

XML IMPORT DOCUMENTATION

JAN 2026

GENERAL CHECK LIST**Basic Checklist for resolving Schema issues before XML import:**

Use this checklist to ensure your XML file is free from schema errors and ready for import.

Examples are provided to clarify common issues.

1. Project Name

- Ensure the project name in the XML file **exactly matches** the project name in the WBARS system.

Examples:

XML Detail	WBARS Detail	Mismatch
Happy Valley	Happy Valley Apartments	"Apartments" is missing
happy valley apartments	Happy Valley Apartments	Incorrect capitalization

2. Reporting Year

- Verify that the reporting year in the XML file is correct and matches the required reporting year in the system.

Example:

XML Detail	WBARS Detail	Mismatch
2023	2024	The year does not match

3. Site Name

- Ensure that the site name in the XML file **exactly matches** as they appear in the system.

Examples:

XML Detail	WBARS Detail	Mismatch
Norris Place	Norris House	Name mismatch
Bell 1 Apts	Bell One Apartment	Name mismatch

4. BIN Numbers and Unit IDs

- Confirm that all BIN numbers and unit IDs are included and formatted correctly.

Examples:

XML Detail	WBARS Detail	Mismatch
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Need Help? If you need XML import assistance, please reach out to Intellectyx support by emailing **WBARS Support** at wbars_support@intellectyx.com

Bin 567 Unit 101A	BIN-WA-567 Unit 101-A	"_" are missing
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5. Required Fields

- Ensure all required fields in the XML file are completed. Missing, invalid and incomplete fields will cause the import to fail.

Examples:

XML Detail	WBARS Detail	Mismatch
Household Name:	Household Name: John Doe	Field is empty, causing failure
Household Size: 0	Household Size: 3	Invalid entry/Input

6. Date Format

- Verify that all dates (Move-in dates, Move-out dates, Recent Recertification Date) are in the correct format as YYYY-MM-DD) and match the expected format in the system.

Examples:

XML Detail (YYYY-MM-DD)	WBARS Detail (MM/DD/YYYY)	Mismatch
2017/24/10	10/24/2017	Date format is incorrect

7. File Structure

- Make sure the XML file follows the correct structure, with all necessary tags in place (e.g., <ProjectName>, <SiteName>, etc.).

Examples:

XML Detail	WBARS Detail	Mismatch
<ProjectName>Happy Valley Apartments<	<ProjectName>Happy Valley Apartments</ProjectName>	Missing closing tag
<UnitID>101<UnitID>	<UnitID>101</UnitID>	Incorrect tag closing format

8. Special Characters

- Avoid any special characters that might disrupt the file's readability or cause issues during the import.

Examples:

XML Detail	WBARS Detail	Mismatch
Household name: John Doe & Co.	Household Name: John Doe	Special character (&) causes mismatch
Project Name: "Sunny Days!"	Project Name: Sunny Days	Exclamation mark mismatch

9. Consistency Across Data

- Ensure consistency between related fields (e.g., project names, site names, or bin numbers) across the entire XML file.

Examples:

XML Detail	WBARS Detail	Mismatch
Happy Valley Apts	Happy Valley Apartments	Abbreviation inconsistent
Bin: 1234ABCD	Bin: ABCD1234	Inconsistent bin number format

10. Extra Spaces

- Check for any unintended spaces before or after text, especially in critical fields like project names and details.

Examples:

XML Detail	WBARS Detail	Mismatch
Happy Valley Apartments	Happy Valley Apartments	Extra space at the beginning

Field Name	Description	Error
Report Year	The Report year in the XML must match with the selected report year. Users will be provided with a dropdown to choose the year for the import. The chosen year must match the Report Year value in the XML Import.	Report Year Selected does not match with the report Year in XML File.
Project Name	The project name in the report must match with the project name in the WBARS	Project / Site / Building / Unit not found for this record in DB. - Respective Project name - Head of Household name will be shown
Site Name	The site name in the report must match with the project name in the WBARS	Project / Site / Building / Unit not found for this record in DB. - Respective Project name - Head of Household name
Building Name	The building name in the report must match with the project name in the WBARS	Project / Site / Building / Unit not found for this record in DB. - Respective Project name - Head of Household name
Unit Name	The Unit name in the report must match with the Unit ID value in the WBARS	Project / Site / Building / Unit not found for this record in DB. - Respective Project name - Head of Household name
Unit Designation	In this field the user should enter the unit designation type for the household.	Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, Must be any of the following: [Restricted, CAU-Manager, CAU-Maintenance, CAU-Security, MarketRate].
Head of Household Name	<p>This field contains the name of the household who are moving in.</p> <p>If the report year is less than 2023, then HeadOfHouseholdFullName becomes mandatory and below tags are optional, HeadOfHouseholdFirstName, HeadOfHouseholdLastName, HeadOfHouseholdMiddleInitialName.</p> <p>If the report year is 2023 or greater, then HeadOfHouseholdFullName becomes optional and</p>	<p>If the report year is less than 2023, then the error will be displayed as</p> <p>Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of { HeadOfHouseholdFullName } is expected.</p> <p>If the report year is 2023 or greater, then the error will be displayed as</p> <p>Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of { HeadOfHouseholdFirstName,</p>

	other tags becomes mandatory.	HeadOfHouseholdLastName } is expected.
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Move In Date	The proper move in date for the household needs to be entered in this field.	Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of {MoveInDate,UnitDesignation, MoveOutDate, PreviousRecertificationDate, HOMEProgram_SetAsideType, IsHomeProgramUnit, IsNHTFProgramUnit, IsPSHProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo} is expected.
Move Out Date	The proper move out date for the household needs to be entered in this field.	Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of { HeadOfHouseholdFirstName, HeadOfHouseholdLastName, MoveOutDate, PreviousRecertificationDate, HOMEProgram_SetAsideType, IsHomeProgramUnit, IsNHTFProgramUnit, IsPSHProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo} is expected.
Move Out Reason	<p>In this field the user should specify the move out reason and it cannot be empty when the move out date is entered.</p> <p>If the report year is 2023, then Move Out Reason tags is optional.</p> <p>If the report year is 2024 or greater, then Move Out Reason tag becomes mandatory.</p>	Building: Respective Building Name, Unit: Respective Unit Name - If "MoveOutDate" has a value then "MoveOutReason" is required & must have a value.

EvictionReason	In this field the user should specify the eviction reason and it cannot be empty when the move out reason are entered as 5	Building: Respective Building Name, Unit: Respective Unit Name - If "MoveOutReason" is [5] then "EvictionReason" is required & must have a value.
NewHousingSituation	In this field the user should specify the new housing situation and it cannot be empty when the move out reason are entered as any of one of the following 1,2,3,4,6,7,8,9,10	Building: Respective Building Name, Unit: Respective Unit Name - If "MoveOutReason" is any of the following [1,2,3,4,6,7,8,9,10] then "NewHousingSituation" is required & must have a value.
Recent Recertification Date	The proper recent recertification date for the household needs to be entered in this field	Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of {MoveInDate,UnitDesignation, MoveOutDate, Recert certificationDate, HOMEProgram_SetAsideType, IsHomeProgramUnit, IsNHTFProgramUnit, IsPSHProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo} is expected.

Previous Recertification Date	The previous recertification date entered for the household needs to be entered in this field	Building: Respective Building Name, Unit: Respective Unit Name - PreviousRecertificationDate must not be greater than ReportYear
Move-In LIH Percentage	In this field the user should enter the Move in LIH Percentage for the household.	Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of {MoveInDate,UnitDesignation, MoveOutDate, Recert certificationDate, Move-In LIH Percentage, HOMEProgram_SetAsideType, IsHomeProgramUnit, IsNHTFPProgramUnit, IsPSHProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo} is expected.
LIH Percentage	In this field the user should enter the LIH Percentage for the household.	Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of {MoveInDate,UnitDesignation, MoveOutDate, Recert certificationDate, Move-In LIH Percentage, LIH Percentage, HOMEProgram_SetAsideType, IsHomeProgramUnit, IsNHTFPProgramUnit, IsPSHProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo} is expected.
Special Need option	In this field the user should enter the Special Need option for the household.	Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [D, L, F, FL, FD, FH, T, TD, TL, H, HD].
Move in Annual Gross Income	In this field the user should enter the Move in annual gross income for the household.	Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of {MoveInDate,UnitDesignation, MoveOutDate, Recert certificationDate, Move-In LIH Percentage, LIH Percentage, HOMEProgram_SetAsideType,

