	M	Owner Signed Date	397	8	Date MMDDYYYY	The date the owner signed this (re)certification. The owner, or his or her representative, must sign and date a 50059 certification generated by the owner's automated system, as provided by Chapter 9, Section 1 of HUD Handbook 4350.3. Note: the owner signed date may be different than the tenant signed date.
79	MOC	Household Assistance Status Code	405	1	Alphanumeric	Required by TRACS for tenants with a Project Move-In Date on or after 6/19/95. Also required for all in-place tenants no later than 6/19/96. If not submitted when required, TRACS will generate a discrepancy message. This field relates to HUD's restrictions on assistance to non-citizens. Enter one of the codes listed below. Consult with paragraph 3-12 and the Glossary for the definitions of terms used in this field and for guidance in determining which code to use. Valid values are:

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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>N = Subsidy Type is not subject to the Non-Citizen Rule.</p> <p>E = All members of the family are eligible under the Non-Citizen Rule. The family receives full assistance. No members have a PV status.</p> <p>C = Continued Assistance. The mixed family, resident on/before June 19,1995, qualifies for continuation of full assistance under the Non-Citizen Rule.</p> <p>P = Prorated Assistance. The family qualifies for and receives Prorated Assistance under the Non-Citizen Rule. Note: A member with an eligibility code of PV will be counted as eligible. One with a code of ND will be counted as ineligible.</p> <p>F = Full Assistance while the verification of eligibility is pending. A family is in this status if all members are either eligible for assistance or have submitted documentation but the verification process is not yet complete (Member Eligibility Code = PV) when the family moves in. At least one member must be eligible. If any member is ineligible or has an ND eligibility code, use the Prorated Assistance code (P) not Full Assistance.</p> <p>T = Temporary Deferral of Termination. The family, receiving full assistance, is found to be ineligible for assistance under the Non-Citizen Rule, or the family qualifies for Prorated Assistance and elects Temporary Deferral of Termination status instead. Tenants with this code receive full assistance. Under the Change 2 rules, the maximum deferral period of 18 months has long since expired for all households with the exception of those who included a refugee or asylum seeker as defined in the note below. This code should only be used for households meeting the exception to the 18 month deferral period.</p> <p>NOTE: If the family receiving assistance on June 19, 1995 includes a refugee under</p>

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5.3 MAT10 Section 2: Basic Record

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						section 207 of the Immigration and Nationality Act, or an individual seeking asylum under section 208 of that Act, a deferral can be given to the family and there is no time limitation on the deferral period. The 18 month deferral limitation does not apply
80	F	Family Addition Adoption	406	2	Numeric	The number of expected adopted family members. Note: The industry is activating this field in version 2.0.2.C. TRACS will activate it in the future.
81	F	Family Addition Pregnancy	408	2	Numeric	The number of expected family additions by childbirth. Note: The industry is activating this field in version 2.0.2.C. TRACS will activate it in the future.
82	F	Family Addition Foster Children	410	2	Numeric	The number of expected foster children as family additions. Note: The industry is activating this field in version 2.0.2.C. TRACS will activate it in the future.
83		Child Care Expense A (Expenses that enable a family member to work)	412	6	Numeric	Enter the amount of Child Care expense used to enable the family member to work. This amount cannot exceed the total amount of employment income (codes M, W, F, and B in MAT10, Section 4 Income Record, and Field 4 Code) that is derived because the child care is available. This income, which is reported in Income Record, Field 5, Amount, is associated with a household member coded with a "C" in Household Record, Field 15 Able to Work Care Code. NOTE: See paragraph 5-10 B; For full-time students who pay for child care while they work, the maximum child care allowance is \$480. 0 Fill for BMIR
84		Child Care Expense B (Expenses that enable a family member to	418	6	Numeric	Enter the amount of child care expense used to enable the family member to look for work or attend school. 0 fill for BMIR.

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5.3 MAT10 Section 2: Basic Record
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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
		look for work or to attend school)				
85	M	Voucher Date	424	8	Date MMDDYYYY	<p>The voucher period in which the transaction affects a monthly subsidy voucher or payment. “DD” will always be “01.”</p> <p>Enter the month, day, and year for which the regular tenant assistance payments are requested. This is the date that appears in Field 10 of the Form HUD-52670, Housing Owner’s Certification and Application for Housing Assistance Payments. Complete this field for all transactions except for pre-validations. See Appendix 9 of HUD Handbook 4350.3 for further information.</p>
86		Secondary Subsidy Type	432	1	Alphanumeric	<p>Valid values are: S = This family lives in a Section 236 property and is currently receiving Section 8, RAP or Rent Supplement assistance. Space = This family does not live in a Section 236 property or the certification subsidy type is 236.</p> <p>NOTE: Space = Blank</p>
87		Survivor Indicator	433	1	Alphanumeric	<p>Indicates that the current head of household does not meet the special conditions to qualify for the unit, but does qualify as the survivor of the person who originally met the special requirements and qualified for the unit. See Handbook paragraph 3-16.</p> <p>For TRACS purposes, the Survivor Indicator should be set to Yes, only if the originally qualifying member is deceased.</p>

