

ANNUAL EIV INFORMATION BINDER

Year: _____

(HUD Properties Only)

Binder Size: 2 ½"

Binder Color: Optional

This binder contains the following documentation and/or notations as stated in the HUD Handbook regarding EIV Verification and Reports:

1. Failed EIV Pre-Screening Report and Details (monthly)
2. Failed Verification Report and Details (monthly)
 - a. May need to make copy of combined cover page
3. Multiple Subsidy Report (quarterly)
4. Deceased Tenant Report (quarterly)
5. New Hires Summary Report (quarterly)
6. Summary Report (monthly)

Please refer to the Job Aide: *H099-EIV - Where to File EIV Reports* for direction on processing information regarding discrepancies.

Note: Each tabbed section's information should be inserted with most recent date's information on top.