

Management Bulletin #405

Date: January 5, 2012

To: All Section 8 New Construction and Substantial Rehab On-site
Managers and Managing Agents

From: Michelle Mitchell
Compliance Supervisor

Re: TRACS Certification Query

Effective immediately, owner/agents are to obtain Certification Query reports from HUD's TRACS system and determine which tenant certifications in TRACS fail to match the IHDA voucher. Attached is a user guide to assist you in obtaining and reading the various reports below. The three (3) reports you should review are listed below:

- TRACS Certification Discrepancies
- TRACS Certification List
- TRACS Certification History List

Once you have completed your review and indicated the necessary corrections, please submit your marked up Certification Query reports along with your monthly owner's certification to your Compliance Officer for further corrections. Please note that failure to submit the requested reports may jeopardize receipt of future HAP payments.

Should you have any questions, please contact your Compliance Officer or me at (312) 836-8564 or by email at mmitchel@ihda.org.

Cc: Beverly Stewart
Joanne Boots
Kent Williams
Beverly Stewart
Thomas Hires
Diane Smith