



EIV MONITORING

Property Name / Contract Number			
Reviewer Name / Date of MOR			
QC Reviewer			
General HUD Resource(s):		1. EIV Webcasts: December 2009 and April 2010 2. HUD Notices: 2013-06 3. EIV User Manual: http://www.hud.gov/offices/hsg/mfh/rhiip/eiv 4. EIV Webcast Questions December 16 and 17, 2008	
Item	Topic for Review	Topic in Compliance and/or Included?	Correction Required (✓)
1.	<u>Policies and Procedures</u> O/A policies and procedures must describe using EIV reports:		
a.	Describe the Existing Tenant Search, report use, file documentation and retention. Must be used at the time of processing an applicant for admission. (Tenant file)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
b.	Describe the Summary Report, report use, file documentation and retention. Must be used at recertification. (Tenant file) - Must be used at annual recertification. MFH Owners may use the report at other intervals, if desired.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
c.	Describe the Income Report, report use, file documentation and retention. Must be used at recertification and new admission. (Tenant file) - Does EIV policy state if Income report will be used at the time of an IR. – if using safe harbor language, the IR and IDR does not need to be ran at during AR.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
d.	Describe the Income Discrepancy Report, report use, file documentation and retention. Must be used at recertification and any time Income Report is printed. (Tenant file) – Not required to use income Discrepancy Report if using safe harbor.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>

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e.	Describe the No Income Reported on 50059 and No Income Reported by HHS or SSA, report use and file documentation. Must be identified in O/A policy.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
f.	Describe the New Hire Report, report use, file documentation and retention. Must be used at least quarterly. (Master file). – O/A does not have to follow up on NHR if the TSP mentions decrease. OR; -If O/A decides to count earned income at IR, they will need to run NHR quarterly.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
g.	Describe the Multiple Subsidy Report, report use, file documentation and retention. Must be used at least quarterly. (Master file)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
h.	Describe the Deceased Tenant Report, report use, file documentation and retention. Must be used at least quarterly. (Master file)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
i.	Describe the Failed EIV Pre-Screening Report, report use, file documentation and retention. Must be used monthly. (Master file)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
j.	Describe the Failed Verification Report (Failed SSA Identity Test), report use, file documentation and retention. Must be used monthly. (Master file)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
2.	Describe Requirements for using EIV data.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
3.	Describe security of EIV data.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>

PLEASE NOTE: This checklist has been provided to highlight specific areas of compliance and non-compliance related to the EIV System and is not a HUD form. Data on this checklist is periodically updated for quality control to ensure continued compliance with HUD regulations and may be updated without prior notice.

COMMENTS: