# TRACS Multi-Family Move-Out Request Form

The purpose of this form is to request a HUD initiated move-out.  This form is to only be used if submitting a MAT40 from your site is not possible.

You may not use this form to move a tenant from one unit and into another.  This move-out process is performed using the tenants Social Security Number and current contract number.  It does not account for the unit number.  This form also does not correct Unit Transfer issues.

The TRACS Online Secure Systems webpage contains all tenant information for up to 15 months.  For all issues related to Multiple Occupancy please check the Multiple Occupancy Report available at TRACS Online Secure Systems webpage or contact the Multi-Family Helpdesk.

If your property has a PBCA or CA, you must secure their approval prior to submitting this request.  The request will not be processed without the signature approval of the PBCA/CA.  Once the request has been received an email will be sent to the PBCA/CA for confirmation.  A return email **must** be received from the PBCA/CA confirming acknowledgement and approval of the request or the request will not be completed.

Complete all fields with the reason code* as it applies (see below) and fax to the Multi-Family Helpdesk at 202-401-7984.  Please be thorough in answering all sections, as this will help us quickly process your request.

For all inquires please call 800-767-7588.

---

### HQ initiated Move-Out Reason codes

An HQ initiated move-out can only be requested for the following reasons

A.  Initial Move-Out failed in TRACS.  My software will not allow me to create and submit another MAT40 for this tenant.

B.  My software has never allowed me to create a MAT40 for this particular tenant.

C.  Due to a change in ownership/management this tenant no longer exists in my portfolio for me to submit a MAT40.

D. Other.  Please explain on following page

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

PLEASE SEE THE FOLLOWING PAGE FOR AN EXAMPLE OF HOW THIS REQUEST FORM SHOULD BE COMPLETED.

# TRACS Multi-Family Move-Out Request Form

## Requester Information

**Requester Name:** _John Doe (Not Property Name)     **TRACSMail ID:** TRACM12345___

**Property Address:** _1234_TRACS Way Ln, Anywhere, USA 12345_____

**Property Telephone Number:** _202-555-1212___**Property Fax Number:** 202-555-1313

**Property Name:** ____TRACS Village_____

**Property Type:** _202/Sec 8_____**Property Contract/Project Number:** _DC123456789_____

**PBCA/CA Name**: __Jane Doe_____ **PBCA/CA ID Number:** _CA12345_____

**PBCA/CA Telephone Number:** _713-555-1212_**PBCA/CA Fax Number:** _713-555-1313

**PBCA/CA Email Address: (non TRACSMail)** __janedoe@pbcasrus.com_____

## Tenant Information

| Tenant Name | Unit Number | SS# | Move Out Date | Reason Code |
|---|---|---|---|---|
| 1. __Jim Doe | 1 | 111-11-1111 | 10/5/02 | A |
| 2. __Jason Doe | 55 | 222-22-2222 | 12/31/00 | B |
| 3. __Mary Doe | 134 | 333-33-3333 | 05/13/99 | C |
| 4. | | | | |
| 5. | | | | |

**CA/PBCA Signature:** _____**Date:** ____/_____/____

**Requesters Signature:** _____ **Date:** ____/_____/____

**Helpdesk Acknowledge:** _____ **Date:** ____/_____/____

**NOTE: If you are requesting more than 5 HQ initiated move-outs or your tenants are on separate contracts please attach an additional request form.**

## TRACS Multi-Family Move-Out Request Form

| Requester Information |
|:---:|

**Requester Name:** _____ **Property TRACSMail ID:** _____

**Property Address:** _____

**Property Telephone Number:** _____ **Property Fax Number:** _____

**Property Name:** _____

**Property Type:** _____ **Property Contract/Project Number:** _____

**PBCA/CA Name:** _____ **PBCA/CA ID Number:** _____

**PBCA/CA Telephone Number:** _____ **PBCA/CA Fax Number:** _____

**PBCA/CA Email Address: (non TRACSMail)** _____

| Tenant Information |
|:---:|

| Tenant Name | Unit Number | SS# | Move Out Date | Reason Code |
|---|---|---|---|---|
| **1.** _____ | | | | |
| **2.** _____ | | | | |
| **3.** _____ | | | | |
| **4.** _____ | | | | |
| **5.** _____ | | | | |

**CA/PBCA Signature:** _____ **Date:** ____/_____/____

**Requesters Signature:** _____ **Date:** ____/_____/____

**Helpdesk Acknowledge:** _____ **Date:** ____/_____/____

**NOTE: If you are requesting more than 5 HQ initiated move-outs please attach an additional request form.**