

Yardi Voyager

Affordable Housing

HUD 50059 Termination

Certification Training Guide



v_aff_trn_59tm_7.08_rev_c | © 2018 by Yardi Systems, Inc.

Documentation and Online Help Published by

Yardi Systems, Inc.
430 South Fairview Avenue Santa
Barbara, CA 93117

© 2018 by Yardi Systems, Inc. All rights reserved.

This product or document is protected by copyright, trademark and other intellectual property laws. Use of the product or document is subject to the terms and conditions of an authorized Yardi Systems, Inc. software license or other agreement including, but not limited to, restrictions on its use, copying, disclosure, distribution and decompilation. NOTHING IN THIS DOCUMENTATION IS INTENDED TO SUPERSEDE ANY EXPRESS WRITTEN AGREEMENTS PROVIDED BY YARDI SYSTEMS FOR PORTIONS OF ANY YARDI SYSTEMS PRODUCT OR SERVICE OTHER THAN THIS DOCUMENTATION. No part of this product or document may be disclosed or reproduced in any form by any means without the prior written authorization of Yardi Systems, Inc. This product or document contains proprietary information about software processes, algorithms, and data models which is Confidential Information, and constitutes trade secrets, and which is intended for utilization solely in connection with Yardi software licensees' use of Yardi software and for no other purpose.

The inclusion of any references to third-party products and services in this documentation does not imply endorsement by Yardi Systems of such products or services or the third party, or an affiliation between Yardi Systems and such third party. Yardi Systems is not responsible for, and does not control, any third-party products and services including, without limitation, the compatibility, performance, content, trustworthiness, legality, or any other aspect of such products and services.

RESTRICTED RIGHTS: This documentation is a "Commercial Item" consisting of "Computer Software Documentation," as those terms are defined in Federal Acquisition Regulation 48 C.F.R. 2.101. Consistent with 48 C.F.R. 12.212 and 48 C.F.R. 227.7202-1 through 227.7202-4, U.S. government end users acquire this documentation with only the rights specified in the corresponding license.

The product described in this manual may be protected by one or more U.S. patents, foreign patents, or pending applications.

NON-EXHAUSTIVE LIST OF YARDI TRADEMARKS

Yardi Systems, Inc. trademarks are valuable assets of the company. Yardi trademarks and registered trademarks in the United States and certain other countries include: Yardi®, Yardi Systems, Inc., the Yardi logo, ALMSA®, Beacon, CENTERSHIFT®, CHECKscan, COLLECTplus, Commercial Property Executive®, Commercial Property News®, Commercial Property World®, COMMERCIALCafé®, Concierge, CONDOCafé®, CONDOCafé® Certificates, Context®, CTI®, ENERGYplus, Enerliance®, Genesis2, GoodShield®, HOUSINGCafé®, InvestorPlus, Lead Tracking Solutions®, LeasingKIOSK, LOBOS®, Marketplace, MILITARYCafé®, MLS Certified®, Multi-Housing News®, Multi-Housing World®, Optimus EMR®, Orion®, PAYplus, PAYscan, Pierce-Eislen®, Point2®, PopCard®, PowerShopping®, PropertyShark®, Propware, Pulse®, Quandam Pro Lab®, RENTCafé®, RENTCafé® Connect, RENTCafé® Creative, RENTCafé® CRM, RENTCafé® CRM Corporate Housing, RENTCafé® CRM Military, RENTCafé® CRM Student, RENTCafé® CRM Single Family, RENTCafé® Corporate Housing, RENTCafé® E-Docs, RENTCafé® Military, RENTCafé® Reach, RENTCafé® Single Family, RENTCafé® Student, RENTCafé® TextPay, Renter Reliability Index, RENTmaximizer, ResidentShield®, ScreeningWorks®, SiteManager, SiteStuff®, Small Energy Group®, Store Advantage, TotalScreen®, VendorCafé®, Voyager®, WIPS®, Yardi Energy Solutions®, YardiOne, and YES Energy Management® are trademarks or registered trademarks of Yardi Systems, Inc. in the United States and may be protected as trademarks in other countries. This list is not all-inclusive and the absence of a product or service name or logo from this list does not imply a waiver of Yardi's trademark or other intellectual property rights concerning that name or logo.

All third-party trademarks are the property of their respective owners.

