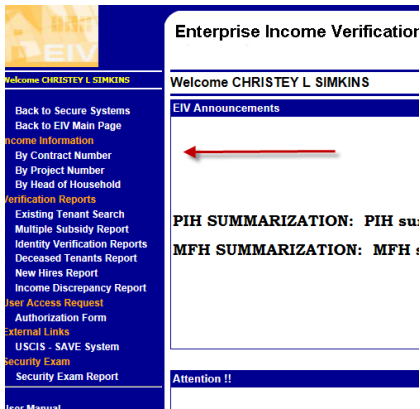
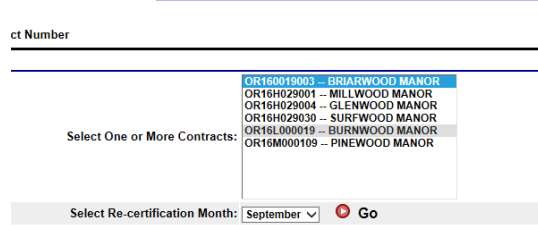


**Step-by-Step  
Monthly  
EIV Reports**

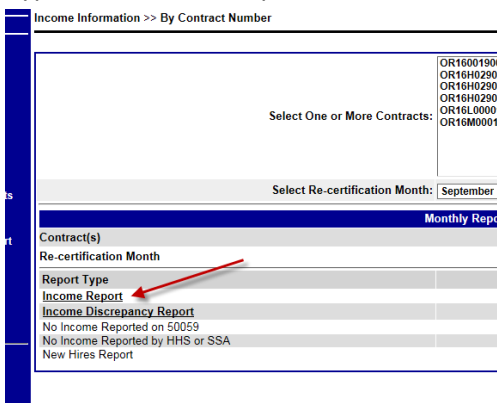
- 1- On the left side of the EIV screen you will find a menu. Under the Income Information tab > Click on By Contract Number



- 2- Now select your property and the recertification month that you want to run verification



- 3- **Print this screen for your Master Binder by pressing Ctrl P on your keyboard.** Then click on the hyperlink "Income Report"



4- Print Screen for Master Binder

**Enterprise Income Verification**

Income Information >> By Contract Number >> Report Summary >> Income Report Summary

**Income Report Summary**

Contracts : OR160019003  
 Re-certification Month: September  
 Households With Income: 3

1 - 3 of 3 Households

**Summary Reports**   **Detail Reports**

HOH SSN	HOH Name	HOH DOB	Contract Number	Project Number	Unit Address
***-**-6939	BECKER SALLY	XX/XX/1950	OR160019003		10 - 643 MANBRI
***-**-1517	LAWSON III HARRY	XX/XX/1935	OR160019003		04 - 643 MANBRI
***-**-4589	ROBINSON SHILO	XX/XX/1976	OR160019003		05 - 643 MANBRI

1 - 3 of 3 Households

Confidential Privacy Act Data. Civil and Criminal penalties apply to

**Print this screen to place in your Master EIV Binder by pressing Ctrl P on your keyboard**

5- Click on each social security number to display the Income Report

**Enterprise Income Verification**

Income Information >> By Contract Number >> Report Summary >> I

Contracts :  
 Re-certification Month:  
 Households With Income:

**Summary Reports**   **Detail Reports**

HOH SSN	HOH Name	HOH DOB	Contract Nu
***-**-6939	BECKER SALLY	XX/XX/1950	OR1600190
***-**-1517	LAWSON III HARRY	XX/XX/1935	OR1600190
***-**-4589	ROBINSON SHILO	XX/XX/1976	OR1600190

6- Print the reports contained in each of the top 3 tabs for each household (Even if the Income Discrepancy report is blank, it still needs to be printed)

**Summary Report**   **Income Report**   **Income Discrepancy Report**   **Certification Page**   [Print](#)

**Wage and Benefit Report for Household of SALLY BECKER**

Contract Number: OR160019003   Subsidy Type: Section 8  
 Project: BRIARWOOD MANOR   Project Number:  
 Next Re-certification Date: 09/01/2016   Form 50059 as of: 09/18/2015  
 Address: 643 MANBRIN DR NE APT 10 10 KEIZER OR 97303  
 Most Recent Type of Action: AN-Annual Recertification   Effective Date: 09/01/2015

