

# 12

---

## Move-In/Move-Out Query

TRACS Internet Applications now provides the ability to generate a query and produce a Move-In/Move-Out Report. The Move-In/Move-Out Report provides a comprehensive list of all move-ins and move-outs for a specified project or contract. Requested by either *Contract Number* or *Project Number*, and by specifying a date range, this report lists all turnover activity by contract and unit number.

The Move-In/Move-Out Query can be selected from the TRACS Queries Menu.

### **Objectives**

By the end of this chapter, you will be able to:

- View a list of all move-ins and move-outs
- View query data from browser
- Download and print a Move-In/Move-Out Report

## 12.1 To Generate a Move-In/Move-Out Query:

1. From the TRACS Queries Menu, click on the Move-In/Move-Out Query link and the **TRACS Move-In/Move-Out Query** screen (Figure 1) displays.

**Figure 1- Move-In/Move-Out Query Window**

A *Contract Number* or *Project Number* is used to initiate the query, and displays in the form of a drop-down list. Users can only select one *Contract Number* or *Project Number* based on property assigned to the user ID.

- Note:* Contract Number is the eleven-character number assigned to HAP, PAC, or PRAC contracts. These are the rental assistance agreements associated with Section 8, Section 202/162, Section 202 Capital Advance, and Section 811 Capital Advance.
- Note:* Project Number is the eight-character project number assigned to the subsidy type.

2. Select *Contract Number* or *Project Number*.
3. Enter *From Date* and *To Date* (MM/DD/YYYY).
4. Select *Report By: Browser* radio button.
5. Click on **Submit**, and the **TRACS Move-In/Move-Out Report** screen (Figure 2) will be displayed.

**OR**

Click on **Reset** to clear fields and enter different criteria.

U.S. Department of Housing and Urban Development TRACS Move-In/Move-Out Report								
<b>Contract Number: AL09T801011</b>				<b>Total Number of Move-Ins: 0</b>				
<b>Date Range: 05/05/2009 - 05/01/2010</b>				<b>Total Number of Move-outs: 0</b>				
Project Number	Unit Number	Bedroom Count	Household Member Count	Move-in Date	Move-out Date	Move-out Reason	Head Tenant Name	Tenant SSN
062EH023	E1	1	01	09/11/2009	09/11/2009		J L MOORE	XXXXX1791
062EH023	E2	1	01	09/16/2009	09/16/2009		J W COOK III	XXXXX0514

[Back to Query](#)

[Interpreting and printing this page](#)

**Figure 2- Move-In/Move-Out Report Window**

Information on the Move-In/Move-Out Report is grouped by contract. All move-ins appear first, followed by all move-outs. The screen displays the *Contract Number*, *Date Range*, *Total Number of Move-ins*, and *Total Number of Move-outs* across the top of the report as a header. The reports displays *Project Number*, *Unit Number*, *Bedroom Count*, *Household Member Count*, *Move-in Date*, *Move-out Date*, *Move-out Reason*, *Head Tenant Name*, and *SSN*. An asterisk displayed in the *Move-in Date* or *Move-out Date* column indicates no Move-in or Move out information for the date range selected for the query.

Within each grouping, the retrieved transactions are ordered by unit number within the indicated contract. The total number of move-ins and move-outs are displayed across the top of the screen.

The [Interpreting and Printing this page](#) link provides additional information for the Move-In/Move-Out Report. Clicking on this link displays the following screen of information (Figure 3).

## Move-In/Move-Out Report

### Printing the Report

1. Click the File menu option at the top of your screen.
2. Click Page Setup from the drop-down menu and a dialog box is displayed. Set all four margins to 0 inches if needed. If Document Title and Document Location are displayed in the Header box, click them both off if required.
3. You may need to decrease the font size to print all the records in the report on one page. If using Netscape Communicator, select Edit from the main menu, click on Preferences. Under Appearance, click on Fonts and decrease the font size for the variable width font by one (e.g. from 12 to 11).
4. Click Print from the drop-down menu and the Print dialog box is displayed.
5. Choose Properties and set the orientation to Landscape. You may also set the Paper Size to Legal (8.5 by 14 inches) if required.
6. Click OK on the Print dialog box to print the report.

