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**To: Industry Professionals Implementing HUD's Enterprise Income Verification System**  
**From: Mary Ross, President, Ross Business Development**

**Revised 10/2011**

It is mandatory for owner/agents of specified HUD properties to obtain access, develop policies and use the data provided through EIV.

The documents provided on this CD **have been designed to assist you** in your development of EIV processes and to help you maintain compliance with HUD's requirements. While we have made every attempt to make these policies neutral, each document should be reviewed and you should decide if they work for your specific organization. All documents, especially legal documents, such as the repayment agreement and termination notices, should be reviewed by legal counsel before you begin using these forms. Forms and documents may need to be edited to ensure consistency with your organization's policies and with local tenant/landlord requirements.

In August 2011, HUD released an updated Notice (HUD Notice 11-21) which provides updated information about the use of EIV.

We have designed the following sample Notices, Forms, Policies and Spreadsheets to help you create a comprehensive EIV policy. Owner/agents should review the documents and The HUD Notices and some other HUD publications, available at time of CD publication (9/9/2011). Some of these publications have been included on this CD for your convenience.

HUD periodically releases revised instruction through the RHIIP Listserv. We strongly encourage you to sign-up for the RHIIP Listserv, so you can receive current RHIIP related information from HUD  
[http://portal.hud.gov/hudportal/HUD?src=/subscribe/signup&listname=Multifamily%20Housing%20RHIIP%20\(Rental%20Housing%20Integrity%20Improvement%20Program\)%20Tips&list=MFH-RHIIP-TIPS-L](http://portal.hud.gov/hudportal/HUD?src=/subscribe/signup&listname=Multifamily%20Housing%20RHIIP%20(Rental%20Housing%20Integrity%20Improvement%20Program)%20Tips&list=MFH-RHIIP-TIPS-L). You can view the RHIIP Tips Archives, under "Listserv-Multifamily RHIIP Tips" at <http://www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm>

We also encourage you to sign up for the RBD HUDBlast. To sign up for the HUDBlast, visit our web site at [www.rbdnow.com](http://www.rbdnow.com). Just enter your email address in the box in the center of the home page. You can view previously posted HUDBlasts from our web site at <http://www.rbdnow.com/hudblasts.htm>.

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## EIV Use Policies and Supporting Checklists

### Sample EIV Use Policy (Updated)

**File name: Sample EIV Use Policy Monthly and Quarterly**

**File name: Sample EIV Use Policy All Reports Monthly**

As a result of comments received from our customers, we have made several significant changes to this document.

- We have updated the policy to conform to new instruction provided in HUD Notice 11-21
- We have combined the EIV Use Policy and the EIV Security Policy
- We have created two versions of the policy
  - One version can be used by property managers who run the Master File Reports in accordance with HUD Notice
    - Identity Verification Reports – Monthly
    - Deceased Tenant Report, Multiple Subsidy Report, New Hires Report – Quarterly
  - On version can be used by property managers who run the Master File Reports every month. Some property managers find this easier and feel this method ensures that they will not miss a report

### Sample EIV Reporting Log (Updated & New)

**File name: Sample EIV Reporting Log - Monthly and Quarterly**

**File name: Sample EIV Reporting Log - All Reports Monthly**

These reporting logs assist with monitoring compliance with EIV requirements. Property managers can use these logs to document that EIV reports are run in compliance with HUD requirements and the property’s EIV Use Policy. A report log has been created to conform to each of the sample EIV Use Policies. If you change reporting requirements in the sample use policy and you plan to use reporting logs, you must change the reporting logs to coincide.

### Sample EIV Master File Discrepancy Log – (New)

**File name: Sample EIV Master File Discrepancy Log**

This discrepancy log provides a single point of reference for information pertaining to discrepancies and action taken to resolve those discrepancies.

### **Sample EIV 90 Day Post Move-in Checklist – (New)**

**File name: Sample EIV 90 Day Post Move-in Checklist**

Use this checklist to document review of EIV reports 90 days after the submission of a move-in 50059.

