

## **2nd REMINDER!** (with clarifying information)

### **Use of the Enterprise Income Verification (EIV) System Will Soon Be Mandatory!**

#### **GET EIV ACCESS NOW** (Don't Wait for a MOR Finding)

Use of the EIV system for Multifamily Housing Program users will become mandatory on **January 31, 2010**, the effective date of the "Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs - Final Rule" published in the Federal Register on January 27, 2009 (FR-4998-F-02).

**In order to meet the deadline for using EIV and to avoid penalties relating to non-compliance with the Final Rule, owners and management agents who do not have access to EIV must act now by taking the steps outlined below.**

#### **Step 1: Determine EIV Role**

When applying for initial EIV access rights, applicants must first decide what their role will be in EIV; whether they will be an EIV Coordinator (HSC) or an EIV User (HSU), as the application process is different depending on their role. An EIV Coordinator has the same functionality in EIV as an EIV User but also has the administrative functions of assigning access rights to EIV Users and recertifying their EIV Users on a biannual basis.

#### **Step 2: Application Process for Coordinators**

When applying for EIV access rights as an EIV Coordinator (HSC), an applicant must:

1. Be a WASS Coordinator and have an active WASS ID (M-ID) that was assigned to them by HUD, based on owner authorization;
2. Have a written owner authorization (letter of approval) to access EIV on the owner's behalf for their property(ies);
3. Complete and submit a hardcopy Coordinator Access Authorization Form (CAAF) to HUD's Multifamily Helpdesk by fax at 202-401-7984 or by email at [MF\\_eiv@hud.gov](mailto:MF_eiv@hud.gov). You need only fax pages 1, 2, and 5 of the CAAF. Do not fax the owner letters of approval with your request. Note, only one CAAF needs to be submitted per Coordinator. A separate CAAF should not be submitted for each property. The deadline for submission in order to have access to EIV by January 31, 2010, is **December 15, 2009 (If you miss the deadline, you must still submit your CAAF – you just run the risk that it will not be processed in time for access to be granted by January 31, 2010;**
4. Complete property assignments in EIV after receiving an approval email from the Helpdesk; and

5. Complete the EIV on-line certification process **by January 15, 2010 (If you miss this deadline, the Multifamily Helpdesk may not be able to certify you (the last step in the approval process) by January 31, 2010.**

**Step 3: Application Process for EIV Users**

Users must have an active WASS ID (M-ID) in order to apply for access authorization rights to EIV. To apply for EIV access, Users will need to complete the User Access Authorization Form (UAAF) in hardcopy and submit it to their assigned EIV Coordinator for approval. The EIV Coordinator can approve and certify the EIV User and make the appropriate property assignments. UAAFs are not to be faxed to the Multifamily Helpdesk.

Detailed instructions for the application process which include how to apply for a WASS ID, upgrade to a WASS Coordinator role (necessary if applying as a Coordinator) and application forms for EIV Coordinators and EIV Users are located at:

<http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/applyforeivaccess.pdf>

If you have any questions related to getting access to EIV, you may contact Kevin Garner on 202-402-2057 or Zeljko Jovanovic on 202-402-3157.