

# EIV Master Reports and Existing Tenant Search



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# GENERAL GUIDELINES FOR EIV MASTER REPORTS

- Your EIV Policies & Procedures must apply HUD's requirements and spell out exactly how and when your site will print, use and file EIV reports.
- **By May 31, 2024, MFH Owners must update their EIV Policies and Procedures to reflect HOTMA rules and discretionary policies.**
- **Even after policies have been updated, Owners must continue to follow their existing EIV policies & procedures until their TRACS compliance software vendor releases and they install the software update that is compliant with TRACS 203A.**



# GENERAL GUIDELINES FOR EIV MASTER REPORTS

- It's just as non-compliant to do too much, as it is to do too little.
- EIV Master Reports - 7 must be used and 5 must be printed.
- Master Summary reports are kept in the EIV Master File and must be retained for 3 (three) years and then purged.
- All Detail reports, verifications and documentation are kept in tenant files and must be retained for the term of tenancy plus 3 (three) years.
- Since EIV Master Reports do not show income information provided by HHS (its National Directory of New Hires database) they can be viewed by file auditors for layered subsidies.

Report Name	Must Be Used?	Must be Printed and Filed?	Filed Where?
Pending Verification Report	Optional	Optional	If used – in EIV Master File
Failed EIV Pre-Screening	Yes	Yes	EIV Master File
Failed Verification Report	Yes	Yes	EIV Master File
New Hires Report	Yes	Yes	Summary in EIV Master File, Detail Reports in Respective Tenant Files
Deceased Tenants Report	Yes	Yes	EIV Master File
Multiple Subsidy Report	Yes	Yes	Summary in EIV Master File, Detail Reports in Respective Tenant Files
No Income Reported on 59	Yes	Optional	If printed, in EIV Master File
No Income Reported by HHS or SSA Reports	Yes	Optional	If printed, in EIV Master File

# PENDING VERIFICATION REPORT

- No HUD requirement to use this report. (Change 4, 9-12.C.2.h.)
- Also referred to as Number of Households Not-Verified (Verification in Process) Report
- This report lists household members whose identifiers are in the process of being verified by the SSA.

3/5/2021

EIV - MF - Pending Verification Report

Print

Pending Verification Report as of FEBRUARY 27, 2021

Contracts

Re-certification Month

Households pending verification

OH12H987654

All

1

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

3/5/2021

EIV - MF - Pending Verification Report

1 - 1 of 1 Household

Pending Verification Report for Contract: OH12H987654

HOH SSN: 222-04-0800 | HOH Name: SKYZAR BLUE | Project Number: - | Property ID: 800017219 | Effective Date: 01/15/2021

Member SSN	Member Name	Member DOB
162-43-1643	IMA CUTIE	09/30/2020
222-04-0800	SKZAR BLUE	02/20/1999
721-52-8767	BEN DOVER	10/14/2017

# FAILED EIV PRESCREENING REPORT

Failed EIV Pre-Screening Report

Contracts

TX59R000451

Re-certification Month

All

Households with Errors

1

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

1 - 1 of 1 Households

Failed Pre - Screening Report for Contract: TX59R000451

HOH SSN: 999-22-3333 | HOH Name: CALLIE DAVIS | Project Number 088888888 - | Property Number: 800011111

Member SSN	Member Name	Error Description
T22-33-4444	ANITA JOB	Failed SSN check.

1 - 1 of 1 Households

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

HUD requires printing this report for all tenants.

Find it under Verification Reports/Identity Verification Report (on left navigation bar). Pull report by Contract Number or Project Number. Pull report by Contract Number or Project Number, which selects the property.



# FAILED VERIFICATION (SSA IDENTITY TEST) REPORT

- HUD requires printing this report monthly for all tenants.
- Find it under Verification Reports/Identity Verification Report (on left navigation bar). Pull report by Contract Number or Project Number. Pull report by Contract Number or Project Number, which selects the property.

Failed Verification Report		
Contracts	CA83T00005	
Re-certification Month	All	
Households with Errors	3	
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.		
3 - 3 of 3 Households		
Failed Verification Report for Contract: CA83T00005		
HOH SSN: 777-11-4444   HOH Name: RHODA SHOOPS  Project Number: - Property Number: 800011111		
Member SSN	Member Name	Error Description
555-33-4444	PHIL A. BUCKET	Verification failed - Surname matches, but date of birth did not match with SSA records 11/05/2005.
HOH SSN: 888-11-2222   HOH Name: IMA BYRD  Project Number: - Property Number: 800011111		
Member SSN	Member Name	Error Description
666-44-5555	REDD ROBIN	Verification failed - SS and SSI benefits cannot be disclosed due to discrepancy in date of birth 07/13/1994.
HOH SSN: 123-45-6789   HOH Name: ELLA FLINT  Project Number: - Property Number: 800011111		
Member SSN	Member Name	Error Description
987-65-4321	YETTA NUTHER	Verification failed - SSN not found in SSA records 987654322

