



MEMORANDUM

Date: June 1, 2010
To: Owners and Management Agents
From: Contract Management Services
Subject: EIV Authorization Documents

- IMPORTANT INFORMATION -
Make Sure EIV Authorization Documents are Available for Review

In order to ensure uninterrupted access to the Enterprise Income Verification (EIV) system, the following EIV documents must be available for CMS reviewers at the time of an MOR:

- EIV Coordinator Access Authorization Forms (signed original copy and current copy)
- EIV User Access Authorization Forms (signed original copy and current copy)
- EIV Owner Approval Letter(s)
- Rules of Behavior (for individuals without access to the EIV system (if applicable))

If any of the EIV documents listed above are not available for review at the time of an MOR, CMS Compliance Specialists are required to immediately dispatch an email notification to HUD Headquarters informing the EIV/Multifamily Help Desk of the missing documents. Coordinator/User access to the EIV system will be terminated upon HUD's receipt of the email notification.

To restore EIV access, the missing document/s must be provided to CMS. Once the documents are confirmed, an email notification to HUD Headquarters will be sent informing the EIV/Multifamily Help Desk that all required documents have been obtained and requesting that EIV access be restored.

For questions and/or issues relating to EIV usage, contact the EIV/Multifamily Help Desk at 202-708-7588 or 800-767-7588, MF_eiv@hud.gov