RIH MORs – EIV Checklist

Master Binder

Reports	Frequency	
New Hires	Quarterly	☐ ☐ ☐ ☐
Failed EIV Prescreening	Monthly	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Failed Verification	Monthly	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Multiple Subsidy	Quarterly	☐ ☐ ☐ ☐
Deceased Tenant	Quarterly	☐ ☐ ☐ ☐
No Income	As detailed in EIV policy ☐	Best practice is to print every time
	Matches TSP ☐	Matches EIV Policies and Procedures ☐

Tenant Files

	Due
90 Day Report	within 90 days from entering in TRACS
Existing Tenant Search	Before move-in, with necessary follow-up noted

User Records

	Security Awareness Certificate In the last year	Rules of Behavior EIV and/or TRACS	Original User Access Authorization	Current User Access Authorization In the last year	Letter from Owner
Coordinator	☐	☐	☐	☐	☐
User 1 (if applicable)					x
User 2 (if applicable)					x
User 3 (if applicable)					x
Users with Access to reports	*		x	x	x

*Only management staff needs training certificates, auditors only need the ROB

The EIV Policies and Procedures must address

- ☐ When to run reports
    - ☐ Must meet minimum HUD requirements
    - ☐ Must match the master binder
- ☐ A procedure to review all EIV users periodically to determine if they still have a need to access EIV data
- ☐ Security measures in place to limit access to EIV information only to those with proper authorization
- ☐ A policy to terminate access within 30 days of all users who no longer have a valid need to access EIV data
- ☐ A procedure to document and report the occurrence of all improper disclosures of EIV data
    - ☐ including reporting to the HUD National Help Desk