Step-by-Step Monthly EIV Reports

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

	Enterprise Income Verification
Velcome CHRISTEY L SIMKINS	Welcome CHRISTEY L SIMKINS
Back to Secure Systems Back to EV Main Page neome Information By Contract Number By Project Number By	EIV Announcements
Security Exam Report	Attention !!
lear Manual	

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



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

	Select One or More Contracts:	OR16001900 OR16H0290 OR16H0290 OR16H0290 OR16L0000 OR16L0000
	Select Re-certification Month:	September
	м	onthly Repo
Contract(s)		
Re-certification Month		
Report Type		
Income Report		
Income Discrepancy Report		
No Income Reported on 50059		
New Hires Report		

4- Print Screen for Master Binder



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

income informa	don 22 <u>by contract nul</u>	iber ** iteport 3	unnary
Contracts :			
Re-certification	Month:		
	th Income:		
Households Wi			
Households Wi	ar meome.		
Households Wi	in meone.		
Households Wr	eports Detail Repo	orts	
Summary Ro	eports Detail Repo	orts HOH DOB	Contract N
Summary Ro HOH SSN *****-6939	Ports Detail Reports	NOTES HOH DOB XX/XX/1950	Contract N OR160019
Summary Ro HOH SSN ***_**-6939 ***_**-1517	Ports Detail Reports HOH Name BECKER SALLY LAWSON III HARRY	Drts HOH DOB XX/XX/1950 XX/XX/1935	Contract N OR160019 OR160019