### **Sample EIV AR/IR Checklist – (New)**

**File name: Sample EIV AR IR Checklist**

Use this checklist to document review of EIV reports at AR and IR

### **Sample EIV Deceased Tenant Report Reconciliation – (New)**

**File name: Sample EIV Deceased Tenant Report Reconciliation**

The Sample EIV Deceased Tenant Report Reconciliation is a checklist used to track compliance with HUD's EIV Master File review requirements. Use this checklist to ensure complete and consistent review and response to data provided on the EIV Deceased Tenant report.

### **Sample EIV Failed Verification Report Reconciliation – (New)**

**File name: Sample EIV Failed Verification Report Reconciliation**

The Sample EIV Failed Verification Report Reconciliation is a checklist used to track compliance with HUD's EIV Master File review requirements. Use this checklist to ensure complete and consistent review and response to data provided on the EIV Failed Verification report.

### **Sample EIV New Hires Report Reconciliation – (New)**

**File name: Sample EIV New Hires Report Reconciliation**

The Sample EIV New Hires Report Reconciliation is a checklist used to track compliance with HUD's EIV Master File review requirements. Use this checklist to ensure complete and consistent review and response to data provided on the EIV New Hires report.

### **Sample EIV Failed Pre Screening Report Reconciliation – (New)**

**File name: Sample EIV Failed Pre Screening Report Reconciliation**

The Sample EIV Failed Pre Screening Report Reconciliation is a checklist used to track compliance with HUD's EIV Master File review requirements. Use this checklist to ensure complete and consistent review and response to data provided on the EIV Failed Pre Screening report.

## Sample EIV Multiple Subsidy Report Reconciliation – (New)

**File name: Sample EIV Multiple Subsidy Report Reconciliation**

The Sample EIV Multiple Subsidy Report Reconciliation is a checklist used to track compliance with HUD's EIV Master File review requirements. Use this checklist to ensure complete and consistent review and response to data provided on the EIV Multiple Subsidy report.

## Sample EIV Privacy Policy (Updated)

**File name: Sample Policy - EIV Privacy Policy**

Some owner/agents wish to ensure that staff fully understands the rules surrounding the privacy policy. You can use a form like this to convey information about the privacy act and to ensure that staff understands the rules.

## Sample EIV Privacy Policy for Auditors (Updated)

**Form name: Sample Policy - EIV Privacy Policy for Auditors**

For use with the EIV Security Policy when an auditor is going to be accessing file for a HUD compliance review. (See RHIIP ListServ 181) This document is not required, however, the information about restrictions must be provided to the auditor in some manner and the auditor must certify their understanding of the requirements. The auditor is required to sign HUD's Rules of Behavior before viewing any EIV information.

## HUD EIV Rules of Behavior

**Form name: HUD EIV Rules of Behavior**

This is a HUD Form - The EIV Rule of Behavior document describes the HUD's security protocol in regards to Secure Systems and EIV. Independent Public Auditors performing HUD audits must sign an ROB. Staff involved in the certification process must sign an ROB and participate in ISS non-DOD Security Awareness Training. The EIV Rules of Behavior document can be found on HUD's web site at [www.hud.gov/offices/hsg/mfh/rhiip/eiv/rulesofbehavior.pdf](http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/rulesofbehavior.pdf)

## Sample EIV Coordinator – Owner Authorization Letter

**File name: Sample EIV Coordinator Owner Authorization Letter**

EIV Coordinators must receive written permission from property owners before attempting to establish EIV Coordinator access for any property. This is a sample memo that can be completed and sent to the owner for signature. ***This notice should be provided on owner letterhead.*** An owner/authorization letter must be available for review at HUD's request. **DO NOT SEND THIS LETTER TO HUD UNLESS SPECIFICALLY ASKED TO DO SO.** Failure to produce an owner authorization at MOR will result in a finding. In addition, EIV access will be terminated until such authorization can be produced.

## **Sample EIV MOR File Checklist (Updated)**

***File name: Sample EIV File Checklist***

Use this spreadsheet to make sure you have all documents required for the management and occupancy review.

## **Sample EIV Data File Destruction Log**

***File name: Sample EIV Data File Destruction Log***

Use this spreadsheet to track when EIV information is destroyed.

