Service Provider
TRACS Submissions

In addition to being a software vendor, *Simply Computer Software, Inc.* also provides Fee Based Electronic Submission Services, commonly referred to as *Service Provider*. If, for whatever reason, you are not able to automate your inhouse HUD forms compliance, we can electronically submit your forms for you, for a fee. You merely email or fax us your tenant changes when they occur (Tenant Certifications, Move-Out, Unit Transfers, etc.) and we make sure they are promptly submitted electronically to TRACS or your Contract Administrator. Each month we submit and send you a HUD-52670 HAP Voucher Request copy, along with a list of future recertification dates. Our fee consists of an Initial Set-up Fee, Transaction Fee and Voucher/Recert Date Fee.

INITIAL SETUP FEE (One Time): In order to load existing project information into our system, there will be a one time setup fee of $2.00 per unit. You would supply us with a recent HUD-52670 HAP Voucher and either a Baseline MAT file or a copy of each current HUD-50059 Tenant Certification. We will also require access to project contract information in HUD's Secure Site to verify electronic submission success.

TRANSACTION FEE (Ongoing): After your project has been setup in our system, you merely email or fax us your Tenant Change information as they occur (including Tenant Certifications, Move-Outs, Unit Transfers, etc.). We input this information into our system and make your electronic submissions. Each Tenant Change electronically submitted will be assessed a $7.50 Transaction Fee.

VOUCHER/RECERT DATE FEE (Monthly): A flat, monthly fee will be assessed for generating and electronically submitting your monthly HUD-52670 HAP Voucher Request, along with a list of future recertification dates. This feature provides you with a clean, accurate copy of the HUD-52670 HAP Voucher Request, based on electronic submission success, and helps remind you of upcoming recertifications.

Fee Schedule:

1 to 23 Units $15/mo.	48 to 71 Units $25/mo.	90 to 149 Units $35/mo
24 to 47 Units $20/mo.	72 to 89 Units $30/mo.	150 Unit & above $45/mo.

Below are examples of approximate Annual Service Provider Costs for varying project sizes ...

Project Size	10 Units	32 Units	64 Units	88 Units
Transaction Fee	$ 75.00	$ 240.00	$ 480.00	$ 660.00
Voucher/Recert Date Fee	$ 180.00	$ 240.00	$ 300.00	$ 360.00
Annual Service Provider Cost	$ 255.00	$ 480.00	$ 780.00	$1,020.00

Call today to get started !!!

Simply Computer Software, Inc.

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FHA Software
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