

## **EIV Master Binder System and EIV Tenant File Requirements**

1. Develop or refine a EIV Master Binder System that could include two binders.

**Master EIV Report Binder One.** This binder would include sections for the following property wide reports:

- Deceased Tenant (quarterly)
- Multiple Subsidy (quarterly)
- New Hire Summary (quarterly)
- Failed EIV Pre-Screening (monthly)
- Failed Verification (monthly)
- No Income Report (as identified in EIV Policy) Note: HUD does not require this report to be printed for master binder, but would recommend printing as a best practice.

**Master EIV Binder Two.** This binder may include other EIV documents, including but not limited to the following;

- EIV Policy and Procedures
- EIV Security Policy if separate from above policy
- EIV Coordinator Access Authorization Forms (Initial and Current CAAF)
- Owner approval letter for EIV coordinator
- EIV User Access Authorization Forms (Initial and Current UAAF)
- Rules of Behavior (ROB)
- Cyber Awareness On-Line Training certificates

2. Develop system to ensure all EIV required reports are in tenant files as follows:

### **Mandatory EIV Tenant File Requirements**

- Existing Tenant Search – At time of application for all family members, must be in tenant file.
- EIV Income Report - Must be printed and reviewed within 90 days of Move-in information being submitted to TRACS. Must be in tenant file.
- EIV Income Report – Every AR and IR. Must be in tenant file.
- Discrepancy Report – Every AR and IR. Must be in tenant file.
- Summary Report – Every AR and IR (\*). Must be in tenant file. (\*) Once all family members are indicated as “Verified” on Summary Report, HUD guidelines allow O/A to stop printing this at AR/IR unless new family members are added. Best Practice would be to continue to print the EIV Summary – is easier to print all three reports across the tabs at the top when on the EIV System.

**Note:** Additional reports or documentation may be needed in the tenant file in the event any tenants show up on the Master EIV Binder One reports. For example, if any tenants appear on the New Hires Summary Report, the O/A must print a New Hire Detail Report for each tenant and the NH detail report must be in the individual tenant file along with correspondence with the tenants, 3rd party verifications, etc. See HUD Handbook 4350.3 REV-1, paragraph 9-11 D.1.c(3)(d).

For other references for EIV – see Chapter 9 and Exhibit 9-5 of HUD Handbook 4350.3, REV-1.