

Chapter 6 MAT Tenant System Record Formats Definitions

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Note: In previous versions of the MAT Guide – This was Chapter 5

Note: Handbook references are to HUD Handbook (HH) 4350.3 REV-1, Change 4.

Note: References to RAD are to PBRA RAD. Consumers of this document should be clear that this document is intended for the PBRA programs administered under the Multifamily Housing Division. These rules may not be applicable to the PBV RAD program administered by Public and Indian Housing.

Note: References to the voucher are references to the HUD 52670 and not the PIH Housing vouchers unless explicitly indicated.

Note: While there are some references to RAD, 811 PRA and SPRAC, all references have not been included in this version.

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

The Meaning of F, M and MOC for Fields in the Note Column below

F (Future) is used for a field that has been defined but not yet implemented by the industry or by TRACS. If a MAT file containing data in a future field is processed by TRACS, TRACS ignores the data in the field. *Note: Future fields may contain either blanks or the proper default null value for the field type as TRACS overwrites any future fields with default values.* Private use of F fields for “off label” purposes is strongly discouraged

M (Mandatory) refers to a field that is required to be filled with a value other than spaces or 0s. The meaning of Mandatory is often misunderstood in relation to fields that are not listed as M. The MAT User Guide generally uses M to designate a field that must be filled because of the way the TRACS database works. **A field not designated as M (a field with nothing in the Note Column) is also mandatory in the sense that it must be filled with data if the field applies to the certification being created.** M has a technical, not a common sense, meaning in the MAT Guide.

M* Mandatory (but allows zero as a numeric value)

MOC (Mandatory on Condition) is a designation that means that a field must be filled if a specified condition is true but is to be filled with spaces or 0s in other cases. The field description will describe the situations under which the field must have a non-null value.

6.1 TENHR Tenant Header Record

6-1 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 “2.0.3.A” TRACS Release = 2.0.3. TRACS Version = A
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. <i>Note: The combined Date Stamp and Time Stamp should be unique for the iMAX ID sending the file.</i>
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.

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6-1 TENHR Tenant Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<i>Note: The combined Date Stamp and Time Stamp should be unique for the iMAX ID sending the file.</i>
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. <i>Note: Contract Administrators must not modify this field. Use the Agency Defined Data field below.</i>
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	Numeric	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	(Reserved for future use)	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		Filler (formerly Subsidy Type. See field 49 for the new version of the field).	184	1	Alphanumeric	

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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
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	<p>Mandatory for Section 236, PAC and PRAC subsidy types as well as for MAT15s submitted with Subsidy Type “0” (zero).</p> <p>It is required for those Section 8 and Section 202/8 contracts for which an FHA project number applies. TRACS will use this project number for all transactions under this TENHR.</p> <p>SPRAC??</p> <p>Do not enter a project number for FMHA projects.</p> <p>Enter the 8-digit FHA, Elderly Housing, or State Agency noninsured project number. Do not enter dashes or a subsidy suffix (e.g., 236, PAC). Sample entries are provided below.</p> <p>FHA Insured Project 12144026 Elderly Housing Projects 121EH00I Other Noninsured Projects 121001N1</p>
24	MOC	Contract Number	203	11	Alphanumeric	<p>Mandatory for Section 8 (including State Agency and USDA RHS 515/8 projects), Section 202/8, SPRAC, 202/162 PAC, 202 PRAC, 811 PRAC and 811 PRA subsidy types. TRACS will use this contract number for all transactions under this TENHR.</p> <p>Enter the 11-digit subsidy contract number (e.g., CA26L000001). Do not enter dashes.</p>
25	M	Total Records Sent	214	6	Numeric	The total number of physical records sent in this transmission, including this 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 iMAX ID	220	10	Alphanumeric	The project's iMAX identifier assigned by HUD. Positions 1-5 must contain “TRACM.” The last 5-positions are the HUD assigned number.
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

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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						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". <i>Note: This field should not be entered manually. It should be emitted by the software generating the record.</i>
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 the date on which the current version of the software was created if no Release or Version identification exists. <i>Note: This field should not be entered manually. It should be emitted by the software generating the record.</i>
The following fields (30-35) 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.
31		Sender's iMAX ID	273	10	Alphanumeric	Mandatory for CAs or other entities receiving submissions and forwarding them to TRACS. The 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."

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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<i>Note: This field should not be entered manually. It should be emitted by the software generating the record.</i>
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 the date on which the current version of the software was created if no Release or Version identification exists. <i>Note: This field should not be entered manually. It should be emitted by the software generating the record.</i>
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 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.
Fields 38 through 39 are to be filled by OAs.						
36		Filler Formerly Owner DUNS Number	341	9	Alphanumeric	
37		Filler Formerly Parent Company DUNS #	350	9	Alphanumeric	
38	M	Owner TIN	359	9	Alphanumeric	Fill with the Taxpayer Identification Number (TIN) of the project owner. Required for all subsidy types. See HUD Notice 2011-01.
39	MOC	Parent Company TIN	368	9	Alphanumeric	Fill with the Taxpayer Identification Number (TIN) of the parent company. Required for all subsidy types if there is a parent company. See HUD Notice 2011-01. Leave blank if there is no parent company.
The following fields are to be used by both site and CA software when creating and transmitting a history baseline file. History Baselines are not intended to be sent to TRACS.						
40	MOC	Baseline Indicator	377	8	Alphanumeric	Blank fill if not a History Baseline. If this is a History baseline the value must equal "Baseline". To be used only when transmitting a History Baseline.
41	MOC	Baseline Effective Date	385	8	Date MMDDYYYY	Start date for the Baseline. To be used only when transmitting a History Baseline. If not a History Baseline, zero or space fill.

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6-1 TENHR Tenant Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
42		Number MAT90	393	5	Numeric	Number of MAT90 records in this transmission. To be used only when transmitting a History Baseline. Zero fill if not transmitting a History Baseline.
43		Number MAT91	398	5	Numeric	Number of MAT91 records in this transmission. To be used only when transmitting a History Baseline. Zero fill if not transmitting a History Baseline.
44		Number MAT92	403	5	Numeric	Number of MAT92 records in this transmission. To be used only when transmitting a History Baseline. Zero fill if not transmitting a History Baseline.
Fields 45 through 48 are to be filled by OAs.						
45	M	Awardee UEI	408	12	Alphanumeric	<p>Fill for all subsidy types.</p> <p>Definition of Awardee: Sole proprietor, partnership, Self-Managed Super Funds (SMSF), or trust ownership associated with the rental assistance contract</p> <p>The Unique Entity Identifier for the Awardee. The UEI is a 12-character alpha-numeric value that adheres to the following guidelines: (1) Cannot contain O or I, (2) the first character cannot be 0, and (3) cannot be a 9-digit sequence.</p>
46	MOC	Immediate Parent UEI	420	12	Alphanumeric	<p>Fill for all subsidy types if there is an Immediate Parent.</p> <p>Definition of Immediate Parent: Sole proprietor, partnership, Self-Managed Super Funds (SMSF), or trust ownership of the UEI Awardee</p> <p>The Unique Entity Identifier for the Immediate Parent. The UEI is a 12-character alpha-numeric value that adheres to the following guidelines: (1) Cannot contain O or I, (2) the first character cannot be 0, and (3) cannot be a 9-digit sequence.</p>
Important note for Domestic Parent UEI and Global Parent UEI, below. If there are other entities above the immediate parent, only enter the topmost one. If that entity is domestic, report it as the Domestic Parent. If it is not domestic, report it as the Global Parent. Only one of the Domestic and Global Parent fields may be filled, not both.						
47	MOC	Domestic Parent UEI	432	12	Alphanumeric	<p>Fill for all subsidy types if there is a Domestic Parent.</p> <p>Definition of Domestic Parent: [US-based Organizations] Sole proprietor, partnership, Self-Managed Super Funds (SMSF), or trust ownership of the</p>

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6-1 TENHR Tenant Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>Awardee is a domestic entity.</p> <p>The Unique Entity Identifier for the Domestic Parent. The UEI is a 12-character alpha-numeric value that adheres to the following guidelines: (1) Cannot contain O or I, (2) the first character cannot be 0, and (3) cannot be a 9-digit sequence.</p>
48	MOC	Global Parent UEI	444	12	Alphanumeric	<p>Fill for all subsidy types if there is a Global Parent..</p> <p>Definition of Global Parent: [Foreign-based Organizations] Sole proprietor, partnership, Self-Managed Super Funds (SMSF), or trust ownership of the Awardee is a global entity.</p> <p>The Unique Entity Identifier for the Global Parent. The UEI is a 12-character alpha-numeric value that adheres to the following guidelines: (1) Cannot contain O or I, (2) the first character cannot be 0, and (3) cannot be a 9-digit sequence.</p>
49	M	Subsidy Type	456	2	Alphanumeric	<p>TRACS will use this subsidy type for all transactions under this TENHR.</p> <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.</p> <p><i>Note: For these conditions, a project number is required in the TENHR.</i></p> <p><i>Note: See Chapter 4 of the MAT User Guide for a discussion on the use of Subsidy Type 0 with tenant certifications.</i></p> <p>1 = Section 8 2 = Rent Supplement (Not Active) 3 = RAP (Not Active) 4 = Section 236 5 = BMIR (Not Active) 6 = 811 PRA 7 = Section 202 PRAC 8 = Section 811 PRAC 9 = Section 202/162 PAC 10 = SPRAC 11 = Section 202/8</p>

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6-1 TENHR Tenant Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<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 assistance in a project that is also subsidized through Section 236, enter only the “deeper” subsidy (i.e., Section 8).</p> <p>Use code 1 (Section 8) only for Section 8 assistance that is the result of a HUD Multifamily Housing project-based Section 8 contract for the project. Use this code for RAD contracts.</p> <p>SPRAC contracts were previously considered part of Section 8. However, since HOTMA rules differ for SPRAC and Section 8, SPRAC is being designated as Type 10. The same is true of Section 202/8. It has been moved from Type 1 to Type 11.</p> <p>For transmissions submitted under 203A, fill with the new types 10 or 11.</p> <p>Do not enter Code 1 for tenants who receive Section 8 Rental Certificate or Rental Voucher assistance; Section 8 Rental Certificate or Rental Voucher holders are not reported to TRACS. See Chapter 4 of the MAT User Guide for clarification.</p>

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6.2 MAT10 Section 1: (Re)Certification Header Record

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

6-2 MAT10 Section 1: (Re)Certification 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 "MAT10."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.3.A" TRACS Release = 2.0.3. TRACS Version = A
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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6.3 MAT10 Section 2: Basic Record

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

6-3 MAT10 Section 2: Basic Record						
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	<p>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.</p> <p><i>Note: If a CA fills this field, the owner submitted value should be restored in any error messages returned to the owner.</i></p>
<p>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 below.</p> <p>*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.</p> <p>Any MAT10 changing one or more head of household identifier(s) 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.</p> <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	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.

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6-3 MAT10 Section 2: Basic Record						
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 OR one or more of the additional identifiers (Last Name, First Name, Middle Initial, and Birth Date) for a previously submitted MAT10, leave this and the following five "previous" fields blank. Also leave them blank if the previous ID was 999999999 and a TRACS Temporary ID is now being used.</p> <p>This value should be the Head ID submitted on the household's previous MAT10.</p> <p><i>Note: The Previous Head ID is the SSN or TRACS ID of the head of household reported on the previous certification.</i></p>
5	*	Active 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, 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 most recent MAT10 and the MAT10 must be recorded in TRACS. If an owner/agent does not know if a certification is recorded in TRACS, they check the TRACS Certification Query.</p> <p>This value should be the Transaction Effective Date submitted for the household's current MAT10 in TRACS. There are two different correction scenarios.</p> <ol style="list-style-type: none"> 1. The incorrect HOH information is being fixed as a correction to the most recent full certification in TRACS. In this case, send the cert as a correction filling the previous head fields and setting this date to the Effective Date of the original certification. 2. The incorrect information is being fixed in a certification effective after the most recent full certification in TRACS. In this case, this date should be filled with the Effective Date of the most recent full certification in TRACS. <p><i>Important Note: Do NOT attempt to correct incorrect HOH information on any earlier certifications even if the data has been incorrect for many years. TRACS is not designed to deal with such changes.</i></p>

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6-3 MAT10 Section 2: Basic Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
6	*	Previous Head Last Name	34	20	Alphanumeric	Code a value <u>only</u> if one or more of the head of household identifiers have changed (head of household ID, last name, first name, middle initial, and/or birth date) since the tenant's previous MAT10 was submitted. This value should be Last Name exactly as submitted on the household's previous MAT10.
7	*	Previous Head First Name	54	20	Alphanumeric	Code a value <u>only</u> if one or more of the head of household identifiers have changed (head of household ID, last name, first 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, 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, 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.
End of Previous Head Identifiers						
10		Filler	83	3	Alphanumeric	
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. Can be effective any day of the month. 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. Can be effective any day of the month.

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6-3 MAT10 Section 2: Basic Record

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 HH 4350.3 Chapter 7. Always effective on the first of the month.</p> <p>Interim Recertification (IR): This is the Effective Date of Interim Recertification. See HH 4350.3 Chapter 7. Generally effective on the first. The only exception is when a UT is combined with a change in income or household composition (IR/UT). Do not create a mid-month IR to split or swap a household. See instructions in Chapter 4.</p> <p>Pre-validation Transaction (PV): [Future Value].</p> <p>For 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 HH 4350.3 Paragraphs 7-8, 7-13 and 7-15.</p> <p><i>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 Recertifications and depending on whether the rent increases or decreases. If this is a household split, 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 User Guide for an extended discussion of these cases under the heading "How to split a household or move a household member to another household."</i></p>
12	M	Project Move-In Date	94	8	Date MMDDYYYY	<p>The date the tenant moved into the project.</p> <p><i>Note: This does not have to be the same as the subsidy start date.</i></p>
13	M	Transaction Type	102	2	Alphanumeric	<p>Valid Codes*:</p> <p>AR = Annual Recertification</p> <p>IC = Initial Certification</p>

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6-3 MAT10 Section 2: Basic Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						IR = Interim Recertification MI = Move In (* See MAT User Guide Chapter 4 – TRACS Operating Tips for a discussion on the proper use of termination and Initial Certifications.)
14		Action Processed Code	104	1	Alphanumeric	The valid code is: Space = Not a correction 1 = Correction to a prior HUD 50059.
15	MOC	Correction Type Code	105	1	Alphanumeric	If the Action Processed Code is "1," Correction Type must be populated. The values are: 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		Filler (formerly Previous Subsidy. See field 25 for the new version of the field).	114	1	Alphanumeric	
18		EIV Indicator	115	1	Alphanumeric	Blank if not a cert that is created or corrected because of information discovered using EIV. Y if cert that is created or corrected because of information discovered using EIV. If use of the EIV system is the cause of a correction to a full certification (AR*, IR*, MI*, IC*) the indicator is set to Y. Do not set the indicator on a current (uncorrected) AR. If an IR is being added (not a correction) as a result of EIV information, the indicator is set to Y.

