EIV Report Checklist
Region X Multifamily Hub

New Applicants						
Existing Tenant Search - Used for every household member listed on the application PRIOR to Move-In.						
Step	**Activity**	**Key Point**	**Source Document**			**Report Retention/Comments**
A-1	Does any household member listed on the application appear on the **Existing Tenant Search** Report?	This report identifies applicants applying for assisted housing that may currently be receiving rental assistance at another location. This report is required for every household member (even minors) and members added to an existing household prior to their move-in.	Notice 2011-21 VII.B.2.a Attachment 6	☐ Yes Continue to A-2	☐ No Continue processing application.	O/A must define when they will run their report in the **Tenant Selection Plan (TSP)**. It is suggested to run the report in the final steps of the application process such as when running credit/criminal screening.
A-2	Is the applicant moving from another assisted property or part of two assisted families that share custody of a minor child?	Applicant must provide an explanation of why they are listed on this report.	Notice 2011-21 VII.B.2.a Attachment 6	☐ Yes Continue to A-3	☐ No If no **AND** applicant does not agree with EIV; continue to A-3	This link is useful as it will provide Name and address of property in addition to the Section 8 Contract number for all project-based Section 8 contracts in the nation. http://www.hud.gov/offices/hsg/mfh/rfp/ca_assigned.cfm
A-3	Does the PHA or O/A confirm that applicant currently resides in their property?	Coordination of move-in/out dates allows both O/As to assure tenant does not receive double subsidy.	Notice 2011-21 VII.B.2.a Attachment 6	☐ Yes Coordinate with O/A for move-in/move-out date if applicant passes other screening criteria. If tenant moves into property continue to Step AA-1 **within 90 days.**	☐ No If moving in allows the applicant to receive subsidy in two households at the same time the applicant should be denied housing.	If tenant does not move in: Retain with application. Destroy after 3 years. If tenant moves in: Tenant File: Report and supporting documentation. Destroy after term of tenancy plus 3 years.

EIV Report Checklist
Region X Multifamily Hub

New Applicants						
90-Day Income Report - This report is required within 90 days of move-in information transmitted to TRACS						
Step	**Activity**	**Key Point**	**Source Document**			**Report Retention/Comments**
AA-1	Does the **Income Report** match the data provided by the tenant at Initial Certification?	This report may identify tenants that have not reported complete and accurate data at time of move in.	Notice 2011-21 VII.A.2.e Attachment 6	☐ Yes New Admission reports complete.	☐ No Continue to AA-2	Tenant File: Report and supporting documentation. Destroy after term of tenancy plus 3 years.
AA-2	Is there a **Discrepancy Report?**	This report may identify tenants that have not reported complete and accurate data at time of move in.	Notice 2011-21 VII.A.2.e Attachment 6	☐ Yes Continue to AA-3	☐ No New Admission reports complete.	Tenant File: Report and supporting documentation. Destroy after term of tenancy plus 3 years.
AA-3	Does the tenant agree with the information from the **Income Report**?	The tenant should be given the opportunity to discuss any discrepancies.	Notice 2011-21 VII.A.2.e Attachment 6	☐ Yes Obtain 4 current, consecutive check stubs that support income. Process correction and enter into repayment agreement with tenant for any subsidy due HUD.	☐ No Obtain 3rd party, process IR, and enter into repayment agreement with tenant for any subsidy due HUD or process eviction for failure to provide all income data per lease.	Tenant File: Report and supporting documentation. Destroy after term of tenancy plus 3 years.