### Interpreting the TRACS Move-In/Move-Out Report

The TRACS Move-In/Move-Out Report is generated based on the contract/project number and date range provided by the user. All move-ins and move-outs are listed, sorted by contract or project, and unit number. The maximum date range that may be selected is a period of one year.

If queried by Contract and a project number exists for the certification, the project number is displayed in the Project or Contract Number column. If queried by Project and a contract number exists, the contract number is displayed in the column.

### The displayed Move-out Reasons are:

1. Owner initiated for nonpayment of rent.
2. Owner initiated other than nonpayment of rent.
3. Tenant initiated.
4. Death of sole family member.
6. Headquarters' Moveout: Tenant has not moved out of previous unit (System Generated).

[HUD Home](#)
[TRACS Home](#)
[Contact Us](#)

**Figure 3- Move-In/Move-Out Instructions**

6. Click on the browser's Back button to return to the **Move-In/Move-Out Report** screen.
7. Click on Back to Query to return to the **Move-In/Move-Out Query** screen.

If an incorrect *Contract Number* or *Project Number* is entered, or does not exist in the database, or no eligible certifications exist for the submitted date range, or no Move-In or Move-Out transactions exist for the submitted project/contract and date range, the following **Error** screen (Figure 4) will be displayed.

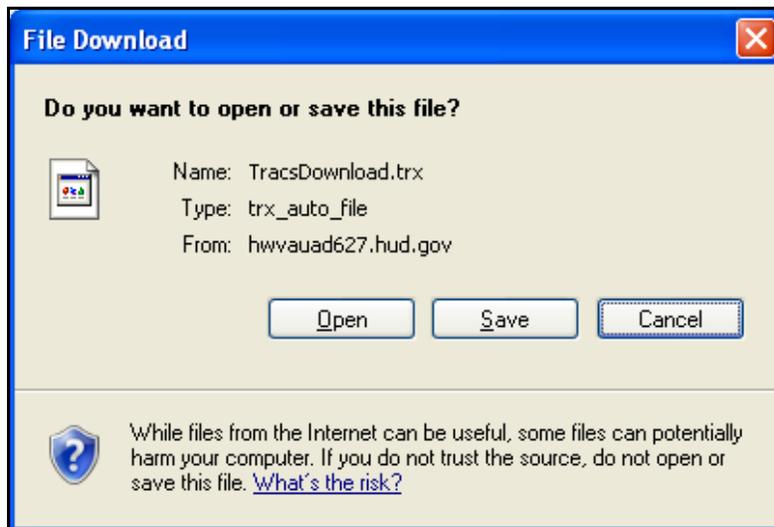


**Figure 4- Error Window**

TRACS provides the capability for users to download Move-In/Move-Out Report information.

## 12.2 To Download a Move-In/Move-Out Report:

1. From the **TRACS Move-In/Move-Out Query** screen, select either *Contract Number* or *Project Number*.
2. Enter *From Date* and *To Date (MM/DD/YYYY)*.
3. Select *Report By: Download* option.
4. Click on **Submit**, and the File Download screen (Figure 5) will be displayed.



**Figure 5- File Download Window**

5. Click on **Save** to save the file to your hard drive.
6. Click on **Open** to open the file.

If a query is submitted using the *Report By: Download* function on the query screen, the data is reported in flat file format, which is downloaded to your PC's hard drive. The data displays in the order of the *Header Field Names* (Figure 6).

```
Project Number; Unit Number; Bedroom Count; Household Member Count; Move In Date;
Transaction Effective Date; Move Out Reason; Head Tenant Last Name;
Head Tenant First Init; Head Tenant Middle Init; Head Household ID Code
03435149;702-1;2;2;8/31/2007;*;;CAMACHO-GONZALEZ;AMELIA;;XXXXX1682
03435149;727-4;1;1;2/1/2008;*;;SANCHEZ;JOSE;;XXXXX5446
03435149;727-5;3;3;9/7/2007;*;;MALDONADO;ALYSSA;N;XXXXX0659
```

**Figure 6- Download Report**