**Head of Household: SALLY BECKER**  
 Social Security Number: \*\*\*-\*\*-6939   Date of Birth: XX/XX/1950

Household Member: SALLY BECKER   SSN: \*\*\*-\*\*-6939   [Print Member Information](#)  
 Date of Birth: XX/XX/1950   Relationship: Head of Household

**Employment Information**  
 EIV received no Employment (W4) data.

Pay Period	Amount	FEIN	Employer Name and Address	Date Received by EIV
Q3 of 2011	\$3,287.00	38-0729500	K-MART CORPORATION 3000 W 14 MILE RD, ROYAL OAK MI 48073-1717	02/17/2012
Q2 of 2011	\$2,571.00	38-0729500	K-MART CORPORATION 3000 W 14 MILE RD, ROYAL OAK MI 48073-1717	11/17/2011
Q1 of 2011	\$2,397.00	38-0729500	K-MART CORPORATION 3000 W 14 MILE RD, ROYAL OAK MI 48073-1717	11/17/2011
Q4 of 2010	\$2,894.00	38-0729500	K-MART CORPORATION PO BOX 8073, ROYAL OAK MI 48068-8073	11/17/2011
Q3 of 2010	\$2,456.00	38-0729500	K-MART CORPORATION PO BOX 8073, ROYAL OAK MI 48068-8073	11/17/2011
Q2 of 2010	\$2,727.00	38-0729500	K-MART CORPORATION PO BOX 8073, ROYAL OAK MI 48068-8073	11/17/2011
Q1 of 2010	\$2,401.00	38-0729500	K-MART CORPORATION PO BOX 8073, ROYAL OAK MI 48068-8073	11/17/2011
Q4 of 2009	\$1,885.00	38-0729500	K-MART CORPORATION	11/17/2011

7- Now we have printed the first three required Monthly Reports!

Monthly									
Summary Report	Income Report	Income Discrepancy Report	No Income Reported on 50059	No Income Reported by HHS or SSA	New Hires Report (For AIR's due)	Identity Verification Reports	Deceased Tenants Report	90 Days After Move-In Income Reports	
Tenant File	Tenant File	Both Tenant File and Master Binder	Master Binder	Master Binder	Master Binder	Master Binder	Master Binder	Master Binder	Tenant File
Completed Date	✓	✓	✓						

Quarterly (Jan, April, July, Oct)		
New Hires Report (For All)	Multiple Subsidy Report	
Master Binder	Master Binder	
Completed Date		

8- Go back to the menu on the left side of your screen and click >By Contract Number

9- Now select your property and the recertification month that you want to run

10- Click on the second hyperlink "Income Discrepancy Report" **Note: If the Income Discrepancy Report is NOT hyperlinked, then you have no discrepancies and can simply skip this step!**

11- Click on each social security number to display the Income Discrepancy Report

**Enterprise Income Verification**

Income Information >> By Contract Number >> **Report Summary** >> Inc

Income	
Contracts:	OR160019003
Re-certification Month:	September
Total Number of Households Evaluated:	3
Households that Exceed Threshold:	1
Percentage of households exceeding threshold:	33.33%
Net Annual Income Discrepancy (Actual):	\$19,405.67
Net Annual Income Discrepancy (Annualized Last Quarter):	\$15,148.54

Summary Reports    Detail Reports

HOH SSN	HOH Last Name	Project Number	Contract Number
<a href="#">***-**-1517</a>	LAWSON III		OR160019003

12- Print the Discrepancy Report and place this one in the Master Binder with all documentation of its resolution. If you are unsure how to arrive at a resolution, please contact compliance and we are happy to help! **Resolution must be arrived at no later than 30 days after printing.**

Summary Report    Income Report    **Income Discrepancy Report**    Certification Page    [Print](#)