Current Tenants – Quarterly Reports (at a minimum)						
Multiple Subsidy Report						
Step	**Activity**	**Key Point**	**Source Document**			**Comments/File Retention**
B-1	Do any current tenants appear on the **Multiple Subsidy Report**? (Select both MF and PIH)	This report identifies tenants that are possibly receiving multiple rental subsidies within the MF or PIH Housing programs.	Notice 2011-21 VII.2.b Attachment 6	☐ Yes Go to B-2	☐ No Go to step C-1	**Master File:** Report and supporting documentation. Destroy after 3 years. NOTE: If Multiple Subsidy Report was discussed and resolved at time of recertification, note on report and no further action required. This link is useful as it will provide Name and address of property in addition to the Section 8 Contract number for all project-based Section 8 contracts in the nation. http://www.hud.gov/offices/hsg/mfh/rfp/ca_assigned.cfm
B-2	Does the tenant have a valid explanation for being on the report?	There could be legitimate reasons that a person is on this report; however, it is the responsibility of the O/A to research and verify that a tenant is not receiving double subsidy.	Notice 2011-21 VII.2.b Attachment 6	☐ Yes Go to C-1	☐ No Investigate and determine if terminating assistance or tenancy and repayment of subsidy to HUD is required. Go to step B-3	**Master File:** Report and supporting documentation. Destroy after 3 years. **Tenant File:** Report and supporting documentation. Destroy after term of tenancy plus 3 years.
B-3	Does subsidy or tenancy need to be terminated and is there any subsidy to be repaid to HUD?	NOTE: HUD does not prohibit owners of partially subsidized projects from housing tenants who are receiving assistance through the Housing Choice Voucher Program or 236 programs.	Notice 2011-21 VII.2.b Attachment 6 4350.3 ~ Chapter 8; Sec. 1 and 2.	☐ Yes Follow guidelines provided in the 4350.3 handbook.	☐ No Go to step C-1	**Master File:** Report and supporting documentation. Destroy after 3 years. **Tenant File:** Report and supporting documentation. Destroy after term of tenancy plus 3 years.

Current Tenants – Quarterly Reports (at a minimum) continued						
Deceased Tenant Report						
Step	Activity	Key Point	Source Document			Comments/File Retention
C-1	Do any tenants appear on the **Deceased Tenant Report?**	This report identifies tenants who are reported by SSA as being deceased.	Notice 2011-21 VII.B.2.d Attachment 6	☐ Yes Go to C-2	☐ No Go to D-1	**Master File:** Report and supporting documentation. Destroy after 3 years.
C-2	Is the tenant recently deceased?	This process could be as simple as requesting a meeting with the resident, their family, or a wellness check conducted by Adult Protective Service or the local police.	Notice 2011-21 VII.B.2.d.1.b,c Attachment 6	☐ Yes Update family composition with an IR within 30 days of deceased date. If single member household, process move out. Continue to D-1	☐ No If the tenant is a current tenant and not deceased go to step C-4; otherwise Step D-3. O/A must obtain a written statement from the resident or contact as to whether or not they are deceased.	**Master File:** Report and supporting documentation. Destroy after 3 years. A useful tool is: www.tributes.com It lists _most_ death notices in the nation. This web site is helpful when trying to resolve discrepancies and ensure that move outs meet the 14 day HUD requirement when applicable.
C-4	Is the tenant aware that they are listed on the **Deceased Tenant Report**?	Depending on the tenant, this issue could be sensitive and should be approached with tact, diplomacy, and sensitivity. If the tenant does not report the error to SSA; this error will continue to show up on the report.	Notice 2011-21 VII.B.2.d.1.d Attachment 6	☐ Yes Continue to D-1. You only need to discuss this once with the tenant. If they continue to appear on the report; document your previous actions on the report for the Master File.	☐ No Discuss report with tenant and encourage them to contact SSA to correct any incorrect data. They should call 1-800-772-1213 or visit the local office. Continue to D-1.	**Master File:** Report and supporting documentation. Destroy after 3 years. **Tenant File:** Report and supporting documentation. Destroy after term of tenancy plus 3 years