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

5.3 MAT10 Section 2: Basic Record
(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						Valid value is: "Y" = Yes
88		Waiver Type Code	434	4	Alphanumeric	Fill with blanks if not applicable. Valid values are: AGE = Age waiver for an elderly property INC = Income (For subsidy types other than Section 8) See Handbook paragraph 3-8. NEAR = Near Elderly DSBL = Waiver for a non-disabled person to move in to a property for the disabled (e.g. 811 PRAC) OTH = Other waiver not covered by the above codes. If more than one waiver applies, pick the first code that applies. The intent of this field is to indicate that an eligibility waiver has been granted by HUD. Proper documentation from the Field Office or HUD Washington should be kept in the tenant file.
89	F	Move-Into Unit Date	438	8	Date	Enter the date the family moved into this unit. This is the original date the family moved into the unit and may be different than the project move-in date.
90		Filler	446	3	Alphanumeric	Formerly Other Preference Code
91	MOC	Baseline Certification Indicator	449	1	Alpha	This indicator is valued with "Y" when establishing a family in TRACS with an AR, IR, Move In or Initial Certification. A Correction can be a baseline. Without the baseline indicator, tenants can only be established in the TRACS database with an MI, IC or Correction. A baseline certification must have an

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5.3 MAT10 Section 2: Basic Record
(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						effective date that is greater than or equal to the MAT10 certification in TRACS with the greatest effective date.
92		Plan of Action Indicator	450	1	Alphanumeric	This indicator is valued with “2” or “6” if the project is either Title II or Title VI. This indicator will be used to modify the Section 8 edit to accept Plan of Action computations. This indicator is valued with: 2 = if the project is under Plan of Action Title II. 6 = if the project is under Plan of Action Title VI. Fill this field ONLY if the TTP or Tenant Rent has been reduced due to the Plan of Action phase-in rules.
93		HUD-Owned Indicator	451	1	Alpha	This indicator is valued with “Y” if the project is HUD-owned. This indicator will permit HUD-Owned projects to submit certifications to TRACS.
94		Unit Transfer Code	452	1	Alphanumeric	The values are: Space = Not a Unit Transfer Y = Unit Transfer Note: If the unit number in a (re) certification is not the same as the (re) certification it supersedes, and the unit transfer indicator is blank the (re) certification will be rejected. Neither the project number nor the contract number can change with a MAT70 unit transfer. If the project number changes, effect the transfer by moving the tenant out of his or her previous unit and use a Move-In Certification to establish the tenant in his or her new unit. If the contract number or subsidy type changes (but not the project number) terminate the tenant and use an Initial Certification to establish the tenant in the new unit. See MAT Guide Chapter 4 for guidance. A MAT70 should be submitted for a unit transfer where the tenant is not to be

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5.3 MAT10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						recertified.
95	MOC	Previous Unit Number	453	10	Alphanumeric	The previous unit number is required if the (re) certification includes a unit transfer and field 94 (Unit Transfer Code) is valued with Y. Leave blank if not a unit transfer.
TENANT ACCESSIBILITY QUALIFICATIONS: The owner or management agent must certify whether the family occupying the unit specified in the (re) certification requires the accessibility features of the unit. NOTE: "Family, as used below, includes the Head, Spouse, Co-head, and Other Adult Family Members. (Relationship Codes H, S, K & O)						
96	M	Mobility Impaired	463	1	Alphanumeric	Family includes a member with a mobility disability: Y = Yes N = No
97	M	Hearing Impaired	464	1	Alphanumeric	Family includes a member with a hearing disability: Y = Yes N = No
98	M	Visually Impaired	465	1	Alphanumeric	Family includes a member with a visual disability: Y = Yes N = No
99	M	Formerly Tenant Unable to Sign Indicator	466	1	Alphanumeric	The tenant is legitimately unable to sign the 50059 in time to achieve an on time recertification. Submit a correction with the Tenant Signed Date (Field 77) populated when the tenant is able to sign. Valid values are: Y = Yes (Tenant signed date = null date) N = No (Tenant signed date populated with a legitimate date).

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5.4 MAT10 Section 3: Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Section Indicator	1	1	Numeric	Value must equal "3."
2	M	Record Number	2	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
2	M	Member Number	7	2	Numeric	The head of household must have a member number of "01." Also, Field 7, Relationship Code, must be coded "H." No other family records for the household may contain these codes. Assign a member number to each family member. These member numbers will be used to associate income to specific family members. Zeros (00) are not valid.
4	M	Last Name	9	20	Alphanumeric	List the names (last name, first name, middle initial) of each person who lives in the unit, including persons with the following codes in Field 7, Relationship Code: F and L. Enter the Middle Initial if the member has one. Note: Do not enter a Family Record for anticipated children due to pregnancy or adoption; for anticipated foster children; or for persons under the age of 18 who are being pursued for custody.
5	M	First Name	29	20	Alphanumeric	
6	MOC	Middle Initial	49	1	Alphanumeric	
7	M	Relationship Code	50	1	Alphanumeric	The head of household must have a relationship code of "H." See definition for member number, field #3. 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. See Chapter 3 of HUD Handbook 4350.3 concerning the eligibility of families to assisted housing. Only the following codes may be entered. See [5-6] for guidance on how to count emancipated minors. To qualify for Section 202/8 or a Section

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5.4 MAT10 Section 3: Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>202 PRAC the person/family must be age 62 or older. Section 202 PAC and Section 811 PRACS requires that the qualifying family/person be disabled. See [Figures 3-5 & 3-6] for guidance.</p> <p>H-Head (There can be only one head. If there is a spouse or co-head, list the same person as head on each recertification, as long as that person resides in the household. List the other person as spouse or co-head on each recertification.)</p> <p>S- Spouse (There either can be a spouse or co-head, but not both.)</p> <p>K-Co-head (See paragraph 5-6 A **of HUD Handbook 4350.3 REV-1** for guidance on how to count emancipated minors.) For the Section 202/8, Section 202 PAC, and Section 202 PRAC and Section 811 PRAC projects, to qualify for admission/assistance, persons must be age 62 or, if disabled, at least 18 years old. Therefore, a head, spouse or co-head under the age of 18 would not occur in these programs.</p> <p>D-Dependent. See paragraph 5-6 A of HUD Handbook 4350.3. count any member of the family currently living in the unit who is:</p> <ul style="list-style-type: none"> - Age 17 or younger - 18 or older and disabled or a full-time student. - Child temporarily absent due to placement in a foster home. - Child who is subject to joint custody agreement (lives in unit at least 50% of time).