		IsHomeProgramUnit, IsNHTFProgramUnit, IsPSHProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo, MoveInAnnualGrossIncome, AnnualGrossIncome is expected.
Annual Gross Income	In this field the user should enter the annual gross income for the household.	Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of {MoveInDate, UnitDesignation, MoveOutDate, Recert certificationDate, Move-In LIH Percentage, LIH Percentage, HOMEProgram_SetAsideType, IsHomeProgramUnit, IsNHTFProgramUnit, IsPSHProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo, MoveInAnnualGrossIncome, AnnualGrossIncome is expected.
Is HOME Program Unit	In this field the user should specify unit as Is Home Program as Yes or No.	Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [1,2]
Is NHTF Program Unit	In this field the user should specify unit as Is NHTF Program as Yes or No.	Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [1,2]
Is PSH Program Unit	In this field the user should specify unit as Is PSH Program as Yes or No.	Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [1,2]
Was Household Living in Unit before	In this field the user should specify unit as Was household living in unit before as Yes or No.	Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [1,2]
HOME Unit Occupied	In this field the user should specify Home Unit Occupied as Owner, Renter or Vacant and it cannot be empty when	Building: Respective Building Name, Unit: Respective Unit Name - HOMEUnitOccupied should not be empty, when IsHomeProgramUnit is yes.

	the unit set as Is HOME Program Yes	
NHTF Unit Occupied	In this field the user should specify NHTF Unit Occupied as Owner, Renter or Vacant and it cannot be empty when the unit set as Is NHTF Program Yes	Building: Respective Building Name, Unit: Respective Unit Name - NHTFUnitOccupied should not be empty, when IsNHTFProgramUnit is yes.
Head of Household Race	In this field the user should specify the head of household race, it cannot be empty when the unit set as Is NHTF Program Yes	Building: Respective Building Name, Unit: Respective Unit Name - HeadofHouseholdRace should not be empty, when IsNHTFProgramUnit is yes
Head of Household Race	In this field the user should specify head of household race, it cannot be empty when the unit set as Is HOME Program Yes	Building: Respective Building Name, Unit: Respective Unit Name - HeadofHouseholdRace should not be empty, when IsHOMEProgramUnit is yes
Head of Household Ethnicity	In this field the user should specify head of household Ethnicity, it cannot be empty when the unit set as Is NHTF Program Yes	Building: Respective Building Name, Unit: Respective Unit Name - HeadofHouseholdEthnicity should not be empty, when IsNHTFProgramUnit is yes
Head of Household Ethnicity	In this field the user should specify head of household Ethnicity, it cannot be empty when the unit set as Is HOME Program Yes	Building: Respective Building Name, Unit: Respective Unit Name - HeadofHouseholdEthnicity should not be empty, when IsHOMEProgramUnit is yes
Household Type	In this field the user should specify Household type, it cannot be empty when the unit set as Is NHTF Program Yes	Building: Respective Building Name, Unit: Respective Unit Name - HouseholdType should not be empty, when IsNHTFProgramUnit is yes
Household Type	In this field the user should specify Household type, it cannot be empty when the unit set as Is HOME Program Yes	Building: Respective Building Name, Unit: Respective Unit Name - HouseholdType should not be empty, when IsHOMEProgramUnit is yes
HOME Program Set aside Type	In this field the user should specify HOME Program set aside, it cannot be empty when the unit set as Is HOME Program Yes	Building: Respective Building Name, Unit: Respective Unit Name - HOMEProgram_SetAsideType should not be empty, when IsHomeProgramUnit is yes.
Move In Household Size	In this field the user should enter Move in Household size	Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of {MoveInDate,UnitDesignation, MoveOutDate, Recert certificationDate, Move-In LIH Percentage, LIH Percentage,

		HOMEProgram_SetAsideType, IsHomeProgramUnit, IsNHTFProgramUnit, IsPSHProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo, MoveInAnnualGrossIncome, AnnualGrossIncome, MoveInHouseholdSize, HouseholdSize is expected.
Household Size	In this field the user should enter Household size	Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of {MoveInDate,UnitDesignation, MoveOutDate, Recert certificationDate, Move-In LIH Percentage, LIH Percentage, HOMEProgram_SetAsideType, IsHomeProgramUnit, IsNHTFProgramUnit, IsPSHProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo, MoveInAnnualGrossIncome, AnnualGrossIncome, MoveInHouseholdSize, HouseholdSize is expected.
Resident Payment Amount	In this field the user should enter Resident payment amount	Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of {MoveInDate,UnitDesignation, ResidentPaymentAmount, MoveOutDate, Recert certificationDate, Move-In LIH Percentage, LIH Percentage, HOMEProgram_SetAsideType, IsHomeProgramUnit, IsNHTFProgramUnit, IsPSHProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo,

		HouseholdStudentExceptionType, HouseholdMembersInfo, MoveInAnnualGrossIncome, AnnualGrossIncome, MoveInHouseholdSize, HouseholdSize is expected.
Utility Allowance Source	In this field the user should specify the Utility allowance source	Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of {MoveInDate, UtilityAllowanceSource, UnitDesignation, ResidentPaymentAmount, MoveOutDate, Recert certificationDate, Move-In LIH Percentage, LIH Percentage, HOMEProgram_SetAsideType, IsHomeProgramUnit, IsNHTFProgramUnit, IsPSHProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo, MoveInAnnualGrossIncome, AnnualGrossIncome, MoveInHouseholdSize, HouseholdSize is expected.
Rental Assistance Source	In this field the user should specify the Rental Assistance source and it cannot be empty when the subsidy amount values are entered	Building: Respective Building Name, Unit: Respective Unit Name - If "RentalAssistanceSource" has a value then "SubsidyAmount" is required & must have a value.
Subsidy Amount Source	In this field the user should specify the subsidy amount and it cannot be empty when the rental Assistance are given	Building: Respective Building Name, Unit: Respective Unit Name - If "SubsidyAmount" has a value then "RentalAssistanceSource" is required & must have a value.
Household Student Exception Type	In this field the user should specify the Household student exception type	Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [TANF Assistance, Job Training Program, Single parent/dependent child, Married/joint return, Previous Foster Care assistance].
Relationship to Head of Household	In this field the user should enter the Relationship to head of household	Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [H, S, A, C, F, L, O]

Date of Birth	In this field the user should enter Date of birth for the households	Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, Date must be in YYYY-MM-DD
Full time Student	In this field the user should specify the fulltime student for the households	Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [yes, no, Did Not Disclose].
Race Selection	In this field the user should specify the race for the households	Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [1, 2, 3, 4, 5, 6, 7, 8, 9].
Ethnicity	In this field the user should specify the Ethnicity for the households	Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [1, 2, 3,9].
Disabled	In this field the user should specify the Disability for the households	Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [yes, no, Did Not Disclose].
Type of Asset	In this field the user should specify the type of asset for the households	Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [Checking, Savings, IRA/Retirement, Money Market, Pension, Annuity, Real Estate, Trusts, Other]
Current or Imputed	In this field the user should enter Current or Imputed for the households	Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, Must be any of the following: [C, I].
Unit Transferred To	If unit needs to be transferred from one unit to another, the user should specify the unit transferred details	Building: Respective Building Name, Unit: Respective Unit Name - error in UnitTransferredTo does not match.
ChangeHeadOfHousehold	If head of household name need to be changed from one household member to another, then user should enter the change head of household details	Building: Respective Building Name, Unit: Respective Unit Name - When ChangeHeadOfHousehold is provided then "FirstName", "LastName" is required & must have a Value

1. REPORT YEAR

Mandatory: Yes

XML Tag: <ReportYear></ReportYear>

Example: <ReportYear>2021</ReportYear>

Description: The Report year in the XML must match with the selected report year. Users will be provided with a dropdown to choose the year for the import. The chosen year must match the Report Year value in the XML Import. If the user tries to submit the report with a different year from the selected import year, it will throw an error as mentioned below.

Report Year Selected does not match with the report Year in XML File.

This error can be rectified by either the user must edit the report year or in the XML file or must choose the right import year before validating the XML File.

2. PROJECT NAME/SITE NAME/BUILDING NAME/UNIT NAME

Mandatory: Yes.

XML Tag: <ProjectName></ProjectName>

<SiteName></SiteName>

<BuildingName></BuildingName>

<UnitName></UnitName>

Example: <ProjectName>ABC Project Name</ProjectName>

<SiteName>ABC Site Name</SiteName>

<BuildingName>WA-01</BuildingName>

<UnitName>1</UnitName>

Description: The project name/Site name/ Building name/Unit name in the report must match with the project name/Site name/ Building name/Unit name in WBARS.

The users can verify the project name/Site name/ Building name/Unit name from the projects list view in the WBARS before updating the XML File. If there is a mismatch between the names with the WBARS, it will throw an error as mentioned below,

Project / Site / Building / Unit not found for this record in DB -Respective Project name - Head of Household name

The following keys must find a match in the WBARS

- “ProjectName” must match an existing project.
- “SiteName” must match an existing site that is in the project.
- “BuildingName” must match an existing building in the site.
- “UnitName” must match an existing unit in the building.

