

TECHNICAL MEMORANDUM

***Everything you ever wanted to know about MAT15s
But were afraid to ask!!***

Why send Unit Addresses to TRACS?

HUD's Real Estate Assessment Center (REAC) needs unit address data for two reasons:

1. To mail income discrepancy letters to tenants; and
2. To mail tenant satisfaction surveys to tenants.

These requirements caused TRACS to define a new MAT record format, the *MAT 15 Address Record*. This new MAT record is part of TRACS release 201A, scheduled to be implemented August 1, 2000.

Who must send Unit Addresses to TRACS?

Owners and Agents which manage BMI R, Rent Supplement, RAP, Section 236, 202/162 PAC, 202 PRAC, 811 PRAC, and Section 8 projects must send unit addresses for *all* units (subsidized, vacant, and market).

When must Unit Addresses be submitted to TRACS?

Owners and Agents may begin submitting Unit Addresses immediately.

What if a resident has a different mailing address?

The unit address is the default mailing address for the tenant. However, if a tenant has a different mailing address (e.g. P. O. Box number or family member's address used for mail), the Owner/Agent is to submit a *tenant mailing address transaction* to TRACS, in addition to the unit address transaction.

This document is divided into three sections:

- I. The Initial Unit Address Load
- II. The Initial Tenant Mailing Address Load
- III. After the Initial Address Load: Unit and Mailing Address Maintenance

Note: You must have upgraded to CAM 2.63 and installed the subsequent patch to perform these steps. Call Technical Support if you need assistance.