YARDI SYSTEMS, INC. HAS ATTEMPTED TO ENSURE THE ACCURACY AND QUALITY OF THE CONTENT DESCRIBED IN THIS PRODUCT OR DOCUMENT; HOWEVER, IT IS PROVIDED ON AN "AS IS" BASIS WITHOUT WARRANTY OF ANY KIND. TO THE EXTENT PERMITTED BY APPLICABLE LAW, YARDI DISCLAIMS ALL IMPLIED WARRANTIES WITH RESPECT TO THIS DOCUMENT AND THE PROCEDURES AND TECHNIQUES IT DESCRIBES INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR INTENDED PURPOSE, TITLE, NON-INFRINGEMENT, COURSE OF DEALING OR COURSE OF PERFORMANCE. YARDI MAKES NO WARRANTY THAT (i) THE INFORMATION AND MATERIAL HEREIN WILL MEET YOUR REQUIREMENTS, OR (ii) THE RESULTS THAT MAY BE OBTAINED FROM THE USE OF THE INFORMATION AND MATERIALS HEREIN WILL BE ACCURATE OR RELIABLE. YARDI, ITS SUPPLIERS OR ANY THIRD PARTY MENTIONED IN THIS PRODUCT OR DOCUMENT DISCLAIM AND, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW IN YOUR JURISDICTION, SHALL NOT BE LIABLE FOR, ANY TYPE OF DAMAGES RELATED TO THIS DOCUMENTATION OR ITS USE, OR PERFORMANCE OR NON-PERFORMANCE OF ANY SOFTWARE, HARDWARE, SERVICE, OR ANY THIRD PARTY PRODUCTS AND SERVICES INCLUDING WITHOUT LIMITATION ANY OF THE FOLLOWING DAMAGES: ANY DIRECT, INDIRECT, INCIDENTAL OR CONSEQUENTIAL, SPECIAL OR EXEMPLARY DAMAGES RESULTING FROM THE USE OF THIS DOCUMENT. v_aff_trn_59tm_7.08_rev_c

Document Changes

The following table lists the plug-in versions documented in each manual revision. To determine which plug-in versions you use, select **Administration > About**. If a manual documents multiple plugins, use the manual revision associated with the most recent plug-in version you use.

A number following the revision letter indicates changes since the previous revision are non-substantive: style, pagination, and so on. Thus, revision a.1 contains the same substantive material as revision a.

Publication Date	Document Revision	Newly Documented Software	Other Substantive Changes
11 April 2018	c	Affordable Plug-In 7.7 Affordable Reports Plug-in 7.6 TRACS Plug-in 1.2	
7 July 2016	b	Affordable Plug-In 7.1 Affordable Reports Plug-In 7.1 TRACS Plug-in 1	
25 February 2015	a	Affordable Plug-in 2.3 Affordable Reports Plug-in 2.3	Voyager 7.0

Contents

Introduction	12
About Yardi Voyager Affordable Housing	12
About the Documentation	12
Notes	13

Chapter 1: Creating 50059 Termination Certifications

Introduction to Creating 50059 Termination Certifications	1
Creating Termination Certifications	2

Introduction

About Yardi Voyager Affordable Housing

With Yardi Voyager Affordable Housing, you can manage properties that operate under Low Income Tax Credit (LITHTC), HOME, Rural Development Section 515, HUD 50059 housing, or a combination of these programs. Yardi Voyager Affordable Housing integrates compliance, accounting, and property management within a single system. This manual includes information specific to Affordable Housing SaaS Affordable Plug-In 2.

About the Documentation

This guide furnishes training lessons for beginning Voyager Affordable Housing users. The lessons are designed to be completed sequentially. Completing the exercises at the end of each lesson can help to reinforce your knowledge.

Your system administrator customizes Yardi Voyager Affordable Housing and manages the security settings. Customization and security settings affect the appearance of Yardi Voyager Affordable Housing and determine the options that are available to users. Most screens and menu paths described in this document are for a standard implementation with the least restrictive security settings. The screens and descriptions may not match those that you see when you use Yardi Voyager Affordable Housing. This document does not typically describe fields like **Name** or **Unit #**, for which the purpose is self-evident. Unless otherwise indicated, menu paths are for the side menu.

Yardi Voyager Affordable Housing relies on the Yardi Voyager core and residential systems. For information about these systems, see the Yardi Voyager core and residential guides.