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6-3 MAT10 Section 2: Basic Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>See instructions for MAT65, MAT70 and MAT40 for use of the EIV Indicator for those records.</p> <p>Currently, review of EIV reports is required 90 days after MI, and before ARs and IRs. If existing certifications are corrected or new retroactive certifications are inserted as a result of EIV discovery, then the indicator is set to Y. For the new IR or AR, do not set the EIV Indicator to Y.</p> <p>See Chapter 4 of this MAT User Guide for additional information about the correct use of the EIV Indicator.</p>
19	MOC	RAD Conversion Tenant (Previously Filler)	116	1	Alphanumeric	<p>If Subsidy Type is not Section 8 RAD fill with Space.</p> <p>If Subsidy Type is Section 8 RAD AND the tenant is part of the initial conversion to PBRA RAD (IC Effective Date = RAD Contract effective date) then fill with Y. Otherwise fill with Space.</p> <p>Once the flag is set to Y, continue to set it on subsequent full certifications until the tenant moves out.</p>
20		Fixed Income Household (Previously Filler)	117	1	Alphanumeric	<p>For use when the FAST Act is in effect. That is for certifications effective March 2018 or later.</p> <p>If a household qualifies as a fixed income household (90% or more of total household income is from a fixed income source) as defined in the FAST Act and HUD regulations, fill with "Y." Otherwise leave blank.</p> <p>Completion of this field is optional.</p>
21	MOC	% of Income Exemption Type (Previously Filler)	118	1	Alphanumeric	<p>Leave blank if the exemption does not apply.</p> <p>For certifications effective 1/1/2024 or later AND if the certification version is 203A. IF the tenant is not subject to the HOTMA standard % of Income value used when calculating the disability and medical deductions (10% multiplier as of 1/1/2024) enter the Exemption Type as follows: P = Phase-In H = Hardship</p>

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6-3 MAT10 Section 2: Basic Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<i>Note: The actual percentage multipliers used under the normal, phase-in cases, and hardship cases are reported in Fields 114-116.</i>
22	MOC	Enforce Asset Cap (Previously Filler)	119	1	Alphanumeric	<p>Leave blank if not Section 8.</p> <p>If the certification is effective before 1/1/2024 leave blank.</p> <p>For certifications effective 1/1/2024 or later AND if the certification version is 203A: If the household has assets in excess of the current cap (100,000 as of 1/1/2024) and owner is enforcing the cap, fill with Y. Otherwise fill with N (the owner is not enforcing the cap).</p> <p><i>Note, see field 108 of the Basic Record (Enforce Real Property Rule) for the field related to the enforcement of the Section 8 real property rule.</i></p>
23		Previous Housing Code	120	1	Alphanumeric	<p>Fill only at Move-in.</p> <p>Valid Previous Housing Codes: 1 = Substandard. 3 = Standard 4 = Conventional Public Housing (Owned by a Public Housing Agency) 5 = Lacking a Fixed Nighttime Residence 6 = Fleeing/Attempting to Flee Violence</p> <p><i>Note: Codes 5 and 6 are more fully defined as:</i> 5: Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided.</p> <p>6: Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.</p> <p><i>Note: Code 2 (Without or Soon to Be Without Housing) is a legacy code to be used only for MIs or corrections to MIs originally transmitted under TRACS</i></p>

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6-3 MAT10 Section 2: Basic Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>202C. It is not to be used for any new MI effective on or after October 1 2015. Any 10/1/15 or later MIs using Code 2 must be corrected to use a valid code.</p> <p>Owner/agents are required to use these Previous Housing Codes on MI certifications. Owner/agents should make inquiries to ensure HUD's database includes accurate information about new families.</p>
24		Displacement Status Code	121	1	Alphanumeric	<p>Fill only at Move-in.</p> <p>Valid Displacement Status Codes: 1 = Government Action 2 = Natural Disaster 3 = Private Action 4 = Not Displaced</p>
25		Previous Subsidy (formerly filler)	122	2	Alphanumeric	<p>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.</p> <p>Space = No previous history in this project. (Space fill when creating Conversion ICs for RAD Component 1 PH to PBRA RAD, Component 1 Mod Rehab to PBRA RAD or for a Component 2 Mod Rehab to PRRA RAD. The intent of this field is to report a prior Multifamily subsidy type)</p> <p>0 = Market Rent Tenants 1 = Section 8 2 = Rent Supplement 3 = RAP 4 = Section 236 5 = Section 221(d)(3) BMIR 6 = 811 PRA 7 = Section 202 PRAC (Capital Advance) 8 = Section 811 PRAC (Capital Advance) 9 = Section 202/162 PAC 10 = SPRAC 11 = Section 202/8</p>
26		Number of Family Members	124	2	Numeric	<p>Important Note: The instructions below apply to certifications submitted under TRACS 203A HOTMA rules: namely certifications effective 1/1/2024 or later. Certifications effective earlier than 1/1/2024, even if submitted on or after 1/1/2024 must use the 202D instructions.</p>

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6-3 MAT10 Section 2: Basic Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>Number of members whose income and circumstances are considered in determining both Annual Income and Deductions: 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.</p> <p>Do not include members with a Relationship Code of F, L, or N.</p> <p>Do not include the number of children anticipated due to adoption or pregnancy (Fields 80 and 81) or the number of Family Addition Foster Children (Field 82) in this total.</p> <p><i>Note: To determine the family size for Income Limits, add the Number of Family Members (Field 26), the count of Family Addition Adoption (Field 80), the count of Family Addition Pregnancy (Field 81), and subtract the number of Dependents who have a Special Status Code of C. Do not subtract the number of Dependents with a Special Status code of CK or JK. See 203ARelationshipRules.xlsx for clarification.</i></p> <p>income for a foster child or a foster adult is not counted in determining the family's annual income. (Do not count monies paid to the household for foster aid – this income is excluded.) The foster child or adult does not qualify the family for a dependent allowance. Medical or disability assistance expenses are not considered for foster children and adults in this category even if the household qualifies for such expenses. Child care for foster children under the age of 12 is not included as a deduction.</p> <p><i>Note: HUD 50059 Field 57, Number of Eligible Members, is the count of those included in Number of Family Members who have a Citizenship Eligibility Code of EC, EN or PV.</i></p>
27		Number of Non-Family Members	126	2	Numeric	<p>Other Individuals not considered as family. Enter the number of individuals who have one of the following relationship codes in Field 7 of the MAT10, Section 3 record: F, L and N.</p> <p>None of these members are included in the count of family members for Income Limit purposes, but they are counted for unit size determination.</p>

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6-3 MAT10 Section 2: Basic Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						See 203ARelationshipRules.xlsx for clarification.
28		Number of Dependents	128	2	Numeric	<p>Enter the number of persons listed as “D” in Field 7 of the MAT10, Section 3 record (Relationship Code).</p> <p>Do not include dependents under the age of 18 who have a special status code of C or CK whether they are living in the unit 50% or the time or not.</p> <p>See 203ARelationshipRules.xlsx for clarification.</p>
29		Total Cash Value of Assets	130	7	Numeric	<p>Enter the total cash value of the assets listed in Field 6 of the MAT10, Section 5 record, Cash Value Amount.</p> <p><i>Note: For Section 8 certifications effective on or after 1/1/2024, HOTMA rules allow the owner to enforce a rule such that households may not receive assistance if the cash value of assets exceeds an asset cap that starts at 100,000 on 1/1/2024. See Field 22—Enforce Asset Cap.</i></p>
30		Total Income from Assets	137	6	Numeric	<p>For 202D certifications with any effective date or 203A certifications effective prior to 1/1/2024, enter the total of actual income from all assets (Field 7 (Yearly Income) of the MAT10, Section 5 record) that is anticipated to be received by the family.</p> <p>For 203A certifications effective on or after 1/1/2024, HOTMA rules apply. Enter the total of the incomes of all assets that have an Income Type of A = Actual.</p>
31	M	Reported Passbook Rate Percent	143	6	Numeric	<p>Required data entry by OA Software.</p> <p>Enter the passbook rate in effect as of the effective date of the certification.</p> <p>Four decimal positions implied. For example, the passbook rate of .06% would be entered as 000006.</p>
32		Imputed Income from Assets	149	6	Numeric	<p>For 202D certifications with any effective date or 203A certifications effective prior to 1/1/2024, if Total Cash Value of Assets (Field #29) is less than or equal to \$5,000 enter 000000. If the value is greater than 5,000 then multiply Total Cash Value of Assets by the passbook rate in effect on the certification date and enter that value.</p>

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6-3 MAT10 Section 2: Basic Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						For 203A Certifications effective on or after 1/1/2024, HOTMA rules apply. If the Total Cash Value of Assets is greater than the Imputed Asset Threshold for the effective date of the certification then Calculate the total cash value of all assets that have an Income Type of I = Imputed and multiply by the Passbook Rate in effect on the certification date. Enter that value here.
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 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: AD = Adoption Assistance CS = Child Support I = Indian Trust MT = Means Tested Sources 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	For 202D certifications with any effective date or 203A certifications effective prior to 1/1/2024, enter the greater of Total Income from Assets (Field 30) or Imputed Income from Assets (Field 32). For 203A certifications effective on or after 1/1/2024, HOTMA rules apply. Enter the sum of Total Income From assets and Imputed Income from Assets.
39		Annual Income Amount	191	6	Numeric	Enter the sum of Non-Asset Income (Field 37) and Asset Income (Field 38).

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6-3 MAT10 Section 2: Basic Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
Fields 40-42 must contain the HUD Program Income Limits for Section 8, Section 235 and Section 236. DO NOT use the Low-income Housing Tax Credit limits (Multifamily Tax Subsidy or MTSP limits). For example, if you have a Section 8 project with Low Income Housing Tax Credits, use the HUD Program Income Limits for Section 8 purposes (eligibility determination and 50059 reporting) and the MTSP limits for Low-income Housing Tax Credit purposes (eligibility determination and TIC reporting). This means that you are likely to be reporting different Income Limits on the HUD 50059 and on the TIC. It is also possible that the same household will be found to be eligible in one program and not the other.						
40	M*	Low Income Limit Amount	197	6	Numeric	<p>Required for Section 8, 202/8, Section 236, 1995 202 & 811 PRACs, 202/162 PACs, and SPRAC.</p> <p>Income limits are used to establish eligibility for move-ins and Initial Certifications (in some cases). 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 Pregnancy). Subtract the number of dependents with a C special status code who do not have the K Special Status Code set.</p> <p>Enter the HUD-provided Section 8 Low-Income Limit (which includes PAC and 811 PRA).</p> <p>If Field 39, Annual Income Amount, is greater than Field 40, Low-Income Limit Amount, and this is a move-in or an Initial Certification, see HH 4350.3 to determine if the tenant can be admitted.</p> <p>If HH 4350.3 (Paragraph 3-6) permits owner/agents to admit this tenant, the tenant must pay the market rent.</p>
41	M*	Very Low Income Limit Amount	203	6	Numeric	<p>Zeros if not applicable.</p> <p>Required for Section 8 units, 202/8, 811 PRA, Section 202 PAC, Section 202 PRAC, Section 811 PRAC, and SPRAC units. Enter the HUD-provided Section 8 Very Low-Income Limit.</p>
42	M*	Extremely Low Income Limit Amount	209	6	Numeric	<p>Zeros if not applicable. SPRAC</p> <p>Required for: Section 8, 202/8 and 811 PRA. Not used for other subsidies. Enter the HUD-provided Section 8 Extremely Low-Income Limit.</p>

*The following four fields (43-46) are special purpose fields used only for Section 8 and Section 202/8 to keep track of the need for income exception codes. If the certification is not Section 8, all four fields must be left blank.

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6-3 MAT10 Section 2: Basic Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
<p>If this is a Section 8 certification, Field 43, Eligibility Universe Code, must be filled with either a 1 (Pre-Universe) or 2 (Post-Universe) following the instructions for that field. Field 44, Current Income Status Code, shows the result of comparing the household's Annual Income Amount (Field 39) with the Section 8 Income Limits. Field 45, Section 8 Assistance 1984 Indicator, is only filled if the contract is Post-Universe (Field 43) and the household is currently Low Income (Field 44).</p> <p>The content of Field 46, Income Exception Code, is determined when the household qualifies for Section 8 at the time of move-in or Initial Certification. If, at MI or IC, the household is Low Income (Field 44 = 1) AND this is a Post-Universe contract (Field 43 = 2), then fill the field with the appropriate Exception Code. If both of those conditions are not true, leave the field blank. Whatever value is entered at MI or IC, must then be carried forward to future IR and AR certifications. In other words, no matter what happens to the household's Current Income Status Code on future certifications, the Income Exception Code keeps the value it had at MI or IC. The need for a code is not reevaluated on certifications effective after the MI or IC.</p> <p>Special note for 100% Section 8 properties. If the project is 100% subsidized, in the case where an in-place tenant's assistance was terminated due to an increase in income and whose income decreases to where they are again eligible for assistance, the tenant should be recertified and receive the assistance. The tenant's income eligibility was determined at move-in and does not have to be determined again. In this case, the income exception code determined at MI is carried forward to the IC. If the tenant was terminated for any other reason, eligibility is redetermined on the IC and a new exception code used if applicable. If the project is not 100% Section 8, the household must requalify on any IC and the applicable exception code is redetermined.</p>						
43		Eligibility Universe Code	215	1	Alphanumeric	<p>Space = Not Section 8 or 202/8</p> <p>Complete for Section 8 units only. Enter:</p> <p>[1] If the HAP contract for this unit was effective before 10/1/81.</p> <p>[2] If the HAP contract for this unit was effective on or after 10/1/81.</p> <p><i>Note: For a RAD contract, fill with 2. However, even though the Contract Effective Date is after 10/1/81, the contract is treated as Pre-Universe (except for PRAC to RAD) and may admit tenants up to the Low-Income Limit without an exception code. PRAC to RAD is treated as a normal Post Universe contract.</i></p>
44		Current Income Status Code	216	1	Alphanumeric	<p>Space = Not Section 8 or 202/8</p> <p>Section 8 and 202/8 Only. Enter the status of the tenant's current Annual Income when compared to the Income Limits.</p> <p>1 = Low (Household Annual Income Amount is greater than the Very Low Limit.)</p> <p>2 = Very Low (Household Annual Income Amount is greater than the Extremely Low Limit and less than or equal to the Very Low-Income Limit.)</p>

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6-3 MAT10 Section 2: Basic Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>3 = Extremely Low (Household Annual Income Amount is less than or equal to the Extremely Low Limit.)</p> <p><i>Note: Owner/agents must enter an Exception Code in (Field 46) for this family to be eligible for Section 8 or 202/8 if the following are true:</i> <i>The contract is not RAD or the contract is PRAC to RAD</i> <i>The Income status, "Low" (Code 1), was selected in Field 44;</i> <i>The certification transaction type in Field 13 is a Move-in or Initial Certification (MI or IC): AND</i> <i>The "Post 1981" eligibility universe (Code 2) was selected in Field 43.</i></p> <p>PRAC to RAD contracts follow normal Section 8 Post Universe rules.</p> <p>Other RAD contract types do not require Income Exceptions for admissions of tenants at the Low-Income Limit.</p>
45		Section 8 Assistance 1984 Indicator	217	1	Alphanumeric	<p>Space = Not Section 8 or 202/8</p> <p>If this is Section 8, complete only if Eligibility Universe Code (Field 43) is Post-1981 ("2") <u>and</u> Current Income Status Code (Field 44) is Low ("1"): otherwise, space fill.</p> <p>If this is Post-1981 and Low Income, Enter Y = Yes If the tenant began receiving Section 8 assistance on or after July 1, 1984.</p> <p>Otherwise enter N = No</p>
46		Income Exception Code	218	3	Alphanumeric	<p>Spaces = No exceptions or not applicable</p> <p>Complete this field if the family met the conditions listed in the Note for Field 44 at the time of the MI or IC—Household is or was Low Income in a Post-Universe Section 8 contract. See the notes preceding Field 43.</p> <p><i>Note: Leave blank for a RAD contract except for PRAC to RAD. For RAD, except for PRAC to RAD, tenants may be admitted up to the Low-Income Limit without an exception. PRAC to RAD tenants must meet the very-low Income Limit. If not, an exception must be granted and the certification would require an Exception Code.</i></p>