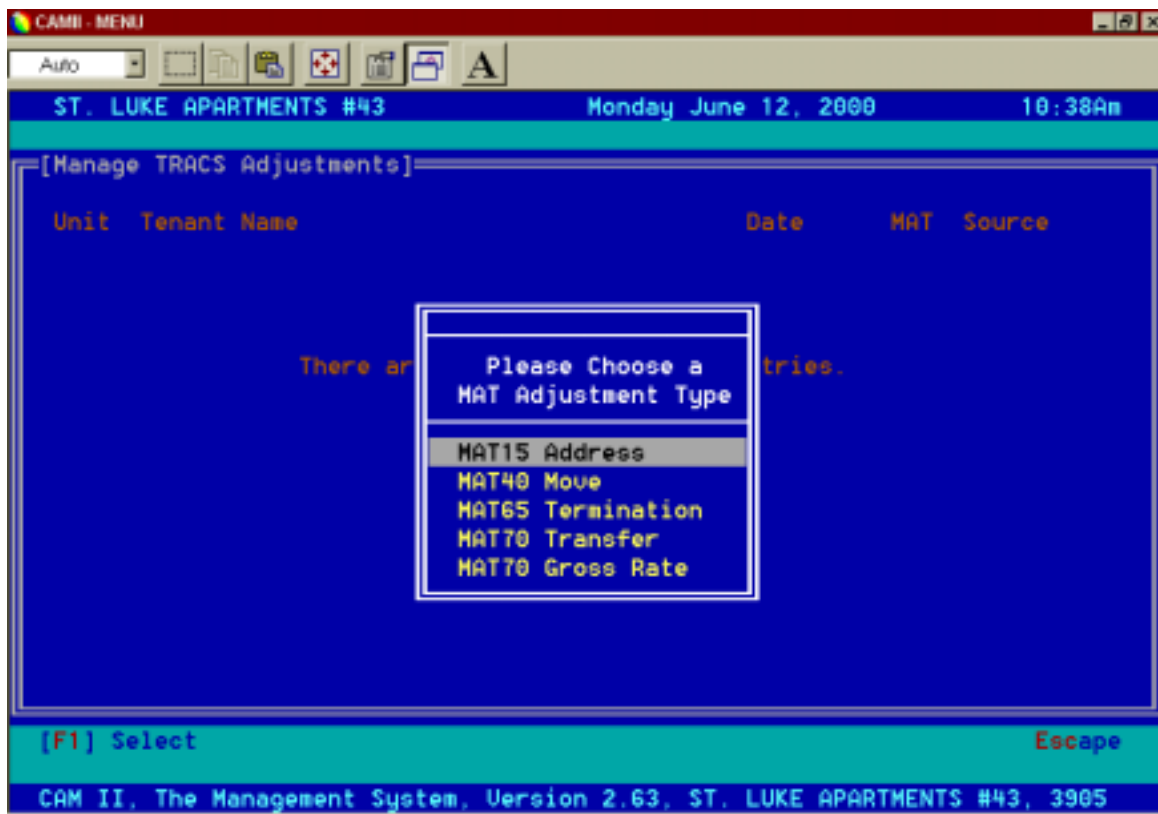
I. THE INITIAL UNIT ADDRESS LOAD

Since no unit addresses exist in TRACS at this time, Owners and Agents are required to send *Initial Unit Address Load* MAT 15 transactions for all units (including subsidized, vacant, and market rent units). This is a one-time transaction.

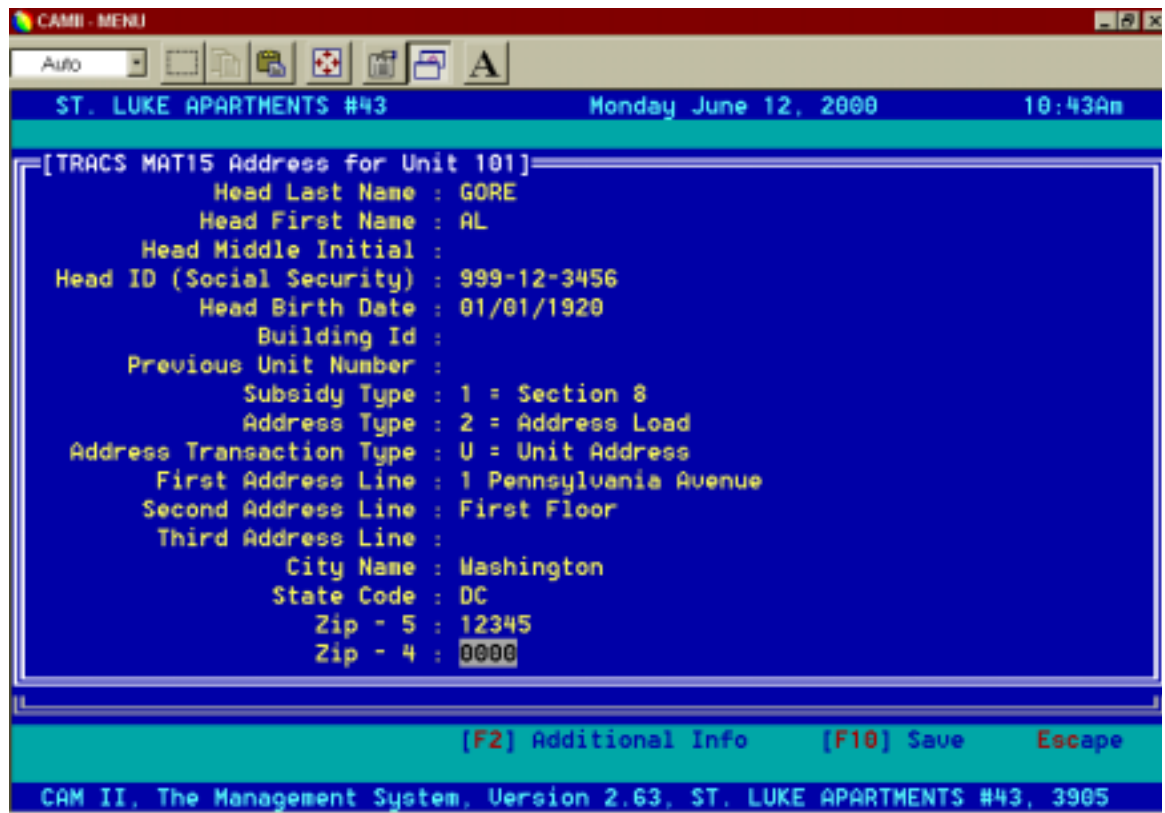
To ensure that correct information is sent initially, these MAT 15s must be created manually for each unit.