You can find the latest documentation on Yardi our FPI Intranet:

<https://sites.google.com/a/fpimgt.com/myteamfpi/?pli=1>

If you need help determining your logon name and password contact your **FPI Residential Software Department**.

Notes



An information note provides background information. For example, it may explain how changes made in one screen affect data that appears in another screen.



A caution note explains how to avoid a potential problem, or indicates that a process will cause irreversible changes to your data.



A tip describes a way to get more from your software. For example, it may explain an alternative way to perform a task.

CHAPTER1

Creating 50059 Termination Certifications

In this lesson

Introduction to Creating 50059 Termination Certifications.	1
Creating Termination Certifications.	2

This lesson explains how to add a 50059 termination certification for a HUD 50059 subsidy household.

Introduction to Creating 50059 Termination Certifications

A *50059 termination certification* is a partial certification created specifically for terminating assistance for a HUD 50059 subsidy household. Termination of assistance occurs when a household is no longer eligible for subsidy or to enforce HUD housing program requirements. The household may remain in the unit but must pay the market rent, full contract rent, or 110% of BMIR rent, as applicable for the housing program under which the project operates.

In this lesson, you will learn how to complete the following tasks:

- Create a termination certification for a household receiving HUD 50059 housing assistance.
- Print a copy of the certification for all adult household members to sign.

To actively follow the steps in this lesson, find or create a Section 8 household that has an active move in certification or annual recertification. For the example in this lesson, a household had unreported income as of May, 2017 that caused the household to be unqualified for Section 8 assistance. The management organization discovered the unreported income in September, 2017 after posting rent and HAP for September. The management organization created a retroactive interim recertification effective May 31.

The following graphic shows the **Resident** screen for the household used as the example in this lesson. The **Affordable** tab appears in the bottom part of the screen.

Resident Functions Data Reports

First Name Christopher MI V
 Last Name Kline
 Address 10 Affordable Avenue 4
 City/State/Zip Atown CA 90004
 Email cvk@email.com
 Office
 Home (843) 223-4345
 FAX (843) 434-5456

Resident ID t0006999
 Property kn908d
 Unit 4
 Prospect p0012950
 Status Current
 Legal N/A
 Payment Method Any
 NSF Count 0
 Late Count 0

Edit Close Help

Affordable Lease Info Deposit Info Lease Charges Other Info Personal Info

50059 Data

Cert Type	Effective Date	Contract Rent	TTP	Util Allow.	Tenant Rent	HAP	Edit
IR Print	05/01/2017	800	835	35	800	0	View
IG Print	03/02/2017	800	158	35	123	677	View

50059 ☒ Rent Subsidy Type HUD Project-Based Voucher
 Subsidy Provider
 Do not apply rent charges ☒
 No Summary Receipts ☐

Creating Termination Certifications

A 50059 termination certification terminates housing assistance, either on the certification effective date or the day following the effective date, depending on the certification type and the reason for termination.



If the certification is a move-in or initial certification, subsidy terminates *on the effective date* of the certification for the following termination reasons:

- The household was receiving subsidy at another location at move-in (**DS**).
- The household was not qualified for subsidy at move-in (**NS**).

For all other certifications, subsidy terminates *the day after the effective date* of the termination certification.

To create a 50059 termination certification

- 1 From the **Community Manager Dashboard**, perform a person search to find the household for which you need to terminate Section 8 assistance.

Community Manager Dashboard - Affordable Avenue Apartments

Resident Activity
Move In 0
Move Out 0
Deposit Accounting 0
On Notice 0
Incomplete Certs 0
Annual Certs Due 0
Unanswered Letters 0
Expiring Leases (120 days) 0
Scheduled Lease Renewals 0
Alerts 0
Scheduled Roommate Promotions 0
Maintenance
Pending Make Ready 0
Pending Work Requests 0
Completed WO Followup 0

Unit Statistics
Total Units 4
Leased Units 4 100%
Occupied Units 4 100%
Available Units 0 0%
Model/Down/Admin 0 0%
On Hold Units 0 0%
Unit Transfers 0
Traffic
Prospect Pipeline 0
Today's Showings 0
PHA Waiting Lists 0
Pending Applications 0

