

**PUERTO RICO HOUSING FINANCE AUTHORITY
HOUSING MANAGEMENT DIVISION**

**MANAGEMENT & OCCUPANCY REVIEW
(To be completed by O/A)
Enterprise Income Verification (EIV)
Requirements Review**

Property Name: _____ Date: _____

1. List all authorized Coordinators and Users

EIV Coordinator _____

EIV Users: _____

2. List others who have access to EIV information but do not have access to the EIV system

3. Describe the EIV Security Training the owner/agent has provided to staff. Include training date(s):

4. Describe the security measures in place to ensure EIV data is secure i.e., access to tenant files and the EIV system. (Note: If EIV reports are saved as separate files outside of the EIV System and/or sent to others via e-mail, include security measures in place for protecting that information and limiting access.)

5. Have the following forms available for PRHFA review during the MOR:

- Owner letter authorizing agent to access EIV on owner's behalf
- Coordinator Access Authorization Form
- HUD approval for Coordinator Access
- Completed Security Awareness Training Questionnaire for EIV Coordinators
- User Access Authorization Form for all Users
- Coordinator approval for User Access
- Completed Security Awareness Training Questionnaire for EIV Users
- Signed Rules of Behavior for Use of Enterprise Income Verification (EIV) Information for all persons with access to EIV information but no access to the EIV system

Owner/Agent Signature

Date

Printed Name of Person Signing Form

Z:PROYECTOS MULTIFAMILIARES/ADMINISTRACION DE PROYECTOS VIVIENDA/CONTRATO ADMINISTRACION VIVIENDA/CAV 2-2010 19 EIV REQUIREMENTS REVIEW