
URGENT!!**REQUEST FOR INFORMATION NEEDED TO PROVIDE YOUR
PROPERTY WITH ACCESS TO THE
SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE)
SYSTEM**

This notice is important for owners and management agents administering assisted properties through the Department of Housing and Urban Development (HUD). HUD is requesting contact information for one person per HUD assisted property that needs access to the SAVE system.

SAVE is a web-based automated verification system owned by the Department of Homeland Security (DHS) that consists of immigration status verification information. Authorized users of HUD's Enterprise Income Verification (EIV) system who are also authorized to use the SAVE system will be able to access SAVE from EIV later this year.

Owners and management agents **must** use the SAVE system to verify the validity of citizenship documents provided by applicants or tenants who are noncitizens and who claim eligible immigration status. This is to ensure that HUD's rental assistance is provided only to eligible noncitizens. For reference, see Chapter 3, Paragraph 3-12.L of HUD Handbook 4350.3 REV-1, *Occupancy Requirements of Multifamily Subsidized Housing Programs*.

DHS is streamlining the SAVE database and providing HUD with a one-time opportunity to ensure that all of its assisted properties have access to the SAVE system. In order to do this, HUD needs the owner or management agent to designate one person for each HUD assisted property they own or manage who will need to use the SAVE system to verify the citizenship status of applicants or tenants who are noncitizens and who claim eligible immigration status.

What you need to do:

- 1) Fill in each column on the [chart below](#) for the person designated to have access to the SAVE system.
- 2) Send it by email to: SAVEACCESS@hud.gov
- 3) The deadline for submission is **May 15, 2009**.

HUD will compile the information received and forward it to DHS by June 5, 2009, for uploading into the SAVE system. After the uploading is completed (on or around June 14, 2009), each person that has been uploaded into the SAVE system will receive an email with their User ID and temporary password to access the SAVE system.

Already have access to SAVE?

Due to the fact that DHS is streamlining the SAVE database, if your property already has access to the SAVE system, you still need to designate one person to have access and complete the

information requested above by the established deadline so that this person will receive a new User ID and temporary password. We apologize for any inconvenience this may cause you.

Need more than one person to have access to SAVE?

If your property has access to SAVE now and more than one person has access, or if your property does not have access to SAVE currently and you need more than one person to have access, additional people can be provided access through a manual process that will take place at HUD after June 15, 2009. Further instructions will be forthcoming prior to June 15, 2009.

If you have any questions regarding this request you may contact Kevin.X.Garner@hud.gov, or via telephone at (202) 402-2057.

City	State Code	Zip Code	Last Name	First Name

Property Name	Address 1	Address 2

Phone Number	Fax Number	Email Address