Current Tenants – Quarterly Reports (at a minimum) continued						
New Hires Report						
Step	**Activity**	**Key Point**	**Source Document**			**Comments/File Retention**
D-1	Do any tenants appear on the **New Hires Report?**	This report identifies tenants who have new employment within the last 6 months.	Notice 2011-21 VII.B.1.b. Attachment 6 LEASES	☐ Yes .Continue to D-2	☐ No	**Master File:** Report and supporting documentation. Destroy after 3 years. **Tenant File:** Report and supporting documentation. Destroy after term of tenancy plus 3 years
D-2	Does the tenant agree with the **New Hire Report**?	Tenants are required to report a change of income resulting in $200 or more per month. Additionally, tenants are required to report going from unemployment to employment regardless of the amount of change in income.	Notice 2011-21 VII.B.1.b Attachment 6 LEASES	☐ Yes Continue to E-1	☐ No Continue to D-3	**Master File:** Report and supporting documentation. Destroy after 3 years. **Tenant File:** Report and supporting documentation. Destroy after term of tenancy plus 3 years
D-3	Does the 3rd Party verification agree with the tenant?	The use of EIV has resulted in discovering incorrect data with NDNH. This data could either be erroneous data provided by an employer or may be a sign of identity theft.	Notice 2011-21 VII.A.5 Attachment 6	☐ Yes Process the IR to add unreported income.	☐ No Have resident complete Resident Certification document.	**Master File:** Report and supporting documentation. Destroy after 3 years. **Tenant File:** Report and supporting documentation. Destroy after term of tenancy plus 3 years

EIV Report Checklist
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Current Tenants – (This report is recommended to be retrieved quarterly. *The use of this report must be described in your P&P*)						
No Income Report (These instructions assume the use for a tenant reporting zero income)						
Step	**Activity**	**Key Point**	**Source Document**			**Comments/File Retention**
E-1	Do any of the zero income tenants appear on the **No Income Report**?	This report does not prove that a tenant has no income. The O/A must use interview skills to ask the right questions so the tenant will disclose any income they receive.	Notice 2011-21 VII.B.1.a Attachment 6	☐ Yes Continue to E-2	☐ No	This report does not need to be retained.
E-2	Do the tenants listed on this report match the tenants currently reporting zero income?	The change could indicate that an IC may be required for a tenant if the total household income changed more than $200 per month.	Notice 2011-21 VII.B.1.a Attachment 6	☐ Yes Re-verify the tenant's status of zero income.	☐ No Continue to E-3	This should be in your P&P to re-verify quarterly.
E-3	Did tenant report a change of income?	You may want to contact the tenant to discuss the possible change in income.	Notice 2011-21 VII.B.1.a Attachment 6	☐ Yes Process IR, if required.	☐ No	

Current Tenants – Monthly Reports						
Failed EIV Pre-screening Report						
Step	**Activity**	**Key Point**	**Source Document**			**Comments/File Retention**
F-1	Do any tenants appear on the **Failed EIV Pre-screening Report**?	This report identifies tenants who have missing or invalid personal identifiers in TRACS. (Last name, date of birth or SSN)	Notice 2011-21 VII.B.2.c.1 Attachment 6	☐ Yes Continue to F-2	☐ No	**Master File:** Report and supporting documentation. Destroy after 3 years. **Tenant File:** Report and supporting documentation. Destroy after term of tenancy plus 3 years
F-2	Was the information entered correctly in TRACS?	Many errors occur do to types or information fields that are blank. Verify the information was transferred from documentation to TRACS.	Notice 2011-21 VII.B.2.c.1 Notice 2011-21 Attachment 1 (Error msgs.)	☐ Yes	☐ No Further investigation needed. Continue to step F-3	**Master File:** Report and supporting documentation. Destroy after 3 years. **Tenant File:** Report and supporting documentation. Destroy after term of tenancy plus 3 years
F-3	Does the tenant meet the exemption from SSN disclosure and verification requirements?	Exceptions: *Tenants who were 62 or older as of 1/31/2010 and whose initial determination of eligibility was begun before 1/31/2010. *Individuals who do not contend eligible immigration status.	Notice 2011-21 VII.B.2.c.1	☐ Yes Go to step G-1	☐ No Continue to step F-4	**Master File:** Report and supporting documentation. Destroy after 3 years. **Tenant File:** Report and supporting documentation. Destroy after term of tenancy plus 3 years *NOTE: No employment or income information will be available in EIV for these tenants.
F-4	Does tenant have any additional information to confirm SSN, name or date of birth?	Please see Attachment 3 of the 4350.3 for other acceptable forms of verification of a name, SSN, or date of birth.	Notice 2011-21 VII.B.2.c.1	☐ Yes	☐ No	**Master File:** Report and supporting documentation. Destroy after 3 years. **Tenant File:** Report and supporting documentation. Destroy after term of tenancy plus 3 years