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5.4 MAT10 Section 3: Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<ul style="list-style-type: none"> - Full-time student (regardless of age) away at school but lives with family during school breaks. - Child being adopted (or custody being sought) and currently living in unit. <p>O-Other adult member of the family who is not the head, spouse or co-head and whose income is counted in determining the family's annual income. See paragraph 5-6. This member's status cannot be used to justify the family's eligibility for the elderly or medical allowances.</p> <p>F-Foster child under the age of 18 or child of a foster child. See paragraph 5-6 A. The income of a child in this category is not counted in determining the family's annual income; the child does not qualify the family for a dependent allowance nor are medical or disability assistance expenses considered for children in this category. However, child care expenses for children in this category who are under the age of 13 are considered under the child.</p> <p>L - Others Living in the Unit Who are not Members of the Tenant Family. See paragraph 5-6. Include, but not limited to foster adults, and live-in aides. See the regulatory definitions of these terms in the Glossary in HUD Handbook 4350.3. See also paragraph 3.6 E for guidance on live-in attendants. Persons in this category do not have rights under the lease. Persons in this category are not considered members of the family and their income is not counted in determining the family's annual income.</p>
8		Sex Code	51	1	Alphanumeric	For each person listed, enter "F" for female or "M" for male.
9	M	Birth Date	52	8	Date	Enter month, day, and year for each person listed.

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5.4 MAT10 Section 3: Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
10		Special Status Code	60	4	Alphanumeric	<p>MMDDYYYY</p> <p>Completion of this field will help to indicate adjustments to annual income which the family is entitled to receive. In the future, this field will also provide information on elderly tenants who are frail.</p> <p>Enter any of the codes listed below which apply to family members identified in Field 7 (Relationship Code) as H, S, K, D, and O.</p> <p>Enter all codes below which apply. (See HUD Handbook 4350.3, Glossary, for the definitions of the terms “Elderly Family,” “Elderly Person,” “Disabled Family,” and “Disabled Household.”)</p> <p>E = Elderly Head, Spouse, Co-head (individual is at least 62 years old as of the effective date of this certification. (Such individual must have one of the following codes in Field 7: H, S, or K.)</p> <p>S = Full-time student who is at least 18 years old as of the effective date of this certification and who is not the Head, Spouse, Co-head. (Such individual must have been identified in Field 7 with Code D.)</p> <p>H = Family Member who is disabled. (Such individual must have been identified in Field 7 with one of the following codes: H, S, K, or D.)</p> <p>F = Frail Elderly [Future Value.]</p>

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5.4 MAT10 Section 3: Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>J = Dependent whose custody is jointly shared by more than one family and who receives a dependent allowance along with a child care allowance where applicable.</p> <p>C = Dependent whose custody is jointly shared by more than one family but who does not receive a dependent allowance. Such a person's child care expenses count toward the child care allowance.</p> <p>K = Dependent whose custody is jointly shared by more than one family and lives in the unit 50% or more of the time. Count for unit size and income limit purposes. This code must be paired with a J code and may or may not be paired with a C code.</p> <p>Note: the J and C codes are only applicable when the Relationship Code is set to D (Dependent). The K code is allowed when C is true and must be true when J is true. The J and C codes may not both be set to true. A dependent without either the J or C codes is assumed to be a full-time resident of the unit.</p>
11	M	Identification Code	64	9	Alphanumeric	<p>SSN or TRACS ID Number. Enter the 9-digit social security number of family members who are 6 years of age and older. Regulations do not require owners to enter social security numbers for children under six years of age; however, social security numbers should be entered if available. Do not use dashes. If the family member does not have a social security number, enter 9999999999 in this field the first time information for this family is submitted. A TRACS Tenant ID number will be generated by the TRACS system and owners will be notified of the numbers. This number should be entered on</p>

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

5.4 MAT10 Section 3: Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						each subsequent submission until a social security number is reported. Do not enter the TRACS-generated T Number if the name has changed from the last recertification for this family. A new T Number will be generated. NOTE: This is the Family Member's SSN/TRACS ID; it is not the SSN Benefit Claim Number.
12	MOC	Member Eligibility Code	73	2	Alphanumeric	<p>Required by TRACS for tenants with a Project Move-In Date on or after 6/19/95 and a Household Assistance Status Code other than "N." It is also required for all in-place tenants to whom it applies no later than 6/19/96. If not submitted when required TRACS will generate a discrepancy message.</p> <p>Enter one of the following codes for each household member. Consult with handbook paragraph 3-12 and the Glossary on what the terms below mean. Obtain the information about each individual by reviewing the tenant/applicant declaration.</p> <p>Note: Spaces = not applicable (BMIR, PAC, PRAC, Market)</p> <p>EC = individual is a citizen or national EN = individual is a noncitizen with eligible immigration status IC = Ineligible noncitizen child of a family head or spouse IN = Member is an Ineligible Non-Citizen. IP = Ineligible Parent of a Head of Household or Spouse ND = No documentation submitted. For use when the family is receiving prorated assistance at admission. Member is treated as ineligible for proration purposes.</p>