Friday, September 29, 2017
Prop/List kn908d
Add Guest Quick Guest
Leasing Specials Daily Activity
Hot Sheet Monitor Reports
New PO New Svc. Req.
Print Letters Tax Credit Quick Check
Open Batches
Charges New Charge Batch
Receipts New Receipt Batch
Payables New Payable Batch

Calendar | Dashboard | **Person Search**

Unit
Name kline
Code
Fed ID
Phone Number
Email
Auto License
Search

Name	Phone #s	Unit	Status	Rent	Ledger	Move In	Move Out	Lease To
Christopher Kline	(843) 223-4345 (843) 434-5456	4	Current	800.00	Ledger	03/02/2017		03/02/2018

- 2 Click the person's name. The **Resident** screen appears.
- 3 In the **Cert Type** field on the row displaying the household's current certification, click the certification type for the household's active certification.

Link to 50059 Certification screen

Community Manager Dashboard - Affordable Avenue Apartments

Resident Activity	Unit Statistics	Friday, September 29, 2017
Move In: 0	Total Units: 4	Prop/List: kn908d
Move Out: 0	Leased Units: 4 100%	Add Guest: Quick Guest
Deposit Accounting: 0	Occupied Units: 4 100%	Leasing Specials: Daily Activity
On Notice: 0	Available Units: 0 0%	Hot Sheet: Monitor Reports
Incomplete Certs: 0	Model/Down/Admin: 0 0%	New PO: New Svc. Req.
Annual Certs Due: 0	On Hold Units: 0 0%	Print Letters: Tax Credit Quick Check
Unanswered Letters: 0	Unit Transfers: 0	Open Batches
Expiring Leases (120 days): 0		Charges: New Charge Batch
Scheduled Lease Renewals: 0		Receipts: New Receipt Batch
Alerts: 0		Payables: New Payable Batch
Scheduled Roommate Promotions: 0		
Maintenance	Traffic	
Pending Make Ready: 0	Prospect Pipeline: 0	
Pending Work Requests: 0	Today's Showings: 0	
Completed WO Followup: 0	PHA Waiting Lists: 0	
	Pending Applications: 0	

Calendar Dashboard Person Search

Unit Search

Name: kline

Code:

Fed ID:

Phone Number:

Email:

Auto License:

Search

Name	Phone #s	Unit	Status	Rent	Ledger	Move In	Move Out	Lease To
Christopher Kline	(843) 223-4345 (843) 434-5456	4	Current	800.00	Ledger	03/02/2017		03/02/2018

The **50059 Certification** screen appears.

In our example, a message **Failed to qualify for 50059** appears in the top-left part of the screen. The message is a link to the reason.

Household is not qualified for assistance

50059 Certification Functions Data Reports

Failed to qualify 50059

Resident Information Ctrl#53437

Code	t0006999	Property	kn908d	Lease Sign	03/02/2017
Name	Christopher Kline	Unit	4	Lease From	03/02/2017
Address	10 Affordable Avenue 4	Status	Current	Lease To	03/02/2018
		Office		Move In	03/02/2017
City-State-Zip	Atown, CA 90004	Home		Move Out	

Help HUD 4350.3 Family Info

Basic **Household** Income and Expenses Previous HOH Notice Dates

Critical Dates		Contract Information	
Certification Type	IR=Interim Recert	Contract Number	CA443654567
Effective Date	05/01/2017	Subsidy Type	1-Section 8
Next Annual Recert	03/01/2018	Eligibility Universe	2-Post 1981
Project Move In	03/02/2017		
Tenant Sign Date	05/01/2017		
Owner Sign Date	05/01/2017		
HAP Voucher Date			
First Voucher Date			
TRACS Sent Date			

Rent/HAP Information	
TTP Before Override	0
TTP	835
TR	800
HAP	0
FSS Escrow Credit	0
Security Deposit	0
Rent Override	<input type="checkbox"/>

Other Information

Minimum Rent Exemption	
Income Exception Code	
Certification caused by EIV	Yes
Income Verification (EIV) Required	<input type="checkbox"/>
Baseline Certification	<input type="checkbox"/>
Police / Security Tenant	<input type="checkbox"/>
User Calculation	<input type="checkbox"/>

General Information

Unit Code	4
Market Rent	800
Contract Rent	800
236 Basic/BMIR Rent	0
Utility Allowance	35

HAP amount

Clicking the reason displays a message stating why the household does not qualify.

Yardi Systems, Inc. - Yardi Voyager

Failed Validation Description:

Household is not eligible for Sec-8. TTP of 835.00 equals or exceeds gross rent of 835.

- 4 From the **Functions** menu in the top part of the **50059 Certification** screen, select **Termination**.

Termination

Yardi Systems, Inc. - 50059 Certification - Internet Explorer

50059 Certification Functions Data Reports

Failed to qualify 50059

Resident Information

Code	t0006999	Property	kn908d	Lease Sign	03/02/2017
Name	Christopher Kline	Unit	4	Lease From	03/02/2017
Address	10 Affordable Avenue 4	Status	Current	Lease To	03/02/2018
		Office		Move In	03/02/2017
City-State-Zip	Atown, CA 90004	Home		Move Out	

Help HUD 4350.3 Family Info

Move Out Termination Interim Recert Annual Recert Initial Certification

The **New Certification** screen appears.

6 Complete the screen.

Caused by EIV

If an EIV finding caused the need for this termination, select **Yes**.

If an EIV finding did not cause the need for this termination, select **No**.

Termination Reason

Select the reason for the termination certification.

Termination Date

Type or select the date that the termination certification becomes effective.

7 Click **Submit**.

The **50059 Certification** screen appears. The certification type is **TM=Termination**. Your selected termination reason appears in the **Termination Information** section, in the bottom part of the **Basic** tab on the right.



If needed, you can click the down-arrow button on the right side of the **Termination Reason** field and select a different termination reason.

8 Click **Save**.

Certification type

50059 Certification

Functions ▾ Data ▾ Reports ▾

Passed Validation

Resident Information

Code Property Lease Sign Ctrl#53439

Name Unit Lease From

Address Status Lease To

City-State-Zip Office Move In

Home Move Out

Basic

Household

Income and Expenses

Previous HOH

Notice Dates

Critical Dates

Certification Type
Effective Date
Next Annual Recert
Project Move In
Tenant Sign Date
Owner Sign Date
Extenuating Circumstances [MAT](#)
HAP Voucher Date
First Voucher Date
TRACS Sent Date

Contract Information

Contract Number
Subsidy Type
Eligibility Universe

Rent/HAP Information

TTP Before Override
TTP
TR
HAP
FSS Escrow Credit
Security Deposit
Rent Override ☐

Other Information

Minimum Rent Exemption
Income Exception Code [MAT](#)
Certification caused by EIV
Income Verification (EIV) Required ☐
Baseline Certification ☐
Police / Security Tenant ☐
User Calculation ☐

Termination Information

Termination Reason [MAT](#)
Date Cert Changed

General Information

Unit Code
Market Rent
Contract Rent
236 Basic/BMIR Rent
Utility Allowance

Termination reason **Link to MAT User Guide**

- A **MAT** link appears to the right of the **Termination Reason** field. You can click the link and review the termination reasons as recorded in the *MAT User Guide*, 5-7, MAT65 Termination Record.
- 9 Review the certification reasons in the online copy of the *MAT User Guide*.
- a Click the **MAT** link. The 5-7 MAT65 Termination Record page in the Voyager online copy of the *MAT User Guide* appears.

- b** When you have finished your review, close the screen displaying the *MAT User Guide*.
- 10** Print a copy of the termination certification for property owners and all adult household members to sign.
 - a** From the **Reports** menu in the top part of the **50059 Certification** screen, select **50059 Form**. The form HUD-50059 appears.

12/01/2016

Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures U. S. Department of Housing And Urban Development
Office of Housing Federal Housing Commissioner OMB Approval Number 2502-0204

NOT for submission to the Federal Government
Landlord's Official Record of Certification

A. Acknowledgements

Read this before you complete and sign this form HUD-50059 A

Public Reporting Burden. The reporting burden for this collection of information is estimated to average 55 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (2502-0204), Washington, DC 20503. The information is being collected by HUD to determine an applicant's eligibility, the recommended unit size, and the amount the tenant(s) must pay toward rent and utilities. HUD uses this information to assist in managing certain HUD properties, to protect the Government's financial interest, and to verify the accuracy of the information furnished. HUD or a Public Housing Authority (PHA) may conduct a computer match to verify the information you provide. This information may be released in accordance with HUD's Computer Matching Agreement (CMA) between the Social Security Administration and the Department of Health and Human Services. You must provide all of the information requested, including the Social Security Numbers (SSNs), unless exempted by 24 CFR 5.216, you, and all other household members, have and use. Giving the SSNs of all household members, unless exempted by 24 CFR 5.216, is mandatory; not providing the SSNs will affect your eligibility approval. Failure to provide any information may result in a delay or rejection of your eligibility approval.

