



Tenant Rental Assistance Certification System

Move-Out Request Application

Presented by
Denny Saulman

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Tenant Rental Assistance Certification System

Implementation Date

February 2004





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Move-Out Request Application - Traits

★ Traits include:

- 1. Designed to assist you in moving a tenant out of a project.**
- 2. Intranet only – you will not need to use it.**
- 3. Operated by TRACS Helpdesk staff only.**
- 4. Acts as a partner with the nightly batch cycle.**



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Move-Out Request Application & MAT40s

★ Relationship to MAT40s:

- 1. Not meant to replace MAT40s !**
- 2. As long as a MAT40 can be sent, the MAT40 must be used for a Move-Out.**
- 3. If submitting a MAT40 is impossible, then this new application will be used to move the tenant out.**



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Move-Out Request Application - Reasons

- ★ **What are the reasons that justify its use?**
 - 1. Due to a previously submitted MAT40, tenant was removed from the site's portfolio. But, suppose MAT40 failed in TRACS. Another MAT40 is impossible.**
 - 2. MI was submitted for a tenant with no move-out in TRACS. Housing may need to intervene to move the tenant out. This will help to avoid double occupancies.**



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Move-Out Request Application - Request

- ★ **The Request Form:**
 - 1. You submit a request to the Helpdesk for the move-out on an official form.**
 - 2. You will fax the form including:**
 - ★ **Contact: Name, phone, fax#; reason; Tenant SSN; Project/Contract #; TRACS Mailbox id; Password; Move-Out Date.**
 - 3. Helpdesk will fax it back with Date of Confirmation and a signature.**



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Move-Out Request Application - MO



The Move-Out characteristics:

1. Move-outs are staged for that night's processing by TRACS.
2. Move-Out registers against the tenant's last (most recent) certification.
3. **HQ125** acknowledgement will be sent to project where the move-out is registered.
4. Displayed on Certification Query or Move-In/Move-Out Query.



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Move-Out Request Application

The End





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Denny's e-mail address...

Dennis_M._Saulman@hud.gov

