

A. Project Documents

1. Property Records *		
A.1.01		811 Management Questionnaire (PC-811-02)
A.1.02		Current and Prior Year approved rent schedules
A.1.03		Current Rent Roll with original Move-In Dates (include transfer dates if applicable)
A.1.04		Current Unit Vacancy Report
A.1.05		Approved HAP Vouchers for current and prior 11 months

*Please scan in the order referenced above

2. EIV Access *		
A.2.01		Owner Approval Letter for EIV Access for the Coordinator(s)
A.2.02		Original and Current EIV Coordinator Authorization Access Form(s) (CAAF)
A.2.03		Original and Current EIV User Authorization Access Form(s) (UAAF)
A.2.04		Rules of Behavior for Any Staff with Access to EIV Data
A.2.05		Certificate of Completion for Cyber Awareness Training for Any Staff with Access to EIV Data

* Please scan in the order listed above

3. EIV Master Binder *		
A.3.01		New Hire Summary Report(s)
A.3.02		Multiple Subsidy Report(s)
A.3.03		Failed EIV Pre Screening Report(s)
A.3.04		Failed Verification Report(s)
A.3.05		Deceased Tenant Report(s)
A.3.06		No Income Reported on 50059 (if Applicable)
A.3.07		No Income Reported by HHS or SSA (if Applicable)

*EIV Master Binder Reports should in ALL reports run within the last 12 months. In one or more files submitted, please organize by report type then date ran or by date ran then report type.

B. Tenant Files

1. Move In Certification *		
B.1.01		HUD 50059 Move In Certification (Original and Corrected Versions, if applicable)
B.1.02		Application
B.1.03		Tenant Sworn Income and Asset Statement (PC-E01)
B.1.04		Verification(s) of Income, Assets, and Eligible Deductions
B.1.05		Self Certification of Disposed of Assets
B.1.06		Student Certification (PC-E42)
B.1.07		Verification(s) for Students (if Applicable)
B.1.08		HUD 9887 and HUD 9887 A
B.1.09		Verification(s) of Disability
B.1.10		Verification(s) of Age(s)
B.1.11		Verification(s) of Social Security Number(s)
B.1.12		Lifetime Sex Offender search
B.1.13		Initial Notice for Annual Recertification
B.1.14		HUD Model Lease (HUD 92236 PRA)
B.1.15		Live in Aide Addendum (if Applicable)
B.1.16		EIV Existing Tenant Search and Any Documentation to Resolve Discrepancies
B.1.17		Documentation to Resolve Any Discrepancy from the following EIV Reports: Failed Verification, Deceased Tenant, and Multiple Subsidy Reports (if Applicable)
B.1.18		EIV Income Report and Any Documentation to Resolve Discrepancies
B.1.19		EIV Income Discrepancy Report and Any Documentation to Resolve Discrepancies

* Please scan in the order referenced above.

2. Gross Rent Certification(s) within the past 12 Months		
B.2.01		HUD 50059 A (Original and Corrected Versions for Most Recent Gross Rent Change, if applicable)
B.2.02		30 Day Advance Notice of Rent Increase (if Applicable)

3. Most Recent Annual Recertification *		
B.3.01		HUD 50059 Annual Recertification (Original and Corrected Versions, if applicable)
B.3.02		30 Day Advance Notice of Rent Increase (if Applicable)
B.3.03		Application/Recertification Questionnaire
B.3.04		Tenant Sworn Income and Asset Statement (PC-E01)
B.3.05		Verification(s) of Income, Assets, and Eligible Deductions
B.3.06		Self Certification of Disposed of Assets
B.3.07		Student Certification (PC-E42)
B.3.08		Verification(s) for Students (if Applicable)
B.3.09		HUD 9887 and HUD 9887 A
B.3.10		Initial Notice for Annual Recertification (For Next Year)
B.3.11		First Reminder Notice for Annual Recertification (and Second and Third Reminder Notices if Applicable)
B.3.12		HUD Model Lease (if Applicable)
B.3.13		Documentation to Resolve Any Discrepancy from the following EIV Reports: Failed Verification, Deceased Tenant, and Multiple Subsidy Reports (if Applicable)
B.3.14		EIV Income Report and Any Documentation to Resolve Discrepancies
B.3.15		EIV Income Discrepancy Report and Any Documentation to Resolve Discrepancies

*Please scan in the order referenced above

4. Interim Recertification *		
B.4.01		HUD 50059 Annual Recertification (Original and Corrected Versions, if applicable)
B.4.02		30 Day Advance Notice of Rent Increase (if Applicable)
B.4.03		Application/Interim Recertification Questionnaire
B.4.04		Tenant Sworn Income and Asset Statement (PC-E01)
B.4.05		Verification(s) of Income, Assets, and Eligible Deductions



B.4.06		Documentation to Resolve Any Discrepancy from the following EIV Reports: Failed Verification, Deceased Tenant, and Multiple Subsidy Reports (if Applicable)
B.4.07		EIV Income Report and Any Documentation to Resolve Discrepancies
B.4.08		EIV Income Discrepancy Report and Any Documentation to Resolve Discrepancies
*Please scan in the order referenced above. Only include Interim Recertifications if they were completed after most recently completed full certification (MI/IC/AR).		