Note: Name values are case sensitive and must include any characters as shown in the WBARS. If there is a space before or after the element value, this will also cause the import to fail. The user must verify the conditions before entering the names in the XML File.

3. UNIT DESIGNATION

Mandatory: Yes.

XML Tag: <UnitDesignation></UnitDesignation>

Example: <UnitDesignation>Restricted</UnitDesignation>

Description: Unit Designation can be any of the following,

Valid Values:

"Restricted" - "Restricted"

"CAU-Manager" - "CAU-Manager"

"CAU-Maintenance" - "CAU-Maintenance"

"CAU-Security" - "CAU-Security"

"MarketRate" - "MarketRate"

If the user enters a wrong unit designation in the file, it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [Restricted, CAU-Manager, CAU-Maintenance, CAU-Security, MarketRate].

If the users did not include Unit designation tag in the XML file, it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of { HeadOfHouseholdFirstName, HeadOfHouseholdLastName, MoveOutDate, Unit Designation, PreviousRecertificationDate, HOMEProgram_SetAsideType, IsHomeProgramUnit, IsNHTFProgramUnit, IsPSHProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo} is expected.

In case if the unit which is previously occupied as unit designation non-restricted and then changes to the restricted, then below move in fields validation does not trigger in the XML Import.

- Move in date
- Move in Household size
- Move in Restricted Unit Percentage
- Move in Annual Gross income
- Head of Household Name

The user must choose from among the values mentioned above, and these values may change according to each unit occupants.

4. HEAD OF HOUSEHOLD NAME

Mandatory: Yes.

If the report year is less than 2023, then the tag below is mandatory.

HeadOfHouseholdFullName

If the report year is 2023 or greater, then the below tags are mandatory.

HeadOfHouseholdFirstName and HeadOfHouseholdLastName are mandatory and HeadOfHouseholdMiddleInitialName is optional.

XML Tag: Head of household name consist of 3 tags namely and it becomes mandatory based on the report years.

```
<HeadOfHouseholdFullName></HeadOfHouseholdFullName>
```

```
<HeadOfHouseholdFirstName></HeadOfHouseholdFirstName>
```

```
<HeadOfHouseholdLastName></HeadOfHouseholdLastName>
```

```
<HeadOfHouseholdMiddleInitialName></HeadOfHouseholdMiddleInitialName>
```

Example:

Head of household name “Charles M. Smith” must be displayed as below,

```
<HeadOfHouseholdFullName>Charles M. Smith</HeadOfHouseholdFullName>
```

```
<HeadOfHouseholdFirstName>Charles</HeadOfHouseholdFirstName>
```

```
<HeadOfHouseholdLastName>Smith</HeadOfHouseholdLastName>
```

```
<HeadOfHouseholdMiddleInitialName>M.</HeadOfHouseholdMiddleInitialName>
```

Description: This field contains the name of the household who are moving into the Unit. The valid value for the head of Household name is Strings. The user must be careful with the Uppercase and Lowercase in the name.

If the report year is less than 2023 and if the field is not specified for move in an occupant, it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of {HeadOfHouseholdFullName, MoveOutDate, PreviousRecertificationDate, HOMEProgram_SetAsideType, IsHomeProgramUnit, IsNHTFProgramUnit, IsPSHProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo} is expected.

If the report year is 2023 or greater and if the field is not specified for move in an occupant, it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of {HeadOfHouseholdFirstName, HeadOfHouseholdlastName, MoveOutDate, PreviousRecertificationDate, HOMEProgram_SetAsideType, IsHomeProgramUnit, IsNHTFProgramUnit, IsPSHProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo} is expected.

If the Report year is 2023 or greater and HeadOfHouseholdFullName and HeadOfHouhoseldLastName is given and HeadOfHouhoseldFirstName is not provided, it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - "Head of HouseholdFirstName must not be empty."

HeadOfHouhoseldFirstName must be entered to resolve the error.

If the Report year is 2023 or greater and HeadOfHouseholdFullName and HeadOfHouhoseldFirstName is given and HeadOfHouhoseldFirstName and HeadOfHouhoseldLastName is not provided, it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - "Head of HouseholdLastName must not be empty."

HeadOfHouhoseldLastName must be entered to resolve the error.

Names are case sensitive must include any characters as shown in the WBARS. The name specified in the XML must match with WBARS, in case of updating the household which is moved in previously. If the names do not match then below error are thrown,

Building: Respective Building Name, Unit: Respective Unit Name - "The Head of household name for the following household record does not match the household's original move in data from a previous reporting year. Ensure all move-in field values match the field values from original move-in year."

Head of Household name are not checked with WBARS, in case of moving in new Household.

The user must verify the conditions before entering the names in the XML File.

The user must edit the name according to the name in the WBARS to avoid this error.

5. MOVE IN DATE

Mandatory: Yes.

XML Tag: <MoveInDate></MoveInDate>

Example: <MoveInDate>2021-03-28</MoveInDate>

Description: This field contains the move in date of a household member to the unit. **Move in Date must be in YYYY-MM-DD & must not be greater than Report Year.** When the field is not specified for move in an occupant, it will throw a below error.

Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of {MoveInDate, UnitDesignation, MoveOutDate, PreviousRecertificationDate, HOMEProgram_SetAsideType, IsHomeProgramUnit, IsNHTFProgramUnit, IsPSHProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo} is expected.

In case of updating the existing household, which is moved in previous report year, move in date of the specific household mentioned in the XML must match exactly with WBARS, if not below error are thrown,

Building: Respective Building Name, Unit: Respective Unit Name - "The move-in date for the following household record does not match the household's original move in data from a previous reporting year. Ensure all move-in field values match the field values from original move-in year."

In case of moving in new Household for the current report year, move in dates in XML file can be any dates from current reporting year of project and dates are not checked with WBARS.

The user must verify the above-mentioned condition to rectify the error which appears if move in dates do not match.

6. MOVE OUT DATE

Mandatory: No

XML Tag: <MoveOutDate></MoveOutDate>

Example: <MoveOutDate>2021-04-05</MoveOutDate>

Description: This field contains the move out date of a household member from the unit. **Move out Date must be in YYYY-MM-DD & must not be greater than Report Year.** When the field is not specified for move in an occupant, it will throw a below error.

Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of { HeadOfHouseholdFirstName, HeadOfHouseholdLastName, MoveOutDate, PreviousRecertificationDate, HOMEProgram_SetAsideType, IsHomeProgramUnit, IsNHTFProgramUnit, IsPSHProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo} is expected.

The user must verify the above-mentioned condition to rectify the error.

7. MOVE OUT REASON

Mandatory: Yes, if move out date is given

If the report year is 2023, then MoveOutReason is optional.

If the report year is 2024 or greater, then MoveOutReason is mandatory.

XML Tag: < MoveOutReason ></ MoveOutReason >

Example: < MoveOutReason >2</ MoveOutReason >

Description: Move Out Reason can be any of the following.

Valid Values:

- "1" - "Can't afford rent"
- "2" - "Moving for job/family/school"
- "3" - "Found a more desirable unit"
- "4" - "Mutual termination"
- "5" - "Being evicted"
- "6" - "Abandoned unit"
- "7" - "Passed away"
- "8" - "Did not want to recertify"
- "9" - "Buying a home"
- "10" - "Resident didn't provide reason"

If the user enters the Move out date for any household, then move out reason becomes mandatory.

If the user enters move out date for the household and move out reason is not given in the file, it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - If "MoveOutDate" has a value then "MoveOutReason" is required & must have a value.

The user must choose any of the above-mentioned values to resolve the error.

If the user enters an incorrect value to move out reason in the file, it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [1,2,3,4,5,6,7,8,9,10]

The user must choose any of the above-mentioned valid values from 1 to 10 to resolve the error.

8. EVICTION REASON

Mandatory: Yes, If MoveOutReason value is specified as 5.

XML Tag: <EvictionReason></EvictionReason>

Example: <EvictionReason>2</EvictionReason>

Description: EvictionReason can be any of the following.

Valid Values:

"1" - "Nonpayment of rent"

"2" - "Violation of lease (other than rent)"

"3" - "Violation of tax credit program rules"

"4" - "Lease violation (due to untreated mental illness)"

"5" - "Criminal activity"

If the user enters the Move out reason as "5" for the household, then Eviction reason becomes mandatory.

If the user enters move out date and move out reason is given as "5" in the file but Eviction Reason is not provided in the file, then it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - If "MoveOutReason" is [5] then "EvictionReason" is required & must have a value.

The user must choose any of the above-mentioned values to resolve the error.

If the user enters an incorrect value to eviction reason in the file, it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [1,2,3,4,5]

The user must choose any of the above-mentioned valid values to resolve the error.

9. NEWHOUSINGSITUATION

Mandatory: Yes, If MoveOutReason value is specified as one of the values 1,2,3,4,6,7,8,9,10.

XML Tag: <NewHousingSituation></NewHousingSituation>

Example: <NewHousingSituation>2</NewHousingSituation>

Description: New Housing Situation can be any of the following,

Valid Values:

"1" - "Another rental unit"

"2" - "Buying a home"

"3" - "Moving in with family/friends"

"4" - "Going to a shelter"

"5" - "Going to residence with higher level of care/services"

"6" - "Abandoned unit"

"7" - "Passed away"

"8" - "Resident didn't provide"

If the user enters the Move out reason as any one of the following valid values,

"1,2,3,4,6,7,8,9,10" for the household, then new housing situation becomes mandatory.

If the user enters move out date and move out reason is given as one of the values 1,2,3,4,6,7,8,9,10 in the file but New Housing Situation is not provided in the file, then it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - If "MoveOutReason" is any of the following [1,2,3,4,6,7,8,9,10] then "NewHousingSituation" is required & must have a value.

The user must choose any of the above-mentioned values to resolve the error.

If the user enters an incorrect value to new housing situation in the file, it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [1,2,3,4,5,6,7,8]

The user must choose any of the above-mentioned valid values to resolve the error.

10. RECENT (CURRENT YEAR) RECERTIFICATION DATE

Mandatory: This tag is mandatory if Unit Designation = Restricted

XML Tag: <RecentRecertificationDate></RecentRecertificationDate>

Example: <RecentRecertificationDate>2021-09-01</RecentRecertificationDate>

Description: This field contains the recent certification date for the unit for the household member.

It should be in YYYY-MM-DD format, if not below error will be thrown,

Recert Certification Date must be in YYYY-MM-DD & must not be greater than Report Year.

If the user did not provide the date in this tag, then it will throw following error,

Building: Respective Building Name, Unit: Respective Unit Name - The unit must have a current certification date

When the field is not specified for any occupant, it will throw a below error, as this is mandatory tag.

Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of { HeadOfHouseholdFirstName, HeadOfHouseholdLastName, MoveOutDate, PreviousRecertificationDate, HOMEProgram_SetAsideType, IsHomeProgramUnit, IsNHTFProgramUnit, IsPSHProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo} is expected.

The user must include Recent certification date to rectify the error.

Current certification date entered by the user must be between the date given in the Move in date and move out date.

If not, the error mentioned below will be thrown,

Recert dates must be within the entered move-in and move-out dates.

The user should enter the date which is in between the move in date and move out in the current certification date to rectify the error.

11. PREVIOUS RECERTIFICATION DATE

Mandatory: No

XML Tag: <PreviousRecertificationDate></PreviousRecertificationDate>

Example: <PreviousRecertificationDate>2021-09-01</PreviousRecertificationDate>

Description: This field contains the previous date of a household member in the unit. **Previous Recertification must be in YYYY-MM-DD & must not be greater than Report Year.** When the field is specified incorrect for an occupant, it will throw a below error.

Building: Respective Building Name, Unit: Respective Unit Name - PreviousRecertificationDate must not be greater than ReportYear

The user must verify the above-mentioned condition to rectify the error.

12. MOVE-IN LIH PERCENTAGE

Mandatory: This tag is mandatory if Unit Designation = Restricted

XML Tag: <MoveInLIHPercentage_SetAsideType></MoveInLIHPercentage_SetAsideType>

Example:<MoveInLIHPercentage_SetAsideType>0.5</MoveInLIHPercentage_SetAsideType>

Description: Move-In LIH Percentage can be any of the following,

Valid Values:

0.2 - "20%"
0.3 - "30%"
0.35 - "35%"
0.4 - "40%"
0.45 - "45%"
0.5 - "50%"
0.6 - "60%"
0.65 - "65%"
0.7 - "70%"
0.8 - "80%"

If the user did not specify Move-In LIH Percentage tag in the file, it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of {MoveInDate,UnitDesignation, MoveOutDate, Recert certificationDate, Move-In LIH Percentage, HOMEProgram_SetAsideType, IsHomeProgramUnit, IsNHTFProgramUnit, IsPSHProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo} is expected.

In case of updating the existing household, which is moved in previous report year, move in LIH percentage mentioned in the XML for the respective household must match exactly with WBARS, if not below error are thrown,

Building: Respective Building Name, Unit: Respective Unit Name - "The Move in Restricted Unit Percentage for the following household record does not match the household's original move in data from a previous reporting year. Ensure all move-in field values match the field values from original move-in year."

In case of moving in new Household for the current report year, Move in LIH percentage can be any valid values mentioned above.

If the user enters the wrong LIH Percentage in the file, it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [0.2, 0.3,0.35,0.4,0.45,0.5,0.6,0.65,0.7,0.8]

These values may change according to each unit occupants.

13. LIH PERCENTAGE

Mandatory: LIH percentage is mandatory if Unit designation = Restricted

XML Tag: <LIHPercentage_SetAsideType></LIHPercentage_SetAsideType>

Example: <LIHPercentage_SetAsideType>0.5</LIHPercentage_SetAsideType>

Description: LIH Percentage can be any of the following,

Valid Values:

0.2 - "20%"
0.3 - "30%"
0.35 - "35%"
0.4 - "40%"
0.45 - "45%"
0.5 - "50%"
0.6 - "60%"
0.65 - "65%"
0.7 - "70%"
0.8 - "80%"

If the LIH percentage value is not given in XML for the occupants, it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of {MoveInDate,UnitDesignation, MoveOutDate, Recert certificationDate, Move-In LIH Percentage, HOMEProgram_SetAsideType, IsHomeProgramUnit, IsNHTFProgramUnit, IsPSHPProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo} is expected.

If the user enters the wrong LIH Percentage in the file, it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [0.2, 0.3,0.35,0.4,0.45,0.5,0.6,0.65,0.7,0.8]

The user must choose from among the values mentioned above, and these values may change according

to each unit occupants.

14. SPECIAL NEED OPTION

Mandatory: No

XML Tag: <SpecialNeedOption></SpecialNeedOption>

Example: <SpecialNeedOption>D</SpecialNeedOption>

Description: Special Needs option can be any of the following,

Valid Values:

"D" - "Disabled"
"L" - "Large Household"
"F" - "Farmworker"
"FL" - "Farmworker-Large Household"
"FD" - "Farmworker-Disabled"
"FH" - "Farmworker-Homeless"
"T" - "Transitional"
"TD" - "Transitional-Disabled"
"TL" - "Transitional-Large Household"
"H" - "Homeless"
"HD" - "Homeless-Disabled"

If the user enters the wrong Special Needs Option in the file, it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [D, L, F, FL, FD, FH, T, TD, TL, H, HD].

The user must choose from among the values mentioned above, and these values may change according to each unit occupants.

If the user enters the Special Needs Option as "L" which is large household and if bedroom of the units specified in the file is less than 3 bedrooms, then it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - This unit is too small to qualify household for Large Household Special Needs set-aside – unit must be at least 3 bdrms or larger.

The user must choose any other special needs option to rectify the error.

If the user enters the Special Needs Option as "L" which is large household and if move in household size of the units specified in the file is less than 4, then it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - This household is too small to qualify for Large Household Special Needs set-aside. Household must be 4 persons or larger.

The user must choose any other special needs option or move in household size to rectify the error.

15. MOVE IN ANNUAL GROSS INCOME

Mandatory: This tag is mandatory if Unit Designation = Restricted

XML Tag: <MoveInAnnualGrossIncome></MoveInAnnualGrossIncome>

Example:

<MoveInAnnualGrossIncome>28170.00</MoveInAnnualGrossIncome>

<MoveInAnnualGrossIncome>0.00</MoveInAnnualGrossIncome>

<MoveInAnnualGrossIncome>28170</MoveInAnnualGrossIncome>

Description:

Move-In Annual Gross Income can be 0 to 1,000,000.

The user can specify any values; it can be even 0.

If the user did not specify Move in Annual Gross income tag, then below error has been thrown,

Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of {MoveInDate,UnitDesignation, MoveOutDate, Recert certificationDate, Move-In LIH Percentage, LIH Percentage, HOMEProgram_SetAsideType, IsHomeProgramUnit, IsNHTFProgramUnit, IsPSHProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo, MoveInAnnualGrossIncome, AnnualGrossIncome is expected.

In case of updating the existing household, which is moved in previous report year, Move-In Annual Gross Income mentioned in the XML for the respective household must match exactly with WBARS, if not below error are thrown,

Building: Respective Building Name, Unit: Respective Unit Name - "The Move in Annual Gross income for the following household record does not match the household's original move in data from a previous reporting year. Ensure all move-in field values match the field values from original move-in year."

In case of moving in new Household for the current report year, Move-In Annual Gross Income can be any valid values mentioned above.

The user must enter the correct value for the Move-In Annual Gross Income to rectify the error.

16. ANNUAL GROSS INCOME

Mandatory: Annual gross income is mandatory if Unit Designation = Restricted

XML Tag: <AnnualGrossIncome></AnnualGrossIncome>

Example:

<AnnualGrossIncome>28170.00</AnnualGrossIncome>

<AnnualGrossIncome>0.00</AnnualGrossIncome>

<AnnualGrossIncome>28170</AnnualGrossIncome>

Description:

Annual Gross Income can be 0 to 1,000,000.

The user can specify any value, it can even be 0.

If the user did not specify Annual Gross income tag, then below error has been thrown,

Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1 Import Record is not complete. One of {MoveInDate,UnitDesignation, MoveOutDate, Recert certificationDate, Move-In LIH Percentage, LIH Percentage, HOMEProgram SetAsideType, IsHomeProgramUnit, IsNHTFProgramUnit, IsPSHPProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo, MoveInAnnualGrossIncome, AnnualGrossIncome is expected.

The user must enter value for the Annual Gross Income to rectify the error.

17. IS HOME PROGRAM UNIT

Mandatory: No

XML Tag: <IsHOMEProgramUnit></IsHOMEProgramUnit>

Example:

<IsHOMEProgramUnit>1</IsHOMEProgramUnit>

<IsHOMEProgramUnit>2</IsHOMEProgramUnit>

Description: IsHOMEProgramUnit can be any of the following

IsHomeProgramUnit=1 for Yes

IsHomeProgramUnit=2 for No

If the user enters incorrect values to the home program, then below error has been thrown,

Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [1,2]

The user must enter value for the Home Program to rectify the error.

18. IS NHTF PROGRAM UNIT

Mandatory: No

XML Tag: <IsNHTFProgramUnit></IsNHTFProgramUnit>

Example:

<IsNHTFProgramUnit>1</IsNHTFProgramUnit>

<IsNHTFProgramUnit>2</IsNHTFProgramUnit>

Description: IsNHTFProgramUnit can be any of the following

IsNHTFProgramUnit =1 for Yes

IsNHTFProgramUnit =2 for No

If the user enters incorrect values to the NHTF program, then the error below has been thrown,

Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [1,2]

The user must enter value for the NHTF Program to rectify the error.

19. IS PSH PROGRAM UNIT

Mandatory: No

XML Tag: < IsPSHProgramUnit ></ IsPSHProgramUnit >

Example:

<IsPSHProgramUnit>1</IsPSHProgramUnit>

<IsPSHProgramUnit>2</IsPSHProgramUnit>

Description: IsPSHProgramUnit can be any of the following

IsPSHProgramUnit =1 for Yes

IsPSHProgramUnit =2 for No

If the user enters incorrect to the PSH program, then below error has been thrown,

Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [1,2]

The user must enter value for the PSH Program to rectify the error.

20. WAS HOUSEHOLD LIVING IN UNIT BEFORE

Mandatory: Yes, If Home or NHTF Program is Yes, then it becomes mandatory

XML Tag: <WasHouseholdLivingInUnitBefore></WasHouseholdLivingInUnitBefore>

Example:

<WasHouseholdLivingInUnitBefore>1</WasHouseholdLivingInUnitBefore>

<WasHouseholdLivingInUnitBefore>2</WasHouseholdLivingInUnitBefore>

Description: WasHouseholdLivingInUnitBefore can be any of the following

WasHouseholdLivingInUnitBefore = 1 for Yes

WasHouseholdLivingInUnitBefore=2 for No

If the user did not enter any values to the WasHouseholdLivingInUnitBefore, then below error has been throw,

Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [1,2]

The user must enter value for the Was Household Living In Unit Before to rectify the error.

21. HOME UNIT OCCUPIED

Mandatory: Yes, If Home Program is Yes, then it becomes mandatory

XML Tag: <HOMEUnitOccupied></HOMEUnitOccupied>

Example:

<HOMEUnitOccupied>1</HOMEUnitOccupied>

<HOMEUnitOccupied>2</HOMEUnitOccupied>

<HOMEUnitOccupied>9</HOMEUnitOccupied>

Description: Home UnitOccupancy can be any of the following,

Valid Values:

2 - "Owner"

1 - "Renter"

9 - "Vacant"

If the user did not enter any values to the HOMEUnitOccupied with Home program as Yes, then below error has been thrown,

Building: Respective Building Name, Unit: Respective Unit Name - HOMEUnitOccupied should not be empty, when IsHomeProgramUnit is yes.

The user must enter value for the HOME Unit Occupied to rectify the error.

22. NHTF UNIT OCCUPIED

Mandatory: Yes, If NHTF Program is Yes, then it becomes mandatory

XML Tag: <NHTFUnitOccupied></NHTFUnitOccupied>

Example:

<NHTFUnitOccupied>1</NHTFUnitOccupied>

<NHTFUnitOccupied>2</NHTFUnitOccupied>

<NHTFUnitOccupied>9</NHTFUnitOccupied>

Description: NHTF Unit Occupancy can be any of the following,

Valid Values:

2 - "Owner"

1 - "Renter"

9 - "Vacant"

If the user did not enter any values to the NHTFUnitOccupied with NHTF program as Yes, then below error has been throw,

Building: Respective Building Name, Unit: Respective Unit Name - NHTFUnitOccupied should not be empty, when IsNHTFProgramUnit is yes.

The user must enter value for the NHTF Unit Occupied to rectify the error.

23. HEAD OF HOUSEHOLD RACE

Mandatory: Yes, If NHTF Program or HOME Program is Yes, then it becomes mandatory

XML Tag: <HeadofHouseholdRace></HeadofHouseholdRace>

Example: <HeadofHouseholdRace>3</HeadofHouseholdRace>

Description: Head of Household race can be any of the following,

Valid Values:

- 1 - "White"
- 2 - "Black or African American (AA)"
- 3 - "Asian"
- 4 - "American Indian or Alaska Native"
- 5 - "Native Hawaiian or Other Pacific Islander"
- 6 - "American Indian or Alaska Native, and White"
- 7 - "Black or African American (AA), and White"
- 8 - "American Indian or Alaska Native, and Black (AA)"
- 10 - "Other Multi-Racial"
- 11 - "Not Disclosed"

If the user did not enter any values to the HeadofHouseholdRace with NHTF program or HOME Program as Yes, then below error has been throw respectively,

Building: Respective Building Name, Unit: Respective Unit Name - HeadofHouseholdRace should not be empty, when IsHomeProgramUnit is yes

Building: Respective Building Name, Unit: Respective Unit Name - HeadofHouseholdRace should not be empty, when IsHomeProgramUnit is yes

The user must enter the value for the Head of Household Race to rectify the error.

24. HEAD OF HOUSEHOLD ETHNICITY

Mandatory: Yes, If NHTF Program or HOME Program is Yes, then it becomes mandatory

XML Tag: <HeadofHouseholdEthnicity></HeadofHouseholdEthnicity>

Example:

<HeadofHouseholdEthnicity>1</HeadofHouseholdEthnicity>

<HeadofHouseholdEthnicity>2</HeadofHouseholdEthnicity>

Description: Head of Household Ethnicity can be any of the following,

Valid Values:

"1" - "Yes"

"2" - "No"

If the user did not enter any values to the HeadofHouseholdEthnicity with NHTF program or HOME Program as Yes, then below error has been throw respectively,

Building: Respective Building Name, Unit: Respective Unit Name - HeadofHouseholdEthnicity should not be empty, when IsNHTFProgramUnit is yes

Building: Respective Building Name, Unit: Respective Unit Name - HeadofHouseholdEthnicity should not be empty, when IsHomeProgramUnit is yes.

The user must enter value for the Head of Household Ethnicity to rectify the error.

25. HOUSEHOLD TYPE

Mandatory: Yes, If NHTF Program or HOME Program is Yes, then it becomes mandatory

XML Tag: <HouseholdType></HouseholdType>

Example: <HouseholdType>4</HouseholdType>

Description: HouseholdType can be any of the following,

Valid Values:

- 1 - "Single - Non Elderly"
- 2 - "Elderly"
- 3 - "Related Single Parent"
- 4 - "Related Parent"
- 5 - "Other "
- 9 - "Vacant Unit"

If the user did not enter any values to the HouseholdType with NHTF program or HOME Program as Yes, then below error has been throw respectively,

Building: Respective Building Name, Unit: Respective Unit Name - HouseholdType should not be empty, when IsNHTFProgramUnit is yes

Building: Respective Building Name, Unit: Respective Unit Name - HouseholdType should not be empty, when IsHomeProgramUnit is yes

The user must enter value for the Household Type to rectify the error.

