

## 811 Checklist

EIV Documentation	
	EIV Policy that includes security practices
	List of all staff that has access to EIV data/811 tenant files
	Owner approval letter for EIV access for the coordinators
	Original and Current EIV Coordinator Authorization Access Form (CAAF)
	Original and Current EIV User Authorization Access form (UAAF)
	Rules of Behavior for any staff that has access to EIV data
	Certificate of completion for the Cyber Awareness Training for any staff that has access to EIV data

EIV Master Binder Reports	
	New Hire Summary Report(s)
	Multiple Subsidy Report(s)
	Failed EIV Pre-Screening Report(s)
	Failed Verification Report(s)
	Deceased Tenant Report(s)
	No Income Reported on 50059 <i>(if applicable)</i>
	No Income Reported by HHS or SSA <i>(if applicable)</i>

***EIV Master Binder Reports should include ALL Reports run within the last 12 months***

General Documentation	
	TDHCA approved Rent Schedule(s)
	Current House Rules <i>(all pages)</i>
	Release Unit Request form with approval or email from TDHCA releasing units

Initial Tenant File - please scan in the order referenced below	
	Initial 50059 and any corrected 50059s
	Development Application
	Income and Asset Verification(s)
	Screening for Deductions
	Student Verification(s)
	Section 811 Project Rental Assistance Program Application
	Self Certification of disposed of assets
	HUD-9887 and HUD 9887-A
	Verification of Disability (HUD 90102)
	Fact Sheet "How Your Rent is Determined" <i>or</i> acknowledgement page
	Resident Rights and Responsibilities <i>or</i> acknowledgement page
	EIV and You Brochure <i>or</i> acknowledgement page
	Tenant Selection Plan <i>or</i> acknowledgement page
	Verification of age
	Verification of Social Security
	Proof of screening for drug abuse and other criminal activities
	Supplement to Application for Federally Assisted Housing (HUD 92006)
	Annual Recertification Initial Notice
	Race and Ethnic Data Reporting (HUD 970611-H) for each household member
	Rent Ledger

	HUD Model Lease (HUD-92236-PRA)
	HUD VAWA Addendum
	Move-In/Move Out Inspection Form (HUD-90106)
	TDHCA Inspection waiver form <i>(if applicable)</i>
	House Rules
	Pet Rules Addendum <i>(if applicable)</i>
	Live-in Aide Addendum <i>(if applicable)</i>
	EIV Existing Tenant Search
	Documentation to resolve any discrepancy for the household from the Failed Verification, Deceased Tenant and Multiple Subsidy Reports <i>(if applicable)</i>
	EIV Income Report
	Documentation to resolve any discrepancy from Income Report <i>(if applicable)</i>
	EIV Income Discrepancy Report
	Documentation to resolve any discrepancy from Income Discrepancy Report <i>(if applicable)</i>

Recertification Tenant File(s) - please scan in the order referenced below	
	Recertification 50059 and any corrected 50059s
	Application/Recertification Questionnaire
	Screening for Deductions
	Income and Asset Verification(s)
	Student Verification(s)
	30-day advance notice of rent increase <i>(if applicable)</i>
	Self-Certification of disposed of assets
	HUD-9887 and HUD-9887-A
	Resident Rights and Responsibilities <i>or</i> acknowledgement page
	EIV and You Brochure <i>or</i> acknowledgement page
	Tenant Selection Plan <i>or</i> acknowledgement page
	Supplemental to Application for Federal Assistance HUD-92006
	Annual Recertification Notice Initial for the next year
	Annual Recertification Notice <i>(First, Second if applicable, Third if applicable)</i>
	Annual Unit Inspection
	Rent Ledger
	Lease or Lease Addendum reflecting the new rent amount <i>(if applicable)</i>
	HUD VAWA Addendum
	EIV Summary Report
	Documentation to resolve any discrepancy from the Summary Report <i>(if applicable)</i>
	EIV Income Report
	Documentation to resolve any discrepancy from the Income Report <i>(if applicable)</i>
	EIV Income Discrepancy Report
	Documentation to resolve any discrepancy from the Income Discrepancy Report <i>(if applicable)</i>
	Documentation to resolve any discrepancy for the household from the Failed Verification, Deceased Tenant and Multiple Subsidy Reports <i>(if applicable)</i>

Interim Certification(s) - please scan in the order referenced below	
	Interim 50059 and any corrected 50059s
	Interim Application or Questionnaire
	Income and Asset Verification(s)
	Screening for Deductions
	Student Verification(s)

	30-day advance notice of rent increase <i>(if applicable )</i>
	Self-Certification of disposed of assets
	Fact Sheet How Your Rent is Determined <i>or</i> acknowledgement page
	EIV Summary Report
	Documentation to resolve any discrepancy from the Summary Report <i>(if applicable)</i>
	EIV Income Report
	Documentation to resolve any discrepancy from the Income Report <i>(if applicable)</i>
	EIV Income Discrepancy Report
	Documentation to resolve any discrepancy from the Income Discrepancy Report <i>(if applicable)</i>
	Documentation to resolve any discrepancy for the household from the Failed Verification, Deceased Tenant and Multiple Subsidy Reports <i>(if applicable)</i>

<b>Gross Rent Certification(s)</b>	
	Gross Rent 50059-A and any corrected 50059-As