

General Section 811 PRA Voucher Submission Requirements

- Owners are required to electronically submit through iMAX using the current TRACS file format.
- PHFA's iMAX address is TRACM00722. (This is your destination email address.)
- Electronic voucher (MAT30) and any tenant data changes appearing on the voucher (MAT10, MAT40, MAT65, MAT70), as well as address records (MAT15), must be transmitted to PHFA through iMAX.
- The voucher submission must be received by PHFA no later than the 10th of the month preceding the month for which payment is requested. (Example: January voucher is due to PHFA by December 10th.)
- Voucher submissions received after the 10th of the month may not be included on PHFA's current parent voucher submission to HUD but can be included with following month's parent voucher submission to HUD.
- Reference information pertaining to HUD's voucher submission requirements for TRACS, iMAX, and tenant certifications can be found in HUD Handbook 4350.3 REV-1 Occupancy Requirements of Subsidized Multifamily Housing Programs and the MAT Guide.