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6-3 MAT10 Section 2: Basic Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>Indicate the HUD exception for which this family is (MI or IC) or was (AR or IR) eligible. These include:</p> <p>CV = The Tenant: Was converted (or is now being converted) from RAP or Rent Supplement; or Received (or will now) begin to receive Section 8 as a result of a sale of a HUD-owned project.</p> <p>EDT = HUD approved exception for an in-place tenant who would otherwise be displaced as described in HH 4350.3 Paragraph 3-7.D.</p> <p>EIT = Do not use for new move-ins. Continue to use this code for tenants who previously received a HUD approved income exception.</p> <p>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.</p> <p>EP = Tenant was admitted under one of the HUD-approved project-based exceptions as described in HH 4350.3 Paragraph 3-7.D.</p>
47		Dependent Deduction	221	6	Numeric	<p>Enter the product of the dependent deduction in effect as of the certification effective date multiplied by Field 28, Number of Dependents.</p> <p><i>Note: The value of the deduction remains at \$480 when HOTMA rules go into effect. However, the value is subject to annual inflation changes. After HOTMA is in effect, use whatever value has been published based on the Effective Date of the certification.</i></p>
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> <p><i>Note: for Section 236, Market Rent may not be less than Basic Rent.</i></p>
49		% of Income (formerly 3% of Income)	233	6	Numeric	<p>This field holds the result of multiplying Annual Income by a value determined by the certification effective date and other rules.</p>

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6-3 MAT10 Section 2: Basic Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>Enter the product of Field 39, Annual Income Amount, multiplied by 0.03 (3%) for certifications effective prior to 1/1/2024.</p> <p>For certifications effective on 1/1/2024 or later, the multiplier is 0.10 (10%).</p> <p>See also MAT10, Section 2, Field 21—Percent of Income Exemption.</p> <p>The value may be changed if the household qualifies for a hardship exemption. For a household subject to a hardship exemption, use the value specified by HUD for use on that certification effective date. Initially 0.05 (5%)</p> <p>Finally, HOTMA provides for a phase-in of the value of the multiplier for households in residence as of 1/1/2024 who already receive a dependent or medical allowance. The value is 0.05 (5%) during 2024 and 0.075 (7.5%) during 2025. The Phase-In % value is used on the first AR or IR for the household in the phase-in year and is used for all other full certs during that year.</p> <p>Note: The actual percentage multipliers used under the normal, phase-in cases, and hardship cases are reported in Fields 114-116.</p>
50		Disability Expense	239	6	Numeric	<p>The total annual expenses anticipated for Disability Assistance.</p> <p>Enter the total the family expects to pay during the 12-month period following the Effective Transaction Date. See HH 4350.3 Paragraph 5-10 C for an explanation of Disability Assistance Expenses.</p> <p><i>Note: If the owner/agent enters 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.</i></p>
51		Disability Deduction	245	6	Numeric	<p>If Field 49, % of Annual Income, is greater than Field 50, Disability Expense, enter zero.</p> <p>Otherwise, enter the lesser of: Field 50 minus Field 49 (Total Disability Assistance Expense minus % of Annual Income), or</p>

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6-3 MAT10 Section 2: Basic Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>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.</p> <p>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.</p> <p>In other words: 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.</p>
52		Medical Expense	251	6	Numeric	<p>Enter the total amount of medical expenses the family expects to pay for all family members (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.)</p> <p>If the family will have no medical expenses, 0 fill this field.</p>
53		Medical Deduction	257	6	Numeric	<p>If Field 50, Disability Expense, is greater than or equal to Field 49, % of Annual Income, enter the amount from Field 52, Medical Expenses in Field 53 (Medical Deduction). Otherwise, enter: (Field 52, Medical Expenses plus Field 50, Disability Expense minus Field 49, % of Annual Income).</p> <p>If the result is negative, zero fill this field.</p>
54		Elderly Family Deduction	263	6	Numeric	<p>Enter the value of the Elderly Family Deduction in effect as of the certification effective date if the head/spouse or co-head is disabled or will be 62 or older on the Effective Date of this transaction; Otherwise, zero fill.</p>

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6-3 MAT10 Section 2: Basic Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						The deduction increases to \$525 as of 1/1/2024. The value will be subject to periodic COLA changes.
55		Total Deductions	269	6	Numeric	<p>Add Field 47 (Dependent Deduction) + Field 83 (Child Care Expense A) + Field 84 (Child Care Expense B) + Field 51 (Disability Deduction) + Field 53 (Medical Deduction) + Field 54 (Elderly Family Deduction).</p> <p>Total Deductions equals the sum of the following: Dependent Deduction + Child Care Deduction (for working and going to school) + Allowable Disability Assistance Expense + Allowable Medical Expenses + Elderly Family Deduction.</p>
56		Adjusted Income Amount	275	6	Numeric	Enter Field 39 (Annual Income Amount) minus Field 55 (Total Deductions)
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, 202/8, SPRAC, or 811 PRA Contract Rent, the Section 236 basic 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 Amount	287	6	Numeric	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.
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	<p>Zero if not applicable.</p> <p>Enter the applicable Welfare Rent only if: The tenant will receive welfare assistance during the certification period AND 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</p>

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6-3 MAT10 Section 2: Basic Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						HH 4350.3 Paragraph 5-6 K for additional guidance.)
61	MOC	Rent Override	305	2	Alphanumeric	<p>Fill with Y when the normal rent calculations have been overridden. Fill with blanks otherwise.</p> <p>See HH 4350.3 Paragraph 5-30 for the general requirements for when a HUD calculated rent may be overridden and MAT User Guide Chapter 4 for a more detailed discussion of the rules. See also, the rent calculation spreadsheet (CalculatingTenantRent) for how overrides impact calculations.</p> <p>Do not enter Y if the TTP before override and the TTP are equal.</p>
62		Worksheet Code	307	1	Alphanumeric	<p>Enter the Worksheet Code for the worksheet used to calculate the TTP. Enter E for all subsidy types.</p>
63	MOC	Minimum Rent Hardship Exemption Code	308	1	Alphanumeric	<p>Required if a Section 8 tenant is claiming exemption from the \$25 minimum TTP rule. Applies only to Section 8 and 202/8 SPRAC?</p> <p><i>Note: Previous versions of the TRACS 2.0.3.A documents indicated that the Minimum Rent/TTP rule applied to the 811 PRA program based on a 2014 FAQ. Since then HUD has determined that minimum rent does not apply to the program and has issued a new FAQ. Until the release of TRACS 2.0.3.A, software vendors may either implement this change or instruct OAs to use one of the Hardship Exemption Codes when the calculated TTP is less than \$25. TRACS 2.0.3.A certifications for 811 PRA must automatically calculate TTP without enforcing a Minimum Rent. 811 PRA certifications under 2.0.3.A will leave this Field 63 blank.</i></p> <p>Valid Codes are: Space = Not Applicable 1 = Lost eligibility or awaiting an eligibility determination for a Federal, State or local assistance program. 2 = Family would otherwise be evicted because it is unable to pay the minimum rent. 3 = Family income has decreased due to changed circumstances, including loss of employment. 4 = Death in Family</p>

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6-3 MAT10 Section 2: Basic Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						5 = Other circumstances determined by the responsible entity or HUD and includes the period during which the agent processes an exemption request.
64		Total Tenant Payment	309	6	Numeric	<p><i>Note: See also Field 61, Rent Override.</i></p> <p>For Section 236, zero fill. Otherwise, enter the value calculated for the Subsidy Type per the 203ACalculatingTenantRent spreadsheet.</p> <p>For Section 8 (excluding RAD Component 1), 202/8, Section 202 PAC, Section 202 PRAC, and Section 811 PRAC tenants, enter the TTP as follows: Field 64 (Total Tenant Payment) Section 8 (including RAD Component 1 Mod Rehab to PBRA RAD and RAD Component 2), Section 202 PAC and 811 PRA 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, Section 811 PRAC and Component 1 PH to PBRA RAD tenants: Enter TTP from Field 64 even if it is greater than the Gross/Operating Rent/Operating Costs (Field 59).</p> <p>Noncitizen Rule: If this is a mixed family as defined in paragraph 3-12 and the Glossary of HH 4350.3, consult with HH 4350.3 Exhibits 3-12, 3-13, or 3-14 on how to complete this item.</p>
65		Tenant Rent	315	6	Numeric	<p><i>Note: See also Field 61, Rent Override.</i></p> <p>Section 236 Tenants. Where all utilities are included in the rents (There is no utility allowance). Enter the greater of: Field 56 (Adjusted Income Amount) / 12 months X .30, or Field 57 (Contract Rent Amount) 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: Field 56 (Adjusted Income Amount) / 12 months x.30 minus Field 58 (Utility Allowance Amount) Field 56 (Adjusted Income Amount) / 12 months x .25, or</p>

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6-3 MAT10 Section 2: Basic Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>Field 57 (Contract Rent Amount) But never more than Field 48 (Market Rent)</p> <p>Section 8, 202/8, SPRAC, Section 202 PAC, Section 202 PRAC, Section 811 PRAC and 811 PRA tenants. Enter Field 64 (TTP) minus Field 58 (Utility Allowance). If the Utility Allowance Amount is greater than the Total Tenant Payment (TTP), enter zero and complete Field 66.</p> <p><i>Note: If this is a mixed family as defined in paragraph 3.12 and the Glossary of HH 4350.3, consult with Exhibits 3-12, 3-13, or 3-14 of HH 4350.3 for information about how to complete this field.</i></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><i>Note: If this is a mixed family as defined in paragraph 3.12 and the Glossary of HH 4350.3, consult with Exhibits 3-12, 3-13, or 3-14 of HH 4350.3 for information about how to complete this field.</i></p>
67		Assistance Payment Amount	327	6	Numeric	<p><i>Note: See also Field 61, Rent Override.</i></p> <p>Zeros if not applicable or for a PRAC or Component 1 PH to PBRA RAD when calculated assistance is zero. A negative Assistance Payment amount is only appropriate for a PRAC or Component 1 PH to PBRA RAD unit.</p> <p><i>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.</i></p> <p>For Section 236, and Market tenants, zero fill. For all other tenants, enter Gross Rent/PRAC Operating Rent/PAC Operating Cost minus Total Tenant Payment:</p> <p>For PRAC and Component 1 PH to PBRA RAD tenants ONLY, the result may be negative</p> <p>For all other tenants, enter zero in place of a negative result.</p>

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6-3 MAT10 Section 2: Basic Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<i>Note: If this is a mixed family as defined in Paragraph 3.12 and the Glossary of HH 4350.3. Also see HH 4350.3 Exhibits 3-12, 3-13, or 3-14 for information about how to complete this field.</i>
68		Section 236 Basic Rent (Formerly Section 236 Basic/BMIR Rent)	333	6	Numeric	<p>Zero if not applicable.</p> <p>Use only for Section 8 or 202/8 certifications in a Section 236 property (whenever the Secondary Subsidy Type Field 86 is filled with the value "S"). Enter the Section 236 Basic Rent as applicable.</p> <p><i>Note: For Section 236, Basic Rent may not be greater than Market Rent.</i></p>
69		Police or Security Tenant	339	1	Alphanumeric	<p>Indicate if the tenant family has been granted the special privileges reserved for police or security professionals in Section 8 or 202/8 projects. See HH 4350.3 Paragraph 3-8 D for eligibility requirements for police officers or security personnel in Section 8 or 202/8 properties. The Income Limits do not apply, and the TTP must be no less than what the tenant would pay if subsidized.</p> <p>No vacancy claim can be filed for the unit when the police or security professional moves out.</p> <p>Acceptable Values: Y = Police or Security privileges apply to this Section 8 tenant. N or Space = No police or security privileges apply.</p>
70		Next Recertification Date	340	8	Date MMDDYYYY	<p>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.</p> <p>Enter the date of the next scheduled annual recertification date for this family as prescribed by Chapter 7, Section 1: Annual Recertification of HH 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.</p>

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6-3 MAT10 Section 2: Basic Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
71		Bedroom Count	348	2	Numeric	Enter the number of bedrooms in the unit (See Chapter 3, Section 2 of HH 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	<p>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.</p> <p><i>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 and later expects 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 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).</i></p> <p>See also Field 109: Unit Group Number that must be filled in a Group Home situation.</p>
74	MOC	Security Deposit	379	6	Numeric	<p>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.</p> <p>See Chapter 6, Section 2 of HH 4350.3 for more information on Security Deposits.</p> <p><i>Note: HUD policy has ruled that, when a MI or IC certification is corrected, any security deposit required is to be recalculated regardless of whether the required security deposit is more or less than what was originally indicated.</i></p> <p><i>When this happens, the change should be noted on the lease and the OA and tenant should initial the change. Not all original ICs establish a security</i></p>

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6-3 MAT10 Section 2: Basic Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<i>deposit. Only corrections to ICs that originally established a security deposit will update the deposit.</i>
75		Filler	385	2	Alphanumeric	
76		Filler	387	2	Alphanumeric	
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 7 of the MAT Guide. 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. This date should not be system generated.</p> <p><i>Note: Generally, the tenant signature date is before or the same as the certification Effective Date. However, there are situations when the signature date will be after the Effective Date of the certification (e.g. retroactive certification, late AR, correction certification, Extenuating Circumstances, etc.)</i></p> <p><i>Note: If the tenant is unable to sign for a legitimate reason, leave this field blank (zero or space fill), but fill Field 99, Extenuating Circumstances Code to an appropriate value. Resubmit the HUD 50059 as a correction when tenant signs. This change is to enable timely recertification even if the tenant isn't available to sign the HUD 50059 for a legitimate reason.</i></p> <p>A full certification (AR, IR, MI, IC) that has previously been transmitted and that is being corrected only by a Gross Rent Change, is to be signed by the OA. If the Tenant Rent does not change, no tenant signature is required. If the Tenant Rent does change (up or down), the certification may be transmitted without a signature and the signature collected within 60 days of the voucher date.</p> <p>Follow the instructions in MAT User Guide Chapter 7, 7-5 A.4.b for obtaining signatures: 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.</p>

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6-3 MAT10 Section 2: Basic Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>HUD does not require that tenant signature dates match. 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 or completion of certifications were delayed due to the COVID-19 pandemic.) 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. If a tenant passes away or leaves before the signature is obtained, the owner/agent does not correct the certification, but rather completes the MO as required.</p>
78	M	Owner Signed Date	397	8	Date MMDDYYYY	<p>The date the owner signed this (re)certification. This date should not be system generated; this is the date the owner or the owner's agent signed the HUD 50059.</p> <p>The owner, or his or her representative, must sign and date a HUD 50059 generated by the owner's automated system, as provided by MAT User Guide Chapter 7.</p> <p><i>Note: the owner signed date may be different than the tenant signed date.</i></p>
79	MOC	HH Citizenship Eligibility	405	1	Alphanumeric	<p>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 Paragraph 3-12 and the Glossary of HH 4350.3 for the definitions of terms used in this field and for guidance in determining which code to use.</p> <p>SUBSIDY TYPES</p> <p>Valid values are: N = Subsidy Type is not subject to the Non-Citizen Rule.</p>

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6-3 MAT10 Section 2: Basic Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<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. <i>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.</i></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 (Citizenship 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>R = For a PRAC to PBRA RAD Conversion Tenant Only. Used on the RAD Conversion IC (or IC created when a relocated resident returns to the property before the first AR is due) only when eligibility under the Noncitizen Eligibility Rule is unknown. The Noncitizen Rule is applied at the first full certification after conversion.</p> <p><i>Note: If the family receiving assistance on June 19, 1995 includes a refugee under 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</i></p>

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6-3 MAT10 Section 2: Basic Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						family and there is no time limitation on the deferral period. The 18-month deferral limitation does not apply. <i>Note: Family includes household members with relation codes H, S, K, D, F, O</i>
80		Family Addition Adoption	406	2	Numeric	The number of expected adopted family members. <i>Note: The industry activated this field in version 2.0.2.C. TRACS activated this field in version 2.0.2.D.</i> <i>Note: These future members are included in the count of family members in determining Income Limits. They are not included in the count of Number of Family Members (Field 26).</i>
81		Family Addition Pregnancy	408	2	Numeric	The number of expected family additions by childbirth. <i>Note: The industry activated this field in version 2.0.2.C. TRACS activated this field in version 2.0.2.D.</i> <i>Note: These future members are included in the count of family members in determining Income Limits. They are not included in the count of Number of Family Members (Field 26).</i>
82		Family Addition Foster Children ADULTS	410	2	Numeric	The number of expected foster children as family additions. <i>Note: These future members are included in the count of family members in determining Income Limits. They are not included in the count of Number of Family Members (Field 26)</i> <i>Note: The industry activated this field in version 2.0.2.C. TRACS activated this field in version 2.0.2.D.</i>
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 Family Record, Field 15 Able to Work Care Code.