EIV Report Checklist
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Current Tenants – Monthly Reports						
Failed Verification Report						
Step	**Activity**	**Key Point**	**Source Document**			**Comments/File Retention**
G-1	Do any tenants appear on the **Failed Verification Report**?	This report identifies tenants whose personal identifiers do not match SSA. (Last name, date of birth or SSN)	Notice 2011-21 VII.B.2.c.2 Attachment 6 Attachment 2 (Error msgs.)	☐ Yes .Continue	☐ No Go to step H-1	**Master File:** Report and supporting documentation. Destroy after 3 years. **Tenant File:** Report and supporting documentation. Destroy after term of tenancy plus 3 years
G-2	Was the information entered correctly in TRACS?	Verify that the information was entered correctly.	Notice 2011-21 VII.B.2.c.2	☐ Yes	☐ No Continue to step G-3	**Master File:** Report and supporting documentation. Destroy after 3 years. **Tenant File:** Report and supporting documentation. Destroy after term of tenancy plus 3 years
G-3	Does tenant have any additional information to confirm SSN, name or date of birth?	Please see Attachment 3 of the 4350.3 for other acceptable forms of verification of a name, SSN, or date of birth.	Notice 2011-21 VII.B.2.c.2	☐ Yes Correct information	☐ No	**Master File:** Report and supporting documentation. Destroy after 3 years. **Tenant File:** Report and supporting documentation. Destroy after term of tenancy plus 3 years. Encourage tenant to contact SSA to correct data. Use Form SS-5.

Current Tenants – Annual and Interim Recertification						
Summary Report						
Step	**Activity**	**Key Point**	**Source Document**			**Comments/File Retention**
H-1	Are all members of the household family reported as "Verified" on the **Summary Report?**	This report provides a summary of information taken from the current, active certifications contained in the TRACS files. It also provides the verification status for each household member.	Notice 2011-21 VII.A.1 Attachment 6	☐ Yes Stop – See comments.	☐ No Continue to step H-2	If YES, you do not have to print report unless there is a change in household composition.
H-2	Are any members of the household family reported as "Not Verified" on the **Summary Report?**	A "Not Verified" status is when the personal identifiers for an individual have not yet been sent by HUD to SSA for validation or the validation is in process by SSA.	Notice 2011-21 VII.A.1.a.2 Attachment 6	☐ Yes Stop – See comments.	☐ No Continue to step H-3	If YES, nothing is required to be completed at this time; however, the O/A must monitor the Failed Verification Report monthly to ensure that the tenant information is corrected quickly if they appear on this report.
H-3	Are any members of the household family reported as "Failed" on the **Summary Report?**	This report identifies tenants who have missing or invalid personal identifiers in TRACS. (Last name, date of birth or SSN)	Notice 2011-21 VII.A.1.c.2 VII.B.2.c Attachment 6	☐ Yes Go to F-1	☐ No Continue to step H-4	See comments in F Section.
H-4	Are any members of the household family reported as "Deceased" on the **Summary Report?**	This report identifies tenants who are reported by SSA as being deceased.	Notice 2011-21 VII.A.1.c.2 VII.B.2.d	☐ Yes Go to C-1	☐ No Continue to I-1 The report will have one at least one of the statuses described in H-1,2,3 or 4.	See comments in F Section.

Current Tenants – Annual and Interim Recertification						
Income Report (To be used at Annual and Interim Recertification and any other time as defined in P&P.						
Step	**Activity**	**Key Point**	**Source Document**			**Comments/File Retention**
I-1	Does the **Income Report** indicate that a tenant may be receiving multiple subsidies?	This report will identify household members who may be receiving multiple subsidies.	Notice 2011-21 VII.A.2 Attachment 6	☐ Yes Go to B-1.	☐ No Continue to I-2	
I-2	Does the **Income Report** indicate Social Security income?	This report indicates income reported from SSA and NDNH. It does not include welfare benefits, pensions, child support, etc.	Notice 2011-21 VII.A.2.d. Attachment 6	☐ Yes Continue I-3	☐ No Continue to I-6	
I-3	Does the tenant agree with the SS information on the **Income Report**?	This report provides employment and income information reported in the NDNH and SSA databases for each household member that passes the SSA identity test.	Notice 2011-21 VII.A.2.d Attachment 6	☐ Yes See comments and continue to I-5	☐ No Continue to I-4	If YES, EIV is the 3rd party documentation and is used to calculated income. Process AR or IR. **Tenant File:** Report and supporting documentation. Destroy after term of tenancy plus 3 years.
I-4	Does the tenant have a copy of their benefit letter or Proof of Income Letter?	Do not send tenants to the SSA office if the tenant does not have the required information. To obtain SSA documents: www.socialsecurity.gov or 1-800-772-1213	Notice 2011-21 VII.A.2.d.4 Attachment 6	☐ Yes See comments and continue to I-5	☐ No To obtain SSA documents: www.socialsecurity.gov or 1-800-772-1213 See comments and continue to I-5	Process AR or IR. **Tenant File:** Report and supporting documentation. Destroy after term of tenancy plus 3 years.

