MODEL CHECKLIST

Use Checklist to Help Categorize EIV Reports

To help sort through your EIV reports, here's a checklist that identifies all the reports and tells you what reports you need to keep in the master file versus the tenant files.

EIV REPORTS

A. MASTER FILE

1. Identity Verification Report—Failed EIV Pre-Screening Report (monthly)

- ❑ Place in the Master File
- ❑ Place in the Tenant File for any pertinent cases along with documentation to verify discrepant personal identifiers
- ❑ If a resident met the SSN exemption, place proof in tenant file
- ❑ Correct TRACS data, if necessary, within 30 days of this report

2. Identity Verification Report—Failed EIV Verification Report (monthly)

- ❑ Place in the Master File
- ❑ Place in the Tenant File for any pertinent cases along with documentation to verify discrepant personal identifiers
- ❑ Correct TRACS data, if necessary, within 30 days of this report

3. New Hires Report (quarterly)

- ❑ Place in the Master File
- ❑ Place in the tenant file for any pertinent cases along with correspondence with the resident, third-party verifications, and Form HUD-50059

4. Multiple Occupancy Report (quarterly)

- ❑ Place in the Master File
- ❑ Place in tenant file for any pertinent cases along with supporting documentation of any action taken for a household member

5. Deceased Tenants Report (quarterly)

- ❑ Place in the Master File
- ❑ Place in the tenant file for any pertinent cases
- ❑ If residents appear on this report, notify resident of this issue
- ❑ If residents appear on this report, include documentation of any resolutions in tenant file

B. TENANT FILES

1. Income Report (quarterly)

- ❑ Must be in each tenant file
- ❑ Must be run within 90 days of move-in info being submitted to TRACS
- ❑ Must be performed within 90 days after move-in information is transmitted to TRACS, at each annual and interim recertification, and at other times indicated in your site's EIV policies and procedures
- ❑ If a discrepancy report is in the tenant file, include supporting documentation

2. Income Discrepancy Report (run at recertification, annual or interim)

- ❑ Must be in the tenant file
- ❑ Must print this report at the same time the Income Report is printed
- ❑ If residents appear on this report, they must be made aware of the issue
- ❑ If a discrepancy appears on this report, documentation of any resolutions must also be present
- ❑ Resolve discrepancies within 30 days of the Income Report date

3. No Income Report reported on 50059 (as needed)

- ❑ Place in the tenant file for any pertinent cases
- ❑ If residents appear on this report, they must be made aware of the issue and verified as to whether they are zero income tenants
- ❑ If residents appear on this report, documentation of any resolutions must also be present

4. No Income Report reported by HHS or SSA (as needed)

- ❑ Must be in the tenant file for any pertinent cases
- ❑ If residents appear on this report, they must be made aware of the issue and verified as to whether they are zero income tenants
- ❑ If residents appear on this report, documentation of any resolutions must also be present

5. Summary Report (run at recertification, annual or interim)

- ❑ Must be in the tenant file
- ❑ Must be performed at each annual or interim recertification

C. OTHER

1. Existing Tenant Search Report (run at recertification, annual or interim)

- ❑ Must be in the applicant file, run for each person on the application prior to move-in
- ❑ If a discrepancy appears on this report, documentation of follow up and any resolutions must also be present
- ❑ If not admitted, retain search results and documentation with the application for three years. If admitted, retain search results and documentation with the application for the term of the tenancy plus three years.