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6-3 MAT10 Section 2: Basic Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						Note: See HH 4350.3 Paragraph 5-10 B; For Other Adult full-time students who pay for child care while they work, the maximum child care deduction is \$480.
84		Child Care Expense B (Expenses that enable a family member to look for work or to attend school)	418	6	Numeric	Enter the amount of child care expense used to enable the family member to look for work or attend school.
85	M	Anticipated Voucher Date	424	8	Date MMDDYYYY	The voucher period in which the transaction affects a monthly subsidy voucher or payment. "DD" will always be "01." Enter the month, day, and year for which the regular tenant Assistance Payments are expected to be requested. This is the date that appears in Field 8a of the HUD 52670, Housing Owner's Certification and Application for Housing Assistance Payments. Complete this field for all transactions.
86		Secondary Subsidy Type	432	1	Alphanumeric	Valid values are: S = This family lives in a Section 236 property and is currently receiving Section 8 or 202/8 assistance. Note: If the cert is Section 8 or 202/8 and the effective date is less than 1/1/2024 the field may be filled with B or left blank if the contract was in a property that was BMIR at the time. Space = This family does not live in a Section 236 property or the certification subsidy type is 236. <i>Note: Space = Blank</i>
87		Survivor Indicator	433	1	Alphanumeric	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 HH 4350.3 Paragraph 3-16. For TRACS purposes, the Survivor Indicator should be set to Yes, only if the originally qualifying member is deceased. Space fill if not applicable

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6-3 MAT10 Section 2: Basic Record						
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	<p>Fill with blanks if not applicable. Valid values are: AGE = Age waiver for an elderly property</p> <p>INC = Income (For subsidy types other than Section 8) See HH 4350.3 Paragraph 3-8</p> <p>NEAR = Near Elderly</p> <p>DSBL = Waiver for a non-disabled person to move in to a property for the disabled (e.g. 811 PRAC or 811 PRA)</p> <p>OTH = Other waiver not covered by the above codes.</p> <p>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.</p>
89		Filler	438	8	Date	
90		Filler	446	3	Alphanumeric	
91	MOC	Baseline Certification Indicator	449	1	Alpha	<p>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.</p> <p>Without the Baseline Indicator, tenants can only be established in the TRACS database with an MI, IC or Correction.</p> <p>A baseline certification must have an Effective Date that is greater than or equal to the MAT10 certification in TRACS with the greatest effective date.</p> <p>Leave blank if the certification is being reported as part of a history baseline.</p>
92		Plan of Action Indicator	450	1	Alphanumeric	Legal values = blank, 2, 6.

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6-3 MAT10 Section 2: Basic Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>This indicator is valued with “2” or “6” if the project is either a Plan of Action Title II or Title VI. 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.</p> <p>If the normal rent calculations for the subsidy type have been changed as a result of the Plan of Action program, set the Rent Override field (MAT10, 2, Field 61) to “Y”,</p>
93		HUD-Owned Indicator	451	1	Alpha	<p>This indicator is valued with “Y” if the project is HUD-owned. This indicator will permit HUD-Owned projects to submit certifications to TRACS.</p> <p>If the project is not HUD-owned, space fill.</p>
94		Unit Transfer Code	452	1	Alphanumeric	<p>The values are: Space = Not a Unit Transfer Y = Unit Transfer</p> <p><i>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.</i></p> <p>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 User Guide Chapter 4 for guidance. A MAT70 should be submitted for a unit transfer where the tenant is not to be recertified.</p> <p>See MAT User Guide Chapter 4, Section 4.1 for a discussion of the rules concerning full certification unit transfers. In particular, note that an IR/UT may be effective on other than the first of the month.</p>
95	MOC	Previous Unit Number	453	10	Alphanumeric	<p>The previous unit number is required if the (re) certification includes a unit transfer and Field 94 (Unit Transfer Code) is valued with Y.</p>

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6-3 MAT10 Section 2: Basic Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						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, Dependents and Other Adult Family Members. (Relationship Codes H, S, K, D & O) Fosters (F) count as family for certifications effective earlier than 1/1/2024.						
96	M	Mobility Disability	463	1	Alphanumeric	Family, as defined in the Number of Family members Field 26, includes a member with a mobility disability: Y = Yes N = No
97	M	Hearing Disability	464	1	Alphanumeric	Family, as defined in the Number of Family members Field 26, includes a member with a hearing disability: Y = Yes N = No
98	M	Visual Disability	465	1	Alphanumeric	Family, as defined in the Number of Family members Field 26, includes a member with a visual disability: Y = Yes N = No
99	MOC	Extenuating Circumstances Code.	466	2 Note increase in width.	Alphanumeric	Must be filled when tenant has not signed the certification. Blank = Tenant Signed and Field 77, Tenant Signed Date, is filled. Leave blank if any tenant has signed this (re)certification. If the tenant has not signed this (re)certification, this Item must be filled in with one of the following codes. 1 = Medical 2 = Late annual (re)certification due to accommodation or extenuating circumstances. 3 = Late annual (re)certification due to owner/agent delay. Not applicable for 2.0.3.A certifications 4 = Late annual (re)certification due to third party delay (For example a Guardian) 5 = Military Deployment 6 = Eviction in Progress. Must be for a valid HUD Handbook reason. 7 = Court order 8 = No Signature Required (Certification created after a MO or a GR correction to a previously transmitted HUD 50059 where the only change is

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6-3 MAT10 Section 2: Basic Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>the GR modification of the Contract Rent and where TTP, Tenant Rent, or Utility Allowance does not change).</p> <p>9 = No signature required for 60 days (based on anticipated voucher reported on date). An example would be a retroactive GR causing a correction to a previously transmitted HUD 50059 and where any of the TTP, Tenant Rent or Utility Allowance changes. A signature is required but the cert may be transmitted immediately and the signature collected within 60 days.</p> <p>10 = Other</p> <p>11 = RAD tenant not required to or unable to sign. Primarily used when a resident has been relocated for Rehab before the Contract Effective Date and the Conversion IC must be submitted to TRACS establishing the residents' right to return.</p> <p>Submit a correction with the Tenant Signed Date (Field 77) populated and this field blank when the tenant is able to sign.</p> <p><i>Note: With respect to Code 8—used whenever a full cert for a moved-out tenant is corrected by a GR—even in cases where a code 9 would normally be used. This is because a tenant signature will never be obtained.</i></p> <p><i>Note: With respect to Code 11—This code is used if a tenant has been relocated for rehab prior to the Effective Date of the RAD contract, the Conversion IC does not require a tenant signature as the tenant will be suspended using the new RH Suspension Code effective on the same date.</i></p> <p><i>Note: A value of "Y" is allowed when correcting a certification originally created under TRACS version 202C or earlier and that was submitted with a Y in this field.</i></p> <p><i>Note: For certifications created during the COVID-19 pandemic in 2020. If verifications could not be completed or if signatures could not be provided by the residents as required, these certifications were to be submitted using Codes 1 – Medical, 2- Late Annual Recertification due to accommodation or extenuating circumstances, or 10 – Other.</i></p> <p>Generally, if a certification is submitted using an Extenuating Circumstance Code, that certification must eventually be signed and a correction submitted,</p>

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6-3 MAT10 Section 2: Basic Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						assuming the resident is available to sign at a later date (for example resident would not be able to sign if resident skipped or passed away). Obtaining a tenant signature at a later date is not required when using Code 6 – Eviction in Process or Code 8 – No Signature Required and, in some cases, a signature is not required for Code 11 – RAD tenant not required to or unable to sign
100	MOC	Eligibility Check Not Required	468	1	Alphanumeric	<p>Applies only to Move-in or Initial certifications.</p> <p>If certification is not a MI or IC or Eligibility is being checked, space fill. Otherwise, enter “Y”.</p> <p>Y = Eligibility not required to be checked.</p> <p>Examples of situations where the use of this flag is appropriate:</p> <ol style="list-style-type: none"> 1. If a tenant is transferred to a unit in a comparable project as a reasonable accommodation (Handbook 2-32.C.1.a) eligibility is not checked on the Move-in certification in Section 8 and other Multifamily subsidy programs. This code should not be used for a VAWA Emergency Transfer (external). 2. For a contract combination, the tenant is first terminated from the old contract and an Initial Certification is done for the new contract. Eligibility is not checked on the Initial Certification. 3. Under HH 4350.3 Paragraph 7-12.B.3, a tenant who fails to respond to a notice to provide information about changes in composition or income must be terminated. When the tenant submits the information, their rent must be reduced (IC). Eligibility is not checked on this Initial Certification. 4. For 100% Section 8 properties. If the project is 100% subsidized, in the case where an in-place tenant's assistance was terminated due to an increase in income and whose income decreases to where they are again eligible for assistance, the tenant should be recertified and receive the assistance. The tenant's income eligibility was determined at Move-in and does not have to be determined again. 5. PDD—Presidentially Declared Disaster 6. Other 7. The first certification submitted (Conversion IC) for a resident in place when a PBRA RAD Contract is effective.

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6-3 MAT10 Section 2: Basic Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>8. An IC that is created to allow a PBRA RAD tenant to return to the property when the tenant was relocated to another property for rehab</p> <p>9. An IC created for a Component 1 PBRA RAD tenant when AP, determined under TRACS v 202D was zero or negative and after implementing TRACS v 2.0.3.A the resident must be “established” in TRACS</p> <p>Eligibility waivers should be identified in Field 88.</p>
101	MOC	TTP At RAD Conversion	469	6	Numeric	<p>If Section 8 sub-type is not Component 1 PH to PBRA RAD or if not Section 8, fill with 0's.</p> <p>If Component 1 PH to PBRA RAD and if no rent phase-in is involved, fill either with 0s or the TTP the tenant is/was paying at the time of conversion to RAD.</p> <p>If Component 1 PH to PBRA RAD and Rent Phase-in is in process, fill with the TTP tenant is/was paying at the time of conversion to RAD.</p> <p><i>Note: this is not Tenant Rent. Tenant Rent = TTP less any Utility Allowance.</i></p> <p>Important: See the MAT Guide, Appendix K. See also, MAT Guide, Chapter 4, Paragraph 4.31 Rent Overrides.</p>
102	MOC	TTP Before Override	475	6	Numeric	<p>If this is a Rent Override situation (Field 61, Rent Override set to Y) and the rent calculation involves TTP, fill with the TTP that would normally be calculated without the override. Otherwise fill with 0s. See MAT User Guide Chapter 4, Paragraph 4.31, Rent Overrides.</p> <p><i>Note: for a Component 1 PH to PBRA RAD Rent Phase-in, on the first certification where the TTP Before Override equals the Total Tenant Payment, fill this field and Field 101. The fact that TTP Before Override = Total Tenant Payment signals that the phase-in is complete. For future transactions (those with effective dates after the one that ends the phase-in), leave this field and Field 101 (TTP at RAD Conversion) filled with 0s.</i></p>
<p>Note: The fields below (103-106) are intended to help the consumer of a history baseline or an auditor of a certification to determine if the Component 1 PH to PBRA RAD rent phase-in calculations are being done correctly. Note that the fields are left blank on a Conversion IC but filled on subsequent full certs if phase-in applies.</p>						
103	MOC	RAD Phase-in Schedule	481	1	Numeric	If not a RAD Component 1 Certification undergoing Rent Phase-In, fill with 0.

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6-3 MAT10 Section 2: Basic Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						Otherwise fill with the number of years in the phase-in schedule: either 3 or 5 years.
104	MOC	Prior TTP	482	6	Numeric	If not a RAD Component 1 Certification undergoing Rent Phase-In, fill with 0. Otherwise fill with the TTP from the immediately prior certification
105	MOC	Phase-in Rules	488	5	Alphanumeric	If not a RAD Component 1 Certification undergoing Rent Phase-In, fill with blanks. Otherwise fill with the version of the phase-in rules under which the prior certification (or original certification if this is a corrected certification) was created. Valid values are 202D and 203A 202D rules did phase-ins on all full certs and UT's and GRs. 202D phase-in percentages were used. 203A rules do phase-ins only on full certs and use 203A phase-in percentages.
106	MOC	Phase-in Year	493	1	Numeric	If not a RAD Component 1 Certification undergoing Rent Phase-In, fill with 0. Otherwise fill with the phase-in year applicable for the calculations: 1, 2 or 3 for a three-year phase-in or 1, 2, 3, 4 or 5 for a five-year phase-in
Note: The fields below are new in the 2023 203A Specification.						
107	MOC	Enforce Real Property Rule	494	1	Alphanumeric	Leave blank if not Section 8. If the certification is effective before 1/1/2024 leave blank. For certifications effective 1/1/2024 or later AND if the certification version is 203A: If the household has assets flagged as Real Property (MAT10, Section 5, Field 10: Real Property) and the owner is enforcing the rule, fill with Y. Otherwise fill with N (the owner is not enforcing the rule.) Note, see field 22 of the Basic Record (Enforce Asset Cap) for the comparable field related to the enforcement of the Section 8 asset cap rule.

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6-3 MAT10 Section 2: Basic Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
108	MOC	Unit Group Number	495	2	Alphanumeric	Fill only if the unit is a group home residential space. Fill with the Group number of the physical unit of which the residential space is a part. In Group Homes, individual bedrooms within a physical unit are rented independently as units (residential spaces) in their own right. When this is the case, each bedroom is given a TRACS Unit Number. To help understand the relationship between these Unit Numbers and the physical unit, each physical unit must be assigned an ID (Unit Group Number) that is unique within the property. This allows a reviewer to understand the relation between the unit number assigned to a household/certification and the physical units.
OA software is required to fill the values for the following fields (109-116) that are in effect on the date of the Certification. Some of them will appear on the 203A HUD Form 50059. Having this information allows the CA or TRACS to verify that the OA is using the correct values for the certification. Fill all of the fields no matter what the Subsidy Type of the certification. If a field does not have a value on the cert effective date, fill with 0's.						
109	MOC	Dependent Deduction	497	6	Numeric	Required for OA software. Enter the value of the Dependent Deduction in effect on the effective date of this certification.
110	MOC	Elderly Deduction	503	6	Numeric	Required for OA software. Enter the value of the Elderly Deduction in effect on the effective date of this certification.
111	MOC	Imputed Asset Threshold	509	6	Numeric	Required for OA software. Enter the value of the Imputed Asset Threshold in effect on the effective date of this certification.
112	MOC	Asset Cap	515	6	Numeric	Required for OA software. If the Subsidy Type = Section 8, enter the value of the Asset Cap in effect on the effective date of this certification. For a certification effective before 1/1/2024, fill with zeros.
113	MOC	Minimum Rent Value	521	6	Numeric	Required for OA software. Enter the value of the Minimum Rent Value in effect on the effective date of this certification.
114	MOC	% of Annual Income Value	527	6	Numeric	Required for OA software. Enter the value of the % of Income Value in effect on the effective date of this certification. Four decimal positions implied. Currently 10% (0.100) on 1/1/2024
115	MOC	% of Income Hardship Value	533	6	Numeric	Required for OA software. Enter the value of the % of Income Hardship Value in effect on the effective date of this certification. Four decimal positions implied. Currently 5% (0.050) on 1/1/2024
116	MOC	% of Income Phase-in Value	539	6	Numeric	Required for OA software. Enter the value of the % of Income Phase-in Value in effect on the effective date of this certification. Four decimal positions implied. Currently 5% (0.050) for 1/1/2024 and 7.5% (0.075) for 1/1/2025
CA Software is required to fill the value of the following field. Fill with the value that is in effect on the date of the Certification.						
117	MOC	De minimis Error	545	6	Numeric	Required for CA software. Enter the value of the De minimis Error in effect on the effective date of this certification.

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6.4 MAT10 Section 3: Family Record

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

6-4 MAT10 Section 3: Family Record						
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.
3	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, L, and N. <i>Note: The use of a middle initial is optional in general. However, if an initial is added or dropped for the Head of Household, see the discussion for the MAT10, Section 2 Previous Head of Household fields 4-9. In addition, whatever value is reported in this field for the Head, is used in the MAT15, MAT40, MAT65 and MAT70 records.</i> <i>Note: There are people who have only a single name. The single name must be entered as the Last Name. For the First Name, enter "Unknown." Doing this will ensure that EIV queries to the Social Security database will work properly.</i> <i>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.</i>
5	M	First Name	29	20	Alphanumeric	
6		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. See [5-6] for guidance on how to count emancipated minors. To qualify for Section 202/8 or a Section 202 PRAC the HOH, co-HOH or spouse must be

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6-4 MAT10 Section 3: Family Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>age 62 or older. Section 202 PAC and Section 811 PRAC require that the qualifying family/person be disabled. See [Figures 3-5 & 3-6] for guidance. To qualify for 811 PRA, the qualifying household member must be age 18 or older and less than 62 (at MI/IC) and must also be disabled.</p> <p>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 HH 4350.3 Chapter 3 for additional information about the eligibility of families to assisted housing. Only the following codes may be entered.</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 can either be a spouse or a co-head, but not both. There can be only one spouse. To qualify for Section 202/8 or a Section 202 PRAC the HOH, co-HOH or spouse must be age 62 or older. Section 202 PAC and Section 811 PRAC requires that the qualifying family/person be disabled. See [Figures 3-5 & 3-6] for guidance. To qualify for 811 PRA, the qualifying household member must be between the ages of 18 and 62 (at MI/IC) and must also be disabled.</p> <p>K-Co-head There can either be a spouse or a co-head but not both. There can be only one co-head. See HH 4350.3 Paragraph 5-6 A for guidance about how to count emancipated minors. To qualify for Section 202/8 or a Section 202 PRAC the HOH, co-HOH or spouse 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. To qualify for 811 PRA, the qualifying household member must be between the ages of 18 and 62 (at MI/IC) and must also be disabled.</p> <p>D-Dependent. See HH 4350.3 Paragraph 5-6. Count any member of the family currently living in the unit who is: Age 17 or younger 18 or older and disabled or a full-time student. <i>Note: full-time student status is verified by the school. Status does not change during regular breaks such as summer break Status should be verified at each</i></p>

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6-4 MAT10 Section 3: Family Record					
MAT Field	Note	Field Name	Start Position	Field Length	Field Type Definitions and Edits
					<p><i>annual and when status changes. See HH 4350.3 Paragraphs 3-13 and 3-33.</i></p> <p>Child temporarily absent due to placement in a foster home.</p> <ul style="list-style-type: none"> - Child who is subject to joint custody agreement (lives in unit at least 50% of time). <i>Note: See Special Status Codes to determine how to properly record joint custody arrangements when more than one family is receiving HUD housing assistance.</i> - Full-time student (regardless of age) away at school but lives with family during school breaks. (see note above) - Child being adopted (or custody being sought) and currently living in unit. <i>Note: Foster Children and Foster Adults may never be considered dependents.</i> <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 HH 4350.3 Paragraph 5-6. This member's status cannot be used to justify the family's eligibility for the elderly or medical allowances.</p> <p><i>Note: An Other Adult who is disabled or a full-time student must be coded as a Dependent. This does not mean that such a person is a legal dependent or is considered a dependent for income tax purposes. They are considered a Dependent for determination of income and adjusted income. By regulation, the employment income of such a dependent who is a full-time student, is capped at \$480. See 24CFR, 5-609.</i></p> <p>F-Foster child under the age of 18 or the child of a foster child/adult or Foster adult. See HH 4350.3 Paragraph 5-6 A. For 2.0.3.A certifications effective prior to 1/1/2024 the following rules apply: Unearned income for a foster child is counted but earned income for a foster child is not counted in determining the family's annual income. (Do not count monies paid to the household for foster aid – this income is excluded.) All income of a foster adult is counted in determining the family's annual income. The foster child or adult does not qualify the family for a dependent allowance. Medical or disability assistance expenses are considered for foster children and adults in this category if the</p>

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6-4 MAT10 Section 3: Family Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>household qualifies for such expenses and deductions. Child care expenses for children in this category who are 12 years old or younger are considered for the child. By regulation, the employment income of a foster adult who is a full-time student, is capped at \$480. See 24CFR, 5-609. For 2.0.3.A certifications effective 1/1/2024 or later, Fosters are not treated as family and none of their income, assets, or expenses count on the certification.</p> <p>L - Live-In Attendant. See HH 4350.3 Paragraph 5-6. See HH 4350.3 Paragraph 3.6 E for guidance related to 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> <p>N – None of the Above. Others Living in the Unit Who are not Members of the Tenant Family based on HUD rules. See HH 4350.3 Paragraph 5-6. 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> <p>See 203ARelationshipRules.xlsx for clarification.</p>
8		Sex Code	51	1	Alphanumeric	<p>For each person listed, enter “F” for female; “M” for male or leave blank if either the OA did not ask for the information or the tenant did not voluntarily report.</p> <p>Filling the household member Sex Code field when funding programs in addition to HUD subsidy types apply:</p> <p>Examples would be Section 8 with USDA Section 515 or Section 236 with Low-income Housing Tax Credits.</p> <p>The Final Rule on Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity--see 24 CFR 5.105(a)(2)(ii)—prohibits inquiries on sexual orientation or gender identity except in limited circumstances. As a result, for TRACS 202D and later the Sex Code field on the HUD 50059 may be filled with M, F or a blank to allow for compliance with the rule.</p>

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6-4 MAT10 Section 3: Family Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>Other funding programs such as USDA or Low-income Housing Tax Credits currently require that the Sex Code field on their forms be filled with either an M or F.</p> <p>When reporting Sex to HUD on a HUD 50059 or in a MAT file, the HUD rule must be followed even if another funding program requires something different.</p> <p>Example 1: In a particular HUD project, there is no permitted reason to inquire about gender identity for the sole household member Tonya. The HUD 50059 would report a blank for that field. However, the Low-income Housing Tax Credit TIC requires an M or F and would be filled with an F.</p> <p><i>Note: There is nothing in the rule that prohibits any individual from voluntarily self-identifying his or her own sexual orientation or gender identity; however, this voluntary identification must not be confused with any identification requirements for other funding programs.</i></p> <p>Example 2: In a particular HUD project there is a need to inquire about gender for a household for the purpose of determining the number of bedrooms to which they may be entitled. The HUD 50059 and MAT File would contain an M or F for each member. The Low-income Housing Tax Credit TIC would also report an M or F.</p>
9	M	Birth Date	52	8	Date MMDDYYYY	<p>Enter month, day, and year for each person listed.</p> <p>However, the Birth Date of a Foster Child or Foster Adult is NOT to be printed on a HUD 50059 in its entirety. On the printed form, show the month and day as 0s: 00/00/YYYY. For example: 00/00/2010</p>
10		Special Status Code	60	10	Alphanumeric	<p>Completion of this field will help HUD identify specific populations. These codes also identify required adjustments to the Assistance Payment calculation (e.g. child in a joint custody arrangement when both families receive HUD housing assistance).</p> <p>OA must 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 HH 4350.3 Chapter 3, for the definitions of the terms "Elderly Family," "Elderly Person," "Disabled Family," and "Disabled Household."</p>

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6-4 MAT10 Section 3: Family Record					
MAT Field	Note	Field Name	Start Position	Field Length	Field Type Definitions and Edits
					<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>M = Family Member who is a US military veteran.</p> <p>P = Person being housed temporarily pursuant to the guidance in HUD Handbook 4350.1, Rev 1, Chapter38. See MAT Guide, Chapter 4- Presidentially Declared Disasters.</p> <p>F = FSS-Family Self Sufficiency Participant (such individuals have executed an ITSP-Individual Training and Services Plan. ITSPs are attached to, and incorporated as part of, the CoP-Contract of Participation. This code must be included in the HOH Member Record if the code is included in any other family Member Record. This code must not be set for a Live-in Aide or None of the Above.</p> <p>Joint custody codes: These codes must be applied when a child lives in two units regardless of whether the child is included on two HUD 50059s or a HUD 50059 and a HUD 50058. Important note: These codes are applicable only to dependents under the age of 18. They are not applicable to adults whose relation code is dependent by virtue of the fact that they are a full-time student or disabled.</p> <p>JK = 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 and who lives in the unit less</p>

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6-4 MAT10 Section 3: Family Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>than 50% of the time. Such a person's child care expenses count toward the child care allowance.</p> <p>CK = 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.</p> <p>A dependent child without either the JK, CK or C codes is assumed to be a full-time resident of the unit.</p> <p>Owner/agents are required to use these Special Status Codes when applicable. Owner/agents should make inquiries at move-in, initial, interim (when adding any new member) and Annual Recertification to ensure HUD's database includes accurate information about new and existing families.</p>
11	M	Identification Code	70	9	Alphanumeric	<p>SSN or TRACS ID Number. Enter the 9-digit Social Security Number of all household members including foster children, foster adults, live-in aides and None of the above. Do not use dashes. If the family member does not have a Social Security Number, enter 999999999 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 each subsequent submission until a Social Security Number is reported.</p> <p>In TRACS v 2.0.2.D a "work-around" was introduced to allow a minor, under the age of 6, added to the household within six months of move-in to be allowed as part of an eligible new family. The work-around was to use Identification Code 999-99-0000 with no Exception Code. Any new certifications using 999-99-0000 as the Identification Code for any member will be rejected in TRACS v 2.0.3.A.</p> <p>Owner/agents who implemented this work-around must submit an IR to TRACS within 30 days of converting to TRACS 203A and the IR must include either: The verified SSN for the minor or 999999999 as the Identification Code and M in the Exception Code field.</p> <p>The Effective Date of the IR is the first of the month after implementation of TRACS v 2.0.3.A.</p>

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

6-4 MAT10 Section 3: Family Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>A member without an SSN must have a value coded in the SSN Exception field below.</p> <p><i>Note: SSNs are required in the MAT for Live-in Aides, Foster Children, Foster Adults and None of the Above. However, the SSN of a Foster Child or Foster Adult is NOT to be printed on a HUD 50059. On the printed form, leave the field blank.</i></p> <p>Do not enter the TRACS-generated T Number if the name has changed from the last recertification for this family member. A new T Number will be generated.</p> <p>See also, Field 26, SSN Exception.</p> <p><i>Note: This is the Family Member's SSN/TRACS ID; it is not the SSN Benefit Claim Number in the case of someone receiving survivor's benefits. It is not the ITIN (Individual Tax Identification Number) for those who have one.</i></p>
12	MOC	Member Citizenship Code	79	2	Alphanumeric	<p>Required by TRACS for tenants with a Project Move-in Date on or after 6/19/95 and a Citizenship Eligibility 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 (811 PRA, PAC, PRAC, Market)</p> <p>EC = individual is a citizen or national</p> <p>EN = individual is a noncitizen with eligible immigration status</p> <p>IC = Ineligible noncitizen child of a family head or spouse</p> <p>IN = Member is an Ineligible Non-Citizen.</p>

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

6-4 MAT10 Section 3: Family Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>IP = Ineligible Parent of a Head of Household or Spouse</p> <p>ND = No documentation submitted. For use when the family is receiving prorated assistance at admission. Member is treated as ineligible for proration purposes.</p> <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. live-in attendants, None of the above). Field 7 shows a relationship code of "L" or "N" for these individuals. <i>Note: if such a person does not have an SSN a valid SSN Exception Code must be entered.</i></p> <p>RD = For Component 2 PRAC to PBRA RAD only. RAD Resident at Time of Conversion. Note: for use only on the Conversion IC when eligibility under the Noncitizen Rule is unknown. Actual Noncitizen Rule status is reported on the first AR or IR post-conversion.</p> <p>Note: Prior to the release of HUD Handbook 4350.3 REV-1, Change 4 and TRACS version 202D, Foster children and foster adults(fosters) were not counted as family. With the Handbook 4350. 3 release and with the release of TRACS version 202D, fosters count as family members and are subject to the Noncitizen Rule.</p>
13	MOC	Alien Registration Number	81	10	Alphanumeric	<p>Enter the Alien Registration Number for each member of the family provided on the <u>Citizenship Declaration</u> regarding eligible immigration status. Do not enter dashes. If the member does not have an Alien Registration Number, leave blank. Note: Residents with a Permanent Residence Card may or may not have Alien Registration Numbers. Note that a number must be entered if the member has one.</p> <p>Residents who are 62 or older and who are claiming status as an eligible noncitizen are not required to provide an Alien Registration Number.</p>
14		Filler	91	4	Alphanumeric	

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6-4 MAT10 Section 3: Family Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
15		Able to Work Care Code	95	2	Alphanumeric	<p>Assistance provided so a household member can work. Valid codes are: "C" = Child Care. An adult who is able to work because child care is available</p> <p>"E" = HOTMA Child Care Exemption. The member qualifies for the hardship exception from the child care eligibility rules. <i>The new E code applies only to a 203A certification and is not valid for any certification effective less than 1/1/2024</i></p> <p>"H" = Handicapped. An adult who is able to work because disability assistance is available. [This field includes disabled.]</p> <p>Note: Either C or E may be entered but not both. Valid entries for the field include: either C or E, either C or E + H, or H</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 REV-1 on what expenses to count. Enter the code next to the adult who is able to work as a result of the expense.</p> <p><i>Note: In TRACS 202D, an Able to Work Care Code may be associated with a Foster Adult. Starting with TRACS 203A, the code may NOT be associated with a Foster Adult for certs effective 1/1/2024 or later.</i></p> <p><i>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.</i></p> <p>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 Ms. Wright.</p>
16	F	Care Received Care	97	2	Alphanumeric	

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

6-4 MAT10 Section 3: Family Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
		Code				
17		Ethnicity	99	1	Alphanumeric	Valid Ethnicity Codes 0 = Tenant Declined to Report 1 = Hispanic 2 = Non-Hispanic <i>Note, if Ethnicity = 1 then one or more of Fields 27-30 may also be set.</i>
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 <i>Note, if Race – Asian = Y then one or more of Fields 31-37 may also be set.</i>
20		Race – Black or African American	102	1	Alphanumeric	Y = Black or African-American Otherwise leave blank
21		Race – Native Hawaiian or Other Pacific Islander	103	1	Alphanumeric	Y = Native Hawaiian or Other Pacific Islander Otherwise leave blank <i>Note, if Race – Native Hawaiian or Other Pacific Islander = Y then one or more of Fields 38-41 may also be set.</i>
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 <i>Note: If this field is populated with a “Y” on the MAT10, Section 3, then Fields 18-23 and 31-41 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</i>

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

6-4 MAT10 Section 3: Family Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p><i>blank.</i></p> <p>The following letter designations will be used in the Race field on the 50059</p> <p>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</p> <p>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.</p>
25		Student Status	107	1	Alphanumeric	<p>Y = Student (either full or part-time) at an institution of higher education who is eligible under the rules. Do not use for a full-time student over the age of 18 who is enrolled in high school.</p> <p>Otherwise leave blank. Leave blank for members with relation codes F, L or N.</p> <p>See handbook paragraphs 3-13 and 3-33 in HUD Handbook 4350.3 REV-1.</p>
26	MOC	SSN Exception	108	1	Alphanumeric	<p>Fill if an individual without a valid SSN qualifies for one of the four exceptions listed below. A valid code must be entered if the SSN Field (Identification Code) is filled with all 9's.</p> <p>Blank = no exception applies</p> <p>C = Individual who does not contend eligible immigration status.</p> <p>E = Individuals age 62 or older as of January 31, 2010, whose initial determination of eligibility in either a Multifamily or Public and Indian</p>