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5.4 MAT10 Section 3: Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>PV = Individual's eligibility status is pending verification—documents have been submitted For use when the family is receiving prorated assistance at admission. Member is treated as eligible for proration purposes.</p> <p>XX = Individuals who are not counted as members of the family (i.e., foster children, live-in attendants, foster adults). Field 7 shows a relationship code of "F" or "L" for these individuals.</p>
13		Alien Registration Number	75	10	Alphanumeric	Enter the Alien Registration Number for each member of the family provided on the applicant or tenant declaration made regarding eligible immigration status. Do not enter dashes.
14		Filler	85	10	Alphanumeric	Formerly Occupation Description
15		Able To Work Care Code	95	2	Alphanumeric	<p>Assistance provided so a household member can work.</p> <p>Valid codes are: "C" = Child Care "H" = Handicapped "CH" = Both</p> <p>Complete this field only if the family incurs child care or disability expenses that enable an adult family member to work. Consult with paragraph 5-10 of HUD Handbook 4350.3 on what expenses to count. Enter the code next to the income of the adult who is able to work as a result of the expense. C = An adult who is able to work because child care is available. H = Each adult who is able to work because disability assistance is available.</p>

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

5.4 MAT10 Section 3: Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						[This field includes disabled.] CH = Each adult who is able to work because both child care and disability assistance is available. The following income types in Field 4 can be used to determine the employment ceiling for child care and disability assistance allowances: M, F, W, and B. EXAMPLE: Ms. Wright works two jobs (Nonfederal wages – W), earning \$10,000 and \$4,000 respectively. She pays for child care for the first job only. The owner would enter C by the \$10,000 amount but not by the second amount.
16	F	Care Received Care Code	97	2	Alphanumeric	
17		Ethnicity	99	1	Alphanumeric	Valid Ethnicity Codes 0 = Tenant Declined to Report 1 = Hispanic 2 = Non-Hispanic
18		Race – American Indian or Alaska Native	100	1	Alphanumeric	Y = American Indian or Alaska Native Otherwise leave blank
19		Race – Asian	101	1	Alphanumeric	Y = Asian Otherwise leave blank
20		Race – Black or African American	102	1	Alphanumeric	Y = Black or African-American Otherwise leave blank
21		Race – Native Hawaiian or Other	103	1	Alphanumeric	Y = Native Hawaiian or Other Pacific Islander Otherwise leave blank

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

5.4 MAT10 Section 3: Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
		Pacific Islander				
22		Race – White	104	1	Alphanumeric	Y = White Otherwise leave blank
23		Race – Other	105	1	Alphanumeric	Y = Other Otherwise leave blank
24		Race – Declined to Report	106	1	Alphanumeric	Y = Tenant Declined to Report Otherwise leave blank Note: If this field is populated with a “Y” on the MAT10, Section 3 , then fields 18-23 must all be blank. If any of the race codes are set to “Y” on the MAT10, Section 3 , then this field should be set to blank. Note: The following letter designations will be used in the Race field on the 50059 . X = Decline to Report I = American Indian or Alaskan Native A = Asian B = Black or African American H = Native Hawaiian or Other Pacific Islander W = White O = Other If “Decline to Report” is selected, only the letter “X” will be printed on the 50059. In all other cases, the letter designations of the selected race(s) will be printed on the 50059.
25		Student Status	107	1	Alphanumeric	Y = Student (either full or part-time) at an institution of higher education who is eligible under the rules.

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

5.4 MAT10 Section 3: Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						Otherwise leave blank.

5.5 MAT10 Section 4: Income Record

(There is a record in this section for each member's occurrence of each type of income.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Section Indicator	1	1	Numeric	Value must equal "4."
2	M	Record Number	2	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
3	M	Member Number	7	2	Numeric	Numeric starting with "01" for the Head of Household. The member number in the income record must be the same as the Member Number in the MAT10, Section 3 Family Record for the family member associated with the income record. Zeros (00) are not valid.
4	M	Code (Income Type)	9	4	Alphanumeric	Enter each source of income separately for each family member. Enter the source of income using the following codes: B = Business (including distributed profits and net income from business) CS = Child Support F = Federal Wage I = Indian Trust M = Military Pay G = General Assistance N = Other Non Wage Source (including alimony, unemployment benefits) PE = Pensions (including veterans pensions, military retirement, and income from all other pensions and annuities) SI = Supplemental Security Income (both personnel benefit and state supplements administered by SSA) (SSI) SS = Social Security (both personal and dual entitlements) T = TANF (Temporary Assistance for Needy Families) U = Unemployment W = Non-Federal Wage (including salaries, tips, commission bonuses, and

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5.5 MAT10 Section 4: Income Record

(There is a record in this section for each member's occurrence of each type of income.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						other income from employment) (continued) EXAMPLE: Member 01 works three nonfederal jobs, paying \$10,000, \$4,000 and \$2,000, respectively. Enter each source of income separately and attribute Code W, Nonfederal Wage, to each: W - \$10,000; W - \$4,000; and W - \$2,000.
5	M	Amount (Income)	13	6	Numeric	If a family member has no income, do not submit an Income Record for that family member. Enter the amount anticipated to be received during the 12-month period following the Transaction Effective Date for each family member in accordance with paragraph 5-5 of HUD Handbook 4350.3. Do not include income from assets.
6		Filler	19	1	Alphanumeric	Formerly New Household Member Income Indicator
7		Filler	20	1	Alphanumeric	Formerly Newly Employed Income Indicator
8	F	SSN Benefits Claim Number	21	10	Alphanumeric	If this income is derived from social security benefits, code the claim number used to collect those benefits. Enter the social security claim number under which a family member receives income benefits only if it is different from that member's own number. NOTE: Enter the alpha/numeric suffix attached to the end of the social security claim number. Do not enter dashes.