26. HOME PROGRAM SET ASIDE TYPE

Mandatory: Yes, If HOME Program is Yes, then it becomes mandatory

XML Tag: <HOMEProgram_SetAsideType></HOMEProgram_SetAsideType>

Example:

<HOMEProgram_SetAsideType>HOME Program -State</HOMEProgram_SetAsideType>

Description: HOME Program SetAsideType can be any of the following,

Valid Values:

"HOME Program - State"

"HOME Program - County"

"HOME Program - City"

If the user did not enter any values to the HOMEProgram_SetAsideType with HOME Program as Yes, then below error has been thrown,

***Building: Respective Building Name, Unit: Respective Unit Name -
HOMEProgram_SetAsideType should not be empty, when IsHomeProgramUnit is yes.***

The user must enter value for the HOME Program Set Aside Type to rectify the error.

27. MOVE IN HOUSEHOLD SIZE

Mandatory: Move In Household Size is mandatory, if Unit Designation = Restricted

XML Tag: <MoveInHouseholdSize></MoveInHouseholdSize>

Example:

<MoveInHouseholdSize>5</MoveInHouseholdSize>

Description: Move in Household Size must be greater than 0. It can be from 1 to 15

The user can specify values greater than 0.

If the user did not specify Move in Household Size tag, then below error has been thrown,

Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of {MoveInDate,UnitDesignation, MoveOutDate, Recert certificationDate, Move-In LIH Percentage, LIH Percentage, HOMEProgram_SetAsideType, IsHomeProgramUnit, IsNHTFProgramUnit, IsPSHPProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo, MoveInAnnualGrossIncome, AnnualGrossIncome, MoveInHouseholdSize, HouseholdSize is expected.

In case of updating the existing household, which is moved in previous report year, Move-In Household size mentioned in the XML for the respective household must match exactly with WBARS, if not below error are thrown,

Building: Respective Building Name, Unit: Respective Unit Name - "The move-in household size for the following household record does not match the household's original move in data from a previous reporting year. Ensure all move-in field values match the field values from original move-in year."

In case of moving in new Household for the current report year, Move-In Household size can be any valid values mentioned above.

The user must enter the value for the Move In Household Size to rectify the error.

In case of moving in new Household for the current report year, Move-In Household size and Household size value should match, if not below error are thrown,

Building: Respective Building Name, Unit: Respective Unit Name – The value of MoveInHouseholdSize and HouseholdSize must match.

The user must enter the same value in the Move In Household Size and Household Size to rectify the error.

28. HOUSEHOLD SIZE

Mandatory: Household Size is mandatory if Unit Designation = Restricted

XML Tag: <HouseholdSize></HouseholdSize>

Example:

<HouseholdSize>5</HouseholdSize>

Description: Household Size must be greater than 0. It can be from 1 to 15

The user can specify any values greater than 0.

If the user did not enter any values to the Household Size, then the error below has been thrown,

Building: Respective Building Name, Unit: Respective Unit Name - Household Size cannot be blank, it should have value greater than 0

The user must enter the value for the Household Size which is greater than 0 to rectify the error.

If the user did not specify Household Size tag, then below error has been thrown, as this is mandatory tag.

Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1 Import Record is not complete. One of {MoveInDate,UnitDesignation, MoveOutDate, Recert certificationDate, Move-In LIH Percentage, LIH Percentage, HOMEProgram SetAsideType, IsHomeProgramUnit, IsNHTFProgramUnit, IsPSHPProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo, MoveInAnnualGrossIncome, AnnualGrossIncome, MoveInHouseholdSize, HouseholdSize is expected.

The user must include a Household Size tag to rectify the error mentioned above.

29. RESIDENT PAYMENT AMOUNT

Mandatory: Resident payment amount is mandatory if Unit Designation = Restricted

XML Tag: <ResidentPaymentAmount></ResidentPaymentAmount>

Example:

<ResidentPaymentAmount>927.00</ResidentPaymentAmount>

<ResidentPaymentAmount>0.00</ResidentPaymentAmount>

Description: Resident Payment Amount can be 0 or any value

If the user did not enter any values to the Resident Payment Amount, then below error has been thrown,

Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of {MoveInDate,UnitDesignation, ResidentPaymentAmount, MoveOutDate, Recert certificationDate, Move-In LIH Percentage, LIH Percentage, HOMEProgram_SetAsideType, IsHomeProgramUnit, IsNHTFProgramUnit, IsPSHProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied, NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo, MoveInAnnualGrossIncome, AnnualGrossIncome, MoveInHouseholdSize, HouseholdSize is expected.

The user must enter value for the Resident Payment Amount to rectify the error.

30. UTILITY ALLOWANCE SOURCE

Mandatory: Utility allowance source is mandatory if Unit Designation = Restricted

XML Tag: <UtilityAllowanceSource></UtilityAllowanceSource>

Example:

<UtilityAllowanceSource>Public Housing Authority (Section 8)</UtilityAllowanceSource>

<UtilityAllowanceSource>Owner Estimate, Similar Buildings</UtilityAllowanceSource>

Description: Utility Allowance Source can be any of the following,

Valid Values:

"Energy Consumption Model"
"Energy Consumption Model (2)"
"Energy Consumption Model (3)"
"HUD Regulated Properties"
"HUD Utility Schedule Model"
"Local Utility Company Estimate"
"Local Utility Company Estimate (2)"
"Local Utility Company Estimate (3)"
"Owner Estimate, Actual Usage (2)"
"Owner Estimate, Actual Usage (3)"
"Owner Estimate, Actual Usage Data"
"Owner Estimate, Similar Buildings"
"Owner Estimate, Similar Buildings (2)"
"Owner Estimate, Similar Buildings (3)"
"Owner Pays all Utilities"
"Public Housing Authority (S8) (2)"
"Public Housing Authority (S8) (3)"
"Public Housing Authority (Section 8)"
"Rural Housing Service (RD)"
"WSHFC Bond Only"

If the user did not enter any values to the UtilityAllowanceSource, then the error below has been thrown,

Building: Respective Building Name, Unit: Respective Unit Name - The content of element Table1_Import_Record is not complete. One of {MoveInDate, UtilityAllowanceSource, UnitDesignation, ResidentPaymentAmount, MoveOutDate, Recert certificationDate, Move-In LIH Percentage, LIH Percentage, HOMEProgram_SetAsideType, IsHomeProgramUnit, IsNHTFProgramUnit, IsPSHProgramUnit, WasHouseholdLivingInUnitBefore, HOMEUnitOccupied,

NHTFUnitOccupied, HeadofHouseholdRace, HeadofHouseholdEthnicity, HouseholdType, UnitTransferredTo, HouseholdStudentExceptionType, HouseholdMembersInfo, MoveInAnnualGrossIncome, AnnualGrossIncome, MoveInHouseholdSize, HouseholdSize is expected.

If the user enters any incorrect values to the Utility Allowance Source, error has been thrown as mentioned below,

Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [Energy Consumption Model, Energy Consumption Model (2), Energy Consumption Model (3), HUD Regulated Properties, HUD Utility Schedule Model, Local Utility Company Estimate, Local Utility Company Estimate (2), Local Utility Company Estimate (3), Owner Estimate, Actual Usage (2), Owner Estimate, Actual Usage (3), Owner Estimate, Actual Usage Data, Owner Estimate, Similar Buildings, Owner Estimate, Similar Buildings (2), Owner Estimate, Similar Buildings (3), Owner Pays all Utilities, Public Housing Authority (S8) (2), Public Housing Authority (S8) (3), Public Housing Authority (Section 8), Rural Housing Service (RD)]

The user must enter the exact value for the Utility Allowance Source to rectify the error.