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

6-4 MAT10 Section 3: Family Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>Housing program was begun prior to January 31, 2010 (a break in assistance does not void the exemption)</p> <p>F = Foster child or adult whose SSN has not been disclosed by the foster agency and for whom HUD has issued a waiver.</p> <p>M =New household member under the age of 6 where disclosure of SSN is delayed for 90 – 180 days.</p> <p><i>Note: Under a rule effective 4/7/2016 (Streamlining Final Rule), a child under the age of 6 years added to the applicant household within the 6-month period prior to the household's date of admission is exempt from the requirement to have an SSN at MI. The household will have a maximum of 90-days after the date of admission to provide the Social Security Number and adequate documentation that the Social Security Number is valid. An additional 90 days may be granted under certain circumstances. If the household does not provide the Social Security Number and adequate documentation to verify the Social Security Number within the prescribed timeframe, HUD requires that the owner/agent terminate tenancy.</i></p> <p><i>Note: When the member does not have an SSN, fill field 11 (Identification Code) with 9's and print 9's in the corresponding field on the 50059 except that the SSN field is always left blank on the printed 50059 for fosters.</i></p>
Fields 27-30 below are new Hispanic Sub-types. If the value of one of these fields is Y, then Field 17 Ethnicity must be set to 1.						
27		Puerto Rican	109	1	Alphanumeric	Y = Puerto Rican Otherwise leave blank
28		Cuban	110	1	Alphanumeric	Y = Cuban Otherwise leave blank
29		Mexican, Mexican American, Chicano/a	111	1	Alphanumeric	Y = Mexican, Mexican American, Chicano/a Otherwise leave blank
30		Another Hispanic,	112	1	Alphanumeric	Y = Another Hispanic, Latino/a or Spanish Origin

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

6-4 MAT10 Section 3: Family Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
		Latino/a or Spanish Origin				Otherwise leave blank
Fields 31-37 below are new Asian sub-types. If the value of one of these fields is Y, then Field 19, Race – Asian, must be set to Y.						
31		Asian India	113	1	Alphanumeric	Y = Asian India Otherwise leave blank
32		Japanese	114	1	Alphanumeric	Y = Japanese Otherwise leave blank
33		Chinese	115	1	Alphanumeric	Y = Chinese Otherwise leave blank
34		Korean	116	1	Alphanumeric	Y = Korean Otherwise leave blank
35		Filipino	117	1	Alphanumeric	Y = Filipino Otherwise leave blank
36		Vietnamese	118	1	Alphanumeric	Y = Vietnamese Otherwise leave blank
37		Other Asian	119	1	Alphanumeric	Y = Other Asian Otherwise leave blank
Fields 38-41 below are new Native Hawaiian or Other Pacific Islander sub-types. If the value of one of these fields is Y, then Field 21, Race – Native Hawaiian or Other Pacific Islander, must be set to Y.						
38		Native Hawaiian	120	1	Alphanumeric	Y = Native Hawaiian Otherwise leave blank
39		Samoan	121	1	Alphanumeric	Y = Samoan Otherwise leave blank
40		Guamanian, Chamorro	122	1	Alphanumeric	Y = Guamanian, Chamorro Otherwise leave blank
41		Other Pacific Islander	123	1	Alphanumeric	Y = Other Pacific Islander Otherwise leave blank

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

6.5 MAT10 Section 4: Income Record

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

6-5 MAT10 Section 4: Income Record						
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: AD – Adoption Assistance Payments Note: Enter the full value of the payments even if greater than the capped value. Under HOTMA only a capped value equal to the current Dependent Allowance is included in Total Other Income. May only be used for a 203A certification effective 1/1/2024 or later. 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

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

6-5 MAT10 Section 4: Income Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>N= Other Non-Wage Source (including alimony, distributions from retirement accounts other than those included in PE below, or income from assets when the asset is no longer included on the HUD 50059)</p> <p>PE= Pensions (including veteran's pensions, military retirement, and income from all other pensions and annuities)</p> <p>SH – Safe Harbor Income Source Note: valid only for a 203A certification effective 1/1/2024 or later. Note: The SH code is to be used whenever the income amount comes from one of the following sources:</p> <ul style="list-style-type: none"> TANF =The Temporary Assistance for Needy Families block grant (42 U.S.C. 601, et seq.). MA = Medicaid assistance (42 U.S.C. 1396 et seq.). SNAP = The Supplemental Nutrition Assistance Program (42 U.S.C. 2011 et seq.). EITC = The Earned Income Tax Credit (26 U.S.C. 32) LITC = The Low-Income Housing Tax Credit (26 U.S.C. 42) SSNP = The Special Supplemental Nutrition Program for Woman, Infants, and Children (42 U.S.C. 1786) SSI = Supplemental Security Income (42 U.S.C. 1381 et seq.) OP = Other programs administered by the HUD Secretary <p>Note that, in the future, HUD may approve other safe harbor sources for use with income verification.</p> <p>SI= Supplemental Security Income (both personnel benefit and state supplements administered by SSA) (SSI)</p> <p>SS= Social Security (both personal and dual entitlements)</p> <p>T= TANF (Temporary Assistance for Needy Families)</p> <p>U= Unemployment</p> <p>W= Non-Federal Wage (including salaries, tips, commission bonuses, and other income from employment)</p>

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

6-5 MAT10 Section 4: Income Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						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	<p>If a family member has no income, do not submit an Income Record for that family member.</p> <p>Enter the amount anticipated to be received during the 12-month period following the Transaction Effective Date for each family member in accordance with HH 4350.3 Paragraph 5-5 and Exhibit 5-1.</p> <p>Do not include income from assets.</p>
6		Filler	19	1	Alphanumeric	
7		Filler	20	1	Alphanumeric	
8	MOC	SSN Benefits Claim Number Also known as Beneficiary Notice Code (BNC)	21	13	Alphanumeric	<p>If this income is derived from Social Security benefits, code the Claim Number used to collect those benefits. Space fill if not applicable.</p> <p>Note that what used to be called the SSN Benefits Claim Number is now referred to as the Beneficiary Notice Code (BNC) and has a different format than the old Claim Number. In particular, the new code does not contain a member's SSN and is one character longer.</p> <p>Enter Benefit Notice Code (BNC) under which a family member receives income benefits.</p> <p>The code consists of 13 letters and numbers.</p> <p><i>Note: If the member has income under more than one Claim Number, simply report one income per Claim Number.</i></p>

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

6.6 MAT10 Section 5: Asset Record

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

6-6 MAT10 Section 5: Asset Record						
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	M	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	M	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 D (for divested), for any asset the family has disposed of that must still be counted in accordance with HH 4350.3. An imputed income value is used for these assets, since they have already been disposed of and there is no actual income. Note: Certifications or corrections to certifications effective prior to 1/1/2024 and transmitted in 203A format must use the code "D" for divested when applicable. 202D certifications use I instead of D.
6	M*	Cash Value Amount	30	7	Numeric	Zero can be a valid entry. Enter the cash value of each asset listed in Field 4, Description (Asset). Refer to HH 4350.3 Paragraph 5-7 or information about valuing assets.

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

6-6 MAT10 Section 5: Asset Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>if a cash value is negative, the OA must use zero when there is income associated with the asset (e.g. home is “upside down” based on mortgage or reverse mortgage but home is being rented so there is income).</p> <p>Important Note: If both the Cash Value Amount and the Yearly Income Amount are 0, the asset may not be included on the certification unless the subsidy type is S8 and the Is Real Property field below is set to Y.</p>
7	M*	Yearly Income (Formerly Actual Yearly Income Amount)	37	6	Numeric	<p>Zero can be a valid entry.</p> <p>Refer to HH 4350.3 for the details on how to perform this calculation. For each asset identified in Field 4, enter the yearly income anticipated to be received by the family. In calculating yearly income based on an interest rate, do not multiply the interest rate by the cash value but rather by the actual value of the asset. Cash value is reduced by disposal costs.</p> <p>For example, a CD is valued at \$10,000 and carries a \$500 early withdrawal penalty. The cash value is \$9,500. In calculating the interest income, multiply \$10,000 (not \$9,500) by the interest rate.</p> <p>For both 202D certifications and 203A certifications, enter either the Actual Income for the asset if it is known, or enter zeros if it is not. If the Income is known and the certification is 203A then set the Income Type to A = Actual. If the income is not known, then set the Income Type to I = Imputed. Note that Actual Income may be 0.</p>
8	MOC	Date Divested	43	8	Date MMDDYYYY	<p>The date the family member disposed of the asset for less than fair market value. Required if Field 5, Status = D (or I if it is a 202D certification)</p> <p>If the Date Divested is earlier than 2 years before the effective date of the certification, the asset will not count toward net family assets. For example if the asset is divested on 1/1/2021, it would not appear on the 1/1/2023 AR.</p>
9	MOC	Income Type	51	1	Alphanumeric	<p>Leave blank if Transaction Effective Date is less than 1/1/2024.</p> <p>If the certification is 203A and the certification effective date is 1/1/2024 or later, fill with A = Actual Income or I = Imputed Income</p> <p>Enter “A” for the case where the Asset Income is known. Otherwise enter “I”</p>

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6-6 MAT10 Section 5: Asset Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
10	MOC	Is Real Property	52	1	Alphanumeric	<p>Leave blank if Transaction Effective Date is less than 1/1/2024 or Subsidy Type is not Section 8.</p> <p>If the certification is 203A, enter "Y" if the asset is real property subject to the real property limitation.</p> <p>If the asset is not real property, leave blank.</p> <p>See MAT10 Basic Record, Field 108 (Real Property Exemption). This field must be filled if any Asset is designated as Real Property.</p>

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

6.7 MAT15 Address Record

6-7 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 "2.0.3.A" TRACS Release = 2.0.3. TRACS Version = A
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.
Note: For a History Baseline, leave fields 4-8 below blank and include records for all subsidized units in the project—not just for those covered by the subsidy type in the TENHR record.						
4	MOC	Head of Household ID	18	9	Alphanumeric	The SSN/TRACS ID of the Head of Household. Enter 999999999 if the head of household is present but has no SSN/TRACS ID. Head of Household ID Code is required if the unit is occupied. 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	MOC	Head Last Name	27	20	Alphanumeric	Required if the unit is occupied (Head of Household ID is not blank). Not required for unoccupied units. <i>Note: See guidance for the MAT10, Section 3 name fields for instructions on how to deal with a person with a single name.</i>
6	MOC	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	MOC	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 used on the HUD 50059. The use of middle initials is optional. However, if the Head has an initial reported on the HUD 50059, the initial should be reported here. Not required for unoccupied units.
8	MOC	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.

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6-7 MAT15 Address Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field type	Definitions and Edits
9	F	Building ID	76	19	Alphanumeric	
10	MOC	Unit Number	95	10	Alphanumeric	Unit Number is Mandatory for a MAT15 Unit Address Add/Update transaction. It is not required for a Tenant Mailing Address. Unit Number must be entered using a standard format for the project that meets the “unique within a project” requirement. This must be the same format used when “Unit Number” is entered in (re) certifications (MAT10), move-outs (MAT40) and unit transfers (MAT70).
11	MOC	Previous Unit Number	105	10	Alphanumeric	The Previous Unit Number is required only when the MAT15 is submitted to change the Unit Number. The Previous Unit Number is 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	MOC	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.
17	MOC	City Name	252	28	Alphanumeric	Required on an Address Load or Address Update transaction.
18	MOC	State Code	280	2	Alphanumeric	Required on an Address Load and an Address Update transaction.
19	MOC	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.

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

6-7 MAT15 Address Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field type	Definitions and Edits
21	MOC	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	MOC	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	MOC	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.
24	F	Unit Status	294	1	Alphanumeric	This field is not being implemented in 2.0.3.A. It should not be used for a History Baseline. O = Occupied with Subsidy; V = Vacant; ready; N = Vacant not ready; M = Market and Occupied;
25	F	Status Effective Date	295	8	Date MMDDYYYY	This field is not being implemented in 2.0.3.A. It should not be used for a History Baseline. Effective date of the status. The date on which the unit changed to this status shown in Field 24 above. Normally required but may be missing due to lack of history in site or CA software.
26	M*	Number of Bedrooms	303	2	Numeric	Bedroom Count. 0 = Studio
27	MOC	Tax Credit BIN	305	9	Alphanumeric	If applicable. For example: VA0312345. Not required in CA created records, however CAs must pass on any site submitted value to TRACS. Required for all site created MAT15 records if the unit is part of A Low-Income Housing Tax Credit building. <i>Note: Do not fill the field unless there is a valid BIN associated with it. A valid BIN is in the format SSYYNNNNNN where SS is the state postal abbreviation, YY is the last two digits of the allocation year and NNNNN is 5 digits. YY can be in the range 85-99 and 00-12 with 13 becoming valid in 2013 and so forth. If YY is either 19 or 20, the BIN is not valid.</i>

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

6-7 MAT15 Address Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field type	Definitions and Edits
NOTE: The following fields 28-31 are for use in History Baseline files only. Fill each field with the appropriate null value if not a History Baseline.						
28	MOC	Floor Plan Identifier	314	15	Alphanumeric	<p>The floor plan ID from the MAT91 record associated with this unit.</p> <p>The floor plan identifier is sometimes called a unit type or unit class.</p> <p>Generally, it identifies a set of units that are associated with a line on a HUD rent schedule. However, it can also be used in situations where rents are raised at different times for units that would normally be considered of the same type.</p>
29	MOC	Actual Unit Number	329	10	Alphanumeric	<p>Actual Unit number--the number on the door of the unit. To be used in cases where the TRACS unit number is different than the unit number used by the OA. Field 10 (Unit Number) must be unique within the project whereas the Actual Unit Number is not constrained to be unique.</p> <p>Not required in CA created History Baselines. Required in site created baselines.</p> <p><i>Note: in all other cases in the MAT Guide, references to Unit Number are to the unit number as defined for TRACS—a number unique within the project. The only purpose for including Actual Unit Number in a baseline is to facilitate setting up a project in site software.</i></p>
30	MOC	Site Building ID	339	15	Alphanumeric	<p>Site Building Identifier.</p> <p>Not needed in CA created History Baselines.</p> <p>Required in site created baselines if site software assigns building IDs.</p>
31	MOC	Unit Square Footage	354	4	Numeric	<p>Not required in CA created History Baselines.</p> <p>Required in site created baselines where site software stores the value.</p>
NOTE: The following field is to be filled in all address records if applicable.						

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

6-7 MAT15 Address Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field type	Definitions and Edits
32	MOC	Unit Group Number	358	2	Alphanumeric	Fill only if the unit is a group home residential space. Fill with the Group number of the physical unit of which the residential space is a part. In Group Homes, individual bedrooms within a physical unit are rented independently as units (residential spaces) in their own right. When this is the case, each bedroom is given a TRACS Unit Number. To help understand the relationship between these Unit Numbers and the physical unit, each physical unit must be assigned an ID (Unit Group Number) that is unique within the property. This allows a reviewer to understand the relation between the unit number assigned to a household/certification and the physical units.