**Head of Household Information**

Name:	HARRY LAWSON III	
Social Security Number:	***-**-1517	
Contract Number	OR160019003	
Project Number		
Project:	BRIARWOOD MANOR	
Effective Date of Action:	09/01/2015	
Next Re-certification Date:	09/01/2016	
Projected Annual Wages and Benefits from Form HUD-50059:	\$22,368.00 <small>Note</small>	
Period Of Income for Discrepancy Analysis	06/01/2014 - 05/31/2015	
<b>Discrepancy Analysis</b>	<b>Actuals</b>	<b>Annualized Last Quarter</b>
Reported Annual Wages and Benefits from EIV Data:	\$2,962.33	\$7,219.46
Amount of Annual Income Discrepancy:	\$19,405.67	\$15,148.54
Amount of Monthly Income Discrepancy:	\$1,617.14	\$1,262.38
Percentage of Income Discrepancy:	100%	100%

Note: Negative numbers represent potential under reporting of income. Please discuss this income discrepancy with the tenant. Positive numbers represent potential decrease in tenant income.

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

Report Generated By: MXLXXX CHRISTEY L SIMKINS

13- Go back to the menu on the left side of your screen and click >By Contract Number

**Enterprise Income Verification**

Welcome CHRISTEY L SIMKINS

**EIV Announcements**

←

**PIH SUMMARIZATION: PIH su:**

**MPFH SUMMARIZATION: MPFH :**

**Attention !!**

Back to Secure Systems  
 Back to EIV Main Page  
**Income Information**  
 By Contract Number  
 By Project Number  
 By Head of Household  
 Verification Reports  
 Existing Tenant Search  
 Multiple Subsidy Report  
 Identity Verification Reports  
 Deceased Tenants Report  
 New Hires Report  
 Income Discrepancy Report  
 User Access Request  
 Authorization Form  
 External Links  
 USCIS - SAVE System  
 Security Exam  
 Security Exam Report

14- Now select your property and the recertification month that you want to run

**erification**

Contract Number

---

Select One or More Contracts:

- OR160019003 -- BRIARWOOD MANOR
- OR16H029001 -- MILLWOOD MANOR
- OR16H029004 -- GLENWOOD MANOR
- OR16H029030 -- SURFWOOD MANOR
- OR16L000019 -- BURNWOOD MANOR
- OR16M000109 -- PINWOOD MANOR

Select Re-certification Month:

15- If any of the remaining reports are hyperlinked, then you need to go in and print the reports available. Each of the three remaining reports needs to be kept in your Master Binder with all of the documentation of a resolution. If you are not sure of how to arrive at resolution call compliance and we are happy to help. Note: If the reports are not hyperlinked, then no action needs to be taken and you can skip this step!

**Enterprise Income Verification**

Income Information >> By Contract Number

---

Select One or More Contracts:

- OR160019003 -- BRIARWOOD M.
- OR16H029001 -- MILLWOOD MA
- OR16H029004 -- GLENWOOD M/
- OR16H029030 -- SURFWOOD M/
- OR16L000019 -- BURNWOOD M/
- OR16M000109 -- PINWOOD MA

Select Re-certification Month:

**Monthly Report Summary**

Contract(s)	OF
Re-certification Month	Se
Report Type	Number of Hours
<a href="#">Income Report</a>	3
Income Discrepancy Report	0
No Income Reported on 50059	0
No Income Reported by HHS or SSA	0
New Hires Report	0

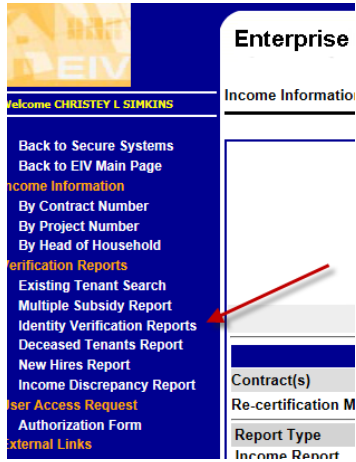
16- Almost Done!

Date		Monthly							
Summary Report	Income Report	Income Discrepancy Report	No Income Reported on 50059	No Income Reported by HHS or SSA	New Hires Report (for AR's due)	Identity Verification Reports	Deceased Tenants Report	90 Days After Move-In Income Reports	
Tenant File	Tenant File	Both Tenant File and Master Binder	Master Binder	Master Binder	Master Binder	Master Binder	Master Binder	Tenant File	
Completed Date	✓	✓	✓	✓	✓	✓			

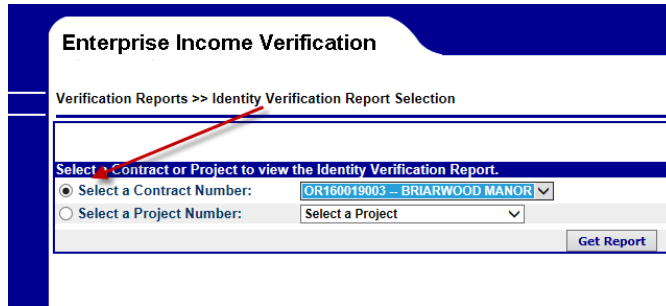
  

Quarterly (Jan, April, July, Oct)	
New Hires Report (For All)	Multiple Subsidy Report
Master Binder	Master Binder
Completed Date	

17- Now for the Identity Verification Reports. Under the Verification Reports tab, Click on Identity Verification Reports

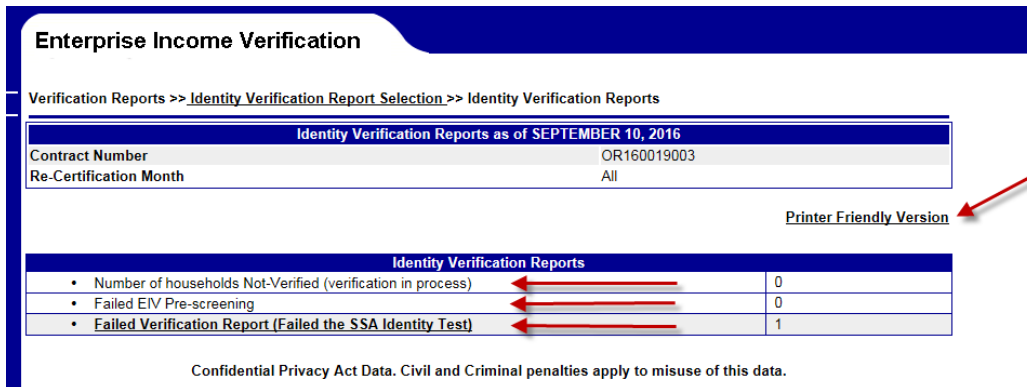


18- Run By Contract Number and select your property



19- Click on "Printer friendly version" and Print for your Master Binder. If any of the reports are hyperlinked, then you need to go in and print the reports available. Each of the three reports needs to be kept in your Master Binder with all of the documentation of a resolution. If you are not sure of how to arrive at resolution call compliance and we are happy to help. Note: If the reports are not hyperlinked, then no action needs to be taken and you can skip this step!

20-



21- Ok, Almost Done!

Date		Monthly								
		Summary Report	Income Report	Income Discrepancy Report	No Income Reported on 50059	No Income Reported by HHS or SSA	New Hires Report (For AR's due)	Identity/Verification Report	Deceased Tenants Report	90 Days After Move-in Income Reports
		Tenant File	Tenant File	Both Tenant File and Master Binder	Master Binder	Master Binder	Master Binder	Master Binder	Master Binder	Tenant File
Completed Date		✓	✓	✓	✓	✓	✓	✓		

Date		Quarterly (Jan, April, July, Oct)	
		New Hires Report (For ALL)	Multiple Subsidy Report
		Master Binder	Master Binder
Completed Date			

22- Now for the deceased tenant Reports > Run by Contract Number

23- Print this report for your Master Binder - Along with a copy of the 50059 removing the tenant from the household

Verification Reports >> Report Selection >> Deceased Tenants Report

Deceased Tenants Report by Contract for Reexamination Month - All																
Contract(s)																
OR160019003																
Total number of households evaluated	Total number of household members evaluated	Households with deceased members	% of households with deceased members	# of single member deceased households	% of single member deceased households	Deceased Members	Members deceased less than 90 days ago		Members deceased less than 1 year and more than 90 days ago		Members deceased more than 1 year		Members deceased more than 2 years		Members deceased with no deceased date	
10	11	1	10.00%	0	00.00%	1	#	%	#	%	#	%	#	%	#	%
							0	00.00%	1	100.00%	0	00.00%	0	00.00%	0	00.00%

