



TRACS Rules of Behavior Clarification

External Users

The Rules of Behavior (ROB) for the Tenant Rental Assistance Certification System (TRACS) and Multifamily Enterprise Income Verification (MF EIV) System are being sent erroneously to HUD by external users (project owners, management agents, contract administrators, service bureaus, and coordinators with M-ids or I-ids).

The TRACS Rules of Behavior (ROB) instructions require external users to *print, sign and file the ROB*. Please do not **fax or email ROBs to HUD**. Please file your signed copy of the ROB at your site, and retain for audit purposes.

Internal Users

Commencing March 1, 2014, HUD TRACS staff are being relocated out of the HUD Headquarters building due to office renovation. Therefore, internal users (HUD staff with H-ids) are requested to discontinue faxing ROBs.

Please print, sign, and scan the ROB to a PDF and email to:
MF_TRACS_RECERT@HUD.gov

Your cooperation is greatly appreciated.