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 I	Report Income R	leport Income Dis	crepancy Report	Certification Page	
	b. W	age and Benefit Repo	ort for Household of	SALLY BECKER	
Contract Nun	nber	OR160019003		Subsidy Type	Section 8
Project:		BRIARWOOD	MANOR	Project Number	
Next Re-certi	fication Date	09/01/2016	\	Form 50059 as of:	09/18/2015
Address:	\ \	643 MANBRIN	I DR NE APT 0 10 KEI	ZER OR 97303	
Most Recent	Type of Action:	AR-Annual Re	certification	Effective Date:	09/01/2015
Head of Ho	usehold: SALLY BE	CKER			
Social Securi	ity Number: **	*-**-6939	Date of Birth:	XX/XX/19	950
					Print Member Information
Household M	ember: S/	ALLY BECKER	SSN:	***-**-693	39
Date of Birth: Employment EIV received r	X Information no Employment (W4) da	K/XX/1950	Relationship:	Head of	Household
Date of Birth: Employment EIV received r Wages	X: Information no Employment (W4) da	x/xx/1950 ta.	Relationship:	Head of ∣	Household
Date of Birth: Employment EIV received r Wages Pay Period	X: Information to Employment (W4) da Amount FEIN	k/XX/1950 ta. Employer Name and A	Relationship: Address	Head of	Household
Date of Birth: Employment EIV received r Wages Pay Period Q3 of 2011	X3 Information no Employment (W4) da Amount FEIN \$3.287.00 38-0729500	KIXX/1950 ta. Employer Name and A K-MART CORPORATION 3000 W14 MULE PD, ROYAL	Relationship: Address OAK MI 48073-1717	Head of Data 02	Household ate Received by EIV 117/2012
Date of Birth: Employment EIV received r Wages Pay Period Q3 of 2011 Q2 of 2011	X3 Information no Employment (W4) da Amount FEIN \$3.287.00 38-0729500 \$2.571.00 38-0729500	Employer Name and A KMART CORPORATION 3000 W14 MULE PD, ROYAL KMART CORPORATION 3000 W14 MULE PD, ROYAL	Relationship: Address OAK MI 49073-1717 OAK MI 49073-1717	Head of Dr. 02 11	Household ate Received by EIV 117/2012 117/2011
Date of Birth: Employment EIV received r Wages Pay Period Q3 of 2011 Q2 of 2011 Q1 of 2011	X3 Information to Employment (W4) da Amount FEIN \$3.287.00 38-0720500 \$2.571.00 38-0720500 \$2.397.00 38-0720500	Employer Name and J.           KMART CORPORATION           S000 V14 MULE PD, ROYAL           VMART CORPORATION           S000 V14 MULE PD, ROYAL           MART CORPORATION           S000 V14 MULE PD, ROYAL	Relationship:           Address           OAK MI 48073-1717           OAK MI 48073-1717           OAK MI 48073-1717	Head of Dr 02 11 11	Household ate Received by EIV 17/2012 17/2011 17/2011
Date of Birth:           Employment           EIV received n           Wages           Pay Period           Q3 of 2011           Q2 of 2011           Q1 of 2011           Q4 of 2010	X1 Information to employment (W4) da Amount FEIN 53.287.00 38-0728000 52.971.00 38-0728000 52.94.00 38-0728000 52.84.00 38-0728000	Employer Name and .           KMART CORPORATION           S000 W 14 MUE R0, ROYAL           KMART CORPORATION           S000 W 14 MUE R0, ROYAL           S000 W 14 MUE R0, ROYAL           S000 W 14 MUE R0, ROYAL           PO BOX S07, ROYAL DAX	Relationship:           Address           OAK MI 48073-1717           OAK MI 48073-1717           OAK MI 48073-1717           MA 48058-8073	Head of Dr 02 11 11 11	Household ate Received by EIV 1172012 1172011 1172011 1172011
Date of Birth:           Employment           EIV received r           Wages           Pay Period           Q8 of 2011           Q2 of 2011           Q1 of 2011           Q4 of 2010           Q3 of 2010	X1 Information to temployment (W4) da Amount FEIN 53.267.00 38-0726500 52.2671.00 38-0726500 52.964.00 38-0726500 52.459.00 38-0726500	Employer Name and . KMART CORPORATION KMART CORPO	Relationship:           Address           OAK MI 48073-1717           OAK MI 48073-1717           OAK MI 48073-1717           OAK MI 48073-1717           UI 48005-8073           UI 48005-8073           UI 48005-8073	Head of Di 00 11 11 11 11 11 11	te Received by EIV 172012 172011 172011 172011 172011 172011
Date of Birth: Employment EIV received r Wages Pay Period Q3 ef 2011 Q2 ef 2011 Q4 ef 2010 Q3 ef 2010 Q3 ef 2010 Q2 ef 2010	200 Information to Employment (W4) da Amount FEIN \$3.287.00 38-0728000 \$2.971.00 38-0728000 \$2.994.00 38-0728000 \$2.496.00 38-0728000 \$2.496.00 38-0728000 \$2.727.00 38-072800	KXXX/1950           ta.           Employer Name and, кимает совредатов, зово чт и ные во, поли, кимает совредатов, зово чт и ные во, поли, зово чт и ные во, поли, кимает совредатов, ров вох вота, поли, сими кимает совредатов, кимает совредато	Relationship: Address OAK MI 48073-1717 OAK MI 48073-1717 OAK MI 48073-1717 II 4808-8073 II 4808-8073 II 4808-8073	Head of D 02 11 11 11 11 11 11 11	Household  ate Received by EIV  172012  172011  172011  172011  172011  172011  172011  172011
Date of Birth:           Employment           EIV received r           Wages           Pay Period           Ca of 2011           Ca of 2010           Ca of 2010	30 Information Into Employment (W4) da Amount FEIN 13.287 /0 38-0726500 152.897 /0 38-0726500 152.840 /0 38-0726500 152.450 /0 38-0726500 152.451 /0 38-072600 152.451 /0 38-072600 152.	К/XX/1950 ta <b>Employer Name and</b> кламат совредатом кламат совредатом кламат совредатом и ча и кака совредатом кака совредатом и ча и кака совредатом кака совредатом на и кака совредатом кака совредатом и кака сов	Relationship:           Address           OAK MI 4973-1717           III 4005-8073           III 4005-8073           III 4005-8073           III 4005-8073	Head of Di 20 11 11 15 11 11 11 11 11 11	Household  te Received by EIV  tr/2012  tr/2011  tr/2011 tr/201

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



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

	Enterprise Income Verification
elcome CHRISTEY L SIMKINS	Welcome CHRISTEY L SIMKINS
Back to Secure Systems Back to EIV Main Page come Information By Contract Number By Project Number By Head of Household	EIV Announcements
erification Reports Existing Tenant Search Multiple Subsidy Report Identity Verification Reports Deceased Tenants Report	PIH SUMMARIZATION: PIH su: MFH SUMMARIZATION: MFH :
New Hires Report Income Discrepancy Report Ser Access Request Authorization Form kternal Links USCIS - SAVE System	
Security Exam Report	Attention !!
eor Manual	

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!