## **Resident Selection Plan Information**

### **Sample Documenting Use of the Existing Tenant Report in the Resident Selection Plan (Updated)**

***File name: Sample Resident Selection Plan Language - EIV***

Resident Selection Plans **must** be updated to include language describing use of the Existing Tenant Report.

### **Sample Documenting the New Social Security Number Disclosure Requirements in the Resident Selection Plan**

***File name: Sample Resident Selection Plan Language - SSN***

Resident Selection Plans must be updated to include updated language regarding disclosure of the Social Security Number. Many owner/agents' resident selection plans still have language describing the old rules. Be sure all resident selection plans have been updated to include new language effective as of January 31, 2010.

### **Sample Resident Selection Plan Update Letter – SSN & EIV**

***File name: Sample Notice of Resident Selection Plan Change – SSN EIV***

This Resident Selection Plan Update Letter advises applicants of the new SSN disclosure requirements and of the implementation of EIV.

## Forms Used For Tenant Consent & Release

### The EIV & You Brochure

**Form Name: HUD EIV and You Brochure**

This brochure must be provided to applicants when they are selected from the waiting list for final determination of eligibility and to all existing households at the time of annual certification. The brochure can be ordered, at no cost, from HUD's Clearinghouse, as specified in Housing Notices. The EIV and You Brochure can also be found on HUD's web site at [www.hud.gov/offices/hsg/mfh/rhiip/eivbrochure.pdf](http://www.hud.gov/offices/hsg/mfh/rhiip/eivbrochure.pdf).

Alternative language versions are not included on this CD, but, when available, can be accessed from HUD's web site at [www.hud.gov/offices/ftheo/promotingfh/lep.cfm](http://www.hud.gov/offices/ftheo/promotingfh/lep.cfm)

### Sample Tenant Consent to Disclose EIV Income Information (New)

**File Name: HUD Sample Tenant Consent to Disclose EIV Income Information**

In HUD Notices 10-20 and 11-21, HUD clarify that EIV information can only be disclosed 1) to people participating in the certification process 2) only with written permission. HUD provided language for this sample form with the release of the Notice. This requirement applies to adult household members.

### Notice of Requirement to Sign 9887 for Household Members who Turn 18 (Updated)

**File Name: Sample Notice of Requirement to Sign 9887**

Use this notice to notify residents, who are turning 18, of their requirement to sign HUD Form 9887/9887A.

## Applicant Notices & Forms

### Sample Applicant Notice Used to Avoid Dual Subsidy – (Updated)

**File Name: Sample Notice of Penalty - HUD Assistance in Multiple Units**

Use this notice to advise applicants that they must forfeit any current HUD assistance before they will begin receiving HUD assistance for a unit on your property.

### Sample Notice of Potential Rental History Conflict - Applicant

**File Name: Sample Notice of Potential Rental History Conflict - Applicant**

Use this notice if EIV indicates that the household may be receiving assistance on a property that has not been disclosed at application.

## **Sample Request for Verification of Receipt of Assistance (Updated)**

### **File Name: Sample Verification - Receipt of HUD Assistance**

Use this form to request verification from the landlord indicated in EIV, if the EIV Existing Tenant Report indicates that an applicant is receiving assistance in another residence that was not disclosed

## **Sample No 3<sup>rd</sup> Party - Prior Landlord (Updated)**

### **File Name: Sample Verification - No 3rd Party Prior Landlord**

Use this form to document why no third party verification is in the file when prior landlords will not respond to inquiries.

## **Sample Request for Verification of Move Out**

### **File Name: Sample Verification - Move Out**

Some owner/agents are struggling to keep new residents compliant with single subsidy requirements. This document may help assist with the effort. If an applicant is currently receiving assistance in another HUD assisted residence, owner/agents may want to verify move-out before allowing the resident to move in to the new unit. This will help ensure compliance with the single subsidy rule and may assist in resolving disputes that may come up in the future. Format was updated to make it more consistent with other forms.

