

U.S. Department of Housing and Urban Development  
Real Estate Assessment Center – TASS  
1280 Maryland Ave., SW, Suite 800  
Washington, DC 20024

Date: 8/03/00

Dear Public Housing Authority, Owner, or Management Agent:

HUD has been working hard to improve Federal housing programs and increase the availability of affordable housing and community development resources throughout America. An important part of this effort is strengthening the integrity of its rental assistance programs by ensuring that the programs serve only eligible households with the correct amount of rental assistance. We are sending you this letter to notify you that HUD is undertaking the Tenant Income Verification (TIV) Program to assist you in determining the correct annual income and rent payment for your tenants. The TIV Program does not change your income verification responsibilities, but is intended to provide you with a tool to assist you in the income verification process.

The tenants listed on the enclosure will be receiving letters shortly notifying them of the potential income discrepancies and showing the amount of income reported by employers and financial institutions to Federal agencies. These tenants will be requested to make an appointment with you within 30 days of receiving their letter to resolve the discrepancy. You should request that they bring to the meeting all appropriate documentation regarding their income. At the meeting, you should have available information regarding each tenant's 1998 income and rent calculations. You should also contact the tenants that fail to make an appointment with you. The listing also identified tenants for whom HUD does not have current addresses. Please review the listings and call 1-877-252-6635 with address updates and corrections.

Your resolution of the identified income discrepancies is essential to the success of the program. HUD's priority in its first year of nationwide income computer matching is to set baseline income data to ensure that rental assistance is targeted to families in amounts consistent with governing legislation and regulations. We ask that you quickly resolve all identified potential income discrepancies and report on the results. HUD will not require PHAs, owners and agents to make rental adjustments for prior years for income underreported in 1998 that is identified through this process. However, residents have been advised that if they overstated their income, they may be entitled to a rent reduction or credit in the future. They were also advised that if they underreported their income, their rent may rise in the future. Further, PHAs, owners and agents may refer cases for enforcement if there is an indication that residents deliberately misreported their income.

HUD has established a special Internet-based computer system to facilitate your reporting on the disposition of these income discrepancies. Complete information concerning income reporting requirements and your responsibilities under this program are contained in the Income Discrepancy Resolution Guide, which may be found on HUD's Webpage at:

*[http://www.hud.gov/reac/products/tass/tass\\_doc.html](http://www.hud.gov/reac/products/tass/tass_doc.html)*

This Guide also contains instructions for accessing and updating information concerning potential income discrepancies for the tenants listed on the enclosure.

If you have questions regarding this letter that are not answered by the Guide, please contact HUD toll free at 1-888-708-8277. We ask that you quickly resolve all identified potential income discrepancies and report your progress on a quarterly basis via the Internet with an initial report by Aug. 31, 2000. You may also call this number to request that a copy of the Guide be mailed to you. Additional telephone numbers and Websites are listed below.

Thank you very much for your cooperation.

Enclosure

## Additional Telephone Numbers and Websites

REAC Homepage	<a href="http://www.hud.gov/reac">http://www.hud.gov/reac</a>
Tenant Income Verification Homepage	<a href="http://www.hud.gov/reac/products/prodtass.cfm">http://www.hud.gov/reac/products/prodtass.cfm</a>
Secure Connection Website	<a href="http://www.hud.gov/reac/tools/reasyst.html">http://www.hud.gov/reac/tools/reasyst.html</a>
Secure Connection and Technical/ System Access Assistance	1-888-245-4860
Tenant Translation Support (Anticipated availability by August 30)	1-877-260-5042