Enterprise Income Verif	īcation		
Income Information >> By Contract Nu	mber		
	Select One or More Contracts:	OR160019003 E OR16H029001 I OR16H029004 I OR16H029030 OR16L000019 E OR16M000109	BRIARWOOD M MILLWOOD M GLENWOOD M SURFWOOD M BURNWOOD M PINEWOOD M
	Select Re-certification Month:	September 🗸	🔘 Go
	M	onthly Report Su	ummary
Contract(s)			
Re-certification Month			
Report Type		Nu	mber of Hou
Income Report			3
Income Discrepancy Report			1
No Income Reported on 50059			0
No income Reported by HHS or SSA New Hires Report			0

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

	Enterpris	e Income Ve	rification					
	Income Informa	tion >> <u>By Contract</u>	Number >> <mark>Re</mark>	port Su	<u>mmary</u> >> Inc			
					Income			
	Contracts:			OR1600	019003			
	Re-certification	Month:		Septem	ber			
	Total Number of	of Households Evalu	lated:	3				
	Households th	at Exceed Threshold	d:	1				
	Percentage of	households exceedi	ing threshold:	33.33%				
	Net Annual Inc	ome Discrepancy (A	ctual):	\$19,405	5.67			
s	Net Annual Inc Last Quarter):	ome Discrepancy (A	Annualized	\$15,148.54				
t								
	Summary R	eports Detail F	Reports					
					Income			
	HOH SSN	HOH Last Name 🖨	Project Nur	nber	Contract Num			
_	***-**-1517 🖌	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.** 

lead of Household Information		
lame: 🔶	HARRY LAWSON III	
Social Security Number:	***-**-1517	
Contract Number Project Number	OR160019003	
Project:	BRIARWOOD MANOR	
Effective Date of Action:	09/01/2015	
lext Re-certification Date:	09/01/2016	
Projected Annual Wages and Benefits from Form HUD-50059:	\$22,368.00 Note	
Period Of Income for Discrepancy Analysis	06/01/2014 - 05/31/2015	
Discrepancy Analysis	Actuals Annualized Last Quarter	
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%	

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



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

erification	
ct Number	
Select One or More Contracts:	OR160019003 - BRIARWOOD MANOR OR16H029001 - MILLWOOD MANOR OR16H029004 - GLENWOOD MANOR OR16H029030 - SURFWOOD MANOR OR16L000019 - BURNWOOD MANOR OR16M000109 - PINEWOOD MANOR
Select Re-certification Month:	September 🗸 🔕 Go

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 OR16H029001 OR16H029030 OR16H029030 OR16L000019 OR16M000109	BRIARWOOD M MILLWOOD MA GLENWOOD M SURFWOOD M BURNWOOD M PINEWOOD MA
Select Re-certification Month:	September ✓ onthly Report S	Go ummary
Contract(s)		0
Re-certification Month		S
Report Type	N	umber of Hous
Income Report		3
Income Discrepancy Report		0
No Income Reported on 50059		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
ompleted Date	~	~	<	~	~	<			
	Quar	terly							
	(Jan, April,	July, Oct)							
	New Hires Report (For ALL)	Multiple Subsidy Report							
	Master Binder	Master Binder							
mpleted 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-



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

## 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 VerPication 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	~		~	~	$\checkmark$	~	~		
	Quar	terly							
	(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 >	vification Reports >> <u>Report Selection</u> >> Deceased Tenants Report																					
	Deceased Tenants Report by Contract for Reexamination Month - All																					
Contract(s)	OR160019003	11003																				
Total number of households	Total number of household members	Households with deceased members	% of households with deceased members	# of single member deceased	% of single member decensed households	Deceased less than 90 days ago		ber Deceased less than 90 days ago		Members deceased less than 90 days ago		d less than 90 days t ago 9		s decea ear and ago	sed less more than	Mem dece than	bers ased mor 1 year	•	fembe nore ti	rs deceased han 2 years	Membe with no date	rs deceased deceased
evaluated	evaluated			houscholds							*		%			*		*				
10	11	1	10.00%	0	00.00%	1	0	00.00%	1	100.00%		0	00.00%	0		00.00%	0	00.00%				
					1 - 1 of 1 House	holds										Pri Pri	nter Fri	endly Version				
Note: *= Single memb	er deceased household																					
				Deceased	d Tenants Report By C	ontract OR160	019003	3														
HOH SSN: ***-**-151	7   HOH Name: HARRY L	AWSON III   HOH D	OB: XX/XX/1935																			
Member SSN ***-**-1517		Member Name HARRY LAWSON	ш	Member XX/XX/19	DOB 935			Member Decea 04/21/2016	ised Date				Date # 05/27/	Receive /2016	ed by I	EIV						

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 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				$\checkmark$	$\checkmark$	$\checkmark$	~	$\checkmark$	
	Quai	rterly							
	(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

