Appendix F:

Regarding Informational Message Codes related to MAT15 Address Records…

Appendix I of the current MAT Guide: Section II.A – MAT15 Address Record… The MAT15 Record is a stand-alone MAT transaction. It is used to submit and maintain both Unit Address and Mailing Address records. It can also be used to delete addresses that are no longer valid.

Appendix I of the current MAT Guide: Section I.G -- Tenant Address History… TRACS does not have a requirement to retain address histories for either units or tenants. TRACS only retains current Tenant Mailing Addresses and Unit Addresses.

TRACS Tenant Informational Message Codes

Code	Description	Recommended Solution
AD001	Insufficient Street Address information for mail delivery by the USPS.	Resubmit MAT15 Update (Transaction Type 2) with valid Street Address.
NOTES: The MAT15 submitted contained a Street Address (check Address Lines) that the Post Office did not recognize. Verify and correct the appropriate Address Line and submit a MAT15 Unit Address record (Transaction Type 2). See the current MAT Guide: Chapter 5, MAT15 Address Record, Fields 14 through 16		
AD002	Multiple matching addresses were found in the USPS database.	Resubmit MAT15 Update (Transaction Type 2) with complete address.
NOTES: TRACS found two units that had the exact same address. Verify and correct the complete address for this unit and resubmit the MAT15 Unit Address record (Transaction Type 2). See the current MAT Guide: Chapter 5, MAT15 Address Record, Fields 10 and 14 through 20		
AD003	The ZIP Code was not found in the USPS database.	Resubmit MAT15 Update (Transaction Type 2) with valid address containing ZIP code.
NOTES: Verify and correct the ZIP Code and resubmit the MAT15 Unit Address record (Transaction Type 2). See the current MAT Guide: Chapter 5, MAT15 Address Record, Fields 19 and 20		
AD004	The Street Name was not found in the USPS database.	Resubmit MAT15 Update (Transaction Type 2) with valid Street Name.
NOTES: Verify and correct the Street Name (check Address Lines) and resubmit the MAT15 Unit Address record (Transaction Type 2). See the current MAT Guide: Chapter 5, MAT15 Address Record, Fields 14 through 16		
AD005	No House/Box Number was found in the USPS database.	Resubmit MAT15 Update (Transaction Type 2) with a valid Street Address – include a Unit Number.
NOTES: Verify and correct the Street Address (check Address Lines) and include the Unit Number in the MAT15 Unit Address record (Transaction Type 2). See the current MAT Guide: Chapter 5, MAT15 Address Record, Fields 14 through 16		
AD006	No matching Unit Number was found in the USPS database.	Resubmit MAT15 Update (Transaction Type 2) with a valid Street Address - include a Unit Number.
NOTES: Verify and correct the Unit Number and appropriate Address Lines, then resubmit the MAT15 Unit Address record (Transaction Type 2). See the current MAT Guide: Chapter 5, MAT15 Address Record, Fields 10 and 14 through 16		

TRACS Tenant Informational Message Codes

Code	Description	Recommended Solution
DA001	Address deleted by MAT15 (Transaction Type 1).	No user action required.
NOTES: DA001 is issued as acknowledgement of an Address Deletion (Transaction Type 1). See the current MAT Guide: Chapter 5, MAT15 Address Record, Field 13		
DA002	Vacated Unit Address with no Project Number was deleted by TRACS due to MAT70 Unit Transfer.	Submit MAT15 for unit prior to its occupation.
NOTES: Since the Unit Address was deleted, send a MAT15 Unit Address record (Transaction Type 2) along with the MI or UT when a new tenant moves in. See the current MAT Guide: Appendix I, Section III.A.5.a.		
DA003	Unit Address with no Project Number was deleted by TRACS due to Move-out.	Submit MAT15 for unit prior to its occupation.
NOTES: Since the Unit Address was deleted, send a MAT15 Unit Address (Transaction Type 2) along with the MI or UT when a new tenant moves in. See the current MAT Guide: Appendix I, Section III.A.5.c.		
DA004	Mailing Address deleted by TRACS due to Termination of tenant in unit with no Project Number.	No further maintenance action required.
NOTES: Since the Mailing Address and Unit Address are linked together, the MAT65 Termination transaction will delete the Unit Address of the unit whose assistance is terminated, and delete the Mailing Address along with it. See the current MAT Guide: Appendix I, Section III.A.5.d.		
DA005	Mailing Address deleted by MAT15 (Transaction Type 1)	No user action required.
NOTES: DA005 is issued to let the O/A know that TRACS has successfully received the Mailing Address deletion sent for this tenant.		
DA006	Mailing Address deleted (Transaction Type 1) by TRACS due to Move-out.	No user action required.
NOTES: Since the Mailing Address and Unit Address are linked together, the MAT40 Move-out transaction will delete the Unit Address and delete the Mailing Address along with it.		
DA007	Unit Address deleted (Transaction Type 1) by TRACS due to Termination of tenant in unit with no Project Number.	Submit MAT15 for unit prior to its occupation.
NOTES: The MAT65 Termination transaction will delete the unit address of the unit whose assistance is terminated. Make sure a MAT15 Unit Address record (Transaction Type 2) is submitted with an Initial Certification if the tenant once again qualifies for assistance See the current MAT Guide: Appendix I, Section III.A.5.d.		

TRACS Tenant Informational Message Codes

Code	Description	Recommended Solution
DA008	An Address transaction record for the noted unit has been received by TRACS.	No user action required.
NOTES: DA008 is issued to let the O/A know that TRACS has successfully received the Address transaction sent for this unit.		
DA009	Mailing Address deleted (Transaction Type 1) by TRACS due to Unit Transfer.	No further maintenance action required.
NOTES: TRACS deleted the Mailing Address for the Previous Unit Number that was sent with the Unit Transfer transaction.		
DA011	Vacated Unit Address with no Project Number was deleted (Transaction Type 1) by TRACS due to MAT10 Unit Transfer.	Submit MAT15 (Transaction Type 2) for unit prior to its occupation.
NOTES: The MAT10 Unit Transfer transaction will delete the unit address of the unit being vacated. Since the Unit Address was deleted, send a MAT15 Unit Address record (Transaction Type 2) along with the MI or UT when a new tenant moves in. See the current MAT Guide: Appendix I, Section III.A.5.a.		
DA014	Unit Address successfully added (Transaction Type 2) to TRACS.	Acknowledgment. No response required.
NOTES: TRACS has successfully added the Unit Address information sent for this unit.		
DA015	Unit Address updated (Transaction Type 2) including a change in the Head of Tenant ID.	Acknowledgment. No response required.
NOTES: TRACS has successfully changed the Unit Address for this unit, including the change in HoH.		
DA016	Unit Address updated (Transaction Type 2). No change in Head of Tenant ID.	Acknowledgment. No response required.
NOTES: TRACS has successfully changed the Unit Address for this unit. There has been no change to the HOH		
DA017	Mailing Address successfully changed (Transaction Type 2) to new address.	Acknowledgment. No response required.
NOTES: TRACS has successfully changed the Mailing Address sent for this unit.		
DA018	Mailing Address successfully added (Transaction Type 2) to TRACS.	Acknowledgment. No response required.
NOTES: TRACS has successfully added the Mailing Address for this unit.		
DA019	MAT15 Unit Renumbering (Transaction Type 3) found no current certification to update.	Submit a current MAT10 (re)certification to establish the tenant in the renumbered unit.

TRACS Tenant Informational Message Codes

Code	Description	Recommended Solution
	NOTES: When trying to change the unit number, TRACS has not active record for current tenant shown in the unit. Please submit the most recent MAT10 certification for this tenant so the Unit renumbering will work. See the current MAT Guide: Appendix I, Section III, Renumbering Units, for IMPORTANT information regarding Renumbering Units.	
DA020	Unit Number renumbered (Transaction Type 3) as requested.	Acknowledgment. No response required.
	NOTES: This unit has successfully been renumbered and the new Unit Number has been stored at TRACS. See the current MAT Guide: Appendix I, Section III, Renumbering Units, for IMPORTANT information regarding Renumbering Units. See other note about confirmations. If you send this for a 200 unit property, there will be 200 messages.	
GA001	MAT70 Unit Transfer successfully processed. Transfer Date: Previous Unit Number:	Acknowledgment. No response required.
	NOTES: The Unit Transfer and the updated Unit Number for this tenant were stored at TRACS.	
GA002	MAT70 Gross Rent Change successfully processed.	Acknowledgment. No response required.
	NOTES: The Gross Rent Change for this Unit Number was stored at TRACS.	
HQ123	For submitted MI, HQ initiated Move-out processed. Moved out of Project Number: Moved out of Contract Number: Move-out Date: Moved into Project Number: Moved into Contract Number:	Acknowledgment. No response required. The OA must submit a MO or a MAT 10 removing the household member. To say no action is required is not compliant with HUD requirements.
	NOTES: An active resident who appears to live on this property has moved in to another property. As a result, HUD has issued a MO for this property. The OA is required to issue a MO with the correct effective date. The TRACS HQ MO does not determine the actual MO date. A MAT40 Move-out for the unit from which the tenant moved was issued by Headquarters (HQ) so the tenant can be moved into their new unit. MRoss This should be escalated to a level 3 Discrepancy so that it may be stored and monitored. AC -This informational message is a result of a HQ move-out. Therefore, the move-out is stored and can be monitored in TRACS. MRoss Informational messages are not stored in TRACS. These are almost impossible to track. That's why I think it should be a discrepancy with an Action Code 3.BTW – I still think this should be eliminated. The action allows a resident to live in two units without HUD's knowledge.	

TRACS Tenant Informational Message Codes

Code	Description	Recommended Solution
HQ125	MAT40 Move-out request processed.	No user action required.
NOTES: A MAT40 Move-out for this tenant was issued by HUD Headquarters (HQ) in order to free up the unit for the new tenant's Move-in. Isnt this just a confirmation that a MO worked? Is it really an HQ MO? If it is an HQ MO, then user action is required.		
HQ180	HQ Termination processed for expired certification Prior Recertification Date: <date> Resubmission Expiration Date: <date>	Annual Recertifications submitted later than the Next Recertification Date plus one (1) month are rejected with a headquarters Termination. Submit an Initial Certification (IC) to reestablish the tenant in TRACS.
NOTES: TRACS no longer issues this nessage.		
MA001	MAT40 Move-out transaction successful. MAT40 Move-out Date:	Acknowledgment. No response required.
NOTES: The MAT40 Move-out for this tenant was successfully stored at TRACS. MRoss I thought we were going to eliminate confirmation messages when the transaction originates with the OA. AC We have not been instructed to eliminate this confirmation message. MRoss – I thought that was confirmed with 202D. I thought all confirmation emails were going to be eliminated to reduce paper usage.		
MA002	Due to a MAT40 Move-out, future certification was removed from TRACS. Future Certification Type: Future Certification Effective Date: Can we add this to the message? MAT40 Move-out date:	Acknowledgment. No response required.
NOTES: The MAT40 Move-out for this tenant was submitted to TRACS after other certifications, with effective dates after the effective date of the Move-out, had been submitted and stored at TRACS. Those "future" certifications will be removed from TRACS.		
MA003	MAT40 Move-out has updated the existing Headquarters Move-out.	Acknowledgment. No response required.
NOTES: The MAT40 Move-out that was submitted successfully updated the HQ Move-out (HQ125) that was issued previously by HUD Headquarters.		

TRACS Tenant Informational Message Codes

Code	Description	Recommended Solution
MA004	MAT40 Move-out has updated a certification previously moved out by the user. Can we re-word this? As needed. Move-out information updated. New Move-out Date: Replaced Move-out Date: New Move-out Code: Replaced Move-out Code:	Acknowledgment. No response required.
NOTES: TRACS has stored the updated Move-out information for this tenant.		
NA001	Unit has been identified as being occupied by multiple active tenants.	Move-out tenants that no longer occupy the unit.
NOTES: If necessary, check the TRACS Certificatio Query and/or the MI/MO Query to make sure all previous tenants have been moved-out of this unit.		
SA001	Head of Tenant has been identified as occupying multiple assisted units. Should this say Head or Tenant? No, this is basically saying the head of household tenant. Will this be changed?	Contact the HUD Field Office for assistance in resolving this issue. This message is not right. The Field Office may or may not know what to do.
NOTES: If the tenant is living in more than one unit and receiving assistance in both units, the tenant will need to pay Market Rent in the unit they currently occupy until they are moved-out of their previous unit. The property managers from both properties will need to communicate to establish the correct Move-out date from the previous unit. Special rules apply to SWAP, and SPLIT households and to children who appear in two units due to a joint cutody arrangement. See MAT Guide Chapter 4 for additional information. This should be elevated to a Discrepancy Action Code 3 We have not been instructed to make this into a discrepancy. They are reported on the Multiple Occupancy Report.		
TA001	Tenant terminated for failure to recertify on time; certification expired: (Next Recertification Date).	Submit MAT10 Initial Certification or Annual Recertification if tenant needs to be subsidized.
NOTES: TA001 coincides with HQ180 (HQ Termination processed for expired certification). See Chapter 4, Section 4.5 (What to do after an HQ Termination due to failure to receive an AR) and Section 4.42.6 (HAP Payments for Late Recertifications) of the current MAT Guide for further information on how to deal with expired Annual Recertications. HQ 180 is no longer issued by TRACS. Need to figure out what is going on. References to HQ180 can be removed since it is no longer issued by TRACS. We should probably talk about this one. Technically, the OA should submit an AR, a MO or a TM if there is an HQ TM. An IC would not be appropriate until a TM is received in TRACS.		
TA002	The MAT65 submitted with Termination code "CE" was not processed because the contract for the tenant has already been combined.	No user action required.

TRACS Tenant Informational Message Codes

Code	Description	Recommended Solution
NOTES: TA002 is issued when a MAT65 Termination that was submitted has an effective date that is after the contract combination date for this unit/tenant.		
TA003	A MAT65 Termination has been successfully added to TRACS. Termination Effective Date: Termination Code: Certification Type:	Acknowledgment. No response required.
NOTES: The MAT65 Termination for this tenant was successfully stored at TRACS. Once again, see note re: confirmation messages.		
TA004	Future certification targeted for Termination has been deleted from TRACS. Subsidy is being terminated before certification will be activated. Certification Type: Termination Effective Date: Termination Code:	Acknowledgment. No response required.
NOTES: TRACS recognizes MAT10 (re)certifications on file with effective dates that are after the effective date of the MAT65 Termination that was submitted for this tenant.		
TA005	A MAT65 Termination updated the existing HQ Termination. Termination Code:	Acknowledgment. No response required.
NOTES: The MAT65 Termination that was submitted successfully updated the HQ Termination (HQ180) that was issued previously by HUD Headquarters.		
TA006	MAT65 Termination has updated a certification previously terminated by the user. Can we re-word? As needed. Termination record has been updated Certification Effective Date: New Termination Date:	Acknowledgment. No response required.
NOTES: MAT65 Termination information has been submitted for this tenant.		

TRACS Tenant Informational Message Codes

Code	Description	Recommended Solution
TA007	No certification qualified for a MAT65 Termination but an Initial Certification (IC) exists for the tenant. This doesn't make sense… Where the TRACS certification effective date is in the future and/or greater than or equal to the MAT65 termination date certain conditions (i.e. Contract expired-not renewed) are determined. If so, this informational message is generated. When the TRACS certification effective date is less than MAT65 termination date and TRACS current certification type is already an IC then this informational message is generated. Hope this helps. Not really. Let's say a tenant's first cert is an IC dated 6/1, then the OA discovers dual subsidy and TMs on 6/1 and creates a new IC effective 6/15, will this message be generated? (IC) Effective Date: Certification Type:	Acknowledgment. No response required. Why is there no response.
NOTES: MAT65 Terminations and MAT10 Initial Certifications usually come in pairs. See Chapter 4, Section 4.8 (Terminations and Initial Certfications) of the current MAT Guide for more information.	
TA008	Certification terminated to prepare for a Project/Contract baseline.	Acknowledgment. No response required.
NOTES: See Appendix J, Section J-2, points 1 and 2 of the current MAT Guide for more information.	
UA001	Unit Number submitted in MAT40 Move-out is not in TRACS; confirm Unit Number before moving another tenant into the unit. Reported Unit Number: TRACS Unit Number:	Confirm Unit Number before moving another tenant into the unit.
NOTES: UA001 is issued because the Unit Number submitted with the MAT40 Move-out for this tenant is not recognized by TRACS. As the Recommended Solution section states, confirm the Unit Number before moving another tenant into the unit. See HUD-50059A, Item 7 See the current MAT Guide: Chapter 5, MAT40 Move-out Record, Field 11 And do what? Submit a MAT 15 baseline????? The MAT40 MO Unit Number does not match the unit number in TRACS. Therefore, submit another MAT40 Move-Out with the correct unit number. But your message says to confirm before moving a new household in. It does not say send a new MO with a valid unit number. What will that do in TRACS. Is the correction flag set?	

