

**Instructions for form  
HUD-50059 A (09/2009)**

**(Move-outs, Terminations, Gross Rent Changes and Unit Transfers)**

**Owner's Certification of Compliance with HUD's  
Tenant Eligibility and Rent Procedures**

## **Partial Certification**

**Item 1** Name of Project Enter the project name that appears on the regulatory agreement or subsidy contract. This will be the current project name in the Contracts database.

(MAT TENHR Field 20)

Note: TRACS will use this project name for all Items under this TENHR.

**Item 2** Project Number Enter the 8-digit FHA, Elderly Housing, or State Agency noninsured project number. This field is mandatory for Section 236, BMIR, Rent Supplement, RAP, PAC, and PRAC subsidy types. It is also required for those Section 8 contracts for which an FHA project number applies.

Sample entries are as follows: FHA Insured Projects – 12144026  
Elderly Housing Projects – 121EH001  
Other noninsured Projects – 121001NI

(MAT TENHR Field 23)

Note: Do not use “0000FMHA” as a project number for an FMHA/RHS property. There should not be a project number for these properties.

**Item 3** Subsidy Type Enter the code for the type of subsidy the tenant was receiving at the time of this Transaction. Acceptable codes are as follows:

1- Section 8	4- Section 236	7- Section 202/PRAC
2- Rent Supplement	5- BMIR	8- Section 811 PRAC
3- RAP	6- Reserved	9- Section 202/162 PAC
0- Market Rent Tenants not covered by Section 236 or BMIR		

(MAT TENHR Field 21)

**Item 4** Contract Number This number is mandatory for Section 8, 202/162 PAC, 202 PRAC, and 811 PRAC subsidy types. This number will be used for all transactions under this TENHR. Enter the 11-digit subsidy contract number. Do not enter dashes in this Alphanumeric field (e.g., AK123456789)

(MAT TENHR Field 24)

**Item 5** Transaction Type Enter the code that best describes the main reason for preparing this form.

MO = Move-out (MAT 40 Field 4)  
TM = Termination (MAT 65 Field 4)  
GR = Gross Rent (MAT 70 Field 4)  
UT = Unit Transfer (MAT 70 Field 4)

**Item 6** Head of Household List the name (Last, First, Middle Initial) of the Head of Household.

(Last, First, Initial)

(MAT 40 Fields 6, 7 and 8 for Move-out)

(MAT 65 Fields 6, 7 and 8 for Termination)

(MAT 70 Fields 6, 7 and 8 for Gross Rent Change or Unit Transfer)

**Item 7** Unit Number

For a Move-out, Termination, or Gross Rent Change, enter the Unit Number in which the tenant was residing at the time of this Transaction. For a Unit Transfer, enter the Unit Number into which the tenant is moving.

(MAT 40 Field 11 for Move-out)

(MAT 65 Field 14 for Termination)

(MAT 70 Field 11 for Gross Rent Change or Unit Transfer)

**Item 8** No. of Bedrooms

Enter the number of bedrooms in the unit.

(MAT 10 Section 2 Field 71)

**Item 9** Effective Date

Enter the date this Transaction is to be effective. Enter the Transaction date as MMDDYYYY.

(MAT 40 Field 10 for Move-out)

(MAT 65 Field 10 for Termination)

(MAT 70 Field 10 for Gross Rent Change or Unit Transfer)

**Item 10** Head ID Code  
(SSN)

Enter the 9-digit Social Security Number for the Head of Household.

**Note:** If the Head does not have a SSN, enter the TRACS ID (T-id) number that was assigned by TRACS to a previous full certification.

(MAT 40 Field 5 for Move-out)

(MAT 65 Field 5 for Termination)

(MAT 70 Field 5 for Gross Rent Change or Unit Transfer)

**Item 11** Head Birth Date

Enter the Birth Date for the Head of Household

(MAT 40 Field 9)

(MAT 65 Field 9)

(MAT 70 Field 9)

Note: Enter date as MMDDYYYY.

**Item 12** Building ID

Enter the REAC-assigned Building Number.

(MAT 40 Field 12 for Move-out) Future Field

(MAT 65 Field 13 for Termination) Future Field

(MAT 70 Field 12 for Gross Rent Change or Unit Transfer) Future Field

**Note: TRACS is not edit-checking information for this field at this time.**

**Item 13** Anticipated  
Voucher Date

Enter the voucher period (MMDDYYYY) for which this Transaction will first appear. Not required for Section 236 and BMIR.