## **Sample Self Certification - Existing Tenant (New)**

### **File Name: Sample Self Certification – Existing Tenant**

The form is used to document applicant's response to inquiries about subsidy indicated on the Existing Tenant Report

## **Resident Notices & Forms – Social Security**

### **Sample Notice of SSN Change and EIV Implementation - Residents**

#### **File name: Sample Notice of SSN Change and EIV Implementation**

This resident notice combines the information about implementation of EIV and the new Social Security Number requirements. Owner/agents must notify residents of the change to the SSN disclosure requirements if:

- No Social Security Number has been disclosed
- EIV returns a discrepancy regarding the Social Security Number
- The Social Security Number has changed or
- The household wishes to add a new member

All households should be aware of the change to the eligibility requirements. Updated to comply with new instruction provided in HUD Notice 10-08 and the Rent Refinement Final Rule webcast delivered on 4/14/2010.

### **Sample Notice of Failed SSA Verification (Updated)**

**File Name: Sample Notice of Failed SSA Verification**

Use this notice when EIV returns a discrepancy related to the resident's Social Security Number, birth date or last name (EIV Failed Verification Report).

### **Sample Self Certification - No SSN (Updated)**

**File Name: Sample Self Certification - No SSN**

There are situations where a household member may be included on a 50059 but no Social Security Number is provided. This document certifies the resident claim that the reason for the exemption is valid.

### **Sample Notice of Requirement to Provide SSN – 6 and Under (New)**

**File name: Sample Notice of SSN Requirements - Adding Member**

Use this notice to notify residents of the requirement to provide a Social Security Number for new household members less than 6 years of age. The resident has 90 days to provide such information.

### **Sample Notice of Pending Termination for Failure to Provide SSN – 6 and Under (New)**

**File name: Sample Notice No SSN Under 6**

Use this form to remind residents of requirement to provide missing SSN information for a new household member.

### **Sample Self Certification – SSN (Updated)**

**File Name: Sample Self Certification - SSN**

Use this form to document residents' response to discrepancies related to the Social Security identifiers.

### **Sample No 3rd Party - SSA (Updated)**

**Form Name: Sample Verification - No 3rd Party SSA**

The owner/agent is required to document the file when EIV is not used to verify Social Security Income.

### **Sample Verification Questionnaire – Unexplained SS Deductions**

**Form Name: Sample Verification - Unexplained SS Deductions**

Use this document when there are differences between gross Social Security Benefits and net Social Security benefits and those differences are not explained on the EIV Income Report. This document assists the OA in deciding whether additional verification is required.

## Resident Notices & Forms – Employment, Employment Income & Unemployment

### Sample No 3<sup>rd</sup> Party – EIV employment (Updated)

**Form name: Sample Verification - No 3rd Party Employment**

Use this form to verify why there is no third party verification of employer information provided by EIV.

### Sample Notice of Potential Failure to Report Change in Employment or Income (Updated)

**Form name: Sample Notice of Potential Failure to Report Change in Employment or Income**

**Form name: Sample Notice of Potential Failure to Report Change in Employment or Income - Request**

Used to notify residents when EIV and follow-up file review indicate that the resident may have failed to report new employment, income or changes in income as required.

There are two notices. One is used when a resident is required to report new employment (previously unemployed or income increase of \$2400 per year). One is used when the owner/agent would like to review information, but the resident may not be required to report.

Reference HUD Handbook 4350.3 Revision 1, Change 3, Paragraph 7-12 for additional information regarding this notice.

### Sample Self Certification - Employment (New)

**Form name: Sample Self Certification - Employment**

Use this form to document residents' response to potential failure to report changes in employment or income.

### Sample Notice of Overpayment of Rent

**Form name: Sample Notice of Overpayment of Rent**

Use to inform residents that the owner/agent has re-calculated assistance and that the resident is entitled to a rent refund. This also advises the household that they have a requirement to meet with the owner/agent to sign a new certification.

### Sample Resident Refund Overpayment of Rent

**Form name: Sample Self Certification - Rent Credit**

Use this form to document residents request to have rent credit returned as a refund or rent credit.

## **Sample Zero Income Questionnaire (Updated)**

### **Form Name: Sample Verification Zero-Irregular Income Questionnaire**

Used to provide a more detailed questionnaire to uncover undisclosed income when a resident claims zero or irregular income. In accordance with HH 4350.3 Revision 1, Change 3, Appendix 3, and HUD Notice 10-10, owner/agents may require residents who claim zero income to participate in an interview to review income every 90 days. RBD suggests that this form, along with the No Income Report in EIV is maintained in the resident file.

