Tenant Rental Assistance Certification System

Move-Out Request Application

Presented by

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TRACS Industry Meeting

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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.
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.**
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.
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.
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.
Tenant Rental Assistance Certification System

Move-Out Request Application

The End
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