



EIV Policies & Procedures Review Checklist

Property Name _____

Revision date of document reviewed _____

EIV Polices & Procedures document includes the following required topics: Page & Section

- 1. Reports (must include information for staff to follow for using the reports and data per Notice H2011-21)**
 - Identity Verification Reports (utilized at least monthly) _____
 - (Failed EIV Pre-Screening Report & Failed Verification Report) _____
 - New Hires Report (utilized at least quarterly) _____
 - Multiple Subsidy Report (utilized at least quarterly) _____
 - Deceased Tenants Report (utilized at least quarterly) _____
 - No Income Report _____
 - Income Discrepancy Report (must use at AR, may use at other times) _____
 - Income Report (must use at AR & IR) _____
- 2. Security**
 - Technical**
 - Safeguard ID and password _____
 - Complete Security Awareness Questionnaires annually _____
 - Terminate access immediately when user no longer needs _____
 - Security Awareness Training _____
 - Administrative**
 - Authorized use of the EIV system _____
 - How to handle security breaches _____
 - Disclosure of EIV data _____
 - Prohibitions _____
 - When allowed _____
 - EIV data retention and how data destroyed _____
 - Physical**
 - Where data is stored (tenant files, computer, other media (USB, CD??)) _____
 - Controlled access to files/data _____
 - Computer access and security measures _____
 - Encryption necessary? _____
- 3. Other**
 - Notification requirements and timeframes for tenants who turn 18 to sign form HUD9887/9887A _____