## **Resident Notices & Forms – Multiple Subsidy**

### **Sample Notice of Potential Rental History Conflict - Resident (Updated)**

#### **File Name: Sample Notice of Potential Rental History Conflict - Resident**

Use this form to let residents know that EIV Multiple Subsidy Report indicates that the resident is receiving HUD assistance in another residence. If the resident indicates that he/she does not live on the property, the resident response should be verified using the Sample Verification of Receipt of Assistance.

### **Sample Self Certification - Multiple Subsidy (Updated)**

#### **File Name: Sample Self Certification - Multiple Subsidy**

Use this form to document resident's response to inquiries about dual/multiple subsidy indicated in EIV

### **Sample Request for Verification of Receipt of Assistance (Updated)**

#### **File Name: Sample Verification - Receipt of HUD Assistance**

Use this form to request verification from a landlord indicated in EIV.

### **Sample No 3<sup>rd</sup> Party - Prior Landlord (Updated)**

#### **File Name: Sample Verification - No 3rd Party Prior Landlord**

Use this form to document why no third party verification is in the file when the prior/current landlord will not respond to requests for third party verification.

## Documents to Support Repayment Agreements

### Sample Repayment Agreement (Updated)

**Form name: Sample Repayment Agreement**

Residents who have received housing assistance in error, due to failure to report, must return assistance-paid-in-error to HUD. This sample agreement outlines the requirements and payment plan and penalties for failure to meet the terms of the agreement. **THIS IS A LEGAL DOCUMENT. WHILE NO HUD OR CA APPROVAL IS REQUIRED, REVIEW BY LEGAL COUNSEL IS STRONGLY RECOMMENDED.** Please refer to HUD Notice 11-21 (or the most recent Notice) for additional Repayment Agreement Requirements.

### Sample Repayment Tracker

**Form name: Sample Repayment Tracker No Expenses**

**Form name: Sample Repayment Tracker with Expenses**

Use these excel spreadsheets to monitor resident compliance with repayment requirements. There are two versions of the repayment tracker. One version is set up for those owner/agents who do not track or recover expenses. The second version is set up for those owner/agents who do track and recover the lesser of actual expenses or 20% of the repayment amount.

### Sample Policy Timing of Notification of Change

**Form name: Sample Policy - Timing of Notification of Change**

Since HUD does not define how long a resident has to report a change, owner/agents are tasked with developing a standard policy. This sample explains reporting requirements to residents and provides documentation of such process.

The language can be added to the House Rules (with proper notice) or can be included as part of the standard policy distribution at move in or annual certification. This is not required by HUD but is considered good practice and ensures consistent treatment.

### Sample Notice of Resident's Failure to Report/Fulfill Repayment Agreement (New)

**Form name: Sample Notice Failure to Report Fulfill Repayment**

If an owner/agent suspects fraud or wishes to report default on a repayment, the owner/agent has the option of notifying HUD.

- Information about HUD's IG Division can be found at [http://portal.hud.gov/portal/page/portal/HUD/program\\_offices/oig](http://portal.hud.gov/portal/page/portal/HUD/program_offices/oig)
- Office addresses can be found on HUD's web site at <http://www.hud.gov/offices/oig/locations/index.cfm>
- You can also complete a Fraud form online at <http://oig.hhs.gov/fraud/hotline/>

## HUD References: Notices and Final Rules

### HSG Notice 2008-03 - Enterprise Income Verification (EIV) System

**Form Name: HUD Notice 2008-03 Implementing Enterprise Income Verification System**

HUD's Initial Notice regarding the Use of EIV.

### HSG Notice 2009-20 Enterprise Income Verification (EIV) System

**Form Name: HUD Notice 2009-20 Enterprise Income Verification System**

This Notice provides detailed instruction regarding the use of HUD's Enterprise Income Verification System. The Notice can be found under the 2009 Notices link. It is important that owner/agents keep an eye out for new, updated information as it is released by HUD.

