

Appendix F:

TRACS Tenant Informational Message CodesF-2

TRACS Tenant Informational Message Codes		
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.

TRACS Tenant Informational Message Codes		
Code	Description	Recommended Solution
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.
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.

TRACS Tenant Informational Message Codes		
Code	Description	Recommended Solution
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.

TRACS Tenant Informational Message Codes		
Code	Description	Recommended Solution
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.

TRACS Tenant Informational Message Codes		
Code	Description	Recommended Solution
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.)