Printer Friendly Version

1 - 1 of 1 Households

Note: \* = Single member deceased household

Deceased Tenants Report By Contract OR160019003						
HOH SSN: ***-**-1517   HOH Name: HARRY LAWSON III   HOH DOB: XX/XX/1935	Member SSN	Member Name	Member DOB	Member Deceased Date	Date Received by EIV	
***-**-1517		HARRY LAWSON III	XX/XX/1935	04/21/2016	05/27/2016	

24- Only one more report. This is the 90 Days After Move-in Report

Date		Monthly								
		Summary Report	Income Report	Income Discrepancy Report	No Income Reported on 50059	No Income Reported by HHS or SSA	New Hires Report (For AR's due)	Identity/Verification Report	Deceased Tenants Report	90 Days After Move-in Income Reports
		Tenant File	Tenant File	Both Tenant File and Master Binder	Master Binder	Master Binder	Master Binder	Master Binder	Master Binder	Tenant File
Completed Date		✓	✓	✓	✓	✓	✓	✓	✓	

Date		Quarterly (Jan, April, July, Oct)	
		New Hires Report (For ALL)	Multiple Subsidy Report
		Master Binder	Master Binder
Completed Date			

25- In YARDI, under Analytics > Residential Reports, run a Resident Activity Report with the date parameters of 90 days prior. For example: It is June 1, the date parameters would be from February 1 to February 28. Print this report and put it in the Master Binder

The screenshot shows the Yardi Community Manager Dashboard for Briarwood. The 'Analytics' menu is open, highlighting 'Residential Reports'. Below, the 'Residential Reports' configuration form is shown with the following details:

- Property: briarwd
- Unit Type: (empty)
- Date: 07/01/2016 to 07/31/2016
- Month / Year: 07/2016
- Report Type: Resident Activity
- Summarize By: Property

26- Now we are going to run Income Reports for any Move-Ins that populated into the Yardi report. Under the Income Information tab, Click on By Head of Household

The screenshot shows a vertical menu titled 'Income Information' with the following options:

- By Contract Number
- By Project Number
- By Head of Household
- Verification Reports
  - Existing Tenant Search
  - Multiple Subsidy Report
  - Identity Verification Reports
  - Deceased Tenants Report
  - New Hires Report
  - Income Discrepancy Report
- User Access Request



27- Enter the SS# of the Tenant and select your contract  
Id

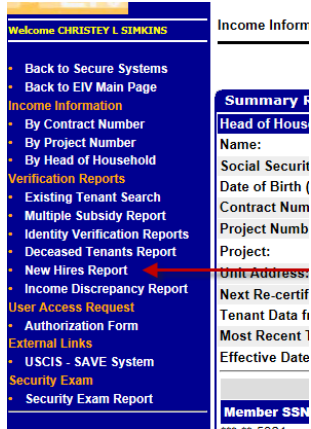
28- Print the reports on the first 3 tabs (Summary Report, Income Report, Income Discrepancy Report)  
Compare these reports to the Move-In 50059 and resolve any and all discrepancy's

29- Done!

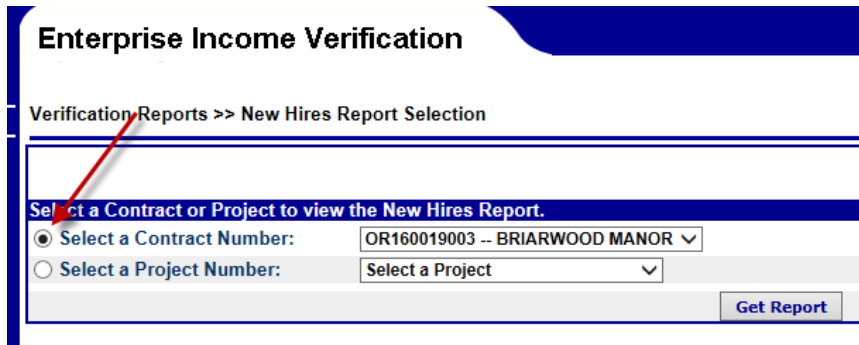
Date	Monthly								
	Summary Report	Income Report	Income Discrepancy Report	No Income Reported on 50059	No Income Reported by HHS or SSA	New Hires Report (for AR's due)	Identity Verification Reports	Deceased Tenants Report	90 Days After Move-In Income Reports
	Tenant File	Tenant File	Both Tenant File and Master Binder	Master Binder	Master Binder	Master Binder	Master Binder	Master Binder	Tenant File
Completed Date	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Quarterly (Jan, April, July, Oct)								
	New Hires Report (For ALL)	Multiple Subsidy Report							
	Master Binder	Master Binder							
Completed Date									

