

Transaction File Layout	The Mitas Group Inc			972-547-6404 Lisa Kocsis
File Type:	Comma Separated Values			
Position	Field Name	Type	Length	Comments
1	Building	A	20	Can be Building Number as determined by State or BIN
2	Unit	A	10	Unit Number as determined by State
3	Effective Date	N	8	YYYYMMDD
4	Transaction Type	N	4	1 - Move Out 2 - Transfer Out 3 - Transfer In 4 - Move In (Initial Cert of New Tenant) 5 - Annual Recertification 6 - Interim Recertification 7 - Initial Certification - Existing Tenant/Not a Move In 8 - Gross Rent Change 9 - Termination (Tenant still living in unit/Not a Move Out)
5	Number Of Family Members	N	2	Total Number in Household
6	Number Of Children	N	2	
7	Tenant Name	A	30	
8	Tenant SSN	N	9	
9	Tenant Date Of Birth	N	8	YYYYMMDD
10	Tenant Income	N	7	Annual Income
11	Contract Rent	N	7	Check with State
12	Utility Allowance	N	7	
13	Gross Rent	N	7	
14	Total Tenant Payment	N	7	Check with State
15	Tenant Rent	N	7	Check with State
16	Assistance Payment	N	7	Total Subsidy
17	Unit Type	N	1	1 - Low Income Unit 2 - Market Rate Unit 3 - Common Unit 4 - Commercial Unit
18	Student Status	N	1	1 - Not a Student 2 - Student 3 - Qualified Student
19	Race	N	4	0 - Not Reported 1 - White 2 - Black/African American 3 - Asian 4 - American Indian/Alaskan Native 5 - Native Hawaiian/Other Pacific Islander 6 - American Indian/Alaskan Native White 7 - Asian White 8 - Black/African American White 9 - American Indian/Alaskan Native White 10 - Other/Multi Racial 11 - Hispanic
20	Hispanic Flag	A	1	Y - Yes, N - No
21	Next Recertification Date	N	8	YYYYMMDD
22	Income Source	N	4	0 - Not Collected 1 - Pensions 2 - TANF 3 - Social Security 4 - General Assistance 5 - SSI (50059) 6 - Child Support 7 - Military Wage 8 - Federal Wage 9 - Other/Non-Federal Wage 10 - Unemployment Compensation 11 - Indian Trust 12 - Own Business 13 - Other Non-wage Source 14 - Housing Auth Wage (50058) 15 - SSI (50058)

				16 - Child Support (50058)
				17 - TANF (50058)
23	Over Income Tenant	A	1	Y - Yes, N - No
24	Live in Aid	A	1	Y - Yes, N - No
25	Temp Abs Household	A	1	Y - Yes, N - No (Temp Absence of Head of Household)
26	Homeless	A	1	Y - Yes, N - No
27	Special Needs Tenant	A	1	Y - Yes, N - No
28	Assistance Type	N	4	0 - None
				1 - Project Based Assistance
				2 - Tenant Based Assistance
29	HH Member 1 Name	A	30	Do not require member info for Head Of Household
30	HH Member 1 Age	N	3	
31	HH Member 1 Student Status	N	1	1 - Not a Student
				2 - Student
				3 - Qualified Student
32	HH Member 1 Relationship	N	4	1 - H Head of Household
				2 - S Spouse
				3 - K Co-Head of Household
				4 - D Dependent - 50059
				5 - O Other Adult/Count Income - 50059
				6 - F Foster Child(ren)
				7 - A Other Adults - 50058
				8 - E Fulltime Student - 50058
				9 - L Live-in-Aid (Other non-Family)
				10 - Y Other Youth Under 18 - 50058
				11 - None of the above (Discontinued)
33	HH Member 2 Name	A	30	
34	HH Member 2 Age	N	3	
35	HH Member 2 Student Status	N	1	1 - Not a Student
				2 - Student
				3 - Qualified Student
36	HH Member 2 Relationship	N	4	1 - H Head of Household
				2 - S Spouse
				3 - K Co-Head of Household
				4 - D Dependent - 50059
				5 - O Other Adult/Count Income - 50059
				6 - F Foster Child(ren)
				7 - A Other Adults - 50058
				8 - E Fulltime Student - 50058
				9 - L Live-in-Aid (Other non-Family)
				10 - Y Other Youth Under 18 - 50058
				11 - None of the above (Discontinued)
37	HH Member 3 Name	A	30	
38	HH Member 3 Age	N	3	
39	HH Member 3 Student Status	N	1	1 - Not a Student
				2 - Student
				3 - Qualified Student
40	HH Member 3 Relationship	N	4	1 - H Head of Household
				2 - S Spouse
				3 - K Co-Head of Household
				4 - D Dependent - 50059
				5 - O Other Adult/Count Income - 50059
				6 - F Foster Child(ren)
				7 - A Other Adults - 50058
				8 - E Fulltime Student - 50058
				9 - L Live-in-Aid (Other non-Family)
				10 - Y Other Youth Under 18 - 50058
				11 - None of the above (Discontinued)
41	HH Member 4 Name	A	30	
42	HH Member 4 Age	N	3	
43	HH Member 4 Student Status	N	1	1 - Not a Student
				2 - Student
				3 - Qualified Student
44	HH Member 4 Relationship	N	4	1 - H Head of Household
				2 - S Spouse
				3 - K Co-Head of Household
				4 - D Dependent - 50059