Filter Help Monthly Procedures Guest	s Affordable	Analytics Sign Out		
Community Manager Dashboard	- Briarwood	Affordable Reports		
community manager busingourd	Brianwood	Affordable Receivable Report	is	
Resident Activity		Compliance Reports		Friday, September 16,
Move In Move Out	0	Residential Reports	<u>10</u> <u>9</u> 90.0%	Prop/List briarwd
On Notice Incomplete Certs	1 0 5	Work Order Reports	9 90.0% 10.0%	Add Guest Leasing Specials
Annual Certs Due Unanswered Letters Expiring Leases (120 days)	2 0 0	On Hold Units Unit Transfers	0 0%	Hot Sheet <u>New PO</u>
Scheduled Lease Renewals Alerts	0 <u>1</u>	Traffic	Ŭ	Print Letters Ta Open Batches
Maintenance Pending Make Ready Pending Work Requests Completed WO Followup	1 0 0	Prospect Pipeline Today's Showings Affordable Waiting Lists Pending Applications	1 0 1 0	<u>Charges</u> <u>Receipts</u> <u>Payables</u>
Filter Help Monthly Procedure	s Guests	Affordable Analytic	s Sign Out	
The Help Hondhy Procedure				
Residential Reports				
Residential Reports           Property         briarwd	×	Date	07/01/2016	to 07/31/2016
Residential Reports           Property         briarwd           Unit Type         Driarwd	×	Date Month / Year	07/01/2016	to 07/31/2016 07/2016
Residential Reports           Property         briarwd           Unit Type	×	Date Month / Year Report Type	07/01/2016	to 07/31/2016 07/2016

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



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

Monthly Reports By Household					
Head of Household SSN:	- 5321				
Select a Contract:	OR160019003 BRIARWOOD MANOR V				
	or				
Select a Project:	Please Select V				
	Go Reset				

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

Income Information >	> By Head of Household	>> Summary Report				
	1					Printer-F
Summary Report	Income Report	Income Discrepancy Repor	t Certification	Page		
Head of Household I	dentifiers					
Name:		GR	ACE BEAN			
Social Security Num	ber:	***	**-5321			
Date of Birth (mm/dd	l/yayay):	XXI	XX/1941			
Contract Number:		OR	160019003			
Project Number:						
Project:		BRI	ARWOOD MANOR			
Unit Address:		643	MANBRIN DR NE AF	T 1 KEIZE	R OR 97303	
Next Re-certification	Date:	10/0	01/2016			1
Tenant Data from Fo	rm 50059 as of:	09/1	18/2015			
Most Recent Type of	Action:	AR-	Annual Recertification	1		
Effective Date:		10/0	01/2015			
		Hou	sehold Members			
Member SSN 🗘	Member First Name 🗘	Member Last Name 🗘	Date of Birth 🖨	Age 🗘	Relationship	Identity Verification
***-**-5321	GRACE	BEAN	XX/XX/1941	75	Head of Household	Verified

## 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	<	<	<	<	<	<	~		<
	Quar	terly	1						
	(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



Verification Reports >> New Hires R	Verification Reports >> New Hires Report Selection							
Select a Contract or Project to view	the New Hires Report.							
Select a Contract Number:	OR160019003 BRIARWOOD MANOR V							
○ Select a Project Number:	Select a Project V							
		Get Report						

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.

Enterprise Income Verification							
Verification Reports >> <u>New Hire Report Selection</u> >> New Hires Report	Summary						
N	ew Hires Report Summary						
Contracts :	OR160019003						
Re-certification Month:	All						
Period Reviewed:							
Households with New Hires:	0						
Members With New Hires:	0						
There are no Households with New Hires							

