**50059 Forms**

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**50059's** - Include any Annuals Certifications, Interims, Move-ins or Initials being reported.

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Move-outs need to be reported on a Move-out form. Please do not report Move-Outs, Move-Ins, and Unit Transfers until the actual date occurs. As we have found in the past, tenants don't move or move-in may not happen and it makes a mess of HAP Reports as well as to TRACS.

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Also, be aware that the 4350.3 handbook states that the move-out date needs to be the date the tenant physically moved out, the date the manager found the unit empty if it was abandoned, or, in the event of the tenant’s death, it needs to be the date the unit was vacated, limited to 14 days after the date of death.

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**Gross Rent Change** – When requesting a Rent Change to be reported on the voucher, always include:

A fully-executed Rent Schedule (form HUD-92458) including the 2nd page with the necessary authorization signatures or else the rent change cannot not be implemented.

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A signed letter from HUD stating the approval of the Gross Rent Change.

We cannot process a Gross Rent Changes without the two required documents. Please be sure to send us the necessary paperwork as soon as you receive it by fax or mail preferred.

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HUD did release a revised 4350.3 Handbook. You may download a copy of the Handbook from the HUD web-site: www.hudclips.org. We urge you to contact your local HUD field office or call 1-800-767-7468 to receive a copy for your property if you have not already done so.

Helping you fill out the 50059 Recertification form

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We understand that HUD has discontinued using the 50059 form, but like most managers we find it user friendly while filling out the important information.

We have a link on our web page to get your blank copies of 50059 forms, move out forms, and a worksheet. Please feel free to print copies for your use.

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The 50059's sent to us must be readable. If they are hand written please print clearly. If they are Faxed to us please start out with a clean copy - not a fax of a fax of a fax or a copy from a copier that is nearly out of toner.

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**Effective Date** – Effective dates are very important when filing out certifications what you enter is what will be submitted. The effective date on all Annuals and Interims are to be on the first of the month. Initial certifications and Unit Transfers can be effective at any time during the month but after that their annuals will be based on the first. Annuals need to be effective for the month in which they are due.

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**Action Processed** – The HUD Handbook states that when a tenant moves into a unit, and you collect subsidy, that a Move-In certification is required which is a #1 (in the action processed section).

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If the tenant was paying market rent and is being brought onto subsidy, the correct action then will be an Initial certification which is a #3.

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When their subsidy begins, either as a Move-in or as an Initial certification, their next Annual re-certification is due on the 1st of that month, one year after.

If an interim is being processed, that is a #5, an Annual is a #4. Also be sure to note if a unit transfer or a correction is done by using a #2 for unit transfer and a #1 for a correction.

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Example being: If they move in October 31, 2006, their next annual will be effective October 1st 2007. If a tenant then goes off subsidy and back to market then back to subsidy the new date that the subsidy began will be their new annual date, lets say in February they go back on market rent then for some reason need to go back on to subsidy in July then a Initial shall be done and future annuals will be in July. Other changes between the annuals should be done as an Interim unless you are processing a Unit Transfer or Gross Rent certification.

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There are instances that a property has been granted permission to re-certify all tenants in the same month please make sure All TRACS Data, Inc. is aware of this.

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**Tenant Names** – The name of the tenant should be exactly how it is on their Social Security card. Tenants filing with Social Security and SSI benefits need to make sure the documents filed with them should match the name as on their card.

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**Relationship to Head of Household** – Please describe relationships with the head of household. Dependents are described as son, daughter, granddaughter etc. Others are sister, spouse, etc.

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**Special Status Code** - Any tenants who are Disabled or Handicapped have an “H” in this field. Also, any tenant who is age 18 or older, and is still a full-time student and is being claimed as a dependent, needs to have a Special Status code of “S”. This can make a difference in your allowance subsidy.

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**Social Security Numbers** – All tenants in the household MUST have a social security number unless they are under the age of 5.

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When reviewing your 50059 always verify the names, SSN, ages, incomes on the new 50059 generated for you as it will result in errors through TRACS and can lower the % in our compliance with HUD.

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**Incomes and Pensions** – It is important to include the incomes of different household members on separate lines, and to address it to each tenant in the box to the left so we will know to whom to attribute the income. If a tenant is receiving SS and SSI, or VA or some other Pension please break it down to the penny. It will send out errors if we try to claim it all on one pension. And again our compliance may go down.

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**Agent and Tenant Signatures** – Both the tenant and the agent must sign and date the 50059 or it is not legal, nor cannot be submitted thru TRACS. Also, the 50059 generated for your files needs to be signed and dated before going thru the TRACS system.