EIV Requirements

Master Binder Reports

	Frequency
New Hires	Quarterly
No Income	As detailed in EIV policy best practice is to print every time
Failed EIV Prescreening	Monthly
Failed Verification Report	Monthly
Multiple Subsidy Report	Quarterly
Deceased Tenant	Quarterly
may need to run more frequently depending on your TSP	

Tenant File Reports

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

User Records

	Security Awareness (Less than a year old)	Rules of Behavior	Original User Access Authorization	Current User Access Authorization	Letter from Owner
Coordinator	required	required	required	required	required
Users	required	required	required	required	x
Access to reports	required	required	x	x	x