31. RENTAL ASSISTANCE SOURCE

Mandatory: Yes, If SubsidyAmount is specified even as 0

XML Tag: <RentalAssistanceSource> </RentalAssistanceSource>

Example:

<RentalAssistanceSource>Other</RentalAssistanceSource>

<RentalAssistanceSource>USDA-RRR</RentalAssistanceSource>

Description: RentalAssistanceSource can be any of the following,

Valid Values:

"VA-Per Diem" - "Veterans Administration-Per Diem"

"VA-VASH" - "Veterans Administration VA-VASH"

"USDA-RRR" - "USDA Rural Rental Assistance"

"THOR" - "Transitional Housing Operating Rental Assistance"

"SPC" - "Shelter Plus Care"

"SCEHP" - "SCEHP-Snohomish County Ending Homelessness Prgm"

"Other" - "Other"

"MSPC" - "McKinney-Shelter Plus Care"

"Sec 8-Voucher" - "HUD Section 8 - Tenant Based"

"PBRA" - "HUD Section 8 - Project Based"

"ModRhb" - "HUD Section 8 - Mod Rehab"

"Sec 8" - "HUD Section 8 - Agency Based"

"HOME-TBRA" - "HOME-TBRA"

"KCHHSF" - "King County Homeless Housing Services Fund"

"PRAC" - "Project Rental Assistance Contract"

User must enter any of the valid values given above to the Rental Assistance Source if the values are specified for Subsidy Amount even as 0, then below error has been thrown,

Building: Respective Building Name, Unit: Respective Unit Name - If "RentalAssistanceSource" has a value then "SubsidyAmount" is required & must have a value.

The user must enter the value for the Rental Assistance Source to rectify the error.

32. SUBSIDY AMOUNT

Mandatory: Yes, If RentalAssistanceSource is specified

XML Tag: <SubsidyAmount></SubsidyAmount>

Example:

<SubsidyAmount>0.00</SubsidyAmount>

<SubsidyAmount>1000.00</SubsidyAmount>

Description: Subsidy Amount can be 0 or any value

User must enter any value or even as 0 to the Subsidy Amount if the values are given for Rental Assistance Source, then below error has been thrown,

Building: Respective Building Name, Unit: Respective Unit Name - If "SubsidyAmount" has a value then "RentalAssistanceSource" is required & must have a value.

The user must enter the value for the Subsidy Amount to rectify the error.

33. COMMENTS

Mandatory: No

XML Tag: <Comment></Comment>

Example:

<Comment>the resident transferred from 1001 on 9/14/18</Comment>

Description: Comment can be any notes

Maximum Character can be up-to 500.

Users can enter any notes or updates in the comments.

34. HOUSEHOLD STUDENT EXCEPTION TYPE

Mandatory: Household student exception type is mandatory if all household member in the unit is given FT Student as Yes

XML Tag: <HouseholdStudentExceptionType></HouseholdStudentExceptionType>

Example:

<HouseholdStudentExceptionType> TANF Assistance</HouseholdStudentExceptionType>

Description: HouseholdStudentExceptionType can be any of the following,

Valid Values:

- "TANF Assistance"
- "Job Training Program"
- "Single parent/dependent child"
- "Married/joint return"
- "Previous Foster Care assistance"

If the user enters an incorrect value to the Household Student Exception Type, then the below error has been thrown,

Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [TANF Assistance, Job Training Program, Single parent/dependent child, Married/joint return, Previous Foster Care assistance]

The user must enter the value for the Rental Assistance Source to rectify the error.

35. FIRST NAME

Mandatory: No.

XML Tag: <FirstName></FirstName>

Example: <FirstName>Charles</FirstName>

Description: FirstName must be the first name of household

The user can specify household's first name in this field.

36. LAST NAME

Mandatory: No.

XML Tag: <LastName></LastName>

Example: <LastName>Smith</LastName>

Description: Last Name must be Last name of the household

The user can specify household's Last name in this field.

37. MIDDLE INITIAL

Mandatory: No.

XML Tag: <MiddleInitial></MiddleInitial>

Example: < MiddleInitial >S</ MiddleInitial >

Description: Middle Initial must be Middle Initial name of the household

The user can specify household's middle initial in this field.

38. RELATIONSHIP TO HEAD OF HOUSEHOLD

Mandatory: No.

XML Tag: <RelationshipToHeadOfHousehold></RelationshipToHeadOfHousehold>

Example: < RelationshipToHeadOfHousehold >S</ RelationshipToHeadOfHousehold >

Description: Relationship to head of household can be any of the following,

Valid Values:

"H" - "Head of Household"
"S" - "Spouse"
"A" - "Adult Co-Resident"
"C" - "Child"
"F" - "Foster Child(ren)/Adult"
"L" - "Live-in Caretaker"
"O" - "Other"

If the user enters an incorrect value to relationship to head of household field in the file, it will throw the below error,

Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [H, S, A, C, F, L, O]'.

The user must choose among the values mentioned above, and these values may change according to each unit occupants.

RelationshipToHeadOfHousehold within the HouseholdMemberInfo for the head of household is the optional. It will be considered as the "H" by default.

If the user has provided multiple RelationshipToHeadOfHousehold tags in the household member info, then the below message has been thrown,

Building: Respective Building Name, Unit: Respective Unit Name - "Household member info" section should have only one Head of Household

The user should provide only one RelationshipToHeadOfHousehold tag to resolve the error if the user has given the tag in the HouseholdMemberInfo section for the head of household.

39. DATE OF BIRTH

Mandatory: No.

XML Tag: <DateOfBirth></DateOfBirth>

Example: <DateOfBirth>1987-09-24</DateOfBirth>

Description: Date of Birth must be in YYYY-MM-DD

The user can specify household's date of birth in this field.

If the user enters the incorrect format for the date of birth, then the below error has been thrown,

Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, Date must be in YYYY-MM-DD.

The user must enter value for the Date of birth in correct format to rectify the error.

40. FULL TIME STUDENT

Mandatory: No.

XML Tag: <FullTimeStudent></FullTimeStudent>

Example: <FullTimeStudent>yes</FullTimeStudent>

Description: Full time student can be any of the following,

Valid Values:

"yes"

"no"

"Did Not Disclose"

If the user enters an incorrect value to full time student field in the file, it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [yes, no, Did Not Disclose].

The user must choose from among the values mentioned above, and these values may change according to each unit occupants.

41. SSNLast4

Mandatory: No.

XML Tag: <SSNLast4></SSNLast4>

Example: <SSNLast4>1254</SSNLast4>

Description: SSNLast4 must be 4 digits number.

The user can specify any 4 digits number to this field.

If the user did not enter any values to this field, by default values are set as 9999.

42. RACE SELECTION

Mandatory: No.

XML Tag: <RaceSelection></RaceSelection>

Example: <RaceSelection>3</RaceSelection>

Description: Race selection can be any of the following,

Valid Values:

"1" - "White"

"2" - "Black/African American"

"3" - "American Indian or Alaska Native"

"4" - "Asian"

"5" - "Native Hawaiian/Other Pacific Islander"

"6" - "Other"

"7" - "Multi-Racial"

"8" - "Did Not Disclose"

"9" - "Missing/Not Collected"

If the user enters incorrect value to race selection in the file, it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [1, 2, 3, 4, 5, 6, 7, 8, 9].

The user must choose from among the values mentioned above, and these values may change according to each unit occupants.

43. ETHNICITY

Mandatory: No.

XML Tag: <Ethnicity></Ethnicity>

Example: <Ethnicity>3</Ethnicity>

Description: Race Ethnicity can be any of the following,

Valid Values:

"1" - "Hispanic or Latino"

"2" - "Not Hispanic or Latino"

"3" - "Did Not Disclose"

"9" - "Missing/Not Collected"

If the user enters an incorrect value to race ethnicity in the file, it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [1, 2, 3, 9].

The user must choose from among the values mentioned above, and these values may change according to each unit occupants.

44. DISABLED

Mandatory: No.

XML Tag: <Disabled></Disabled>

Example: <Disabled>yes</Disabled>

Description: Disabled can be any of the following,

Valid Values:

"yes"

"no"

"Did not Disclose"

If the user enters incorrect value to disabled field in the file, it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [yes, no, Did Not Disclose].

The user must choose from among the values mentioned above, and these values may change according to each unit occupants.

45. EMPLOYMENT OR WAGES

Mandatory: No

XML Tag: <EmploymentOrWages></EmploymentOrWages>

Example:

<EmploymentOrWages>52494.0000</EmploymentOrWages>

Description: Employment or Wages can be 0 to 500,000

The user can specify any value to this field.

The user can enter even 0 to this field in the file.

46. SOC SEC PENSIONS

Mandatory: No

XML Tag: <SocSecPensions></SocSecPensions>

Example:

<SocSecPensions>52494.0000</SocSecPensions>

Description: Soc Sec Pensions can be 0 to 500,000

The user can specify any value to this field.

The user can enter even 0 to this field in the file.

47. PUBLIC ASSISTANCE PENSIONS

Mandatory: No

XML Tag: <PublicAssistance></PublicAssistance>

Example:

<PublicAssistance>52494.0000</PublicAssistance>

Description: Public Assistance can be 0 to 500,000

The user can specify any value to this field.

The user can enter even 0 to this field in the file.