Privacy Act Statement. The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937, as amended (42 U.S.C. 1437 et. seq.); the Housing and Urban-Rural Recovery Act of 1983 (P.L. 98-181); the Housing and Community Development Technical Amendments of 1984 (P.L. 98-479); and by the Housing and Community Development Act of 1987 (42 U.S.C. 3543).

Owner's Certification. I certify that this Tenant's eligibility, rent and assistance payments have been computed in accordance with HUD's regulations and administrative procedures and that all required verifications were obtained.

Warning to Owners and Tenants. By signing this form, you are indicating that you have read the above Privacy Act Statement and are agreeing with the applicable Certification.

False Claim Statement. Warning: U.S. Code, Title 31, Section 3729, False Claims, provides a civil penalty of not less than \$5,000 and not more than \$10,000, plus 3 times the amount of damages for any person who knowingly presents, or causes to be presented, a false or fraudulent claim; or who knowingly makes, or causes to be used, a false record or statement; or conspires to defraud the Government by getting a false or fraudulent claim allowed or paid.

B. Partial Certification

1. Name of Project Affordable Avenue Apartments	2. Project Number	3. Subsidy Type 1-Sec 8	4. Contract Number CA44365456	5. Transaction Type TM
6. Head of Household (Last, First, Initial) Kline, Christopher, V	7. Unit Number ku908d-4	8. No. of Bedrooms 1	9. Building ID	10. Effective Date 05/31/2017
11. Head ID Code (SSN) 545-65-6789	12. Head Birth Date 07/08/1992	13. Correction type	14. EIV Indicator Y	15. Transaction Date Being Corrected 10/01/2017

C. Move Outs

17. Move Out Code _____
18. Date of Death of Sole Member _____
19. Description _____

D. Terminations and Suspensions

20. Termination/Suspension Code II
21. Description II = TTP Equals/Exceeds Gross Rent or moving to market rent.

E. Gross Rent Changes and Unit Transfers

22. Prev. Unit No. (UT's only) _____
23. Secondary Subsidy Type _____
24. 236 Basic/BMIR Rent _____
25. Market Rent _____
26. Contract Rent _____
27. Utility Allowance _____
28. Gross Rent _____
29. TTP at RAD Conversion _____
30. Total Tenant Payment _____
31. TTP Before Override _____
32. Tenant Rent _____
33. Utility Reimbursement _____
34. Assistance Payment _____
35. Rent Override _____
36. Security Deposit _____

F. Signatures

Head of Household	Date	Owner/Agent	Date
-------------------	------	-------------	------

Previous versions of this form are obsolete

Page 1 of 1
Printed by Yardi Systems, Inc

form HUD-50059 A (03/2017)
HB 4350.3 Rev 1

Termination information

Termination information

- b Print the form.



The location and appearance of the **Print** button varies according to the browser that you are using.

- c Close the displayed copy of the form HUD-50059. The **50059 Certification** screen appears.

11 Close the **50059 Certification** screen. The **Resident** screen appears.

A new row appears on the list of the household's certifications. The **Cert Type** field on the new row shows a certification of the type **TM**.



Certifications appear on the **Resident** screen in order by effective date. If the termination certification is retroactive, it will appear below the certifications with a later effective date.

Termination certification

Resident

Functions

Data

Reports

First Name

Christopher

MI

V

Last Name

Kline

Address

10 Affordable Avenue 4

City/State/Zip

Atown

CA

90004

Email

cvk@email.com

Alt. Email

Office

(843) 223-4345

Home

(843) 434-5456

FAX

Resident ID

t0006999

Property

kn908d

Unit

4

Prospect

p0012950

Status

Current

Legal

N/A

Payment Method

Any

NSF Count

0

Late Count

0

Edit

Close

Help

Affordable

Lease Info

Deposit Info

Lease Charges

Other Info

Personal Info

50059 Data

Cert Type	Effective Date	Contract Rent	TTP	Util Allow	Tenant Rent	HAP	Edit
TM Print	05/31/2017	800	835	35	800	0	Edit
IR Print	05/01/2017	800	835	35	800	0	View
IC Print	03/02/2017	800	158	35	123	677	View

50059

☒

Rent Subsidy Type

HUD Project-Based Voucher

Subsidy Provider

Do not apply rent charges

☒

No Summary Receipts

☐

12 Click the **TM** link. The **50059 Certification** screen appears.

13 In the **Critical Dates** section on the **Basic** tab, record the dates that all adult household members and property owner signed the termination certification.