Example of a screen showing “zero hits”

Print

Identity Verification Reports as of FEBRUARY 27, 2021

Contract Number

MI28H123456

Re-Certification Month

All

Identity Verification Reports

• Number of households Not-Verified (verification in process)

0

• Failed EIV Pre-screening

0

• Failed Verification Report (Failed the SSA Identity Test)

0

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

# NEW HIRE REPORT (SUMMARY & DETAIL)

- HUD requires printing this report for all Tenants, at least quarterly.
- Find it under Verification Reports (on left navigation bar). Pull report by Contract Number or Project Number, which selects the property.

**New Hires Report Summary**

Contracts : PA26T123456

Re-certification Month: All

Period Reviewed: 08/27/2020 - 02/27/2021

Households with New Hires: 2

Members With New Hires: 2

HOH SSN	HOH Last Name	HOH First Name	HOH DOB	Member First Name	Member Last Name	Property Id	Contract Number	Project Number	Unit Address
***.**-1234	JOPLIN	JANICE	XX/XX/1939	JANICE	JOPLIN	800018360	PA26T123456	03411193	
***.**-5678	STRAITS	DIRE	XX/XX/1936	DIRE	STRAITS	800018360	PA26T123456	03411193	

**New Hire Report**

Wage and Benefit Report for Household of JANICE JOPLIN

Contract Number	PA26T123456	Subsidy Type	Section 8
Project:	ABC APARTMENTS	Project Number	03411193
Property Id	800018360	Property:	800018360
Next Re-certification Date	09/01/2021	Form 50059 as of:	10/13/2020
Address:			
Most Recent Type of Action:	MI-Move-In Certification	Effective Date:	09/29/2020

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Head of Household: JANICE JOPLIN

Social Security Number: \*\*\*.\*\*-1234      Date of Birth: XX/XX/1939

[Print Member Information](#)

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Household Member:	JANICE JOPLIN	SSN:	***.**-1234
Date of Birth:	XX/XX/1939	Relationship:	Head of Household

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**Employment Information**

Hire Date	Hire State	FEIN	Employer Name and Address	Date Received by EIV
03/02/2020	PA	84-4024356	CAL CAPITAL CORP 100 TERRAIN STREET, UNIT 1212, MALVERN PA 19355	01/12/2021

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Report Date: 03/05/2021

# MULTIPLE SUBSIDY REPORT

- HUD requires printing this report for all Tenants, at least quarterly.
- Find it under Verification Reports/Multiple Subsidy Report (on left navigation bar). Pull report by Contract Number or Project Number, which selects the property.

Multiple Subsidy Report Summary			
Contract Number:	OK00T000000		
Members Receiving Multiple Subsidies:	2		
Search Criteria:	Within PIH and MF Programs		
Search Criteria:	All household members		
Member SSN	Member Last Name	Member DOB	Member Subsidy Count
***-**-5082	JOE JOHNSON	XX/XX/1990	2
***-**-6211	TERRI CLOTH	XX/XX/1993	2

Note: This report identifies household members that potentially may be receiving multiple subsidies.

Report Generated By - MXXXXX

Multiple Subsidy Report Detail	
Contract Number:	OK00T000000
Members Receiving Multiple Subsidies	2
Search Criteria:	Within PIH and MF Programs
Search Criteria:	All household members
Member Information	
Member SSN	***-**-9325
Member Name	JIM CLOTH
Member DOB	XX/XX/2002
Count of Subsidies	2
Household Information of Households Where JIM CLOTH Receives Subsidy	
HOH SSN	***-**-5082
HOH Name	TERRI CLOTH
Relationship to HOH	Child
Subsidy Type	Section 8
Contract Number	FL00T000000
Project Number	088888888
Property Number	800011111
Owner/Management Agent name	FRIENDLY MANAGEMENT
Owner/Management Agent	
Telephone	212-444-6666
50059 Effective Date Certification	04/01/2021
Type	Annual Recertification
Unit Address	
HOH SSN	***-**-3961
HOH Name	PADDY CAKE
Relationship to HOH	Child
Program Type	Public Housing
Project Code	NJ011000011
50058 Effective Date	06/01/2021
Type of Action	Annual Reexamination
Unit Address	3111 HOPE ST., HOPE, NJ, 08888
PHA	NJ010 Camden HA
PHA Address	2 Watson Blvd., CAMDEN, NJ, 08888
PHA Telephone Numbers	Office: (888) 999-2222 Fax: (888) 999-8888

Report Generated By - MXXXXX



# DECEASED TENANTS REPORT

- You can choose to print and use it monthly, every other month, or quarterly – describe usage in EIV Policies and Procedures.
- Find it under Verification Reports/Deceased Tenant Report (on left navigation bar). Pull report by Contract Number, Project Number or Property ID, which selects the property.

