



TRACS Total Certification Re-baseline Request

The purpose of this form is to request an HQ initiated project certification re-baseline. By submitting this form you are requesting that all active tenant certifications be terminated in TRACS for your project.

Please complete all fields on the following page and fax this form to the Multi-Family Helpdesk at 202-401-7984.

Please also be sure to include all required signatures and date of request on the following page before faxing.

Once this request and the requester have been approved to have the program authority to submit this request the department of housing staff will contact you upon completion.

For all inquires please call 800-767-7588.

HQ Initiated Certification Re-baseline

An HQ initiated Tenant Re-baseline can only be requested for the following reasons:

- A. Due to a change in ownership/management all new tenant data must be submitted to TRACS.
- B. Due to a software change all new tenant data must be submitted to TRACS.
- C. Other. Please explain on following page

**All requests must contain one of the above reason codes or your request will not be processed*



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Requester Information

Requester Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Organization Name: _____

Organization Type: _____

Contract/Project Number: _____ CA ID: _____

TRACSMail ID: _____ TRACSMail ID Password: _____

Requester Signature: _____

Contract Administrator /PBCA Approval Informatio

CA Staff Name: _____

CA =Staff Title: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Organization Name: _____

Organization Type: _____

Contract/Project Number _____ CA ID: _____

TRACSMail ID _____ TRACSMail ID Password: _____

CA/PBCA Staff Signature: _____