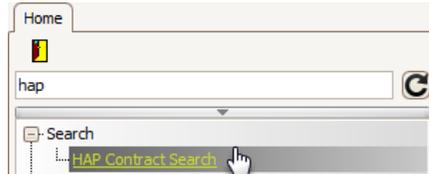


## Placing a Voucher in Searching Status

When terminating a HAP Contract in WinTen 2+, you must manually decide whether or not to place a voucher in "Searching" status. This recent change to the HAP contract termination prevents vouchers from mistakenly being placed in the "Searching" status.

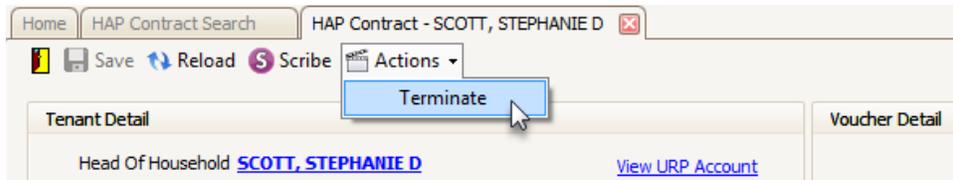
1. From the **Home** tab, type "hap" in the **Search** bar and click on the **HAP Contract Search** link to open the HAP Contract Search tab.



2. Locate the **Contract ID** you wish to terminate and click on the **Contract ID** link to the tenant's HAP Contract overview tab.

Contract ID	Tenant Name	Address	Apt #	Status	Contract #	Owner
<a href="#">1076</a>	<a href="#">SCOTT, STEPHANIE</a>	<a href="#">2055 EAST DR</a>		Executed		<a href="#">ELOUISE DOWNES</a>
<a href="#">450</a>	<a href="#">SEABROOK, KIMBERLY</a>	<a href="#">6783 MAHONIA PL</a>		Executed		<a href="#">JANET BALDWIN</a>
<a href="#">897</a>	<a href="#">SEALS, TREASURE</a>	<a href="#">3716 CRESS WY</a>		Executed		<a href="#">RONALD SHIPP</a>
<a href="#">1784</a>	<a href="#">SEAY, CARMELLO</a>	<a href="#">4021 LAKEMONT DR</a>	11F	Executed		<a href="#">LAKESIDE RESERVE APTS LLC,</a>
<a href="#">923</a>	<a href="#">SEMBLY, JOAN</a>	<a href="#">102 CRESTE DR</a>		Executed		<a href="#">ROSEMARY GARNETT</a>
<a href="#">312</a>	<a href="#">SEWELL, ZANFYA</a>	<a href="#">2035 MEMORIAL DR</a>	3402	Executed		<a href="#">GATI I FF</a>

3. To terminate the HAP contract, click on the big **Actions** button at the top of the screen and select **Terminate** from the menu.



4. The **Terminate HAP Contract** window appears. Enter the **Effective Date**, **Final Month's HAP**, and **Final Month's URP**. If you wish to place the voucher in Searching status, click the **Yes** box in the **Place Voucher in 'Searching' Status?** field.

**Terminate HAP Contract**

Effective Date

Final Month's HAP  + Calculated Final Month's Amount N/A

Recurring Monthly HAP N/A

Final Month's URP  + Calculated Final Month's Amount N/A

Recurring Monthly URP N/A

Place voucher in 'Searching' status?  Yes  No

5. To complete the termination of the HAP contract, click on the **Terminate** button.