



U.S. Department of Housing and Urban Development

Los Angeles Field Office, Region IX
611 W. 6th Street, Suite 1100
Los Angeles, CA 90017

January 27, 2010

Dear Owner/Management Agent:

The Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs: Implementation of the Enterprise Income Verification (EIV) System—Amendments; Final Rule will become effective January 31, 2010, making the use of EIV mandatory on the same date. There are over 5,000 properties still do not have access to EIV.


You are receiving this letter because your project(s) have been identified as one or more projects that do not indicate access to EIV (Enclosure). Therefore, we are requesting your assistance in ensuring that you as an owner and/or management agent get access to EIV. As an owner and/or management agent, you are required to obtain access to EIV immediately as its mandatory use is January 31, 2010. If you fail to take the necessary steps to get access and begin using EIV, you will be subject to sanctions that will be described in a Notice with further implementing instructions on the Final Rule that has just been submitted for Departmental clearance.

If you have already submitted your Coordinator Access Authorization Form (CAAF) (application form) to the Multifamily Help Desk, please be advised that it is very important that as soon as you receive an approval email from the Multifamily Help Desk, you must take immediate steps to assign your properties to their HSC role and then submit online CAAF in EIV for certification by the Multifamily Help Desk. It is only after the Coordinator gets certified by the Multifamily Help Desk that the property has access to EIV.

Instructions for obtaining access to EIV can be found on the Multifamily EIV website at <http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm>. In addition, please access the external Los Angeles Multifamily website <http://www.hud.gov/local/ca/working/hotissues.cfm> for (1) a copy of the instructional document that can be useful in getting access to EIV; and (2) The Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs: Implementation of the Enterprise Income Verification (EIV) System—Amendments; Final Rule making the use of EIV mandatory as of January 31, 2010.

If you are experiencing problems with EIV access, please contact the Multifamily Help Desk at (888) 297-8689, option 5. Your prompt attention to this matter will be greatly appreciated.

Sincerely,


Kelly S. Boyer
Director
Los Angeles Multifamily Hub

Enclosure