Current Tenants – Annual and Interim Recertification						
Income Report (To be used at Annual and Interim Recertification and any other time as defined in P&P. Continued						
Step	**Activity**	**Key Point**	**Source Document**			**Comments/File Retention**
I-5	What is listed for the "Buy In" Indicator?	*NOTE* The Buy In indicator is not always accurate. If tenant disputes information, O/A needs to verify information	Notice 2011-21 VII.A.2.d.3.b Attachment 6	☐ Yes The Medicare premium is being paid by another entity and is not eligible as a medical expense.	☐ No The Medicare premium is being paid by the tenant and is eligible as a medical expense.	
I-6	Does the tenant agree with the employment income on the **Income Report**?	This report provides employment and income information reported in the NDNH and SSA databases for each household member that passes the SSA identity test.	Notice 2011-21 VII.A.2.b.2 Attachment 6	☐ Yes See comments	☐ No Continue to I-7	If YES, obtain 4 current, consecutive check stubs that support income. Obtain 3rd party documentation; if, required by the P&P. Process AR or IR. **Tenant File:** Report and supporting documentation. Destroy after term of tenancy plus 3 years.
I-7	Is the tenant employed by the employer listed in EIV?	EIV may be useful in detecting identity theft. It will also help ensure that subsidy is paid in the right amount to eligible tenants.	Notice 2011-21 VII.A.2.b.2 Attachment 6	☐ Yes See comments.	☐ No Provide information to tenant directly. **(Do not share with anyone including spouses.)** Strongly recommend that the tenant contact the employer to correct the information.	If YES, obtain 3rd party verification and 4 current, consecutive check stubs that support income. 3rd party documentation is required any time tenant disputes data contained in EIV. Process AR or IR **Tenant File:** Report and supporting documentation. Destroy after term of tenancy plus 3 years.

Current Tenants – Annual and Interim Recertification						
Income Discrepancy Report (This report must be printed at the same time the Income Report is printed.						
Step	Activity	Key Point	Source Document			Comments/File Retention
J-1	Are there any tenants on the **Income Discrepancy Report**?	This report serves as a tool to alert O/A that there may be a discrepancy of $2,400 or more per year in wage, unemployment and SSA benefit information reported in EIV versus what was reported in TRACS.	Notice 2011-21 VII.A.3. Attachment 6	☐ Yes Discrepancies must be reviewed and resolved within 30 days of the EIV Income Report. Continue to J-2	☐ No	**Tenant File:** Report and supporting documentation. Destroy after term of tenancy plus 3 years.
J-2	Does the information in TRACS agree with the HUD 50059?	The discrepancy could be caused by data input error.	Notice 2011-21 VII.A.3. Attachment 6	☐ Yes Continue to J-3	☐ No Correct the TRACS database.	**Tenant File:** Report and supporting documentation. Destroy after term of tenancy plus 3 years.
J-3	Does the tenant agree with the information in EIV?	**REMINDER**: This information may only be provided to the tenant. Do not release specific tenant related materials to any other household members; including spouse.	Notice 2011-21 VII.A.3. Attachment 6	☐ Yes Obtain 4 current consecution pay stubs and continue with comments.	☐ No Obtain 3rd party verification and continue with comments.	Process IR. Enter into a repayment agreement, if required. **Tenant File:** Report and supporting documentation. Destroy after term of tenancy plus 3 years.