

EIV MONTHLY CERTIFICATION

This is due by the 5th of each month – email to _____ with the subject of (Month)
EIV Reporting.

Property _____

Month _____ Quarter _____ Year _____

Monthly

- ☐ Identity Verification Reports
 - Summary Page (EIV Binder)
 - Failed Pre-Screening (Annual EIV Binder, **MUST** have notes and correction made)
 - Failed Verification (Annual EIV Binder, **MUST** have notes and correction made)

Quarterly – Every March, June, September, December

- ☐ Deceased Tenant Report (EIV Binder, **MUST** have notes)
- ☐ Multiple Subsidy Report
 - (Summary in EIV Binder, **MUST** have notes)
 - (Detail in Tenant File, **MUST** have notes)
 - May result in additional action and/or cert
- ☐ New Hire Report
 - (Summary in EIV Binder, **MUST** have notes)
 - (Detail in Tenant File, **MUST** have notes)
 - May result in additional action and/or cert

Manager Signature

Date