HOW TO CREATE MAT 15 *INITIAL (BASELINE) UNIT ADDRESS RECORDS*

1. From the CAM 2.63 Main Menu go to **[A]**ssisted Housing, **[H]**UD Tracs Management, **[M]**anage TRACS Adjustments.
2. Press **[F1]** to select *certifications*.
3. Press the **I**NSERT key and a message box will be displayed.



4. Highlight "MAT 15 Address", then press **[F1]** to SELECT.
Enter the desired unit number. The following screen will be displayed:



5. Note that the system defaults to *Address type "2 = Address Load"* and *Address transaction type "U = Unit Address"*. These keys define the MAT15 record as an *initial unit address load* transaction. Do not change them at this time.
6. Use the down arrow key to move to "**First Address Line**". If the unit address is not correct, type in the correct information, pressing enter after each line.

Note: *the First Address line is required for an address load.*

If the unit address is correct, continue to step 7.

Note: *The Unit address is considered to be the physical location of the unit.*

7. Verify unit information and press [F10] to save.

Repeat these steps for each unit, until every unit in the property (even vacant and market rent units - see instructions for these units below) has had an *initial unit address load* MAT15 record created.

HOW TO CREATE MAT 15 *INITIAL (BASELINE) UNIT ADDRESS RECORDS* FOR UNASSISTED (MARKET RENT) UNITS AND VACANT UNITS

1. From the CAM 2.63 Main Menu go to **[A]**ssisted Housing, **[H]**UD Tracs Management, **[M]**anage TRACS Adjustments
2. Press **[F1]** to select *certifications*.
3. Press the INSERT key and a message box will be displayed.
4. Highlight "MAT 15 Address", then press **[F1]** to SELECT.
5. Enter the desired unit number. The following screen will be displayed:



6. Note that the system defaults to *Address type "2 = Address Load"* and *Address transaction type "U = Unit Address"*. These keys define the MAT15 record as an *initial unit address load* transaction. Do not change them at this time.

7. Use the down arrow key to move to "**Subsidy Type**". For Market Rent and Vacant Units, Press [F1] and select "**O - Market\Vacant**", and then press enter.
8. Use the down arrow key to move to "**First Address Line**". If the unit address is not correct, type in the correct information, pressing enter after each line.

Note: *the First Address line is required for an address load.*

If the unit address is correct, continue .

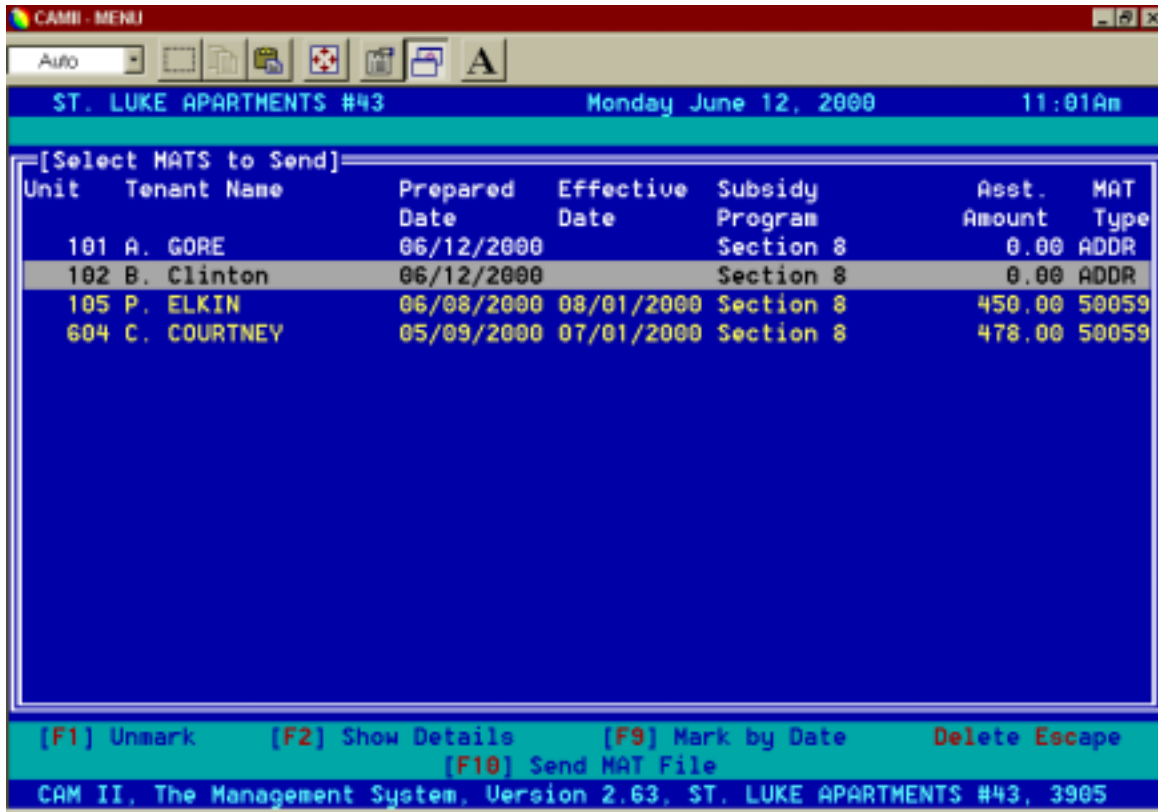
Note: *The Unit address is considered to be the physical location of the unit.*

