



SAMPLE TENANT TRANSACTIONS

List of Exhibits to
USDA Rural Development
Multi-Family Housing - Direct
Industry Interface

September 2024

**USDA Rural Development Multi-Family Housing
List of Exhibits: Tenant Transactions**

SAMPLE TENANT TRANSACTIONS

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Introduction

The USDA Management Interactive Network Connection (MINC) is an interactive system that collects project budget and tenant residency status information from trusted partners. These Trusted Partners are Management Agencies and service bureaus that use software to generate electronic data interchange (EDI) files of project budgets and tenant transactions that are transmitted to USDA using this service. The current EDI process is being replaced by eXtensible Markup Language (XML), which is the current industry-standard method for user authentication and connectivity, making it easier and faster for developers to interface with agency applications. The EDI format will be temporarily supported by USDA for a limited time that has not yet been determined by USDA management.

XML is a standard, simple, self-describing way of encoding both text and data so that content can be processed with relatively little human intervention and exchanged across diverse hardware, operating systems, and applications without much human or machine intelligence. Information formatted in XML can be exchanged across platforms, languages, and applications, and can be used with a wide range of development tools and utilities.

This document provides detailed technical information about the USDA Management Interactive Network Connection (MINC), Multi-Family Housing - Direct Industry Interface web application, and the transactions submitted to USDA Rural Development via the Industry Interface web application to USDA MINC.

This document is intended for agency staff members, including managers, developers, and support staff, who are involved with connecting their applications to the Industry Interface web application.

Sample Tenant Transactions

A Initial Certification

Business Rules:

- `<action_code>` value is I
- Initial certifications are mandatory to take residence.
- The initial certification must precede any other transaction type.
- A household cannot reside in more than 1 unit at a time
- Initial certifications that are received past the 10th of the month that they are effective for will be considered late and cannot receive RA for the month and may be charged overage.
- A dependent must be less than 18 years old at the certification effective date to be considered a minor. He/she can be any age to be Disabled or Handicapped.
- A tenant or cotenant must be at least 62 years old at the certification effective date to be considered elderly.
- Households cannot be given RA if they are not income eligible to receive a subsidy.

```
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<Property_Info>
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      <site_id>09601</site_id>
    </Site_Header>
    <Transaction_Item>
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        <project_number>022</project_number>
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        <effective_date>20121201</effective_date>
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        <other_subsidy_amount>0.00</other_subsidy_amount>
        <net_family_assets>50000.00</net_family_assets>
        <imputed_incm_assets>30000.00</imputed_incm_assets>
        <earnings_from_assets>501.00</earnings_from_assets>
        <salary>30001.99</salary>
        <social_security_income>10000.00</
social_security_income> <public_assistance>300.00</
public_assistance>
```

**USDA Rural Development Multi-Family Housing
List of Exhibits: Tenant Transactions**

```
<other_income>1900.78</other_income>
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<child_care_adjustments>1400.00</child_care_adjustments>
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  <last_name>Brown</last_name>
  <middle_initial>R</middle_initial>
  <title>Mr</title>
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  <gender>M</gender>
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  <race>W</race>
  <ethnicity>N</ethnicity>
  <source>C</source>
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  <last_name>Brown</last_name>
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  <gender>F</gender>
  <birth_date>19560730</birth_date>
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<Tenant_Household_Member>
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  <last_name>Brown</last_name>
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  <source>C</source>
  <personal_status_code>M</personal_status_code>
</Tenant_Household_Member>
</Transaction_Item>
</Site_Item>
</Property_Info>
```

**USDA Rural Development Multi-Family Housing
List of Exhibits: Tenant Transactions**

B Recertification

Business Rules:

- **<action_code>** value is R
- Recertifications are used to annually renew tenant certifications as required by the Agency. Recertifications can also be used to establish a new tenant certification mid-year if their financial or household data changes.

```
<?xml version="1.0" encoding="UTF-8" ?>
<Property_Info>
  <Site_Item>
    <Site_Header>
      <site_id>09601</site_id>
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    <Transaction_Item>
      <Transaction_Header>
        <borrower_id>929411984</borrower_id>
        <project_number>022</project_number>
        <project_name>Sample Project Name</project_name>
      </Transaction_Header>
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        <other_subsidy_amount>0.00</other_subsidy_amount>
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        <imputed_incm_assets>30000.00</imputed_incm_assets>
        <earnings_from_assets>501.00</earnings_from_assets>
        <salary>30001.99</salary>
        <social_security_income>10000.00</
social_security_income> <public_assistance>300.00</
public_assistance>
        <other_income>1900.78</other_income>
        <medical_adjustments>5123.99</medical_adjustments>
        <child_care_adjustments>1400.00</
child_care_adjustments> <welfare_shelter_payments>500</
welfare_shelter_payments> <eligibility_indicator>E</
eligibility_indicator>
        <Exempt_Household_Indicator>N</exempt_income_indicator>
        <Foster_Child_Indicator>N</foster_children>
        <roaltee_Po1f_/orrogle_>entry>20121115</date_of_orig_entry>
```

**USDA Rural Development Multi-Family Housing
List of Exhibits: Tenant Transactions**

```
<first_name>John</first_name>
<last_name>Brown</last_name>
<middle_initial>R</middle_initial>
<social_security_number>232323232</social_security_number>
<gender>M</gender>
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<<race>W</race>
<ethnicity>N</ethnicity>
<source>C</source>
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</Tenant_Household_Member>
<Tenant_Household_Member>
  <role>P2</role>
  <first_name>Janet</first_name>
  <last_name>Brown</last_name>
  <middle_initial>R</middle_initial>
  <social_security_number>232323234</social_security_number>
  <gender>F</gender>
  <birth_date>19560730</birth_date>
  <race>W</race>
  <ethnicity>N</ethnicity>
  <source>C</source>
  <personal_status_code>N</personal_status_code>
</Tenant_Household_Member>
<Tenant_Household_Member>
  <role>P3</role>
  <first_name>Robert</first_name>
  <last_name>Brown</last_name>
  <middle_initial>R</middle_initial>
  <social_security_number>232323235</social_security_number>
  <gender>M</gender>
  <birth_date>20000730</birth_date>
  <race>W</race>
  <ethnicity>N</ethnicity>
  <source>C</source>
  <personal_status_code>M</personal_status_code>
</Tenant_Household_Member>
</Transaction_Item>
</Site_Item>
</Property_Info>
```

C Modify Certification

Business Rules:

- **<action_code>** value is **M**
- Modify certifications are used to change errant data on certifications as of the effective date of the certification they are modifying.
- They cannot change the effective date of the certification they are modifying.
- They cannot change the tenant of the household.
- They cannot change the unit that the household was certified into.
- They can only modify the currently effective certification.

```
<?xml version="1.0" encoding="UTF-8" ?>
<Property_Info>
  <Site_Item>
    <Site_Header>
      <site_id>09601</site_id>
    </Site_Header>
    <Transaction_Item>
      <Transaction_Header>
        <borrower_id>929411984</borrower_id>
        <project_number>022</project_number>
        <project_name>Sample Project Name</project_name>
      </Transaction_Header>
      <Tenant_Household_Header>
        <action_code>M</action_code>
        <effective_date>20121201</effective_date>
        <project_unit_id>02A</project_unit_id>
        <subsidy>1</subsidy>
        <other_subsidy_indicator>N</other_subsidy_indicator>
        <other_subsidy_amount>0.00</other_subsidy_amount>
        <net_family_assets>50000.00</net_family_assets>
        <imputed_incm_assets>30000.00</imputed_incm_assets>
        <earnings_from_assets>501.00</earnings_from_assets>
        <salary>30001.99</salary>
        <social_security_income>10000.00</
social_security_income> <public_assistance>300.00</
public_assistance>
        <other_income>1900.78</other_income>
        <medical_adjustments>5123.99</medical_adjustments>
        <child_care_adjustments>1400.00</
child_care_adjustments> <welfare_shelter_payments>500</
welfare_shelter_payments> <eligibility_indicator>E</
eligibility_indicator>
        <Exempt_Household_Indicator>N</exempt_income_indicator>
        <Exempt_Childshelter/Noteaboutchildren>
        <roaltee_Po1f</orroigle_>entry>20121115</date_of_orig_entry>
```