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

Enterpri	se Income Verification
Contracts :	
Re-certifica	ation Month:
Period Rev	iewed:
Household	s with New Hires:
Members V	Vith New Hires:
Summar	Politic Datail Reports
Summar	y Reports Detail Reports
HOH SSN	HOH Last Name HOH First Name HOH DOB Member First Na
***-**-212	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 F	Report					
		Wage an	d Benefit Report f	or Household of JEAN	INE CAMARENA-REVIS	
Contract Nur	nber		OR16H029	9030	Subsidy Type	Section 8
Project:			SURFWO	OD MANOR	Project Number	
Property Id			800018111	1	Property:	800018111
Next Re-certi	ification D	ate	05/01/2017	7	Form 50059 as of:	06/17/2016
Address:			4545 SW H	HWY 101 222 LINCOLN C	ITY OR 97367	
Most Recent	Type of A	ction:	MI-Move-Ir	n Certification	Effective Date:	05/17/2016
Head of Ho Social Secur	usehold: ity Numbe	JEANNE CA	MARENA-REVIS	Date of Birth:	XX/XX/1	960
					*** ** 04	Print Member Informat
Household M			ANNE CAMARENA-R XX/1960	EVIS SSN: Relationship	Z1/ Head of	27 Household
Employment	Informatio	on	7.7.1.1.000	Relationship	Ticua or	nousenoid
Hire Date	Hire State	FEIN	Employer Name an	d Address	D	ate Received by EIV
09/29/2015 🗡	OR	35-1984435	ELWOOD STAFFING SER PO BOX 1024, COLUMBU	RVICES INC IS IN 47202-1024	08	/17/2016
05/27/2015	OR	33-0880963	REMEDY INTELLIGENT S 13412 W STAR DR, SHEL	TAFFING INC BY TWP MI 48315-2705	08	/17/2016
05/22/2015		95-1591984	PDC - DPS 20 RAGSDALE DR STE 1	00 STE 400, MONTEREY CA 9394	0-7812 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	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
	0.12	torly							
	(Jan, April	, July, Oct)							
	New Hires Report (For ALL) Master Binder	Multiple Subsidy Report Master Binder							
Completed Date									

7- Under the Verifications Reports Tab Click Multiple Subsidy Report



8- Run by Contract for All household members

Enterprise Incom	ne Verification
Verification Reports >> Mult	tiple Subsidy Report >> Report Selection
Select the contract(s) or pr	Multiple Subsidy I ojects to search tenants receiving multiple subsidies.
Contracts Projects	OR16H029004 GLENWOOD MANOR ∨ Select a Project ∨
All household members Only adult household members	embers
Only household membe	ers under the age of 18
Search	EIV will search within and across both

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 Inco	me Verification			
Verification Reports >> N	lultiple Subsidy Report >> <u>Report Se</u>	lection_>> Multiple Subsidy Report S	ummary	
		Multiple Subsidy Report Summ	ary	
Contract Number:				
Members Receiving Mult	iple Subsidies:	1		
Search Criteria:		Within PIH and		
Search Criteria:		All household		
			Printer-Friendly Versio	
				Download in Exce
Summary Reports	Detail Reports	1 - 1 of 1 Members		
Member SSN	Member Name 🔶	Member DOB	Member Subsidy Count 🜩	
			-	

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.

	PIH Tenant Match Results : 1 match found.
SSN:	
HOH SSN:	***-**-9719
HOH First Name	Nytra
HOH Last Name	TREANIO
Program Type	Voucher
50058 Type Of Action	Annual Reexamination
50058 Effective Date	11/01/2015
PHA	OR019 Linn-Benton
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 Confidential Privacy Act Data. Civil and Criminal penalt	individual's program purticipation status before admission into program. ies apply to misuse of this data. MF Tenant Match Results : f match found.
Follow-up with respective PHA/Owner/Agent to confirm Confidential Privacy Act Data. Civil and Criminal penalt	Individual's program participation status before admission into program. Ies apply to misuse of this date. ME: Tenant Metch Results : 4 match found.
Follow-up with respective PHA/Owner/Agent to confirm Confidential Privacy Act Data. Civil and Criminal penalti SSN: HOH SSN:	individual's program purticipation status before admission into program. les apply to misuse of this data. MF Tenant Match Results : 4 match found.
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Follow up with respective PHA/Owner/Agent to confirm Confidential Privacy Act Data. Civil and Criminal penalts Store NOH 551 NOH 551 Nume NOH 551 Nume NOH 551 Nume NOPORT/ D Contract Number Stobioty Type Owner/Management Agent name	Individual's program participation status before administon into program. lies apply to misuse of this data. ME Tenset Match Results - 4 match found. ************************************
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Follow up with respective PHA/Owner/Agent to confirm Confidential Privacy Act Data. Civil and Criminal penalts SN: NOI 155N: NOI 155N: N	Individual's program participation status before administion into program. lies apply to misuse of this data. ME Tenant Match Results - 4 match found. ************************************
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## 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			
	Tenant File	Tenant File	Both Tenant File and Master Binder	Master Binder	Master Binder	Master Binder	Master Binder	Master Binder	Tenant File			
Completed Date		$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$			
	Quarterly		1									
	(Jan, April, July, Oct)											
	New Hires Report (For ALL)	Multiple Subsidy Report										
	Master Binder	Master Binder										
Date		$\checkmark$										