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

5.6 MAT10 Section 5: Asset Record

(There is a record in this section for each asset recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Section Indicator	1	1	Numeric	Value must equal "5."
2	M	Record Number	2	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
3	F	Member Number	7	2	Numeric	Numeric starting with "01" for the Head of Household. The member number in the asset record must be the same as the Member Number in the MAT10, Section 3 Family Record for the family member associated with the asset record. Zeros (00) are not valid.
4		Description	9	20	Alphanumeric	List the type of each asset now owned and each asset disposed of for less than fair market value in the two years preceding the date in the Basic Record, Field 11, Transaction Effective Date,. Examples: 'checking account'; "savings account"; "IRA"; "Stamp collection."
5	M	Status	29	1	Alphanumeric	Classify each asset entered in Field 4 as follows: Enter C (for current), for an asset that the household currently owns. Enter I (for imputed), for any asset the family has disposed of that must still be counted in accordance with HUD Handbook 4350.3. An imputed value is used for these assets, since they have already been disposed of and there is no actual income.
6	M	Cash Value Amount	30	7	Numeric	May be zero. Enter the cash value of each asset listed in Field 4, Description (Asset). Refer to Handbook paragraph 5-7 on valuing assets.
7		Actual Yearly Income Amount	37	6	Numeric	Refer to 4350.3 for the details on how to perform this calculation. For each asset identified in Field 4, enter the actual yearly income anticipated to be received by the family.
8	MOC	Date Divested	43	8	Date MMDDYYYY	The date the family disposed of the asset. Required if Field 5, Status = I.

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

5.7 MAT15 Address Record

MAT Field	Note	Field Name	Start Position	Field Length	Field type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "MAT15"
2	M	Release/ Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C" TRACS Release = 2.0.2. TRACS Version = C
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
4	MO C	Head Of Household ID	18	9	Alphanumeric	<ul style="list-style-type: none"> 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. If the unit is unoccupied 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	MO C	Head Last Name	27	20	Alphanumeric	Required if the unit is occupied (Head Of Household ID is not blank). Not required for unoccupied units.
6	MO C	Head First Name	47	20	Alphanumeric	Required if the unit is occupied (Head Of Household ID is not blank). Not required for unoccupied units.
7	MO C	Head Middle Initial	67	1	Alphanumeric	Fill if the unit is occupied (Head Of Household ID is not blank) and the Head has a Middle Initial. Not required for unoccupied units.
8	MO C	Head Birth Date	68	8	Date MMDDYYYY	Required if the unit is occupied (Head Of Household ID is not blank). Not required for unoccupied units.
9	F	Building ID	76	19	Alphanumeric	
10	MO	Unit Number	95	10	Alphanumeric	<ul style="list-style-type: none"> Unit Number is Mandatory for a MAT15 Unit Address Add/Update

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

5.7 MAT15 Address Record

MAT Field	Note	Field Name	Start Position	Field Length	Field type	Definitions and Edits
	C					<p>transaction. It is not required for a Tenant Mailing Address.</p> <ul style="list-style-type: none"> 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	MO C	Previous Unit Number	105	10	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	115	1	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	116	1	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	MO C	First Address Line	117	45	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.
15		Second Address Line	162	45	Alphanumeric	Second Address Line.
16		Third Address Line	207	45	Alphanumeric	Third Address Line.

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

5.7 MAT15 Address Record

MAT Field	Note	Field Name	Start Position	Field Length	Field type	Definitions and Edits
17	MO C	City Name	252	28	Alphanumeric	Required on an Address Load or Address Update transaction.
18	MO C	State Code	280	2	Alphanumeric	Required on an Address Load and an Address Update transaction.
19	MO C	Zip - 5	282	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	287	4	Numeric	Must enter all zeros when no ZIP-4 is provided.
21	MO C	Mobility Accessibility Code	291	1	Alphanumeric	Required only when address type is "U" (Unit). Identifies unit's accessibility status for tenants with mobility disability. Values are: Y = Accessible for Residents with Mobility Disability N = Not accessible for Residents with Mobility Disability.
22	MO C	Hearing Accessibility Code	292	1	Alphanumeric	Required only when address type is "U" (Unit). Identifies unit's accessibility status for tenants with hearing impairments. Values are: Y = Accessible for Residents with a Hearing Disability N = Not accessible for Residents with a Hearing Disability.
23	MO C	Visual Accessibility Code	293	1	Alphanumeric	Required only when address type is "U" (Unit). Identifies unit's accessibility status for tenants with a visual disability. Values are: Y = Accessible for Residents with a Visual Disability N = Not accessible for the Residents with a Visual Disability.

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

5.8 MAT40 Move-Out Record

Note: For suggestions on how and when to submit Move-Out transactions please refer to **Chapter 4 – TRACS Operating Tips**.

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "MAT40."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C." TRACS Release = 2.0.2. TRACS Version = C
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
4	M	Transaction Type	18	2	Alphanumeric	Value = MO
5	M	Head of Household ID Code	20	9	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	M	Head Last Name	29	20	Alphanumeric	
7	M	Head First Name	49	20	Alphanumeric	
8	MOC	Head Middle Initial	69	1	Alphanumeric	Required if the Head has a Middle Initial.
9	M	Head Birth Date	70	8	Date MMDDYYYY	
10	M	Transaction Effective Date (Formerly Move Out Date)	78	8	Date MMDDYYYY	The date the tenant moved out of the project. This is the last day of subsidy except in some situations involving the death of a sole member. Move-Out (MO): The last full date a tenant remains in occupancy. When a tenant moves midday, the move-out date is the day prior. For move-outs without notice, enter the date management takes possession of the unit. For the death of the sole family member, enter the date provided by paragraph 9.12 E in HUD Handbook 4350.3 which requires that subsidy end on earlier of a) 14 days after the tenant's death; or b) the day the unit was vacated. In situations where the actual move out date is greater than 14 days after the death of the sole family member, enter the actual date but the site may only

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5.8 MAT40 Move-Out Record

Note: For suggestions on how and when to submit Move-Out transactions please refer to **Chapter 4 – TRACS Operating Tips**.

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						bill for subsidy through the 14 days.
11	M	Unit Number	86	10	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	96	19	Alphanumeric	The building from which the tenant moved.
13	M	Move Out Code	115	3	Alphanumeric	The valid codes are: 1 = Owner initiated for nonpayment of rent (8-13.A.5) 2 = Owner initiated--other 3 = Tenant initiated--other 4 = Death of sole family member Note: the references in parentheses above are to Handbook 4350.3 Rev-1.
14	MOC	Date of Death	118	8	Date MMDDYYYY	Required if the Move-Out Code is "4." The subsidy for the unit must end within 14-days of the date of death of the sole household member. However the actual move-out date may be after the 14 day period.
15	M	Voucher Date	126	8	Date MMDDYYYY	The voucher period in which the move-out adjustment is reflected. NOTE: "DD" (day) is always "01".
16	F	Correction Type	134	1	Alphanumeric	1 = Reserved 2 = Corrects Owner/Agent Error 3 = Corrects tenant misreporting error

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

5.8 MAT40 Move-Out Record

Note: For suggestions on how and when to submit Move-Out transactions please refer to **Chapter 4 – TRACS Operating Tips**.

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
17	F	Transaction Effective Date of Move-out Being Corrected	135	8	Date MMDDYYYY	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.

5.9 MAT65 Termination Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "MAT65."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C." TRACS Release = 2.0.2. TRACS Version = C
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
4	M	Transaction Type	18	2	Alphanumeric	Value = TM
5	M	Head of Household ID Code	20	9	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	M	Head Last Name	29	20	Alphanumeric	
7	M	Head First Name	49	20	Alphanumeric	
8	MOC	Head Middle Initial	69	1	Alphanumeric	Required if the Head has a Middle Initial.
9	M	Head Birth Date	70	8	Date MMDDYYYY	
10	M	Transaction Effective Date (Formerly Term Effective Date)	78	8	Date MMDDYYYY	The date this termination became or will become effective. This is normally the last day of subsidy—not the first day of no subsidy. However if the DS termination code (below) is used the termination effective date is defined as the first day of no subsidy and any adjustment returns subsidy for that date as well as subsequent dates. See Chapter 8, Section 1: Termination of Assistance, of HUD Handbook 4350.3.

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

5.9 MAT65 Termination Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
11	M	Termination Code	86	3	Alphanumeric	<p>Valid Termination Codes:</p> <p>TI = TTP Equals/Exceeds Gross Rent or moving to market rent (Section 236 and BMIR) (8-5.C).</p> <p>TC = Did not supply citizenship/eligible alien documentation.</p> <p>TR = Did not re-certify on time. Tenant required to pay market rent. (8-5.A)</p> <p>TF = Tenant refused to transfer as agreed or submitted false data. (8-5.D)</p> <p>CE = Subsidy contract expired-not renewed. Note: not for use when renewal is delayed.</p> <p>ST = Ineligible student.</p> <p>Note: The ST code may be used in terminations from all subsidy types except PRACs. In a PRAC, a household with an ineligible student has to move out.</p> <p>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 TE date (unlike all other TE codes that allow subsidy for the TE date).</p> <p>The following codes are reserved for HUD use only:</p> <p>EN = Contract terminated for enforcement action.</p> <p>HQ = TRACS generated termination for failure to recertify, submit a termination or move-out. May be superseded by an annual Recertification.</p> <p>Note: LR = Did not re-certify on time. This is a legacy code applicable only to transactions with effective dates less than or equal to the TRACS 2.0.2.C transition date.</p>
12		Description	89	78	Alphanumeric	Free form text.

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

5.9 MAT65 Termination Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
13	F	Building ID	167	19	Alphanumeric	The building in which the tenant lives.
14	M	Unit Number	186	10	Alphanumeric	The unit in which the tenant lives.
15	M	Voucher Date	196	8	Date MMDDYYYY	The date of the voucher in which the termination is reflected. NOTE: “DD” (day) is always “01”.
16	F	Correction Type	204	1	Alphanumeric	1 = Reserved 2 = Corrects owner/agent Error 3 = Corrects tenant misreporting error
17	F	Transaction Effective Date of Termination Being Corrected	205	8	Date MMDDYYYY	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

5.10 MAT70 Unit Transfer/Gross Rent Change Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "MAT70."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C." TRACS Release = 2.0.2. TRACS Version = C
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
4	M	Transaction Type	18	2	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 Termination and an Initial Certification is used to affect the transfer when the project stays the same. A Move-out and a Move-in Certification should be used then the transfer is between projects. See MAT User Guide Chapter 4.
5	M	Head Of Household ID Code	20	9	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	M	Head Last Name	29	20	Alphanumeric	
7	M	Head First Name	49	20	Alphanumeric	
8	MOC	Head Middle Initial	69	1	Alphanumeric	Required if the Head has a Middle Initial.
9	M	Head Birth Date	70	8	Date MMDDYYYY	
10	M	Transaction Effective Date	78	8	Date MMDDYYYY	The date this transaction (gross rent change or unit transfer) is effective. Unit Transfer Transaction (UT): The date this transaction (rent change or unit transfer) is effective. This is the first day in the new unit.

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

5.10 MAT70 Unit Transfer/Gross Rent Change Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						Gross Rent Change (GR): This is the effective date of Gross Rent Change.
11	M	Unit Number	86	10	Alphanumeric	For UT, the unit into which the tenant is moving. For GR, the unit occupied by the tenant. The unit number must be unique within a project.
12	F	Building ID	96	19	Alphanumeric	The building into which the tenant is moving.
13		Security Deposit	115	6	Numeric	The amount of security deposit for a Section 8 tenant to be collected on the unit the family is moving into. This value includes any amounts transferred from the previous unit. The security deposit is set at move in and is not changed. The amount is equal to one month's TTP or \$50 whichever is greater. The amount submitted will replace the Security Deposit originally submitted in this Tenant's MAT10.
14	M	New Contract Rent Amount	121	6	Numeric	<p>Fill this field for all MAT70 records.</p> <p>Contract/Basic Rent. Enter the rent HUD or the Contract Administrator has approved for this unit. The Contract Rent is the Section 8 or 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.</p> <p>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.</p>
15	M	Tenant Rent	127	6	Numeric	<p>Fill this field for all MAT70 records. Zeros allowed.</p> <p>Submit a prorated amount for prorated tenant.</p>

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

5.10 MAT70 Unit Transfer/Gross Rent Change Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>The amount payable monthly by the family as rent to the owner.</p> <ul style="list-style-type: none"> • 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	M	Total Tenant Payment	133	6	Numeric	<p>Fill this field for all MAT70 records. Zeros allowed.</p> <p>Submit a prorated amount for prorated tenant.</p> <p>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 Handbook Exhibit 5-8.</p> <p>Enter 0 if not applicable (Section 236, BMIR).</p>
17	M	Gross Rent	139	6	Numeric	<p>Fill this field for all MAT70 records.</p> <p>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.</p> <p>Enter total of Contract/Basic Rent and Utility Allowance.</p>
18		Utility Allowance Amount	145	6	Numeric	<p>Fill this field for all MAT70 records. Zeros allowed.</p> <p>HUD's or the Contract Administrator's estimate of the average monthly utility</p>

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

5.10 MAT70 Unit Transfer/Gross Rent Change Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>bills (except telephone) for an energy-conscious household. The 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.</p> <p>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.</p>
19		Utility Reimbursement	151	6	Numeric	<p>Fill this field for all MAT70 records where applicable except for Section 236, BMIR, and Market certifications where the field should be filled with zeros.</p> <p>The amount, if any, by which the utility allowance for a unit exceeds the total tenant payment for the family occupying the unit.</p> <p>NOTE: If this is a mixed family as defined in paragraph 3-12 B.5, Restrictions on Assistance to Non-citizens (or later instruction), consult with Chapter 5 on how to complete this item.</p> <p>Submit prorated amount for prorated tenant. Prorated amounts are for noncitizen households only.</p>
20	M	Assistance Payment Amount	157	6	Numeric	<p>Required except for Section 236, BMIR, and Market certifications.</p> <p>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.</p> <p>The monthly amount that HUD pays toward a tenant's rent and utility costs.</p>

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

5.10 MAT70 Unit Transfer/Gross Rent Change Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>These payments include Rent Supplement, RAP, PAC, PRAC, and Section 8 regular monthly payments.</p> <p>Enter 0 if not applicable. A negative assistance payment amount is only valid for a PRAC unit. Submit prorated amount for prorated tenant.</p>
21	M	Voucher Date	163	8	Date MMDDYYYY	The date of the voucher being affected by the Unit Transfer or Gross Rent Change. Note: "DD" is always "01."
22	MOC	Previous Unit Number	171	10	Alphanumeric	The Previous Unit Number is required if the MAT70 is a 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

5.11 TENND Tenant Batch Trailer Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "TENND."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C." TRACS Release = 2.0.2. TRACS Version = C
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record including the TENND. Each TENND must be paired with a preceding TENHR.

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

5.12 TENER Tenant MAT Error Record

MAT Field	Note	Field Name	Field Label (Now Included in Output)	Maximum Field Length	Field Type	Edits/Source/Results
1	M	Processing Mailbox ID, Sender's Telecom Address, and Project's Telecom Address	N/A	24	Alphanumeric	Processing Mailbox ID value: @*@ Sender's Telecom Address is the telecommunications identifier assigned by HUD to the sender submitting the data to TRACS. The first 5 characters (not including spaces) after "@*@" must contain "TRACM". The next 5 positions are the HUD assigned number. (Formerly Mailbox ID) Project's Telecom Address is the project's telecommunications identifier assigned by HUD. The first 5 characters after the Sender's Telecom Address must contain "TRACM". The next 5 positions are the HUD assigned number. (Formerly Mailbox ID)
2		Record Identifier	Record ID:	5	Alphanumeric	Value: "TENER."
3		Release/Version Number	Release/Version:	7	Alphanumeric	Value must equal: "2.0.2.C." TRACS Release = 2.0.2. TRACS Version = C
4		Record Number	Record Number:	5	Numeric	A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
5		Original Date Stamp	Original Date:	8	Date MMDDYYYY	The date stamp of the original transmission to which these error records apply.
6		Original Time Stamp	Original Time:	6	Time HHMMSS	The time stamp of the original transmission to which these error records apply.

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

5.12 TENER Tenant MAT Error Record

MAT Field	Note	Field Name	Field Label (Now Included in Output)	Maximum Field Length	Field Type	Edits/Source/Results
7		Tenant Number	Tenant Number:	10	Alphanumeric	If field #8 contains the value "MAT10," then this is the tenant number, which was sent with the 50059 in error. The value is left justified and space filled.
8		Record Type Error	Record Type Error:	5	Alphanumeric	Contains the MAT record type in error such as "MAT10" for an error in a 50059.
9		Record Section Error	Record Section Error:	1	Alphanumeric	Contains the section in which the error occurred if this record type has sections, otherwise leave blank.
10		Record in Error Record Number	Record in Error:	5	Numeric	Contains the sequential record number of the record in error.
11		Field Number in Error	Field Number in Err:	4	Numeric	Contains the field number of the field within the record that has the error.
12		Field Contents in Error	Field Content in Err:	50	Alphanumeric	Contains the field contents in error. Field contents are truncated after 50 characters. In some cases this field may contain a message instead of field contents. This message will be prefixed by "MSG;" for example, "MSG: MISSING HEAD OF HOUSEHOLD."
13		Type Field Error	Type Field Error:	2	Alphanumeric	Values: C, D, F, H, N, P, T, X,, A1, A2, A3, A4, A5, A6, A7, A8, A9, 1, 10, 11, or 12 Space = not field error See Appendix C of the MAT User Guide for associated message.
14		Type Mandatory Error	Type Mandatory Err:	2	Alphanumeric	Values: G, J, K, L, M, S, V, Z, 2, 3, 4, 5, 6, 8, or 9 Space = not mandatory error See Appendix C of the MAT User Guide for associated message.
15		Transmission	Trans Rec Cnt	2	Alphanumeric	Values:

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

5.12 TENER Tenant MAT Error Record

MAT Field	Note	Field Name	Field Label (Now Included in Output)	Maximum Field Length	Field Type	Edits/Source/Results
		Record Count Error	Err:			E, O, Q, R or 7 Space = not a count or sequence error See Appendix C of the MAT User Guide for associated message.
16		Site Reported Count	Site Rptd Count:	6	Numeric	If field #15 contains "E" or "Q," this will be the site reported value.
17		MAT Calculated Count	MAT Calculated Count:	6	Numeric	If field #15 contains "E" or "Q," this will be the MAT calculated value. (For example, field #12 in TENHR contains the number of certifications (MAT10s) in this transmission. If the site reports 20 MAT10s and the MAT counts only 19 MAT10s, then field #16 in this record (TENER) will contain 20 and field #17 will contain 19).
18		Error Message Text	Error Message:	78	Alphanumeric	This field contains the error message text that is associated with an error code. See Appendix C of the MAT User Guide for associated message.

5.13 TENTR Tenant MAT Trailer Record

MAT Field	Note	Field Name	Field Label (Now Included in Output)	Maximum Field Length	Field Type	Edits/Source/Results
1	M	Processing Mailbox ID, Sender's Telecom Address, and Project's Telecom Address	N/A	24	Alphanumeric	<p>Processing Mailbox ID value: @*@</p> <p>Sender's Telecom Address is the telecommunications identifier assigned by HUD to the sender submitting the data to TRACS. The first 5 characters (not including spaces) after "@*@" must contain "TRACM". The next 5 positions are the HUD assigned number. (Formerly Mailbox ID)</p> <p>Project's Telecom Address is the project's telecommunications identifier assigned by HUD. The first 5 characters after the Sender's Telecom Address must contain "TRACM". The next 5 positions are the HUD assigned number. (Formerly Mailbox ID)</p>
2		Record Identifier	Record ID:	5	Alphanumeric	Value: "TENTR"
3		Release/Version Number	Release/Version:	7	Alphanumeric	<p>Value must equal: "2.0.2.C."</p> <p>TRACS Release = 2.0.2.</p> <p>TRACS Version = C</p>
4		Record Number	Record Number:	5	Numeric	A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
5		Original Date Stamp	Original Date:	8	Date MMDDYYYY	The date stamp of the original transmission to which these error records apply.
6		Original Time Stamp	Original Time:	6	Time HHMMSS	The time stamp of the original transmission to which these error records apply.

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

5.13 TENTR Tenant MAT Trailer Record

MAT Field	Note	Field Name	Field Label (Now Included in Output)	Maximum Field Length	Field Type	Edits/Source/Results
7		Error Date Stamp	Error Date:	8	Date MMDDYYYY	The date stamp of this transmission.
8		Error Time Stamp	Error Time:	6	Time HHMMSS	The time stamp of this transmission, not the actual time transmission occurred.
9		OA-Defined Data	OA Defined Data:	20	Alphanumeric	The same value as contained in the TENHR field #6.
10		Sender Name	Sender Name:	15	Alphanumeric	Sender's name.
11		Sender Street Address	Sender Address:	20	Alphanumeric	Sender's address.
12		Sender City	Sender City:	15	Alphanumeric	Sender's city.
13		Sender State	Sender State:	2	Alphanumeric	Sender's state.
14		Sender Zip Code	Sender Zip:	5	Numeric	Sender's zip code.
15		Total Number Error Records	Total Error Recs:	6	Numeric	The total number of type TENER records sent.
16		Total Number of Field Errors	Total Field Err:	6	Numeric	The total number of field edit errors.
17		Total Number of Mandatory Errors	Total Mandatory Err:	6	Numeric	The total number of mandatory field errors.
18		Total Number of Record Count Errors	Total Rec Cnt Err:	6	Numeric	The total number of record count errors.
19		OA Software Vendor	OA Software Vendor:	20	Alphanumeric	Name of the software product used by the OA to create this submission.
20		OA Software Release/Version	OA Software Rel/Ver:	10	Alphanumeric	The release or version number associated with the software used by the OA to create this submission.
21		CA Software	CA Software	20	Alphanumeric	Name of the software product used by the CA or third-party to create this

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

5.13 TENTER Tenant MAT Trailer Record

MAT Field	Note	Field Name	Field Label (Now Included in Output)	Maximum Field Length	Field Type	Edits/Source/Results
		Vendor	Vendor:			submission.
22		CA Software Release/Version	CA Software Rel/Ver:	10	Alphanumeric	The release or version number associated with the software used to create this file.
23		Agency Defined Data	Agency Defined Data:	20	Alphanumeric	Data defined by the CA or other entities receiving submissions and forwarding them to TRACS.
24		Response Message Text	Response Message:	45	Alphanumeric	Value: "NO ERRORS DETECTED IN THIS MAT SUBMISSION" or "<#of> ERRORS DETECTED IN THIS MAT SUBMISSION"