**USDA Rural Development Multi-Family Housing
List of Exhibits: Tenant Transactions**

```
<first_name>John</first_name>
<last_name>Brown</last_name>
<middle_initial>R</middle_initial>
<social_security_number>232323232</social_security_number>
<gender>M</gender>
<birth_date>19560730</birth_date>
<<race>W</race>
<ethnicity>N</ethnicity>
<source>C</source>
<personal_status_code>N</personal_status_code>
</Tenant_Household_Member>
<Tenant_Household_Member>
  <role>P2</role>
  <first_name>Janet</first_name>
  <last_name>Brown</last_name>
  <middle_initial>R</middle_initial>
  <social_security_number>232323234</social_security_number>
  <gender>F</gender>
  <birth_date>19560730</birth_date>
  <race>W</race>
  <ethnicity>N</ethnicity>
  <source>C</source>
  <personal_status_code>N</personal_status_code>
</Tenant_Household_Member>
<Tenant_Household_Member>
  <role>P3</role>
  <first_name>Robert</first_name>
  <last_name>Brown</last_name>
  <middle_initial>R</middle_initial>
  <social_security_number>232323235</social_security_number>
  <gender>M</gender>
  <birth_date>20000730</birth_date>
  <race>W</race>
  <ethnicity>N</ethnicity>
  <source>C</source>
  <personal_status_code>M</personal_status_code>
</Tenant_Household_Member>
</Transaction_Item>
</Site_Item>
</Property_Info>
```

D Assign/Remove Rental Assistance (RA)

Business Rules:

- **<action_code>** value is **A**
- This transaction will be used to assign or remove rental assistance (RA) for a tenant subsequent to certification. It is changed according to the value of the **<subsidy>** code (1 – assign, 0 – remove) which is to be effective for the date which modifies the **<action_code>** code. That date must be the 1st of the month.
- The effective date can be the same as a certification date. If this occurs the RA transaction assignment will take precedence over the certification subsidy.

```
<?xml version="1.0" encoding="UTF-8" ?>
<Property_Info>
  <Site_Item>
    <Site_Header>
      <site_id>09601</site_id>
    </Site_Header>
    <Transaction_Item>
      <Transaction_Header>
        <borrower_id>929411984</borrower_id>
        <project_number>022</project_number>
        <project_name>Sample Project Name</project_name>
      </Transaction_Header>
      <Tenant_Household_Header>
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      <Tenant_Household_Member>
        <role>P1</role>
        <first_name>Janet</first_name>
        <last_name>Brown</last_name>
        <middle_initial>R</middle_initial>
        <social_security_number>232323232</social_security_number>
        <gender>F</gender>
        <birth_date>19560730</birth_date>
        <race>W</race>
        <ethnicity>N</ethnicity>
        <source>C</source>
        <personal_status_code>N</personal_status_code>
      </Tenant_Household_Member>
    </Transaction_Item>
  </Site_Item>
</Property_Info>
```

**USDA Rural Development Multi-Family Housing
List of Exhibits: Tenant Transactions**

E Co-tenant-to-Tenant

Business Rules:

- **<action_code>** value is **C**
- This transaction is used to replace the tenant (head of household) with one of the existing cotenants and recertify the modified household.
- This transaction is identical to a re-certify except the new tenant must be a current cotenant.

```
<?xml version="1.0" encoding="UTF-8" ?>
<Property_Info>
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    <Site_Header>
      <site_id>09601</site_id>
    </Site_Header>
    <Transaction_Item>
      <Transaction_Header>
        <borrower_id>929411984</borrower_id>
        <project_number>022</project_number>
        <project_name>Sample Project Name</project_name>
      </Transaction_Header>
      <Tenant_Household_Header>
        <action_code>C</action_code>
        <effective_date>20121201</effective_date>
        <project_unit_id>02A</project_unit_id>
        <subsidy>1</subsidy>
        <other_subsidy_indicator>N</other_subsidy_indicator>
        <other_subsidy_amount>0.00</other_subsidy_amount>
        <net_family_assets>50000.00</net_family_assets>
        <imputed_incm_assets>30000.00</imputed_incm_assets>
        <earnings_from_assets>501.00</earnings_from_assets>
        <salary>30001.99</salary>
        <social_security_income>10000.00</
social_security_income> <public_assistance>300.00</
public_assistance>
        <other_income>1900.78</other_income>
        <medical_adjustments>5123.99</medical_adjustments>
        <child_care_adjustments>1400.00</
child_care_adjustments> <welfare_shelter_payments>500</
welfare_shelter_payments> <eligibility_indicator>E</
eligibility_indicator>
        <Exempt_Household_Indicator>N</exempt_income_indicator>
        <Tenant_Childs_Head_of_Household_Children>
          <date_of_orig_entry>20121115</date_of_orig_entry>
          <first_name>Janet</first_name>
          <last_name>Brown</last_name>
          <middle_initial>R</middle_initial>
          <social_security_number>232323232</social_security_number>
          <gender>F</gender>
        </Tenant_Childs_Head_of_Household_Children>
      </Tenant_Household_Header>
    </Transaction_Item>
  </Site_Item>
</Property_Info>
```

**USDA Rural Development Multi-Family Housing
List of Exhibits: Tenant Transactions**

```
<birth_date>19560730</birth_date>
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<ethnicity>N</ethnicity>
<source>C</source>
<personal_status_code>N</personal_status_code>
</Tenant_Household_Member>
<Tenant_Household_Member>
<role>P3</role>
<first_name>Robert</first_name>
<last_name>Brown</last_name>
<middle_initial>R</middle_initial>
<social_security_number>232323234</social_security_number>
<gender>M</gender>
<birth_date>20000730</birth_date>
<race>W</race>
<ethnicity>N</ethnicity>
<source>C</source>
<personal_status_code>M</personal_status_code>
</Tenant_Household_Member>
</Transaction_Item>
</Site_Item>
</Property_Info>
```

F Transfer

Business Rules:

- **<action_code>** value is T
- This transaction moves a tenant from a unit he currently inhabits to a new uninhabited unit within the same project on the effective date.
- The effective date must be the first of the transfer month.

```
<?xml version="1.0" encoding="UTF-8" ?>
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    <Site_Header>
      <site_id>09601</site_id>
    </Site_Header>
    <Transaction_Item>
      <Transaction_Header>
        <borrower_id>929411984</borrower_id>
        <project_number>022</project_number>
        <project_name>Sample Project Name</project_name>
      </Transaction_Header>
      <Tenant_Household_Header>
        <action_code>T</action_code>
        <effective_date>20121201</effective_date>
        <project_unit_id>200</project_unit_id>
        <project_new_unit_id>202</project_new_unit_id>
      </Tenant_Household_Header>
      <Tenant_Household_Member>
        <role>P1</role>
        <first_name>Janet</first_name>
        <last_name>Brown</last_name>
        <middle_initial>R</middle_initial>
        <social_security_number>232323232</social_security_number>
        <gender>F</gender>
        <birth_date>19560730</birth_date>
        <race>W</race>
        <ethnicity>N</ethnicity>
        <source>C</source>
        <personal_status_code>N</personal_status_code>
      </Tenant_Household_Member>
    </Transaction_Item>
  </Site_Item>
</Property_Info>
```

G Swap

Business Rules:

- **<action_code>** value is **S**
- This transaction swaps tenants between units within the same project on the effective date.
- The P1 tenant defined in the transaction file is the one currently living in the INO unit.
- The effective date must be the first of the swap month. Cannot perform (2) swaps involving the same household on the same effective date.

```
<?xml version="1.0" encoding="UTF-8" ?>
<Property_Info>
  <Site_Item>
    <Site_Header>
      <site_id>09601</site_id>
    </Site_Header>
    <Transaction_Item>
      <Transaction_Header>
        <borrower_id>929411984</borrower_id>
        <project_number>022</project_number>
        <project_name>Sample Project Name</project_name>
      </Transaction_Header>
      <Tenant_Household_Header>
        <action_code>S</action_code>
        <effective_date>20121201</effective_date>
        <project_unit_id>200</project_unit_id>
        <project_new_unit_id>202</project_new_unit_id>
      </Tenant_Household_Header>
      <Tenant_Household_Member>
        <role>P1</role>
        <first_name>Janet</first_name>
        <last_name>Brown</last_name>
        <middle_initial>R</middle_initial>
        <social_security_number>232323232</social_security_number>
        <gender>F</gender>
        <birth_date>19560730</birth_date>
        <race>W</race>
        <ethnicity>N</ethnicity>
        <source>C</source>
        <personal_status_code>N</personal_status_code>
      </Tenant_Household_Member>
    </Transaction_Item>
  </Site_Item>
</Property_Info>
```

H Initiate Absence

Business Rules:

- <action_code> value is L
- This transaction indicates that the tenant has been absent at least 60 days and is subject to applicable penalties beginning on the effective date.
- The effective date must be the first of the month.

```
<?xml version="1.0" encoding="UTF-8" ?>
<Property_Info>
  <Site_Item>
    <Site_Header>
      <site_id>09601</site_id>
    </Site_Header>
    <Transaction_Item>
      <Transaction_Header>
        <borrower_id>929411984</borrower_id>
        <project_number>022</project_number>
        <project_name>Sample Project Name</project_name>
      </Transaction_Header>
      <Tenant_Household_Header>
        <action_code>L</action_code>
        <effective_date>20121202</effective_date>
        <project_unit_id>200</project_unit_id>
      </Tenant_Household_Header>
      <Tenant_Household_Member>
        <role>P1</role>
        <first_name>Janet</first_name>
        <last_name>Brown</last_name>
        <middle_initial>R</middle_initial>
        <social_security_number>232323232</social_security_number>
        <gender>F</gender>
        <birth_date>19560730</birth_date>
        <race>W</race>
        <ethnicity>N</ethnicity>
        <source>C</source>
        <personal_status_code>N</personal_status_code>
      </Tenant_Household_Member>
    </Transaction_Item>
  </Site_Item>
</Property_Info>
```

I Terminate Absence

Business Rules:

- <action_code> value is **B**
- This transaction marks the tenant as no longer absent as of the effective date.
- This date must be the first of the month.

```
<?xml version="1.0" encoding="UTF-8" ?>
<Property_Info>
  <Site_Item>
    <Site_Header>
      <site_id>09601</site_id>
    </Site_Header>
    <Transaction_Item>
      <Transaction_Header>
        <borrower_id>929411984</borrower_id>
        <project_number>022</project_number>
        <project_name>Sample Project Name</project_name>
      </Transaction_Header>
      <Tenant_Household_Header>
        <action_code>B</action_code>
        <effective_date>20121202</effective_date>
        <project_unit_id>200</project_unit_id>
      </Tenant_Household_Header>
      <Tenant_Household_Member>
        <role>P1</role>
        <first_name>Janet</first_name>
        <last_name>Brown</last_name>
        <middle_initial>R</middle_initial>
        <social_security_number>232323232</social_security_number>
        <gender>F</gender>
        <birth_date>19560730</birth_date>
        <race>W</race>
        <ethnicity>N</ethnicity>
        <source>C</source>
        <personal_status_code>N</personal_status_code>
      </Tenant_Household_Member>
    </Transaction_Item>
  </Site_Item>
</Property_Info>
```


J Vacate

Business Rules:

- <action_code> value is **V**
- This transaction moves the household out of the project on the effective date.
- This date cannot be the first of the month.

```
<?xml version="1.0" encoding="UTF-8" ?>
<Property_Info>
  <Site_Item>
    <Site_Header>
      <site_id>09601</site_id>
    </Site_Header>
    <Transaction_Item>
      <Transaction_Header>
        <borrower_id>929411984</borrower_id>
        <project_number>022</project_number>
        <project_name>Sample Project Name</project_name>
      </Transaction_Header>
      <Tenant_Household_Header>
        <action_code>V</action_code>
        <effective_date>20121202</effective_date>
        <project_unit_id>200</project_unit_id>
      </Tenant_Household_Header>
      <Tenant_Household_Member>
        <role>P1</role>
        <first_name>Janet</first_name>
        <last_name>Brown</last_name>
        <middle_initial>R</middle_initial>
        <social_security_number>232323232</social_security_number>
        <gender>F</gender>
        <birth_date>19560730</birth_date>
        <race>W</race>
        <ethnicity>N</ethnicity>
        <source>C</source>
        <personal_status_code>N</personal_status_code>
      </Tenant_Household_Member>
    </Transaction_Item>
  </Site_Item>
</Property_Info>
```

K Eviction

Business Rules:

- **<action_code>** value is **E**
- This transaction marks the household as in the process of eviction on the effective date. This will remove the expired certification penalties that might otherwise be imposed.
- This does not have an end period date. It is ended by a vacate, recertification, or undo eviction.
- The effective date can be any day of the month. It may affect the next month's project payment.

```
<?xml version="1.0" encoding="UTF-8" ?>
<Property_Info>
  <Site_Item>
    <Site_Header>
      <site_id>09601</site_id>
    </Site_Header>
    <Transaction_Item>
      <Transaction_Header>
        <borrower_id>929411984</borrower_id>
        <project_number>022</project_number>
        <project_name>Sample Project Name</project_name>
      </Transaction_Header>
      <Tenant_Household_Header>
        <action_code>E</action_code>
        <effective_date>20121210</effective_date>
        <project_unit_id>200</project_unit_id>
      </Tenant_Household_Header>
      <Tenant_Household_Member>
        <role>P1</role>
        <first_name>Janet</first_name>
        <last_name>Brown</last_name>
        <middle_initial>R</middle_initial>
        <social_security_number>232323232</social_security_number>
        <gender>F</gender>
        <birth_date>19560730</birth_date>
        <race>W</race>
        <ethnicity>N</ethnicity>
        <source>C</source>
        <personal_status_code>N</personal_status_code>
      </Tenant_Household_Member>
    </Transaction_Item>
  </Site_Item>
</Property_Info>
```

L Tenant Undo Transaction

Business Rules:

- **<action_code>** value is one of (XI, XR, XA, XT, XV, XL, XB, XS, XC, XE)
- This transaction will undo (physically remove) a transaction type which matches the 2nd character of the **<action_code>** code.
- The transaction to be undone must be the last transaction recorded for that household.
- Do not need an effective date for an undo.

The sample shown here is for a remove VACATE. The other transactions are done in a similar manner. Always include everything down to the P1 (tenant) **<Tenant_Household_Member>** and precede the **<action_code>** value with an "X".

```
<?xml version="1.0" encoding="UTF-8" ?>
<Property_Info>
  <Site_Item>
    <Site_Header>
      <site_id>09601</site_id>
    </Site_Header>
    <Transaction_Item>
      <Transaction_Header>
        <borrower_id>929411984</borrower_id>
        <project_number>022</project_number>
        <project_name>Sample Project Name</project_name>
      </Transaction_Header>
      <Tenant_Household_Header>
        <action_code>XV</action_code>
        <effective_date>20121202</effective_date>
        <project_unit_id>200</project_unit_id>
      </Tenant_Household_Header>
      <Tenant_Household_Member>
        <role>P1</role>
        <first_name>Janet</first_name>
        <last_name>Brown</last_name>
        <middle_initial>R</middle_initial>
        <social_security_number>232323232</social_security_number>
        <gender>F</gender>
        <birth_date>19560730</birth_date>
        <race>W</race>
        <ethnicity>N</ethnicity>
        <source>C</source>
        <personal_status_code>N</personal_status_code>
      </Tenant_Household_Member>
    </Transaction_Item>
  </Site_Item>
</Property_Info>
```