(MAT 40 Field 15 for Move-out)

(MAT 65 Field 15 for Termination)

(MAT 70 Field 21 for Gross Rent Change or Unit Transfer)

Note: When entering the date, “DD” will always be “01”

## **Move Outs**

**Item 14** Move Out Code

Enter the valid code which best describes the main reason for the Move-out.

1 - Owner initiated for nonpayment of rent

2 - Owner initiated - other

3 - Tenant initiated - other

4 - Death of sole family member

(MAT 40 Field 13)

**Item 15** Date of Death of  
Sole Member

Enter as MMDDYYYY. Required if Move-Out Code is “4”.

Note: The tenant’s subsidy (assistance payment) must end no more than 14 days from the date of death of the sole family member. However, the actual Move-out date may be after the 14-day period.

(MAT 40 Field 14)

## **Terminations**

**Item 16** Termination  
Code

Enter the valid code which best describes the reason for the termination.

TI = TTP equals/exceeds the Gross Rent or tenant is moving to Market Rent (Section 236 and BMIR)

TC = Did not supply citizenship/eligible alien documentation

TR = Did not re-certify on time. Tenant required to pay market rent.

TF = Tenant refused to transfer as agreed or submitted false data

CE = Subsidy contract expired – not renewed Note: Not for use when renewal is delayed

ST = Ineligible student For PRAC properties, a household with an ineligible student has to move out.

DS = Double subsidy at move-in Note: Termination effective date is the move-in or IC date. When the code DS is used, subsidy is given back for the termination effective date

**Note: All termination codes, except for DS, allow subsidy for the effective date of the termination**

(MAT 65 Field 11 4350.3 REV-1; Paragraph 8-5)

**Item 17** Description (optional) Provide any other details as they relate to the termination of a tenant's subsidy.

## **Gross Rent Changes and Unit Transfers**

Note: If a Gross Rent Change or Unit Transfer has the same effective date as a full certification for the tenant, include the new GRC and/or UT information on the full certification instead of this form.

**Item 18** Previous Unit No. (UT's only) For a Unit Transfer (MAT70 record), enter the Unit from which the tenant transferred.

(MAT 70 Field 22)

Note: If this unit transfer includes changes in family composition and/or annual income, assets or expenses, complete a full certification, (HUD-50059) instead of this form.

**Item 19** Contract Rent For a Gross Rent Change, enter the rent HUD or the Contract Administrator has approved for this unit type. **For a Unit Transfer, enter the Contract Rent for the Unit into which the tenant is moving.**

The Contract Rent is the Section 8/RAP Contract Rent, the Section 236 Basic Rent, the Section 221 (d) (3) BMIR Contract Rent, or the Rent Supplement Unit Rent, as applicable.

For the 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 of the utilities are included in the rent, enter the operating rent (operating cost).

(MAT 70 Field 14) Note: The amount cannot be zero.

**Item 20** Utility Allowance If all of the utilities are included in the rent, enter zero in this field. If not, enter the amount HUD or the Contract Administrator has approved for this unit type. **For a Unit Transfer, enter the Utility Allowance for the Unit into which the tenant is moving.**

(MAT 70 Field 18)

**Item 21** Gross Rent

Enter the sum of Item 31, Contract Rent (CR), plus Item 32, Utility Allowance (UA).  $CR + UA = GR$

**For a Unit Transfer, enter the Gross Rent for the Unit into which the tenant is moving.**

(MAT 70 Field 17)

Note: This Item is also known as PRAC Operating Rent and PAC Operating Cost.

**Note: If the TTP, TR, AP, and/or UR for a tenant need to be prorated, please follow the Pro-ration Procedures listed after Item 26, "Security Deposit". Otherwise...**

**Item 22** Total Tenant Payment

The Total Tenant Payment (TTP) is the amount a tenant is expected to contribute for rent and utilities. The TTP for Section 8, PAC, PRAC, RAP, and Rent Supplement properties is based on the family's income. For BMIR and Section 236 Tenants, enter zero.

For Section 8, RAP, PRAC, PAC the Total Tenant Payment (TTP) is the greater of:

- 30% monthly adjusted income;
- 10% monthly gross income;
- Welfare rent (welfare recipients in as-paid localities only); or
- \$25 minimum rent (Section 8 only).

For Rent Supplement:

The Total Tenant Payment (TTP) is the greater of:

- 30% of monthly adjusted income; or
- 30% of gross rent.