### HSG Notice 2011-25 Enterprise Income Verification (EIV) & You Brochure - Requirements for Distribution and Use

**Form Name: HSG Notice 2011-25 Enterprise Income Verification (EIV) & You Brochure - Requirements for Distribution and Use**

This Notice provides detailed instruction regarding the use of HUD's EIV and You Brochure. **It is important that owner/agents keep an eye out for new, updated information as it is released by HUD.** Copies can be order from HUD's Clearinghouse as specified in this Notice.

### HUD Notice 2010-08: Implementation of Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs: Implementation of the Enterprise Income Verification System - Amendments; Final Rule

**Form Name: HUD Notice 2010-08 More EIV and SSN information**

This Notice provides updated instruction regarding the Rent Refinement Final Rule. The Notice includes information about the implementation and use of EIV and the implementation of the changes to the Social Security Number disclosure requirements.

### HUD Notice 2010-10: Enterprise Income Verification (EIV) System

**Form Name: HUD Notice 2010-10 Enterprise Income Verification System**

The purpose of this Notice is to provide updated instructions for using EIV now that use of the EIV system by Owners and Management Agents (O/As) is mandatory. Effective January 31, 2010, O/As must use HUD's EIV system in its entirety. This Notice supersedes HUD Notices 08-03 and 09-20. **It is important that owner/agents keep an eye out for new, updated information as it is released by HUD.**

## **HUD Notice 2011-21: Enterprise Income Verification (EIV) System**

### ***Form Name: HUD Notice 2011-21 Enterprise Income Verification System***

On Friday, August 19, 2011 HUD issued RHIP ListServ 259 announcing the release of HUD Notice 2011-21 Enterprise Income Verification (EIV) System. This notice supersedes all previous notices. Owner/agents are encouraged to read the notice and update policies and procedures as appropriate.

### **Rent Refinement Final Rule. (First Notice)**

#### ***Form Name: Rent Refinement Final Rule 1st Notice E9-1248***

In January 2009, HUD provided a Final Rule changing income calculation, citizenship verification, Social Security Number requirements and implementation of EIV. The original Final Rule included an implementation deadline of March 30, 2009.

### **Rent Refinement Final Rule. (Second Notice)**

#### ***Form Name: Rent Refinement Final Rule 2nd Notice E9-6942***

In February 2009, the Federal Register was modified to required owner/agents of properties to begin implementing changes no later than September 30, 2009.

### **Rent Refinement Final Rule. (Third Notice)**

#### ***Form Name: Rent Refinement Final Rule 3rd Notice 74FR52931***

In October 2009, the Federal Register was modified to remove changes to income and citizenship requirements and to invite interested industry professionals to provide comments. The implementation deadline had already been extended to 1/31/2010.

### **Rent Refinement Final Rule. (Fourth Notice)**

#### ***Form Name: Rent Refinement Final Rule 4th Notice E9-30720***

In December 2009, HUD released responses to comments submitted and incorporated changes to the Social Security Number Requirements.

## **EIV Questions and Answers Document**

### ***Form Name: HUD EIV Webcast Quest and Answ 61209***

This document was published by HUD after the 12/2009 training webcast. Two subsequent webcasts have been published since this document was updated. Watch HUD's MF EIV website for updates to this document. Clarifications in this document are considered official guidance for use of EIV

## HUD Internet Links (As of 9/9/2011)

The following are references available for implementing and using EIV. Please be sure to watch for updates and changes to HUD requirements. Reference resources include but are not limited to:

### HUD Web Sites

- HUD's EIV Web Site for the Multifamily Housing Industry  
[www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivapps.cfm](http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivapps.cfm)
- HUD's EIV Training Outreach Web Site  
[www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivtraining.cfm](http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivtraining.cfm)
- HUD's Rental Housing Integrity Improvement Web Site  
[www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm](http://www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm)

