



RBD FASTFACTS – THE EIV MASTER FILE

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FASTFacts
The EIV Master File

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Disclaimer

“The material contained in this document is not comprehensive of the continually emerging issues surrounding policies in The Multifamily Housing industry. In addition, the handbook guidance is derived from The HUD Handbook 4350.3 Rev 1 Change 4 released in August 2013 and in December 2013 and subsequent notices and memos from HUD.

The reader should understand that these materials are not designed for, nor should be relied upon, as a source of legal guidance or as a final authority with respect to any particular circumstance.

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Owners and management should seek competent legal advice in developing and carrying out housing policies and procedures.

We have been diligent in our efforts to provide comprehensive and accurate regulatory instruction; Ross Business Development shall not be responsible for errors or inaccuracies.”

THE EIV MASTER FILE - REPORTS USED TO MONITOR RESIDENT COMPLIANCE

THE EIV MASTER FILE

The EIV system contains stand-alone reports that identify potential issues which may impact the family's assistance. O/As must use these reports as discussed below and at other times as established in their policies and procedures to reduce subsidy payment errors. O/As must retain a "Master" file that contains a copy of the report and documentation and/or notations as indicated in the latest HUD guidance.

Certain EIV reports must be produced and reviewed on a regular basis. These reports allow the owner/agent to monitor residents' compliance with reporting requirements. These reports are:



- ❖ Identity Verification
 - The **Failed Pre-Screening Report** – monthly
 - The **Failed Verification Report** – monthly
- ❖ The **Multiple Subsidy Report** – at least quarterly
- ❖ The **Deceased Tenant Report** – at least quarterly
- ❖ The **New Hires Report** – at least quarterly



Caution: Any detail reports retained in a tenant's file must contain information for members of that tenant's household only. Many of the reports do not have page breaks between households, therefore, O/As who wish to keep these reports in the tenant file as well as the Master File, will need to separate the reports by household by cutting the reports apart.

Recordkeeping – Master File

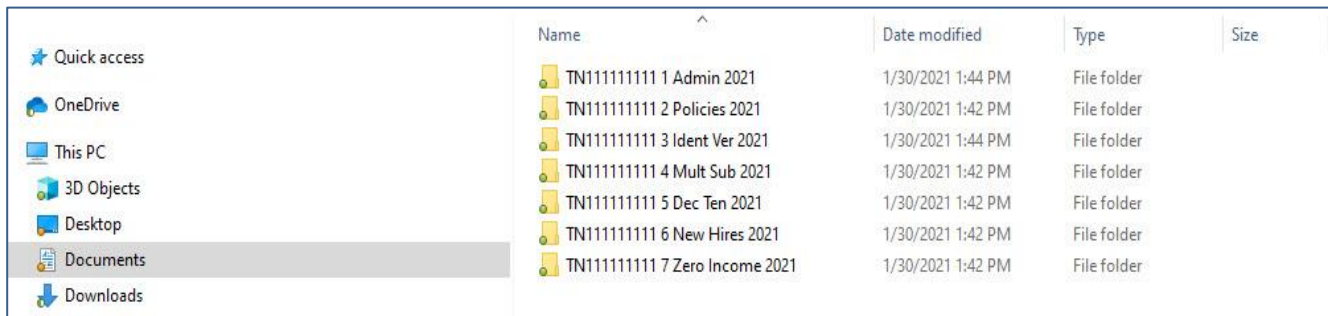


You may maintain a paper or electronic version of the EIV Master File.

If you maintain an electronic version, the EIV information must be stored in an encrypted, password protected directory and access must be limited to those staff authorized to have access to EIV.

Name	Date modified	Type	Size
TN111111111 052019 AR	1/30/2021 1:41 PM	File folder	
TN111111111 052020 AR	1/30/2021 1:41 PM	File folder	
TN111111111 Savannah Master File 2018	1/30/2021 1:41 PM	File folder	
TN111111111 Savannah Master File 2019	1/30/2021 1:41 PM	File folder	
TN111111111 Savannah Master File 2020	1/30/2021 1:41 PM	File folder	
TN111111111 Savannah Master File 2021	1/30/2021 1:42 PM	File folder	

FASTFacts The EIV Master File



Name	Date modified	Type	Size
TN111111111 1 Admin 2021	1/30/2021 1:44 PM	File folder	
TN111111111 2 Policies 2021	1/30/2021 1:42 PM	File folder	
TN111111111 3 Ident Ver 2021	1/30/2021 1:44 PM	File folder	
TN111111111 4 Mult Sub 2021	1/30/2021 1:42 PM	File folder	
TN111111111 5 Dec Ten 2021	1/30/2021 1:42 PM	File folder	
TN111111111 6 New Hires 2021	1/30/2021 1:42 PM	File folder	
TN111111111 7 Zero Income 2021	1/30/2021 1:42 PM	File folder	

Many owner/agents maintain the Master File by month, but we prefer to store the information by report type. HUD does not define how Master Files are set up so it is up to the owner/agent. We like to separate the Master Files by year. Many of our customers currently have an EIV Master File for:

- ❖ 2018
- ❖ 2019
- ❖ 2020

They are currently “working” the 2021 reports.