TRACS Tenant Informational Message Codes

Code	Description	Recommended Solution
UA002	Unit Number submitted in MAT65 Termination is not in TRACS; confirm Unit Number before submitting transactions against the unit or tenant. Reported Unit Number: TRACS Unit Number:	Confirm Unit Number before submitting transactions against the unit or tenant.
NOTES: UA002 is issued because the Unit Number submitted with the MAT65 Termination for this tenant is not recognized by TRACS. As the Recommended Solution section states, confirm the Unit Number before submitting future tranactions related to this unit/tenant. See HUD-50059A, Item 7 See the current MAT Guide: Chapter 5, MAT65 Termination Record, Field 14 And do what? Submit a MAT 15 baseline????? The MAT40 MO Unit Number does not match the unit number in TRACS. Therefore, submit another MAT40 Move-Out with the correct unit number. Once again, the instruction should say to re-submit the MO with a valid unit number? What will that do in TRACS. Is the correction flag set?		
UA003	No Unit Address in TRACS for the unit being vacated by a MAT70 Unit Transfer. Reported Unit Number:	Submit a MAT15 to establish a tenant in the unit if it is occupied.
NOTES: Send a MAT15 Unit Address record (Transaction Type 2) along with the MI or UT when a new tenant moves in.		
UA004	Tenant attempted to transfer from a unit they did not occupy. Reported Unit Number: Occupying Head ID:	May need to perform Unit Transfer or Move-out on tenant currently occupying the unit. Check originating unit number to see if that is the correct number.
NOTES: Verify that the MAT70 Unit Transfer submitted is for the tenant currently moving into the new unit and that the unit did not have anyone occupying it on the effective date of the Unit Transfer. If the unit is still occupied by a previous tenant at TRACS, the previous tenant will need to be moved-out or transferred to their appropriate unit. Check the TRACS Certification Query and the MI/MO Query, if necessary, for more information.		
UA005	No Unit Address found in TRACS for the MAT10 submitted.	Submit a MAT15 Unit Address record for the tenant.
NOTES: TRACS does not have a Unit Address on file that matches the Unit Number/Unit Address for the certification that was submitted for this tenant. As the Recommended Solution section states, submit a MAT15 Unit Address record (Transaction Type 2) for this tenant.		
UA006	No Unit Address found in TRACS for the MAT70 Unit Transfer submitted.	Submit a MAT15 Unit Address record for the tenant.
NOTES: TRACS does not have a Unit Address on file that matches the Unit Number/Unit Address for the Unit Transfer that was submitted for this tenant. As the Recommended Solution section states, submit a MAT15 Unit Address record (Transaction Type 2) for this tenant.		
UA010	No Unit Address in TRACS for the unit being vacated.	Submit MAT15 for unit prior to its occupation.

TRACS Tenant Informational Message Codes

Code	Description	Recommended Solution
	NOTES: Since there is no record for this Unit Address, send a MAT15 Unit Address record (Transaction Type 2) along with the MI or UT when a new tenant moves in.	
UA015	MAT70 Unit Transfer submitted for an occupied Unit Address. Reported Head ID: Occupying Head ID:	Submit MAT15 update to establish correct tenant occupying unit. (Once the Unit Address table has been populated and stabilized, this condition will become a fatal error.) Is this right? Usually the MO, UT or TM for the former tenant failed.
	NOTES: Verify that the MAT70 Unit Transfer submitted is for the tenant currently moving into the new unit and that the unit did not have anyone occupying it on the effective date of the Unit Transfer. Check the TRACS Tenant Unit Address Query and MI/MO Query, if necessary. Submit a MAT15 Unit Address record (Transaction Type 2) for the tenant who now occupies the unit. This should be escalated to a Discrepancy Action Code 2 We have not been instructed to make this into a discrepancy.	
UA020	MAT10 submitted for an occupied Unit Address. Reported Head ID: Occupying Head ID:	Submit MAT15 update to establish correct tenant occupying unit. (Once the Unit Address table has been populated and stabilized, this condition will become a fatal error.) Is this right? Usually the MO, UT or TM for the former tenant failed.
	NOTES: Verify that the MAT10 submitted is for the current tenant in the correct unit. Check the TRACS Tenant Unit Address Query, if necessary. Submit a MAT15 Unit Address record (Transaction Type 2) for the tenant currently occupying the unit. This should be escalated to a Discrepancy Action Code 2 We have not been instructed to make this into a discrepancy.	