**Appendix F:**

TRACS Tenant Informational Message Codes F-2

| **TRACS Tenant Informational Message Codes** | | | | |
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| **Code** | | | **Description** | **Recommended Solution** |
| AD001 | | | Insufficient street address information for mail delivery by the USPS. | Resubmit MAT15 update (tran type 3) with valid street address. |
| AD002 | | | Multiple matching addresses were found in the USPS database. | Resubmit MAT15 update (tran type 3) with complete address. |
| AD003 | | | The ZIP code was not found in the USPS database. | Resubmit MAT15 update (tran type 3) with valid address containing ZIP code. |
| AD004 | | | The street name was not found in the USPS database. | Resubmit MAT15 update (tran type 3) with valid street name. |
| AD005 | | | No house/box number was found in the USPS database. | Resubmit MAT15 update with valid street address - include a unit number. |
| AD006 | | | No matching unit number was found in the USPS database. | Resubmit MAT15 update with valid street address - include a unit number. |
| DA001 | | | Address deleted by MAT15. | No user action required. |
| 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. |
| DA003 | | | Unit address with no project number was deleted by TRACS due to move-out. | Submit MAT15 for unit prior to its occupation. |
| DA004 | | | Mailing address deleted by TRACS due to termination of tenant in unit with no project number. | No further maintenance action required. |
| DA005 | | | Mailing address deleted by MAT15. | No user action required. |
| DA006 | | | Mailing address deleted by TRACS due to move-out. | No user action required. |
| DA007 | | | Unit address deleted by TRACS due to termination of tenant in unit with no project number. | Submit MAT15 for unit prior to its occupation. |
| DA008 | | | An address transaction record for the noted unit has been received by TRACS. | No user action required. |
| DA009 | | | Mailing address deleted by TRACS due to unit transfer. | No further maintenance action required. |
| DA011 | | | Vacated unit address with no project number was deleted by TRACS due to MAT10 unit transfer. | Submit MAT15 for unit prior to its occupation. |
| DA014 | | | Unit address successfully added to TRACS. | Acknowledgment. No response required. |
| DA015 | | | Unit address updated including a change in the head of household ID. | Acknowledgment. No response required. |
| DA016 | | | Unit address updated. No change in head of household ID. | Acknowledgment. No response required. |
| DA017 | | | Mailing address successfully changed to new address. | Acknowledgment. No response required. |
| DA018 | | | Mailing address successfully added to TRACS. | Acknowledgment. No response required. |
| DA019 | | | MAT15 Unit Renumbering Transaction found no current certification to update. | Submit a current MAT10 (re)certification to establish the household in the renumbered unit. |
| DA020 | | | Unit number renumbered as requested. | Acknowledgment. No response required. |
| GA001 | | | MAT70 Unit Transfer successfully processed.  Transfer Date:  Previous Unit Number: | Acknowledgment. No response required. |
| GA002 | | | MAT70 Gross Rent Change successfully processed. | Acknowledgment. No response required. |
| 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. |
| HQ125 | | | MOVE\_OUT REQUEST PROCESSED. | No user action 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. |
| MA001 | | | Move Out transaction successful.  MAT40 Move Out Date; | Acknowledgment. No response required. |
| MA002 | | | Due to a Move Out, future certification was removed from TRACS.  Future Cert Type:  MAT40 Move Out date: | Acknowledgment. No response required. |
| MA003 | | | MAT40 move out has updated the existing Headquarters move out. | Acknowledgment. No response required. |
| MA004 | | | MAT40 move out has updated a certification previously moved out by the user.  New Move Out Date:  Replaced Move Out Date:  New Move Out Code:  Replaced Move Out Code: | Acknowledgment. No response required. |
| NA001 | | | Unit has been identified as being occupied by multiple active households. | Move out households that no longer occupy the unit. |
| SA001 | | | Head of Household has been identified as occupying multiple assisted units. | Contact the field office for assistance in resolving this issue. |
| TA001 | | | Tenant terminated for failure to recertify on time; certification expired: (next recertification date). | Submit MAT10 initial certification or annual recertification if household needs to be subsidized. |
| TA002 | | | The MAT65 submitted with term code CE was not processed because the contract for the household has already been combined. | No user action required. |
| TA003 | | | A MAT65 termination has been successfully added to TRACS.  Termination Effective Date:  Termination Code:  Certification Type: | Acknowledgment. No response required. |
| 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. |
| TA005 | | | A MAT65 termination updated the existing HQ termination.  Termination Code: | Acknowledgment. No response required. |
| TA006 | | | MAT65 termination has updated a certification previously terminated by the user.  (Certification) Effective Date:  New Termination Date: | Acknowledgment. No response required. |
| TA007 | | | No certification qualified for a termination but an initial cert exists for the household.  (IC) Effective Date:  Cert Type: | Acknowledgment. No response required. |
| TA008 | | | Certification terminated to prepare for a project/contract baseline. | Acknowledgment. No response required. |
| UA001 | | | Unit number submitted in MAT40 is not in TRACS; confirm unit number before moving another household into the unit.  Reported unit number:  TRACS unit number: | Confirm unit number before moving another household into the unit. |
| UA002 | | | Unit number submitted in MAT65 is not in TRACS; confirm unit number before submitting transactions against the unit or household.  Reported unit number:  TRACS unit number: | Confirm unit number before submitting transactions against the unit or household. |
| 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 household in the unit if it is occupied. |
| UA004 | | | Household 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 household currently occupying the unit. |
| UA005 | | | No unit address found in TRACS for the MAT10 submitted. | Submit a MAT15 unit address record for the household. |
| UA006 | | | No unit address found in TRACS for the MAT70 submitted. | Submit a MAT15 unit address record for the household. |
| UA010 | | | No unit address in TRACS for the unit being vacated. | Submit MAT15 for unit prior to its occupation. |
| UA015 | | | MAT70 unit transfer submitted for an occupied unit address.  Reported head ID:  Occupying head ID: | Submit MAT15 update to establish correct household occupying unit. (Once the unit address table has been populated and stabilized, this condition will become a fatal error.) |
| UA020 | | | MAT10 submitted for an occupied unit address.  Reported head ID:  Occupying head ID: | Submit MAT15 update to establish correct household occupying unit. (Once the unit address table has been populated and stabilized, this condition will become a fatal error.) |
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