If one or more adult household members is unable to sign, select in the **Extenuating Circumstances** field the reason that the members were unable to sign.

50059 Certification		Functions	Data	Reports
Passed Validation				
Resident Information		Ctrl#53439		
Code	t0006999	Property	kn908d	Lease Sign
Name	Christopher Kline	Unit	4	Lease From
Address	10 Affordable Avenue 4	Status	Current	Lease To
		Office		Move In
City-State-Zip	Atown, CA 90004	Home		Move Out
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Help"/> <input type="button" value="HUD 4350.3"/>		<input type="button" value="Family Info"/>		
Basic Household Income and Expenses Previous HOH Notice Dates				
Critical Dates		Contract Information		
Certification Type	TM=Termination	Contract Number	CA443654567	
Effective Date	05/31/2017	Subsidy Type	1-Section 8	
Next Annual Recert	03/01/2018	Eligibility Universe	2-Post 1981	
Project Move In	03/02/2017			
Tenant Sign Date	09/28/2017			
Owner Sign Date	09/29/2017			
HAP Voucher Date		Rent/HAP Information		
First Voucher Date		TTP Before Override	0	
TRACS Sent Date		TTP	835	
		TR	800	
		HAP	0	
		FSS Escrow Credit	0	
		Security Deposit	0	
		Rent Override	<input type="checkbox"/>	
Other Information		Termination Information		
Minimum Rent Exemption		Termination Reason	TI=TTP Equals/Exceeds Gr MAT	
Income Exception Code		Date Cert Changed		
Certification caused by EIV	Yes			
Income Verification (EIV) Required	<input type="checkbox"/>			
Baseline Certification	<input type="checkbox"/>			
Police / Security Tenant	<input type="checkbox"/>			
User Calculation	<input type="checkbox"/>			
		General Information		
		Unit Code	4	
		Market Rent	800	
		Contract Rent	800	
		236 Basic/BMIR Rent	0	
		Utility Allowance	35	

Tenant and owner sign dates

14 Click **Save**, and then close the **50059 Certification** screen.

The **Resident** screen appears.

Resident

Functions

Data

Reports

First Name

Christopher

MI

V

Resident ID

t0006999

Last Name

Kline

Property

kn908d

Address

10 Affordable Avenue 4

Unit

4

Prospect

p0012950

City/State/Zip

Atown

CA

90004

Status

Current

Email

cyk@email.com

Legal

N/A

Alt. Email

Payment Method

Any

Office

(843) 223-4345

NSF Count

0

Home

(843) 434-5456

Late Count

0

FAX

Edit

Close

Help

Affordable

Lease Info

Deposit Info

Lease Charges

Other Info

Personal Info

50059 Data

Cert Type	Effective Date	Contract Rent	TTP	Util Allow.	Tenant Rent	HAP	Edit
TM Print	05/31/2017	800	835	35	800	0	View
IR Print	05/01/2017	800	835	35	800	0	View
IC Print	03/02/2017	800	158	35	123	677	View

50059

☒

Rent Subsidy Type

HUD Project-Based Voucher

Subsidy Provider

Do not apply rent charges

☒

No Summary Receipts

☐

You have created and completed the household's termination certification. You are ready to post the resident's termination adjustments and create a lease charge for the resident's rent.



Do not clear the **50059** check box on the **Affordable** tab of the **Resident** screen until you have posted rent and HAP for the termination adjustments. If you clear the **50059** check box, you will not be able to post the household's rent and HAP termination adjustments. The adjustments will not appear on the **Post Rent and HAP** screen.

15 Click the **Home** button in the top part of the Voyager screen to close the **Resident** screen and return to the **Community Manager Dashboard**.

1 Record the dates that the all adult members of the household and the property owners signed a copy of the form HUD-50059.