				5 - O Other Adult/Count Income - 50059
				6 - F Foster Child(ren)
				7 - A Other Adults - 50058
				8 - E Fulltime Student - 50058
				9 - L Live-in-Aid (Other non-Family)
				10 - Y Other Youth Under 18 - 50058
				11 - None of the above (Discontinued)
45	HH Member 5 Name	A	30	
46	HH Member 5 Age	N	3	
47	HH Member 5 Student Status	N	1	1 - Not a Student
				2 - Student
				3 - Qualified Student
48	HH Member 5 Relationship	N	4	1 - H Head of Household
				2 - S Spouse
				3 - K Co-Head of Household
				4 - D Dependent - 50059
				5 - O Other Adult/Count Income - 50059
				6 - F Foster Child(ren)
				7 - A Other Adults - 50058
				8 - E Fulltime Student - 50058
				9 - L Live-in-Aid (Other non-Family)
				10 - Y Other Youth Under 18 - 50058
				11 - None of the above (Discontinued)
49	HH Member 6 Name	A	30	
50	HH Member 6 Age	N	3	
51	HH Member 6 Student Status	N	1	1 - Not a Student
				2 - Student
				3 - Qualified Student
52	HH Member 6 Relationship	N	4	1 - H Head of Household
				2 - S Spouse
				3 - K Co-Head of Household
				4 - D Dependent - 50059
				5 - O Other Adult/Count Income - 50059
				6 - F Foster Child(ren)
				7 - A Other Adults - 50058
				8 - E Fulltime Student - 50058
				9 - L Live-in-Aid (Other non-Family)
				10 - Y Other Youth Under 18 - 50058
				11 - None of the above (Discontinued)
53	HH Member 7 Name	A	30	
54	HH Member 7 Age	N	3	
55	HH Member 7 Student Status	N	1	1 - Not a Student
				2 - Student
				3 - Qualified Student
56	HH Member 7 Relationship	N	4	1 - H Head of Household
				2 - S Spouse
				3 - K Co-Head of Household
				4 - D Dependent - 50059
				5 - O Other Adult/Count Income - 50059
				6 - F Foster Child(ren)
				7 - A Other Adults - 50058
				8 - E Fulltime Student - 50058
				9 - L Live-in-Aid (Other non-Family)
				10 - Y Other Youth Under 18 - 50058
				11 - None of the above (Discontinued)
57	HH Member 8 Name	A	30	
58	HH Member 8 Age	N	3	
59	HH Member 8 Student Status	N	1	1 - Not a Student
				2 - Student
				3 - Qualified Student
60	HH Member 8 Relationship	N	4	1 - H Head of Household
				2 - S Spouse
				3 - K Co-Head of Household
				4 - D Dependent - 50059
				5 - O Other Adult/Count Income - 50059
				6 - F Foster Child(ren)
				7 - A Other Adults - 50058

				8 - E Fulltime Student - 50058
				9 - L Live-in-Aid (Other non-Family)
				10 - Y Other Youth Under 18 - 50058
				11 - None of the above (Discontinued)
61	HH Member 9 Name	A	30	
62	HH Member 9 Age	N	3	
63	HH Member 9 Student Status	N	1	1 - Not a Student
				2 - Student
				3 - Qualified Student
64	HH Member 9 Relationship	N	4	1 - H Head of Household
				2 - S Spouse
				3 - K Co-Head of Household
				4 - D Dependent - 50059
				5 - O Other Adult/Count Income - 50059
				6 - F Foster Child(ren)
				7 - A Other Adults - 50058
				8 - E Fulltime Student - 50058
				9 - L Live-in-Aid (Other non-Family)
				10 - Y Other Youth Under 18 - 50058
				11 - None of the above (Discontinued)
65	HH Member 10 Name	A	30	
66	HH Member 10 Age	N	3	
67	HH Member 10 Student Status	N	1	1 - Not a Student
				2 - Student
				3 - Qualified Student
68	HH Member 10 Relationship	N	4	1 - H Head of Household
				2 - S Spouse
				3 - K Co-Head of Household
				4 - D Dependent - 50059
				5 - O Other Adult/Count Income - 50059
				6 - F Foster Child(ren)
				7 - A Other Adults - 50058
				8 - E Fulltime Student - 50058
				9 - L Live-in-Aid (Other non-Family)
				10 - Y Other Youth Under 18 - 50058
				11 - None of the above (Discontinued)
69	Handicapped	A	1	Y - Yes, N - No
70	Move In Date	N	8	YYYYMMDD
71	Move Out Date	N	8	YYYYMMDD
	MITAS does accept multiple transactions on the same day on the same unit with a different transaction type.			
	MITAS will ignore transactions that are uploaded more than once.			
	Users must come to the web site and manually submit corrections to data previously uploaded.			
	Each State/Agency determines which fields are required. Check with your state/agency for their list.			
	Each State/Agency determines how the rent fields are used. Check with your agency for their rent requirements.			
	If a building number, BIN number, and/or unit number does not match the agency database, all transactions will be rejected.MITAS does not partially upload files.			
	Some States/Agencies use leading zeros in the unit numbers. Check with your State/Agency for the exact unit numbers.			
				A - Alphanumeric
				N - Numeric
				YYYY - Year (2004, 2005,...)
				MM - Month (01 - January, 02 - February,... , 12 - December)
				DD - Day (01, 02, ..., 31)
	MITAS will also accept the NAHMA xml standard once it is finalized.			