

# UNIT STATUS UPDATE FORM

**EMAIL or FAX this form to your TRACS Specialist (check one):**

<b>Attention:</b>	<input type="checkbox"/> Matissa Burnip	<input type="checkbox"/> Tara Johnson	Amanda Gall
	<input type="checkbox"/> Pam Hayes	<input type="checkbox"/> Washington Nguyen	

Property Name: \_\_\_\_\_ Contract Number: \_\_\_\_\_

Date submitted through TRACS: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Household assistance terminated effective date: \_\_\_\_\_

**AVOID ERRORS: submit form PRIOR to submitting information via TRACS**  
**Call your TRACS Specialist if manually entry is needed.**

<b>Reason for Termination</b>	<input type="checkbox"/> TTP exceeds Gross Rent <input type="checkbox"/> Natural disaster or uninhabitable <input type="checkbox"/> Did not provide citizenship documents <input type="checkbox"/> HUD abate unit <input type="checkbox"/> Tenant did not recertify on time and is <b>required</b> to pay market rent <input type="checkbox"/> Resident unqualified for subsidy at MI or IC (not double subsidy) <input type="checkbox"/> Tenant refuses to transfer <input type="checkbox"/> Double subsidy <input type="checkbox"/> Contract expired <input type="checkbox"/> Ineligible student <input type="checkbox"/> Other (please explain in space provided below) <input type="checkbox"/> Rehab or repair - tenant to return  _____ _____
<b>Unit removed from Section 8 contract</b> <small>(developments containing multiple contracts with floating susidy)</small>	Effective date: _____ Subsidy going to unit number: _____ Unit size: _____ Contract Rent: _____
<b>Unit changed contract</b>	From contract: _____ To contract: _____
<b>Market rate renter moved out</b>	Effective date: _____
<b>Change in household information</b>	New Head of Household name: _____ Old Head of Household name: _____
<b>Change in Social Security number</b>	Member number: _____ Old Social Security number: _____ New Social Security number: _____  Other: (please explain) _____ _____  Effective date: _____

Submitted by \_\_\_\_\_

Date \_\_\_\_\_