### HUD Final Rule Publications

- Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs; Final Rule (First Notice) <http://edocket.access.gpo.gov/2009/pdf/E9-1248.pdf>
- Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs; Delay of Effective Date (Second Notice) <http://edocket.access.gpo.gov/2009/pdf/e9-20879.pdf>
- Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs: Implementation of the Enterprise Income Verification System—Amendments; Final Rule (Third Notice) <http://edocket.access.gpo.gov/2009/pdf/E9-30720.pdf>
- Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs: Implementation of the Enterprise Income Verification System; Withdrawal of Rescinded Regulatory Amendments (Fourth Notice) <http://edocket.access.gpo.gov/2010/pdf/2010-1637.pdf>

### HUD Notices

- HUD Notice 11-25 - The EIV and You Brochure  
<http://portal.hud.gov/hudportal/documents/huddoc?id=11-25hsgn.pdf>
- HUD Notice 11-21 The Enterprise Income Verification System – (New)  
<http://portal.hud.gov/hudportal/documents/huddoc?id=11-21hsgn.pdf>
- HUD Notice 10-10 The Enterprise Income Verification System  
<http://portal.hud.gov/hudportal/documents/huddoc?id=10-10hsgn.pdf>
- HUD Notice 10-08 Implementation of Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs: Implementation of the Enterprise Income Verification System - Amendments; Final Rule <http://portal.hud.gov/hudportal/documents/huddoc?id=10-08hsgn.pdf>
- HUD Notice 10-02 Enterprise Income Verification (EIV) & You Brochure - Requirements for Distribution and Use <http://portal.hud.gov/hudportal/documents/huddoc?id=10-02hsgn.doc>
- HUD Notice 09-20 Enterprise Income Verification (EIV) System issued December 29, 2009  
[http://portal.hud.gov/portal/page/portal/HUD/program\\_offices/administration/hudclips/notices/hsg/files/09-20hsgn.doc](http://portal.hud.gov/portal/page/portal/HUD/program_offices/administration/hudclips/notices/hsg/files/09-20hsgn.doc)

## HUD Webcasts (Web Based Training available for free)

- Federal ISS non-DOD Security Awareness Training (required for all staff who have access to EIV or EIV reports – also used for Security Awareness Training for TRACS)  
<http://iase.disa.mil/eta/index.html#onlinetraining>
- Multi-household Enterprise Income Verification Training December 29, 2009  
<http://portal.hud.gov/portal/page/portal/HUD/webcasts/archives/multifamily>
- EIV Detailed Power Point to Support the December 2009 EIV Webcast  
[www.hud.gov/offices/hsg/mfh/rhiip/eiv/training/eivpresentationdec2009.pdf](http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/training/eivpresentationdec2009.pdf)
- EIV: Instructional Course for Multifamily Housing Programs, February 25, 2010 - EIV Questions and Answers  
<http://portal.hud.gov/portal/page/portal/HUD/webcasts/archives/multifamily>
- The Mandatory Use of EIV Final Rule webcast that took place April 14, 2010, which discussed Housing Notice 10-08 Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs: Implementation of the Enterprise Income Verification System – Amendments; Final Rule, has been posted to HUD's webcasts page at  
<http://portal.hud.gov/portal/page/portal/HUD/webcasts/archives>
- The Supplemental PowerPoint slides for the April 14, 2010 webcast  
[www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivtraining.cfm](http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivtraining.cfm)

## Other HUD Publications

- Instructional Packet for Owners and Agents for Implementing the Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs: Implementation of EIV- Amendments; Final Rule  
<http://www.hud.gov/offices/hsg/mfh/rhiip/instructionalpacketforoas.pdf>
- Resolving Income Discrepancies between Resident-Provided and Enterprise Income Verification (EIV) System Income Data, dated May 2008  
[www.hud.gov/offices/hsg/mfh/rhiip/eiv/resincdisc.pdf](http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/resincdisc.pdf)
- HUD Handbook 4350.3 Revision 1, Change 3  
[www.hud.gov/offices/adm/hudclips/handbooks/hsg/4350.3/index.cfm](http://www.hud.gov/offices/adm/hudclips/handbooks/hsg/4350.3/index.cfm)
- Rent and Income Quality Control Monitoring Guide  
<http://www.hud.gov/offices/hsg/mfh/rhiip/qcguide.pdf>
- EIV Questions and Answers Document  
<http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/training/eivwebcastqna61209.pdf>