9. An 8-digit HUD Project number is required to submit an address load for a vacant or market rent unit. Press [F2] to see (or insert) the Project Number. Press [F5] when you are done.
10. Verify unit information and press [F10] to save.

HOW TO SEND MAT 15 INITIAL (BASELINE) UNIT ADDRESS RECORDS TO TRACS

Note: *Initial Unit Address records are to be sent separately from other MAT records (such as 50059s, Unit Transfers, and Move-outs).*

1. From the CAM 2.63 Main Menu, go to [A]ssisted Housing, [H]UD TRACS Management, [S]end MAT Records to HUD.
2. Press [F1] to select certifications.
3. Highlight only the MAT 15 Address records. On the right side of the screen, under the column heading "MAT Type", these records are identified as **ADDR**. Press [F1] to select each ADDR record until all are highlighted. Be careful *not* to select any other records (such as "50059" or "MOVE"). See illustration. You may send Address records for subsidized, non-subsidized, and vacant apartments together.



4. Follow regular steps to send to TRACS.

II. The Initial (Baseline) Tenant Mailing Address Load

TRACS will be collecting and maintaining unit addresses. The unit address will be the default mailing address for the tenant. However, there may be legitimate occasions where the tenant's unit address is *not* their legal mailing address – the address to which the Owner/Agent mails notices to the tenant.

In this case the Owner/Agent should submit a Tenant Mailing Address record to TRACS. This record is *in addition to* the Initial Unit Address Load. The same procedure is used for both assisted and unassisted (Market rent) tenants.

HOW TO CREATE MAT 15 *TENANT MAILING ADDRESS RECORDS*

1. From the CAM 2.63 Main Menu go to **[A]**ssisted Housing, **[H]**UD Tracs Management, **[M]**anage TRACS Adjustments.
2. Press **[F1]** to select *certifications*.
3. Press the INSERT key and a message box will be displayed.
4. Highlight "MAT 15 Address", then press **[F1]** to SELECT.
5. Enter the desired unit number.
6. Note that the system defaults to *Address type "2 = Address Load"* and *Address transaction type "U = Unit Address"*.
7. Use the down arrow key to move to "**Address Transaction Type**". Press **[F1]** to select address type; arrow down to "**M – Mailing Address**" and press **[F1]** to select.

This creates the correct MAT 15 record keys for a one-time mailing address load. (In the future, you may make changes to unit or mailing addresses, but the procedure is slightly different; see instructions below.)

8. Use the down arrow key to move to "**First Address Line**". Enter the correct mailing address information for the tenant, pressing enter after each line. When the address is correct, continue.

Note: *the First Address line is required for an address load.*

9. Verify unit information and press **[F10]** to save.

Follow the procedure described above to send these address MAT15s to TRACS.

III. After the Initial (Baseline) Address Load: Unit and Mailing Address Maintenance

Over time, some maintenance of unit address and mailing address information is to be expected.

CAM 2.63 automatically performs Unit Address Maintenance during normal processing. Each time a 50059 is created, CAM 2.63 will create a *unit address change* record containing updated information. If the user indicates there is a change in mailing address, the *mailing address change* record will also be created.

Move in, move out, termination of assistance, or unit transfer address maintenance transactions are performed by TRACS. The 8-digit project number becomes key:

- *Unit Transfer without project number* deletes the unit address of the unit being vacated.
- *Move Out without project number* deletes the unit address of the unit being vacated.
- *Terminations of Assistance without project number* will delete the unit address of the unit whose assistance is terminated.
- *Unit Transfer with project number* vacates the old unit by removing the Head of Household Id Number (Social Security Number). *For Section 8 units, the contract number is removed, converting the unit to an unoccupied and unassisted unit.*
- *Move Out with project number* vacates the unit by removing the Head of Household Id number (Social Security Number).
- If the Subsidy type is Section 8, *Terminations of Assistance with project number* will remove the contract number, converting the unit address to an unassisted unit.

From time to time you may need to manually maintain address information. Below are instructions for performing address maintenance manually.

HOW TO CREATE MAT 15 ADDRESS CHANGE RECORDS

The MAT15 Unit address change is used to modify an existing unit address record in the TRACS database. Items which can be modified with this transaction include:

- Unit Number
- Contract Number
- First, second and third address line
- City Name
- State
- Zip-5
- Zip-4

1. From the CAM 2.63 Main Menu go to **[A]**ssisted Housing, **[H]**UD Tracs Management, **[M]**anage TRACS Adjustments.
2. Press **[F1]** to select *certification*.

3. Press the INSERT key and a message box will be displayed.
4. Highlight "MAT 15 Address", then press [F1] to SELECT.
5. Enter the desired unit number.
6. Note that the system defaults to *Address type "2 = Address Load" and Address transaction type "U = Unit Address"*.
7. Use the down arrow key to move to "**Address Type**". Press [F1] to select transaction; arrow down to "**3 -Address Change**" and press [F1] to select.

*To indicate which address to change (unit address or mailing address): Use the down arrow key to move to "**Address Transaction Type**". Press [F1] to select address type; highlight "**U=Unit Address**" or "**M=Mailing Address**" and press [F1] to select.*

Note: *If you need to change both the Unit and the Mailing Address, you will need to submit two separate MAT 15s, one for each address.*

8. Use the down arrow key to move to "**First Address Line**". Enter the correct mailing address information for the tenant, pressing enter after each line.

Note: *the First Address line is required for an address change.*

9. To change the project or contract number, press [F2], enter the correct information, and press [F5] to continue.
10. Head of Household ID (Social Security Number) is required if the unit is occupied and receiving assistance. If the Head of Household has no SSN or TRACS-assigned "T-id", the name and birth date of the Head is required. The SSN field should then be entered as 999-99-9999.
11. Verify unit information and press [F10] to save.

Follow the procedure described above to send these address change MAT15s to TRACS.

HOW TO CREATE MAT 15 ADDRESS DELETE RECORDS

The Unit Address Delete transaction is used to remove unit address records from the TRACS database. This function should rarely be needed.

Note: To delete a unit address, the following information is required:

- *Project Number*
- *Contract Number*
- *Unit Number*

1. From the CAM 2.63 Main Menu go to **[A]**ssisted Housing, **[H]**UD Tracs Management, **[M]**anage TRACS Adjustments.
2. Press **[F1]** to select *certification*.
3. Press the INSERT key and a message box will be displayed.
4. Highlight "MAT 15 Address", then press **[F1]** to SELECT.
5. Enter the desired unit number.
6. Note that the system defaults to *Address type "2 = Address Load"* and *Address transaction type "U = Unit Address"*.
7. Use the down arrow key to move to "**Address Type**". Press **[F1]** to select transaction; arrow down to "**1 -Address Deletion**" and press **[F1]** to select.

Note: *Deleting the Unit Address deletes the associated Mailing address automatically.*

8. Verify unit information and press **[F10]** to save.

Follow the procedure described above to send these address change MAT15s to TRACS.

FOR MORE INFORMATION

See the *MAT User Guide, TRACS Release 2.0.1.A*, Chapter 4, pages 4-24 through 4-27 for an explanation of the MAT15 fields. This document is available online at:

<http://www.hud.gov/fha/mfh/trx/html/trxmatg.html>