



# Information About Change of Unit 50058 Submissions

March 2019

There are certain procedures that should be followed when you prepare a 50058 that involves a household changing units. There are two scenarios for when a change of unit could occur.

- A tenant changes units in the same PHA program at the time of an annual or interim reexamination:
  - If this scenario is true, then the information IMS-PIC needs to process the change of unit would be submitted along with the annual reexamination (action 2) or interim reexamination (action type 3).
- A tenant changes units within the same PHA program at a time other than at the annual reexamination or interim reexamination:
  - If this scenario applies to a tenant changing units, then the PHA would submit an Other Change of Unit action (action type 7).

### **What you should not do:**

- Do **not** submit an End of Participation (EOP) for the head of household in the old unit and then submit a new admission for the Head of Household in the new unit.
- Do **not** do a Public Housing change of unit at the same time as a head of household (HoH) change. There are instances where “orphaned units” have been created because the link between household and unit is broken. A HoH change and unit change should be done in two separate actions—the order of those two actions depends on which happened first, the HoH change or unit change. The HoH change can be done under the action type of Annual Reexamination or Interim Reexamination, as applicable. The unit change can be done as described elsewhere in these instructions.
- Do **not** do a change of unit or HoH change as part of a Flat Rent Annual Update (action type 12) 50058 (Public Housing only). This type of action does not submit all sections of the 50058 to IMS-PIC and therefore there is not sufficient information to do these types of changes.

You should always double check the information on the 50058 before uploading it to IMS-PIC. However, when you are moving a tenant from one unit to another there is some information that you need to make sure is correct before submitting a change of unit, no matter if it is with a reexamination or other change of unit.

- For Public Housing, you need to make sure that the unit the household is moving to is vacant in IMS-PIC. If another tenant lived in the unit at another time but they were not correctly moved to a new unit or their participation was not correctly ended, this can prevent the change of unit taking place now.
- For Public Housing, make sure that the building, entrance, and unit numbers (1e, 1f, and 1g) in your software reflect the new building, entrance, and unit number combination. Making sure this information is correct will mean that IMS-PIC will reflect the correct Head of Household in the new unit.
- All programs: In Section 5 of the 50058 form, “Unit to be Occupied on Effective Date of Action” make sure that you have updated physical address, mailing address, bedroom size, HQS dates (lines 5h and 5i, Section 8 only), and any other information that needs to be updated.

- For Section 8, ensure that you indicate yes on line 12b, Is family now moving to this unit. Also ensure that any other information that may need to be updated in Section 12, Housing Choice Voucher: Tenant Based Vouchers rent calculation, is updated as needed.