At the end of 2021, the owner/agent will destroy the 2018 Master File and start working on the 2022 Master File.

This makes it easy to purge old Master Files.

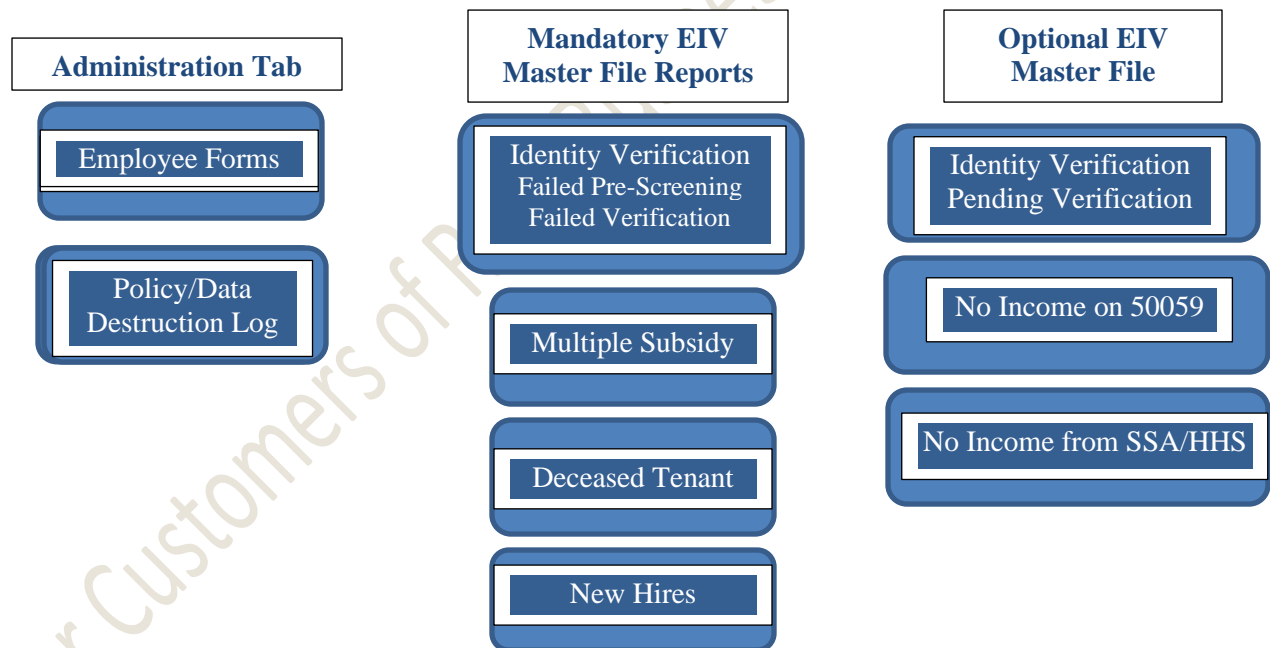
The Master Files will be purged after three years in accordance with HUD’s current data purge/destruction policies.

Regardless of whether or not you are maintaining electronic or paper Master File binders, we suggest you incorporate the following tabs in the binders:

FASTFacts The EIV Master File

Master File – Admin – We do not purge these forms

- EIV MOR Checklist
- Staff Forms –
 - EIV UAAF, CAAF, ROB
 - TRACS ROB (if desired)
 - Cyber Awareness Training Certificates
- ❖ **EIV Policies – We do not purge these forms**
 - EIV Use Policy
 - EIV Security Policy
 - Data Destruction Log
- ❖ **Identity Verification Reports – Purged after three years**
 - Failed Pre-Screening
 - Failed Verification
 - Pending Verification (optional)
- ❖ **Multiple Subsidy– Purged after three years**
- ❖ **Deceased Tenant– Purged after three years**
- ❖ **New Hires– Purged after three years**
- ❖ **Zero Income (optional) – Individual Tenant Files are reviewed and purged 3 years after tenancy ends**



Owner/agents must also maintain detailed information about discrepancy investigation and resolution in the resident file.

This includes notices, notes, verification documents and corrected certifications.

TRAINING

RBD offers training for the EIV Tenant Selection & the EIV Master File via RBD OnDemand Training. For additional information, visit our web site at <https://www.rbdnow.com/ondemand-training>.

For Customers of Ross Business Development, Inc.