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

6.8 MAT40 Move Out Record

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

6-8 MAT40 Move-Out 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 "MAT40."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.3.A" TRACS Release = 2.0.3. TRACS Version = A
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. Do not enter an ITIN (Individual Tax Identification Number) or a Social Security Benefit Claim Number.
6	M	Head Last Name	29	20	Alphanumeric	<i>Note: See guidance for the MAT10, Section 3 name fields for instructions on how to deal with a person with a single name.</i>
7	M	Head First Name	49	20	Alphanumeric	
8	MOC	Head Middle Initial	69	1	Alphanumeric	The use of middle initials is optional. However, if the Head has an initial reported on the HUD 50059, the initial should be reported here.
9	M	Head Birth Date	70	8	Date MMDDYYYY	
10	M	Transaction Effective Date	78	8	Date MMDDYYYY	Move-Out (MO): The last day a tenant remains in occupancy. This is the last day subsidy is paid. For Move-outs without notice, enter the date management takes possession of the unit. For the death of the sole family member, the MO Code is always 4. HUD requires that subsidy end on earlier of a) 14 days after the tenant's death; or

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

6-8 MAT40 Move-Out Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>b) the day the unit was vacated. If the owner/agent takes possession of the unit within 14 days of the date of death, the Effective Date of the MO is the date the owner/agent takes possession of the unit. (Generally - but not always - the day the keys are returned, eviction is enforced, etc.)</p> <p>In situations where the actual move-out date is greater than 14 days after the death of the sole family member, owner/agents may either use a MO transaction or a TM transaction. If the owner/agent uses a MO transaction, the MO Effective date is the date the owner/agent takes possession of the unit – even if this date is more than 14 days after the date of death. Any assistance received beyond the fourteen days is returned to HUD via a voucher adjustment.</p> <p><i>Note: Alternatively, owner/agents may create and submit a Termination transaction effective on the 14th day after the date of death using the new DE Termination Code.</i></p>
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	<p>The valid codes are:</p> <ul style="list-style-type: none"> 1 = Owner initiated for nonpayment of rent (HH 4350.3 P 8-13.A.5) 2 = Owner initiated--other 3 = Tenant initiated--other 4 = Death of sole family member 5 = Unit Transfer between two projects. See MAT User Guide Chapter 4 6 = Reserved for TRACS use only (HQ Move Outs) 7 = Abandoned Unit (HH 4350.3 P 6-9.B.2 & 8-13.A.2) – PDD 8 = Failure to submit SSN 9 = Uninhabitable unit - Abated (Not applicable under 203A) 10 = Substantial Rehab or Repair – Tenant Expected to Return (Not applicable under 203A) 11 = RAD to Housing Choice Voucher—Choice Mobility Option Exercised

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

6-8 MAT40 Move-Out Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>12 = Asset Restriction. Net family assets or real property owned by family exceeds program requirements. Note: Applies to Section 8 only (not 202/8). Applies only to Move outs submitted in 203A and effective 1/1/2024 or later.</p> <p>Note for code 11: Used only for a PBRA RAD tenant accepting a housing choice voucher. <i>Needs an edit.</i></p>
14	MOC	Date of Death	118	8	Date MMDDYYYY	<p>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.</p> <p>After a death, the Move-out transaction should be entered and transmitted ONLY when the owner/agent is able to take possession of the unit (family members move contents out). It is proper to bill for subsidy until the unit is vacated. The MO Code 4 with an appropriate Date-Of-Death must generate a voucher adjustment to 14 days after the date of death if the unit is not vacated within 14 days.</p>
15	MOC	Anticipated Voucher Date	126	8	Date MMDDYYYY	<p>The voucher period in which the move-out adjustment is reflected. <i>Note: "DD" (day) is always "01".</i></p>
16	MOC	Correction Type	134	1	Alphanumeric	<p>Blank = not a correction</p> <p>R = A correction/resubmission.</p> <p><i>Note: When Field 17 is activated C will become a legal Correction Type. C = Corrects a previous MO effective date. May include additional changes.</i></p>
17	F	Effective Date of MO Being Corrected	135	8	Date MMDDYYYY	<p>This will be an "MOC" field when implemented. It must be populated if the Correction Type is populated with a C. For corrections to Move-outs, enter the Transaction Effective Date of the MO certification being corrected (the original or "old" MO Effective Date).</p> <p><i>Note: This field is not active in TRACS 203A.</i></p>
18	M	Description	143	78	Alphanumeric	<p>Text that describes the Move-Out Code (reason). Required to be printed on the HUD 50059A.</p> <p>The descriptions that must be used follow the = sign below. 1 = Owner initiated--Nonpayment of rent 2 = Owner initiated--Other</p>

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

6-8 MAT40 Move-Out Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						3 = Tenant initiated--Other 4 = Death of sole family member 5 = Unit Transfer between two projects 6 = TRACS use only (HQ Move Outs) 7 = Abandoned Unit 8 = Failure to submit SSN 9 = Uninhabitable unit – Abated (Not applicable under 203A) 10 = Substantial Rehab or Repair – Tenant expected to return (Not applicable under 203A) 11 = RAD to Housing Choice Voucher—Choice Mobility Option Exercised 12 = Asset Restriction
19	MOC	EIV Indicator	221	1	Alphanumeric	Blank if not a cert that is created or corrected because of information discovered using EIV. Y if cert that is created or corrected because of information discovered using EIV. If the household moves out or is evicted based on evidence discovered when using EIV, the indicator is set to Y on the MO.
20	MOC	Unit Group Number	222	2	Alphanumeric	Fill only if the unit is a group home unit. Fill with the Group number of the Fill only if the unit is a group home residential space. Fill with the Group number of the physical unit of which the residential space is a part. In Group Homes, individual bedrooms within a physical unit are rented independently as units (residential spaces) in their own right. When this is the case, each bedroom is given a TRACS Unit Number. To help understand the relationship between these Unit Numbers and the physical unit, each physical unit must be assigned an ID (Unit Group Number) that is unique within the property. This allows a reviewer to understand the relation between the unit number assigned to a household/certification and the physical units.

6.9 MAT65 Termination/Suspension Record

6-9 MAT65 Termination/Suspension 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."

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

6-9 MAT65 Termination/Suspension Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.3.A" TRACS Release = 2.0.3. TRACS Version = A
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. Do not enter an ITIN (Individual Tax Identification Number) or a Social Security Benefit Claim Number.
6	M	Head Last Name	29	20	Alphanumeric	<i>Note: See guidance for the MAT10, Section 3 name fields for instructions on how to deal with a person with a single name.</i>
7	M	Head First Name	49	20	Alphanumeric	
8	MOC	Head Middle Initial	69	1	Alphanumeric	The use of middle initials is optional. However, if the Head has an initial reported on the HUD 50059, the initial should be reported here.
9	M	Head Birth Date	70	8	Date MMDDYYYY	
10	M	Transaction Effective Date	78	8	Date MMDDYYYY	The date this Termination or Suspension became or will become effective. This is normally the last day of subsidy—not the first day of no subsidy. However, if the DS or NS Termination Code (below) or the RH Suspension Code is used the resident should not have received subsidy because there was a dual subsidy situation, the resident was not qualified or the resident was relocated prior to the Effective Date of the HAP. The Effective Date is equal to the MI or IC date and is defined as the first day of no subsidy. Any adjustment returns subsidy for that date as well as subsequent dates. See HH 4350.3 Chapter 8, Section 1: Termination of Assistance. A suspension can be effective any day of the month. While a termination is usually effective on the last day of some month, this is not a requirement. It will be true when the TM is in response to an AR or IR resulting in 0 subsidy. However, a UT can cause a TM as can Double Subsidy at MI or a correction to an IC resulting in 0 subsidy. None of these kinds of TMs is limited by day of the month.

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

6-9 MAT65 Termination/Suspension Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>A termination or suspension may never be effective the day prior to a MI Effective Date and in some cases, will not be effective before an IC Effective Date. TRACS needs an active certification to attach the TM to and there is no such cert before the MI. This is why the DS and NS Termination Codes are needed and why the RH Suspension Code is needed.</p> <p>Note: For PBRA RAD, a termination or suspension may never be effective the day prior to the Conversion IC Effective Date. TRACS needs an active certification to attach the TM to and there is no such cert before the Conversion IC</p>
11	M	Termination Code	86	3	Alphanumeric	<p>Note that Terminations are not applicable to a PRAC except in limited circumstances documented with the CE code below.</p> <p>Some codes are valid for terminations of assistance and some for suspensions of assistance.</p> <p>When assistance is suspended, as would be the case for a loss of a unit due to natural disaster, or when a RAD resident is relocated during renovation, the tenant has the Right of Return to the unit.</p> <p>Valid Termination Codes: TI = TTP Equals/Exceeds Gross Rent or moving to market rent Note: A TI termination may occur for a Section 236 household if the rent calculation takes them to Market Rent. <i>Note: Section 8 RAD Component 1 PH to PBRA RAD tenants are never terminated solely because TTP Equals/Exceeds Gross Rent.</i></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. <i>Note: not for use when renewal is delayed.</i> Note: The CE code is also used in the case of a PRAC to RAD conversion. Each household is terminated from PRAC and IC'd into the new Section 8 RAD contract.</p> <p>ST = Ineligible Student.</p>

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6-9 MAT65 Termination/Suspension Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<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 Effective Date. It will result in an adjustment on the voucher that gives back subsidy for the TM date (unlike all other TM codes that allow subsidy for the TM date).</p> <p>AB = HUD abated unit. Only HUD has the authority to abate subsidy for a unit or group of units. Therefore, a termination using this code would only be submitted in response to HUD action.</p> <p>NS = Resident did not qualify for subsidy at MI or IC for reason other than Double Subsidy. Typically, this would be a situation where income at MI or IC is being corrected as a result of an EIV or other investigation and it is found that the tenant was not eligible. Just like the DS code, a TM/NS gives back subsidy for the TM date. Per the handbook, owner/agents can only go back five years when investigating misreporting. Therefore, a TM using the NS code cannot apply to a MI or IC more than five years old.</p> <p><i>Note: Use of the NS code indicates that the household was not income eligible at move-in (usually because household did not fully and accurately report income). If the OA later creates an IC to start subsidy, the household must meet the current income eligibility requirements in order to qualify for subsidy. This is true even if the calculation results in AP of \$1.00 or more. Income eligibility is the primary test. If the household's total annual income is more than the current Income Limit, the IC will receive a fatal error.</i></p> <p>DE = Death of Sole Family Member. In the case of the death of a sole household member, owner/agents have two options. Owner/agents may terminate assistance effective on the 14th day after the date of death or, the owner/agent may continue to bill for assistance and create a MO using MO Code 4 and prorate assistance so that any assistance received for the period that exceeds 14 days after the date of death is returned to HUD. This is not considered an improper payment. If an owner/agent wishes to terminate assistance, this code (DE) must only be used if the owner has not taken possession of the unit by the end of 14 days after the death. If the owner has taken possession of the unit by the end of 14 days, transmit a MO.</p>

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

6-9 MAT65 Termination/Suspension Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>OT = Other. A termination reason not covered by any of the other codes.</p> <p>AR = Asset Restriction. Net family assets or real property owned by family exceeds program requirements. (Applies to Section 8 only not 202/8.) Note: Applies only to Terminations submitted in 203A and effective 1/1/2024 or later.</p> <p>Note: the references in parentheses above are to HH 4350.3.</p> <p>The following two 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 submission of an Annual Recertification with an Effective Date after the Effective Date of the HQ Termination.</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> <p>Valid Suspension Codes:</p> <p>OA = Delayed AR. OA Delay. Used when completion of the AR is delayed by owner/agent action. Must be effective the day prior to the AR Due Date. The TM (Suspension) is included on the Month Sixteen voucher. This results in return of any subsidy requested/paid starting with the AR due date. An AR should be submitted when the owner/agent completes the certification.</p> <p>ND = Natural Disaster or Uninhabitable Unit or Presidentially Declared Disaster. Any event or force of nature with catastrophic consequence of non-compliance with HQS requirements for unit(s) serving a property, such as (but not limited to) avalanche, earthquake, flood, forest fire, hurricane, lightning, tornado, tsunami, and volcanic eruption.</p> <p>RR = Substantial Rehab Or Repair – Tenant expected to return. Scheduled substantial rehab or repairs due to any mechanical event or force that has catastrophic consequence of non-compliance with HQS requirements for unit(s) serving a property,</p>

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

6-9 MAT65 Termination/Suspension Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>such as (but not limited to) fire, electrical fire, burst/ruptured pipes, boiler explosion, roof leaks not associated with natural disaster, mold due to water or moisture, and gas explosion.</p> <p>RD = Section 8 RAD tenant transferred to other housing during rehab. The suspension results from renovation of the unit and the relocation of the tenant to alternative housing under RAD. Use this code when the actual transfer occurs on or after the PBRA RAD Contract Effective Date. Needs an edit</p> <p>RH = Section 8 RAD tenant transferred to other housing during rehab and prior to the Effective Date of the RAD contract. The code is intended to be used with a suspension effective on the Conversion IC Effective Date. It will result in an adjustment on the voucher that gives back subsidy for the TM date (similar to DS and NS and unlike all other TM codes that allow subsidy for the TM date). Needs an edit.</p>
12	M	Description	89	78	Alphanumeric	<p>Text describing the Termination/Suspension Code (reason). Required to be printed on the HUD 50059A. The descriptions that must be used follow the = sign below.</p> <p>Termination Codes:</p> <p>TI = TTP Equals/Exceeds Gross Rent or moving to market rent</p> <p>TC = Did not supply citizenship documentation</p> <p>TR = Did not re-certify on time</p> <p>TF = Tenant refused to transfer or submitted false data</p> <p>CE = Subsidy contract expired-not renewed</p> <p>ST = Ineligible Student.</p> <p>DS = Double subsidy at move-in</p> <p>AB = HUD abated unit.</p> <p>NS = Resident did not qualify for subsidy at MI or IC--Not Double Subsidy</p> <p>OT = Other. A reason not covered by any of the other codes</p> <p>EN = Contract terminated for enforcement action</p> <p>HQ = TRACS generated termination for failure to recertify</p> <p>DE = Death of Sole Family Member</p> <p>AR = Asset Restriction</p> <p>LR = Did not re-certify on time - <i>Note: 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.</i></p> <p>Suspension Codes:</p>

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

6-9 MAT65 Termination/Suspension Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>OA = Delayed AR</p> <p>ND = Natural Disaster or Uninhabitable Unit</p> <p>RR = Substantial rehab or repair - Tenant expected to return.</p> <p>RD = Section 8 RAD tenant transferred to other housing during rehab on or after the Contract Effective Date.</p> <p>RH = Section 8 RAD tenant transferred to other housing during rehab before the Contract Effective Date</p>
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	MOC	Anticipated Voucher Date	196	8	Date MMDDYYYY	<p>The date of the voucher in which the termination is reflected.</p> <p><i>Note: "DD" (day) is always "01".</i></p>
16	MOC	Correction Type	204	1	Alphanumeric	<p>Blank = not a correction</p> <p>R = A correction/resubmission</p> <p><i>Note: When Field 17 is activated C will become a legal Correction Type.</i></p> <p>C = Corrects a previous TM effective date. May include additional changes.</p>
17	F	Effective Date of TM Being Corrected	205	8	Date MMDDYYYY	<p>This is a "MOC" field. It must be populated if the Correction Type is populated with a C.</p> <p>For corrections to Terminations/Suspensions, enter the Transaction Effective Date of the TM certification being corrected. (The original or old TM date).</p> <p><i>Note: This field is not active in TRACS 203A.</i></p>
18	MOC	EIV Indicator	213	1	Alphanumeric	<p>Blank if not a cert that is created or corrected because of information discovered using EIV. Y if cert that is created or corrected because of information discovered using EIV.</p> <p>If the household assistance is terminated based on information discovered using EIV, the indicator is set to Y on the TM.</p>
19	MOC	Date of Death of Sole Member	214	8	Date MMDDYYYY	Fill with the Date of Death of the member.
20	MOC	Unit Group Number	222	2	Alphanumeric	Fill only if the unit is a group home residential space. Fill with the Group number of the physical unit of which the residential space is a part. In Group Homes, individual bedrooms within a physical unit are rented independently as units (residential spaces) in their own right. When this is the case, each bedroom is given a TRACS Unit Number. To help understand the relationship between these Unit Numbers and the physical unit, each physical unit must be assigned an ID (Unit Group Number) that is unique within the

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

6-9 MAT65 Termination/Suspension Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						property. This allows a reviewer to understand the relation between the unit number assigned to a household/certification and the physical units.

