



L.A. LOMOD

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 if 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>

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	sued income Discrepancy Report if using safe harbor If O/A is using safe Harbor, they do not need to use the.		
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 will wait	<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: