

Repayment Agreement Guide for TRACS 202D

One of the notable changes that will come along with TRACS 202D is for Repayment Agreements. Repayment Agreements (RA) will now be displayed on the HUD-52670-A Part 6 on the HAP Voucher, which will require the correct entry of repayment agreement information into your software. OARQ adjustments will not be used for repayment agreements. Also, the total amount calculated for all repayment agreements each month will be displayed on the HUD-52670, Item 10e.

We have included Part 6 in this document, along with tips about what information belongs in which Item. It is very important that the initial set-up for existing repayment agreements is done correctly in your software, so that the correct information gets transmitted to HUD and carried forward on your HAP Voucher. We hope you find the following helpful. Please be aware that this is just a guide, and there is more to know about most of the items listed. Training is very important!

Item 1, 2, 3, 4, 5, 6 & 7: Project, Tenant and Unit identification information. We assume this will be automatically filled in by your software.

Item 8, Agreement ID: Each repayment agreement requires a unique Agreement ID. Most, if not all software, will provide the unique ID automatically.

Item 9, Agreement Date: The date the Repayment Agreement was executed.

Item 10, Agreement Type: T (Tenant), O (Owner), N (none). None applies when the Tenant has signed the retroactive certifications but declines to sign the Repayment Agreement.

Item 11, Agreement Amount: This is the total amount of the original repayment Agreement. It must match the total amount for all of the retroactive certifications, calculated by your software. If you have been advised that your total amount and the PBCA's total amount differ, it is likely you will need to use the PBCA's amount.

Item 12, Agreement Change Amount: For a new Repayment Agreement, the change amount is equal to the Agreement Amount (Item 11). If the Agreement Amount changes in the future, the amount of the change will appear. On most vouchers, the Agreement Change Amount will be zero because monthly activity is reported in Item 13.

Item 13, Total Payment: This is where monthly activity, typically payments by the tenant, will be reported. This amount can be negative if a tenant's payment was incorrectly recorded or if, for example, a check bounces.

Item 14, Ending Balance: The remaining balance due on the RA after taking into account any payments made by the tenant, or in the unusual event that there's an Agreement Change.

Item 15, Amount Retained: The amount retained by the O/A for expenses incurred, not to exceed 20% of the Total Payment

Item 16a, Amount Requested: The net amount of this RA transaction. Give-backs to HUD are negative amounts.

Item 16b, Approved (HUD/CA use only): O/A's must leave this Item blank.

Item 17, Totals for this page: The aggregate amount of all entries in Item 16a for this page

Resource references include... · TRACS 202D MAT User Guide Chapter 6, Section 6.8 MAT30 Section 7

- HUDCLIPS.org (Forms) Look at the instructions for HUD52670-A part 6
- TRACS web page.. Choose Documents,
 Click on TRACS 202D Final Industry Specification Documents
 Choose the 202D Calculations for Repayments spreadsheet
- Housing Notice H 2013-06 Section IX.

**Repayment Agreements for Schedule of
 Tenant Assistance Payments Due**

U.S. Department of Housing and Urban Development
 Office of Housing
 Federal Housing Commissioner

OMB Approval No. X000-X000
 (xx/xx/xxxx)

Before completing this form, read and follow the instructions in the Monthly Activity Transmission (MAT) User's Guide. See the statements on the form HUD-52670 Information on public burden.

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No:			5. Type of Subsidy:	
6. Head of Household Name (Last, First)	7. Unit Number	8. Agreement ID	9. Agreement Date	10. Agreement Type	11. Agreement Amount	12. Agreement Change Amount	13. Total Payment	14. Ending Balance	15. Amount Retained	16a. Amount Requested	16b. Approved (HUD/CA use only)
17. Totals for this page											

Previous editions are obsolete

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form HUD-52670-A part 6 (10/2012)
 ref. Handbook 4350.3 Rev. 1