6.10 MAT70 Unit Transfer/Gross Rent Change Record

6-10 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 "2.0.3.A" TRACS Release = 2.0.3. TRACS Version = A
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 <i>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.</i>
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. Do not enter an ITIN (Individual Tax Identification Number) or a Social Security Benefit Claim Number.
6	M	Head Last Name	29	20	Alphanumeric	<i>Note: See guidance for the MAT10, Section 3 name fields for instructions on how to deal with a person with a single name.</i>
7	M	Head First Name	49	20	Alphanumeric	
8	MOC	Head Middle Initial	69	1	Alphanumeric	The use of middle initials is optional. However, if the Head has an initial reported on the HUD 50059, the initial should be reported here.
9	M	Head Birth Date	70	8	Date	

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

6-10 MAT70 Unit Transfer/Gross Rent Change Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
10	M	Transaction Effective Date	78	8	MMDDYYYY Date MMDDYYYY	<p>The date this transaction (Gross Rent Change or Unit Transfer) is effective.</p> <p>Unit Transfer Transaction (UT): The date this transaction (rent change or unit transfer) is effective. This is the first day in the new unit.</p> <p>Gross Rent Change (GR): This is the Effective Date of Gross Rent Change.</p>
11	M	Unit Number	86	10	Alphanumeric	<p>For UT, the unit into which the tenant is moving.</p> <p>For GR, the unit occupied by the tenant.</p> <p>The Unit Number must be unique within a project.</p>
12	F	Building ID	96	19	Alphanumeric	The building into which the tenant is moving.
13		Security Deposit	115	6	Numeric	<p>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.</p> <p>The Security Deposit is set at move in and is not changed unless the owner/agent has implemented a policy to collect a new Security Deposit at Unit Transfer.</p> <p>Generally, the amount is equal to one month's TTP or \$50 whichever is greater.</p> <p>The amount submitted will replace the Security Deposit originally submitted in this Tenant's MAT10. See HH 4350.3 Paragraph 6-16 and HSG Notice 19-09 (RAD) for additional information.</p>
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, 202/8, or SPRAC Contract Rent, the Section 236 Basic 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</p>

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

6-10 MAT70 Unit Transfer/Gross Rent Change Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						HUD-approved utility allowances. If all utilities are included in the rent, enter the Operating Rent.
15	M*	Tenant Rent	127	6	Numeric	<p>Fill this field for all MAT70 records. Zeros allowed.</p> <p><i>Note: See also Field 26, Rent Override.</i></p> <p>Submit a prorated amount for prorated tenant.</p> <p>The amount payable monthly by the family as rent to the owner. Where all utilities (except telephone) and other essential housing services are supplied by the owner, tenant rent equals Total Tenant Payment (TTP).</p> <p>Where some or all utilities (except telephone) and other essential housing services are not supplied by the owner, tenant rent equals Total Tenant Payment (TTP) less the utility allowance.</p>
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).</p> <p><i>Note: See also Field 26, Rent Override.</i></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	Fill this field for all MAT70 records. Zeros allowed.

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6-10 MAT70 Unit Transfer/Gross Rent Change Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>HUD's or the Contract Administrator's estimate of the average monthly utility 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.</p> <p>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, 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 (TTP) for the family occupying the unit.</p> <p><i>Note: If this is a mixed family as defined in HH 4350.3 Paragraph 3-12, Restrictions on Assistance to Non-citizens (or later instruction), consult HH 4350.3 Exhibits 3-12, 3-13, of 3-14 for information about how to complete this item.</i></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 and Market certifications.</p> <p><i>Note: See also Field 26, Rent Override.</i></p> <p><i>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.</i></p> <p>The monthly amount that HUD pays toward a tenant's rent and utility costs. These payments include 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 or Component 1 PH to PBRA RAD unit. Submit prorated amount for prorated tenant.</p>

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

6-10 MAT70 Unit Transfer/Gross Rent Change Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
21	MOC	Anticipated Voucher Date	163	8	Date MMDDYYYY	The date of the voucher being affected by the Unit Transfer or Gross Rent Change. <i>Note: "DD" is always "01."</i>
22	MOC	Previous Unit Number	171	10	Alphanumeric	The Previous Unit Number is required if the MAT70 is a unit transfer.
23	MOC	Secondary Subsidy Type	181	1	Alphanumeric	Valid values are: S = This family lives in a Section 236 property and is currently receiving Section 8 or 202/8 assistance. Space = This family does not live in a Section 236 property or the certification subsidy type is 236. <i>Note: If the cert is Section 8 or 202/8 and the effective date is less than 1/1/2024 the field may be filled with B or left blank if the contract was in a property that was BMIR at the time.</i> <i>Note: Space = Blank</i>
24	MOC	Basic Rent (Formerly Basic/BMIR Rent)	182	6	Numeric	Zero fill or Section 236 Basic Rent as appropriate.
25	MOC	Market Rent	188	6	Numeric	Zero fill or Section 236 Market Rent as appropriate
26	MOC	Rent Override	194	2	Alphanumeric	Fill with Y when the normal rent calculations have been overridden. Fill with blanks otherwise. See HH 4350.3 Paragraph 5-30 for information about the general requirements when a HUD calculated rent may be overridden and MAT User Guide Chapter 4 for a more detailed discussion of the rules. See also, the rent calculation spreadsheet (203ACalculatingTenantRent.xlsx) for how overrides impact calculations. For Component 1 PH to PBRA RAD, this field is filled in two cases: 1. When creating the Conversion IC when the calculated TTP differs from TTP on the 50058 effective and submitted prior to conversion to PBRA RAD.

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

6-10 MAT70 Unit Transfer/Gross Rent Change Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>2. For Component 1 PH to PBRA RAD, this field is filled on an IC created to allow an existing resident, relocated for rehab, to return to the property</p> <p>a. when no AR or IR has been required since the Conversion to RAD</p> <p>b. when Rent Phase-in applies.</p> <p>This field must be blank for certifications submitted after the IC unless Rent Phase-in applies and calculated TTP differs from Phase-in TTP.</p>
27	MOC	Correction Type	196	1	Alphanumeric	<p>Blank = not a correction</p> <p>R = A correction/resubmission.</p> <p><i>Note: A GR or a date-corrected GR that is effective on the date of a UT must be reported as a UT—not a GR. See MAT User Guide 4.12 and 4.15.</i></p> <p><i>Note: When Field 28 is activated C will become a legal Correction Type.</i></p> <p>C = Corrects a previous UT/GR effective date. May include additional changes.</p>
28	F	Effective Date of UT/GR Being Corrected	197	8	Date MMDDYYYY	<p>This is a “MOC” field. It must be populated if the Correction Type is populated with a C.</p> <p>For corrections to Unit Transfers/Gross Rents, enter the Transaction Effective Date of the UT/GR certification being corrected. (The original or old UT/GR date).</p> <p><i>Note: A GR or a date-corrected GR that is effective on the date of a UT must be reported as a UT—not a GR See MAT User Guide 4.12 and 4.15.</i></p> <p><i>Note: This field is not active in TRACS 203A.</i></p>
29	MOC	EIV Indicator	205	1	Alphanumeric	<p>Blank if not a cert that is created or corrected because of information discovered using EIV.</p> <p>Y if cert that is created or corrected because of information discovered using EIV.</p> <p>If a UT or GR is being corrected as the result of the correction or insertion of a full certification that has the EIV indicator set, set the indicator on the MAT70.</p>

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

6-10 MAT70 Unit Transfer/Gross Rent Change Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
30	MOC	TTP At RAD Conversion	206	6	Numeric	<p>If Section 8 sub-type is not Component 1 PH to PBRA RAD or if not Section 8, fill with 0's.</p> <p>If Component 1 PH to PBRA RAD and if no Rent Phase-in is involved, fill either with 0s or the TTP from the certification prior to the conversion.</p> <p>If RAD and Rent Phase-in is in process, fill with the TTP tenant is/was paying at the time of conversion to RAD. <i>Note: this is not Tenant Rent. Tenant Rent = TTP less any Utility Allowance.</i></p> <p>Important: See MAT User Guide Appendix K. See also, MAT Guide, Chapter 4, Paragraph 4.31 Rent Overrides.</p>
31	MOC	TTP Before Override	212	6	Numeric	<p>If this is a rent override situation (Field 26, Rent Override set to Y) and the rent calculation involves TTP, fill with the TTP that would normally be calculated without the override.</p> <p>Otherwise fill with 0s. See MAT Guide, Chapter 4, Paragraph 4.31, Rent Overrides.</p> <p><i>Note: for a Component 1 PH to PBRA RAD Rent Phase-in, on the first certification where the TTP Before Override equals the Total Tenant Payment, fill this field and Field 30. The fact that TTP Before Override = Total Tenant Payment signals that the Rent Phase-in is complete. For future transactions (those with effective dates after the one that ends the Rent Phase-in), leave this field and field 30 filled with 0s.</i></p>
32	MOC	Unit Group Number	218	2	Alphanumeric	<p>Fill only if the unit is a group home residential space. Fill with the Group number of the physical unit of which the residential space is a part. In Group Homes, individual bedrooms within a physical unit are rented independently as units (residential spaces) in their own right. When this is the case, each bedroom is given a TRACS Unit Number. To help understand the relationship between these Unit Numbers and the physical unit, each physical unit must be assigned an ID (Unit Group Number) that is unique within the property. This allows a reviewer to understand the relation between the unit number assigned to a household/certification and the physical units.</p>

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

6.11 MAT90 Subsidy/Contract Information (History Baseline Record)

Note: Record required for a CA History Baseline – Optional for others.

6-11 MAT90 Subsidy/Contract Information						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "MAT90."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.3.A" TRACS Release = 2.0.3. TRACS Version = A
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	Original Effective Date	18	8	Date MMDDYYYY	
5	M	Expiration Date	26	8	Date MMDDYYYY	
6	MOC	Secondary Subsidy Type	34	1	Alphanumeric	S if Section 8, or 202/8 in a Section 236 project.
7	MOC	POA Type	35	1	Alphanumeric	2 or 6 or blank
8	MOC	Elderly Type	36	3	Alphanumeric	Valid Codes: 231 = the project is covered by Section 231. See HH 4350.3 Paragraph 3-19. 202 = the project is an Individual Section 202, Section 202/8, Section 202 PAC, or Section 202 PRAC. See HH 4350.3 Paragraph 3-20. Otherwise leave blank.
Note: Fields 9-17 are required for CA to CA baselines and optional for all others.						
9		Bank Name	39	40	Alphanumeric	
10	MOC	Account Name	79	22	Alphanumeric	
11	MOC	Account Number	101	17	Alphanumeric	
12	MOC	Account Type	118	1	Alphanumeric	C = Checking; S = Savings
13		Account Description	119	30	Alphanumeric	
14	MOC	Routing Number	149	9	Numeric	Includes check digit. Be sure to fill the field with 9 characters—a leading 0 is significant.

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

6-11 MAT90 Subsidy/Contract Information						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
15	MOC	Mortgage Offset	158	10	Numeric	10.2 (10 spaces w/ 2 implied decimals) May be 0
16	MOC	Other Offset	168	10	Numeric	10.2 (10 spaces w/ 2 implied decimals) May be 0
17	MOC	Taxpayer Identification Number (TIN)	178	9	Alphanumeric	No dashes or spaces

6.12 MAT91 Unit Floor Plans (Unit Classes) (History Baseline Record)

Note: Record required for a CA History Baseline – Optional for others

6-12 MAT91 Unit Floor Plans						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "MAT91."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.3.A" TRACS Release = 2.0.3. TRACS Version = A
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	Floor Plan Identifier	18	15	Alphanumeric	<p>The floor plan identifier is sometimes called a unit type or unit class.</p> <p>Generally, it identifies a set of units that are associated with a line on a HUD rent schedule. However, it can also be used in situations where rents are raised at different times for units that would normally be considered of the same type.</p> <p>Enter a unique string.</p> <p>If a property is creating baseline files for multiple subsidy types, the Floor Plan Identifiers used must have the same values and meaning in each</p>

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

6-12 MAT91 Unit Floor Plans

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						baseline file. In other words, the set of MAT91 records will be identical in each baseline file. These identifiers are also used in the MAT15 records to tie each unit to a unique floor plan.
5	M*	# Bedrooms	33	2	Numeric	Bedroom Count. 0 = Studio
6		Description	35	30	Alphanumeric	

6.13 MAT92 Unit Rents (History Baseline Record)

Note: Record required for a CA History Baseline – Optional for others.

6-13 MAT92 Unit Rents

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "MAT92."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.3.A" TRACS Release = 2.0.3. TRACS Version = A
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	Rent Effective Date	18	8	Date MMDDYYYY	The date on which the rent or UA becomes effective.
5	MOC	Rent Termination Date	26	8	Date MMDDYYYY	Required for a CA baseline. OAs are encouraged to fill. The rent with the greatest Effective Date has a null Termination Date (zero or space fill).
6	MOC	Approval Date	34	8	Date MMDDYYYY	The date on which the CA or HUD issued final approval for the rents.

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

6-13 MAT92 Unit Rents						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						The Approval Date may be before or after the Rent Effective Date depending on whether the CA or HUD is or was processing a retroactive rent change or a prospective one.
						There should be one MAT92 record for each MAT91 floor plan record for each rent/UA effective date. The floor plan ID from the MAT91 record associated with this rent. The floor plan identifier is sometimes called a unit type or unit class. Generally, it identifies a set of units that are associated with a line on a HUD rent schedule. However, it can also be used in situations where rents are raised at different times for units that would normally be considered of the same type.
7	M	Floor Plan Identifier	42	15	Alphanumeric	
8	M	Rent 1	57	6	Numeric	Contract/Basic Rent
9	MOC	Rent 2-Market	63	6	Numeric	Section 236 market rent
10	MOC	Rent 3	69	6	Numeric	Project Specific Rent if applicable for a POA
11	MOC	Rent 4	75	6	Numeric	Low-income Housing Tax Credit Maximum Rent if applicable
12	MOC	Utility Allowance	81	6	Numeric	Required if applicable

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6.14 TENND Tenant Batch Trailer Record

6-14 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 "2.0.3.A" TRACS Release = 2.0.3. TRACS Version = A
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 **M*** = Mandatory, zeros allowed **MOC** = Mandatory on condition(s) **F** = Future field; TRACS will value with the appropriate fill characters

6.15 TENER Tenant MAT Error Record

6-15 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	<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: "TENER."
3		Release/Version Number	Release/Version:	7	Alphanumeric	<p>Value must equal: "2.0.3.A"</p> <p>TRACS Release = 2.0.3.</p> <p>TRACS Version = A</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 **M*** = Mandatory, zeros allowed **MOC** = Mandatory on condition(s) **F** = Future field; TRACS will value with the appropriate fill characters

6-15 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 HUD 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 HUD 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	<p>Contains the field contents in error. Field contents are truncated after 50 characters.</p> <p>In some cases, this field may contain a message instead of field contents.</p> <p>This message will be prefixed by "MSG;" for example, "MSG: MISSING HEAD OF HOUSEHOLD."</p>
13		Type Field Error	Type Field Error:	2	Alphanumeric	<p>Values:</p> <p>C, D, F, H, N, P, T, X, A1, A2, A3, A4, A5, A6, A7, A8, A9, 1, 10, 11, or 12</p>

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

6-15 Tenant MAT Error Record

MAT Field	Note	Field Name	Field Label (Now Included in Output)	Maximum Field Length	Field Type	Edits/Source/Results
						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 Record Count Error	Trans Rec Cnt Err:	2	Alphanumeric	Values: 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

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

6-15 Tenant MAT Error Record						
MAT Field	Note	Field Name	Field Label (Now Included in Output)	Maximum Field Length	Field Type	Edits/Source/Results
						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.

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6.16 TENTR Tenant MAT Trailer Record

6-16 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	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: "TENTR"
3		Release/Version Number	Release/Version:	7	Alphanumeric	Value must equal: "2.0.3.A" TRACS Release = 2.0.3. TRACS Version = A
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	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 **M*** = Mandatory, zeros allowed **MOC** = Mandatory on condition(s) **F** = Future field; TRACS will value with the appropriate fill characters

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					HHMMSS	
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.

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MAT Field	Note	Field Name	Field Label (Now Included in Output)	Maximum Field Length	Field Type	Edits/Source/Results
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 Vendor	CA Software Vendor:	20	Alphanumeric	Name of the software product used by the CA or third-party to create this 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"

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