(MAT 70 Field 16 4350.3 REV-1; Paragraph 5-25, Figure 5-6, Paragraph 7-16 and 7-17, Exhibit 5-8)

**Item 23** Tenant Rent

For Section 8/RAP/Rent Supplement/Section 202/162 PAC, Section 202 PRAC and Section 811 PRAC tenants: Tenant Rent (TR) is the portion of the TTP the tenant pays each month to the owner for rent. When utilities are paid by the property, the Tenant Rent (TR) will equal the Total Tenant Payment (TTP). If all, or part, of the utilities are paid by the tenant, the TR and TTP will not be equal. The TR will equal the TTP minus the Utility Allowance. If the Utility Allowance (UA) is greater than the TTP, enter zero and calculate the Utility Reimbursement.

For Section 236 and BMIR tenants: Refer to HUD Handbook 4350.3 REV-1, Exhibit 5-8 for calculating Tenant Rent

(MAT 70 Field 15 4350.3 REV-1; Paragraph 5-26A)

**Item 24** Utility  
Reimbursement

If the Utility Allowance exceeds the Total Tenant Payment, subtract the TTP from the Utility Allowance and enter the difference.  
For Section 236 and BMIR tenants, enter zero.

(MAT 70 Field 19 4350.3 REV-1; Paragraph 5-26C)

**Item 25** Assistance  
Payment

Enter the amount the owner bills HUD on behalf of the tenant living in a Section 8, RAP, Rent Supplement, 202/811 PRAC, or PAC property. To determine this amount, subtract the TTP (Item 108) from the GR (Item 33).  $GR = TTP + AP$ . If the TTP is greater or equal to the GR, enter zero in this Item, except for a PRAC tenant. The assistance payment (AP) for a PRAC tenant is the Operating Rent minus the TTP. Enter the AP amount, even if the amount is a negative number (e.g.: -75 or (75)). For Section 236, BMIR and Market tenants, enter zero or leave this Item blank.

(MAT 70 Field 20 4350.3 REV-1; Paragraph 5-26B)

**Item 26** Security Deposit

The amount collected from the tenant when they moved into the project. If a Unit Transfer, include any amounts transferred from the previous unit.

Note: The security deposit amount was determined at move-in and should not change; unless an Interim/Unit Transfer 50059 (IR/UT) determines a new amount.

(MAT 70 Field 13 4350.3 REV-1; Chapter 6 Section 2; Figure 6-6)

**NOTE:** The Owner/Agent must sign and date the completed HUD-50059 A. The Head of Household must sign and date the completed HUD-50059 A, **IF** this form indicates a change in the Tenant Rent or Utility Reimbursement.

**Pro-ration procedures for tenants whose Household Assistance Status code is “P”, Prorated Assistance (Item 96 of the form HUD-50059)**

**Refer to Exhibits 3-12 through 3-14 for guidance.**

(Item numbers refer to the form HUD-50059 (12/2007))

CR = Contract Rent (Item 31)	BR = Sec. 236 Basic Rent (Item 29)
GR = Gross Rent (Item 33)	MR = Sec. 236 Market Rent (Item 30)
UA = Utility Allowance (Item 32)	UR = Utility Reimbursement (Item 110)
TR = Tenant Rent (Item 109)	TTP = Total Tenant Payment (Item 108)
	AP = Assistance Payment (Item 111)

**Section 8, RAP, and Rent Supplement programs (Exhibit 3-12)**

A) Calculate TTP and resulting AP without pro-rations

- 1) \_\_\_\_\_ Enter GR (Item 33 of HUD-50059)
- 2) \_\_\_\_\_ Determine TTP, per HUD-50059 instructions
- 3) \_\_\_\_\_ Subtract TTP from GR. This is AP amount that family would receive if no pro-ration was involved.