**Step-by-Step  
Quarterly  
EIV Reports**

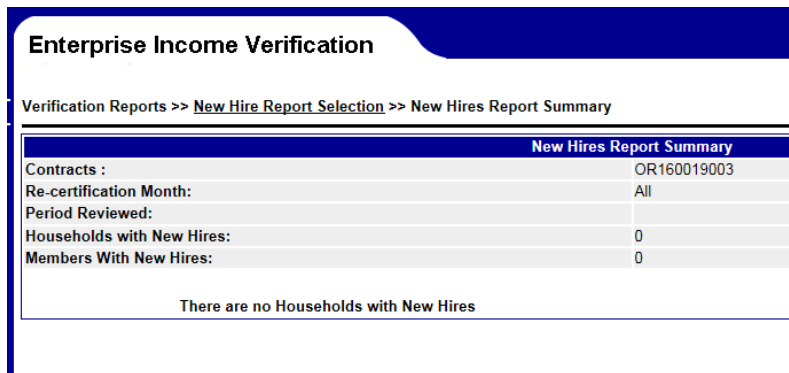
- 1- Under the Verification Reports Tab Click on New Hires Report



- 2- Run by Contract number



- 3- Print this screen for your master binder - If there are no new hires then you are done with this report. If there are new hires, move on to the next step.



- 4- Click on the SS# of any tenants that populate on this report

**Enterprise Income Verification**

Verification Reports >> **New Hire Report Selection** >> New Hires Rep

Contracts :  
 Re-certification Month:  
 Period Reviewed:  
 Households with New Hires:  
 Members With New Hires:

**Summary Reports** | Detail Reports

HOH SSN	HOH Last Name	HOH First Name	HOH DOB	Member First Name
***-**-2127	CAMARENA-REVIS	JEANNE	XX/XX/1960	JEANNE

- 5- Print each one, and document all resolutions in the master binder. If you are unsure about how to arrive at a resolution, call compliance and we will help you! All resolutions must be made within 30 days of printing this report.

**New Hire Report**

**Wage and Benefit Report for Household of JEANNE CAMARENA-REVIS**

Contract Number	OR16H029030	Subsidy Type	Section 8
Project:	SURFWOOD MANOR	Project Number	
Property Id	800018111	Property:	800018111
Next Re-certification Date	05/01/2017	Form 50059 as of:	06/17/2016
Address:	4545 SW HWY 101 222 LINCOLN CITY OR 97367		
Most Recent Type of Action:	MI-Move-In Certification	Effective Date:	05/17/2016

**Head of Household: JEANNE CAMARENA-REVIS**

Social Security Number: \*\*\*-\*\*-2127      Date of Birth:      XX/XX/1960

[Print Member Information](#)

Household Member:	JEANNE CAMARENA-REVIS	SSN:	***-**-2127
Date of Birth:	XX/XX/1960	Relationship:	Head of Household

**Employment Information**

Hire Date	Hire State	FEIN	Employer Name and Address	Date Received by EIV
09/29/2015	OR	35-1984435	ELWOOD STAFFING SERVICES INC PO BOX 1024, COLUMBUS IN 47202-1024	08/17/2016
05/27/2015	OR	33-0880983	REMEDY INTELLIGENT STAFFING INC 13412 W STAR DR, SHELBY TWP MI 48315-2705	08/17/2016
05/22/2015		95-1591984	PDC - DPS 20 RAGSDALE DR STE 100 STE 400, MONTEREY CA 93940-7812	08/17/2016