48. OTHER INCOME

Mandatory: No

XML Tag: <OtherIncome></OtherIncome>

Example:

<OtherIncome>52494.0000</OtherIncome>

Description: Other Income can be 0 to 500,000

The user can specify any value to this field.

The user can enter even 0 to this field in the file.

49. TYPES OF ASSETS

Mandatory: No.

XML Tag: <TypeOfAsset></TypeOfAsset>

Example: <TypeOfAsset>Checking</TypeOfAsset>

Description: Type of Asset can be any of the following,

Valid Values:

"Checking"
"Savings"
"IRA/Retirement"
"Money Market"
"Pension"
"Annuity"
"Real Estate"
"Trusts"
"Other"

If the user enters an incorrect value to types of assets in the file, it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following: [Checking, Savings, IRA/Retirement, Money Market, Pension, Annuity, Real Estate, Trusts, Other]

The user must choose from among the values mentioned above, and these values may change according to each unit occupants.

50. CURRENT OR IMPUTED

Mandatory: No.

XML Tag: <CurrentOrImputed></CurrentOrImputed>

Example: <CurrentOrImputed>C</CurrentOrImputed>

Description: Current or Imputed can be any of the following,

Valid Values:

"C" - "Current"

"I" - "Imputed"

If the user enters the incorrect value to Current or Imputed field in the file, it will throw a below error,

Building: Respective Building Name, Unit: Respective Unit Name - The value entered is invalid, must be any of the following [C,I]

The user must choose from among the values mentioned above, and these values may change according to each unit occupants.

51. ANNUAL ASSET INCOME

Mandatory: No

XML Tag: <AnnualAssetIncome></AnnualAssetIncome>

Example:

<AnnualAssetIncome>0.0000</AnnualAssetIncome>

Description: Annual Asset Income can be 0 to
1,000,000.

The user can specify any value to this field.

The user can enter even 0 to this field in the file.

52. CASH VALUE

Mandatory: No

XML Tag: <CashValue></CashValue>

Example:

<CashValue>0.0000</CashValue >

Description: Annual Asset Income can be 0 to 3,000,000.

The user can specify any value to this field.

The user can enter even 0 to this field in the file.

53. UNIT TRANSFERED TO

Mandatory: This tag is mandatory if a unit needs to be transferred from one unit to another

XML Tag:

```
<UnitTransferredTo>  
<ProjectName></ProjectName>  
<SiteName></SiteName>  
<BuildingName></BuildingName>  
<UnitName></UnitName>  
<MoveInDate></MoveInDate>  
</UnitTransferredTo>
```

Example:

From Unit:

```
<UnitName>A</UnitName>  
  
<MoveOutDate>2019-06-30</MoveOutDate>
```

Unit Transfer To info:

```
<UnitTransferredTo>  
  
<ProjectName>Test project</ProjectName>  
  
<SiteName>Test Site</SiteName>  
  
<BuildingName>Test Building</BuildingName>  
  
<UnitName>B</UnitName>  
  
<MoveInDate>2019-07-01</MoveInDate>  
  
</UnitTransferredTo>
```

To Unit:

```
<UnitName>B</UnitName>  
  
<MoveOutDate>2019-05-31</MoveOutDate>
```

Unit B insert with Unit A:

<UnitName>B</UnitName>

<MoveInDate>2019-07-01</MoveInDate>

Description: The project name/Site name/ Building name/Unit name in the report must match with the project name/Site name/ Building name/Unit name in WBARS. Project Name, Site Name, Building Name, Unit Name & Move in Date must be specified in the Unit Transferred to Section. Unit transferred to unit must be vacant to transfer an occupant to the unit.

When transfer to Unit is not vacant, then below error has been thrown,

Building: Respective Building Name, Unit: Respective Unit Name - error in UnitTransferredTo does not match.

The user must transfer to the vacant unit and enter the values below to rectify issues in transferring an occupant.

The following keys must find a match in the WBARS.

- "ProjectName" must match an existing project.
- "SiteName" must match an existing site that is in the project.
- "BuildingName" must match an existing building in the site.
- "UnitName" must match an existing unit in the building.

Note: Name values are case sensitive and must include any characters as shown in the WBARS. If there is a space before or after the element value, this will also cause the import to fail. The user must verify the conditions before entering the names in the XML File.

Move in date into Unit must be greater than the Move out Date in From Unit at least by one day.

Move in date entered in the transferred TO Unit must match with the Move in date entered in the transferred to Insertion Unit.

Head of household in the transfer from unit & head of household of Transfer to insertion unit must be same.

54. CHANGEHEADOFHOUSEHOLD

Mandatory: This tag is mandatory if the head of household needs to change from one household member to other.

XML Tag:

```
<ChangeHeadOfHousehold>  
<FirstName></FirstName>  
<LastName></LastName>  
<MiddleInitial></MiddleInitial>  
</ChangeHeadOfHousehold>
```

Example:

Existing Head of Household name:

If report year is less than 2023,

```
<HeadOfHouseholdFullName>Lisa C. Manos</HeadOfHouseholdFullName>
```

If report year is 2023 or greater,

```
<HeadOfHouseholdFirstName>Lisa</HeadOfHouseholdFirstName>
```

```
<HeadOfHouseholdLastName>Manos</HeadOfHouseholdLastName>
```

```
<HeadOfHouseholdMiddleInitialName>C.</HeadOfHouseholdMiddleInitialName>
```

To change Head of household name:

```
<ChangeHeadOfHousehold>  
  <FirstName>Amelia</FirstName>  
  <LastName>Blocker</LastName>  
  <MiddleInitial>M</MiddleInitial>  
</ChangeHeadOfHousehold>
```

Changing Head of Household name details:

```
<HouseholdMemberInfo>  
  <FirstName xsi:nil="false">Amelia</FirstName>  
  <LastName xsi:nil="false">Blocker</LastName>
```

```
<MiddleInitial xsi:nil="false">M</MiddleInitial>
<RelationshipToHeadOfHousehold xsi:nil="false">H</RelationshipToHeadOfHousehold>
<DateOfBirth xsi:nil="false">2016-11-18</DateOfBirth>
<FullTimeStudent xsi:nil="false">no</FullTimeStudent>
<SSNLast4 xsi:nil="false">3955</SSNLast4>
```

```
<RaceSelections>
  <RaceSelection>8</RaceSelection>
</RaceSelections>
<Ethnicity xsi:nil="false">1</Ethnicity>
<Disabled xsi:nil="false">no</Disabled>
<EmploymentOrWages xsi:nil="true"></EmploymentOrWages>
<SocSecPensions xsi:nil="true"></SocSecPensions>
<PublicAssistance xsi:nil="true"></PublicAssistance>
<OtherIncome xsi:nil="true"></OtherIncome>
<IncomeFromAssets />
</HouseholdMemberInfo>
```

Existing or prior year Head of Household name should be given in the below tags,

HeadOfHouseholdFullName

HeadOfHouseholdFirstName,

HeadOfHouseholdLasttName,

HeadOfHouseholdMiddleInitialName

If report year is less than 2023, then head of household name must be given in the below tags,

HeadOfHouseholdFullName

If report year is 2023 or greater, then head of household name must be given in the below tags,

HeadOfHouseholdFirstName,

HeadOfHouseholdLasttName,

HeadOfHouseholdMiddleInitialName

The new Head of Household name should be given in the ChangeHeadOfHousehold.

If the user has provided ChangeHeadOfHousehold tags in the XML, and First name, Last name are not

provided, then below error has been thrown.

Building: Respective Building Name, Unit: Respective Unit Name - When ChangeHeadOfHousehold is provided then "FirstName", "LastName" is required & must have a Value.

First name and Last name needs to be specified to resolve the error.

First name and Lastname within the ChangeHeadOfHousehold tag should match with the First name and last name given in the HouseholdMemberInfo tag who has designated as "H", if the name does not match, then the error message has been thrown,

Building: Respective Building Name, Unit: Respective Unit Name - First name and last name in the "ChangeHeadOfHousehold" should match with First name and last name in the "HouseholdMemberInfo"

Firstname and Lastname given in the ChangeHeadOfHousehold and HouseholdMemberInfo should be entered as same to resolve the above error.

Note: Name values are case sensitive and must include any characters as shown in the WBARS. If there is a space before or after the element value, this will also cause the import to fail. The user must verify the conditions before entering the head of household names in the XML File.

Names entered in the HeadOfHouseholdFirstName, HeadOfHouseholdLastName and HeadOfHouseholdMiddleInitialName and ChangeHeadOfHousehold should be different.

Names entered within ChangeHeadOfHousehold and HouseholdMemberInfo should be same if HouseholdMemberInfo section details are provided.