B) Calculate **prorated AP**

- 4) \_\_\_\_\_ Number of eligible Family members who are citizens or

non-citizens with eligible immigration status

- 5) \_\_\_\_\_ Enter the fraction that represents the number of eligible family members and the number of family members in the tenant household. (e.g., five(5) family members and only three(3) family members eligible for assistance Fraction is 3/5
- 6) \_\_\_\_\_ Multiply Line 3 by the fraction is Line 5. This amount is the Prorated AP for this family. Enter amount in Item 111 of HUD-50059

C) Calculate **prorated TTP**

- 7) \_\_\_\_\_ Enter GR (Item 33 of HUD-50059)
- 8) \_\_\_\_\_ Subtract Line 6 from Line 7. This amount is the Prorated TTP for this family. Enter amount in Item 108 of HUD-50059

D) Calculated **prorated TR** and any UR (if applicable)

- 9) \_\_\_\_\_ Enter UA (Item 32 of HUD-50059)
- 10) \_\_\_\_\_ Subtract Line 9 from Line 8. This amount is the Prorated TR for this family. Enter amount in Item 109 of HUD-50059

If Line 10 is zero and in Item 109 of HUD-50059, complete Line 11

- 11) \_\_\_\_\_ If Line 9 is greater than Line 8, enter the difference in Item 110 (Utility Reimbursement) of HUD-50059 Otherwise, leave blank

**Section 8, RAP and Rent Supplement Programs in a Section 236 project (Exhibit 3-14)**

A) Calculate difference between MR and BR for unit without pro-rations

- 1) \_\_\_\_\_ Enter MR (Item 30 of HUD-50059)
- 2) \_\_\_\_\_ Enter BR (Item 29 of HUD-50059)
- 3) \_\_\_\_\_ Subtract Line 2 from Line 1 and enter difference

B) Calculate prorated difference between MR and BR

- 4) \_\_\_\_\_ Enter number of people in the family who are

Ineligible Persons (i.e., not a citizen or not an eligible non-citizen)

5) \_\_\_\_\_ Enter the fraction that represents the number of Ineligible Persons and the number of family members in the tenant household, (e.g., five (5) family members of which two(2) are Ineligible Persons) Fraction is  $2/5$

6) \_\_\_\_\_ Multiply Line 3 by the fraction in Line 5. This amount is the prorated difference between MR and BR

C) Calculate the assistance adjustment for Rent Supplement, RAP or Section 8 assistance the tenant would otherwise receive

7) \_\_\_\_\_ Enter GR (Item 33 of HUD-50059)

8) \_\_\_\_\_ Determine TTP (Item 108 of HUD-50059) without pro-rations

9) \_\_\_\_\_ Subtract Line 8 from Line 7. This amount is AP (Item 111 of HUD-50059) family would receive without being subject to pro-ration requirements

10) \_\_\_\_\_ Multiply Line 9 by Line 5. This amount is the Assistance Adjustment for the family.

D) Calculate the **prorated TTP**

11) \_\_\_\_\_ Add Line 6 + Line 8 + Line 10. Enter in Item 108 of the HUD-50059

E) Calculate the **prorated AP**

12) \_\_\_\_\_ Enter GR ( Item 33 of HUD-50059)

13) \_\_\_\_\_ Subtract Line 11 from Line 12. This amount is the Prorated Assistance Payment. Enter in Item 111 of the HUD-50059

F) Calculate the **prorated TR** and any UR (if applicable)

14) \_\_\_\_\_ Enter the UA (Item 32 of HUD-50059)

15) \_\_\_\_\_ Subtract Line 14 from Line 11. This amount is the Prorated Tenant Rent. Enter in Item 109 of the

HUD-50059

If Line 15 is zero and in Item 109 of HUD-50059, complete Line 16.

- 16) \_\_\_\_\_ If Line 14 is greater than Line 11, enter the difference in Item 110 (Utility Reimbursement) of the HUD-50059. Otherwise, leave blank.

**Section 236 without Benefit of Additional Assistance (Exhibit 3-13)**

A) Calculate difference between MR and TR without prations

- 1) \_\_\_\_\_ Enter MR (Item 30 of HUD-50059)
- 2) \_\_\_\_\_ Determine TR, per HUD-50059 instructions
- 3) \_\_\_\_\_ Subtract Line 2 from Line 1 and enter result.

B) Calculate prorated difference between MR and TR

- 4) \_\_\_\_\_ Enter number of people in the family who are

Ineligible Persons (i.e., not a citizen or not an eligible non-citizen)

- 5) \_\_\_\_\_ Enter the fraction that represents the number of Ineligible Persons and the number of family members in the tenant household. (e.g., five (5) family members of which two (2) are Ineligible Persons) Fraction is  $2/5$
- 6) \_\_\_\_\_ Multiply Line 3 by the fraction in Line 5. This amount is the prorated difference between MR and TR

C) Calculate the **prorated TR**

- 7) \_\_\_\_\_ Add Line 2 and Line 6 and enter result. This amount is the Prorated TR for this family. Enter amount in Item 109 of HUD-50059.