Deceased Tenants Report by Contract for Reexamination Month - All																		
Contract(s) OK0T0000000																		
Total number of house holds evalu-ated	Total number of house hold mem-bers evalu-ated	House -holds with dece-ased mem-bers	% of house -holds with dece-ased memb-ers	# of single mem-ber dece-ased house -holds	% of single mem-ber dece-ased house -holds	Dece-ased Mem-bers	Members deceased less than 90 days ago		Members deceased less than 1 year and more than 90 days ago		Members deceased less than 1 year		Members deceased more than 1 year		Members deceased more than 2 years		Members deceased with no deceased date	
							#	%	#	%	#	%	#	%	#	%	#	%
20	23	1	05.00%	1	100.00%	1	1	100.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%

Deceased Tenants Report By Contract OK0T0000000

HOH SSN: \*\*\*-\*\*-1234 | HOH Name: HI FEVER | HOH DOB: XX/XX/1972 |

Member SSN	Member Name	Member DOB	Member Deceased Date	Date Received by EIV
***-**-1234	HI FEVER	XX/XX/1972	06/01/2021*	06/23/2021

Report Generated By - MYXXXX

# EXISTING TENANT SEARCH

- The Existing Tenant Search must be run for every member of the applicant family, including Live-In Aides, as the final step before offering the household a unit. (Change 4, 7-10.A.2.NOTE)
- Find it under Verification Reports (on left navigation bar)

[Printer-Friendly Version](#)

PIH Tenant Match Results : 0 match found.	
No match found in PIH programs for SSN: ***-**-2913	
MF Tenant Match Results : 0 match found.	
No match found in MF programs for SSN: ***-**-2913	

12/13/21, 6:24 AM

HUD - EIV Result page - Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

Print

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

PIH Tenant Match Results : 0 match found.

No match found in PIH programs for SSN: \*\*\*-\*\*-5196

MF Tenant Match Results : 1 match found.

SSN:	903-55-5196
HOH SSN:	***-**-5196
HOH First Name	WENYAN
HOH Last Name	HE
Property ID	800221789
Contract Number	CA39S041561
Project Number	121EE170
Subsidy Type	Section 202 Project Rental Assistance Contract (PRAC)
Owner/Management Agent name	Merry Homes Housing
Owner/Management Agent Telephone	303-867-5309
50059 Type Of Action	Annual Recertification
50059 Effective Date	07/01/2021
Unit Address	1645 KEN AND BARBIE LANE APT 101 SESAME, CA 94580-1813

**ALERT! This individual may be currently assisted.**

Follow-up with respective PHA/Owner/Agent to confirm individual's program participation status before admission into program.

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

Report Generated By - MA5XXX JENNIFER L DESILVA

### No Income Reported on 50059 Example

Welcome |

- Back to EIV Main Page
- Income Information
  - By Contract Number
  - By Project Number
  - By Head of Household

Income Information >> By Contract Number >> Report Summary >> No Income Reported on 50059

No Income Reported on 50059 by Contract		
Contracts	FL00T000000	
Re-certification Month	ALL	
Households With No Income	1	

1 - 1 of 1 Households

No Income Reported on 50059 for Contract: FL00T000000		
HOH SSN	HOH Name	Project Number
***-**-3434	CARRIE DETT	00000000

1 - 1 of 1 Households

*Whoever shows up here*

### No Income Reported by HHS or SSA Example

Welcome |

- Back to EIV Main Page
- Income Information
  - By Contract Number
  - By Project Number
  - By Head of Household

Income Information >> By Contract Number >> Report Summary >> No Income Reported by HHS or SSA

No Income Reported by HHS or SSA by Contract		
Contracts	FL00T000000	
Re-certification Month	ALL	
Households With No Income	1	

1 - 1 of 1 Households

No Income Reported by HHS or SSA for for Contract: FL00T000000		
HOH SSN	HOH Name	Project Number
***-**-7163	ANITA FEWBUX	00000000

1 - 1 of 1 Households

*Better show up here too!*

NO INCOME REPORTED  
ON 50059

NO INCOME REPORTED  
BY HHS OR SSA

- HUD does not require that it be printed or filed

# THANK YOU FOR JOINING US!



Do you have any questions?

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512-689-1780

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