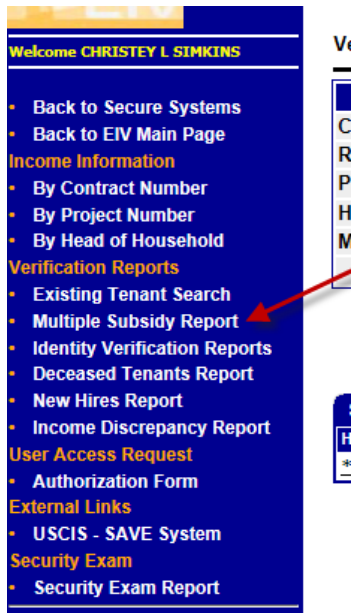
- 6- Almost Done. There is only one more quarterly required report.

Date	Monthly								
	Summary Report	Income Report	Income Discrepancy Report	No Income Reported on 50059	No Income Reported by HHS or SSA	New Hires Report (for AR's due)	Identity Verification Reports	Deceased Tenants Report	90 Days After Move-In Income Reports
	Tenant File	Tenant File	Both Tenant File and Master Binder	Master Binder	Master Binder	Master Binder	Master Binder	Master Binder	Tenant File
Completed Date	✓	✓	✓	✓	✓	✓	✓	✓	✓

Quarterly (Jan, April, July, Oct)	
New Hires Report (For ALL)	Multiple Subsidy Report
Master Binder	Master Binder
Completed Date	✓

7- Under the Verifications Reports Tab Click Multiple Subsidy Report



8- Run by Contract for All household members

- 9- Print this screen for your master binder. If there are no members on the screen then you are finished with this report. If there are members click on the SS# of each one to print the report.

**Enterprise Income Verification**

Verification Reports >> Multiple Subsidy Report >> Report Selection >> Multiple Subsidy Report Summary

Multiple Subsidy Report Summary	
Contract Number:	OR16H029004
Members Receiving Multiple Subsidies:	1
Search Criteria:	Within PIH and MF Programs
Search Criteria:	All household members

[Printer-Friendly Version](#)  
[Download in Excel](#)

1 - 1 of 1 Members

**Summary Reports** | **Detail Reports**

Member SSN	Member Name	Member DOB	Member Subsidy Count
***-**-9719	NYTRA TREAÑO	XX/XX/1952	3

- 10- Print each one, and document all resolutions in the master binder. If you are unsure about how to arrive at a resolution, call compliance and we will help you! All resolutions must be made within 30 days of printing this report.

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

**PIH Tenant Match Results - 1 match found.**

SSN:	***-**-9719
HOH SSN:	***-**-9719
HOH First Name:	Nytra
HOH Last Name:	TREAÑO
Program Type:	Voucher
50058 Type Of Action:	Annual Reexamination
50058 Effective Date:	11/01/2015
PHA:	OR19 Linn-Senton
PHA Address:	1250 SE Queen Ave Albany, OR 97322-6661
PHA Telephone Numbers:	Office: (541) 926-4497 Fax: (541) 926-3589

**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.

**MF Tenant Match Results - 1 match found.**

SSN:	***-**-9719
HOH SSN:	***-**-9719
HOH First Name:	NYTRA
HOH Last Name:	TREAÑO
Property ID:	800017898
Contract Number:	OR16H029004
Project Number:	
Subsidy Type:	Section 8
Owner/Management Agent name:	
Owner/Management Agent Telephone:	
50059 Type Of Action:	Move-In Certification
50059 Effective Date:	07/01/2016
Unit Address:	117 - 1687 NW DIVISION ST UNIT 117 CORVALLIS OR 97330-0000

**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.

- 11- DONE!

Date	Monthly								
	Summary Report	Income Report	Income Discrepancy Report	No Income Reported on 50059	No Income Reported by HHS or SSA	New Hires Report (for AR's due)	Identity Verification Reports	Deceased Tenants Report	90 Days After Move-In Income Reports
Completed Date	✓	✓	✓	✓	✓	✓	✓	✓	✓

	Quarterly (Jan, April, July, Oct)	
	New Hires Report (For ALL) Master Binder	Multiple Subsidy Report Master Binder
Completed Date	✓	✓