

Enterprise Income Verification (EIV) Use and Security Policy

Fairgate, Glenbrook Manor & Rippowam Manor

Revised 2026

Chapter 1

INTRODUCTION

1-A. OVERVIEW

The Owner/Agent (O/A) will use the EIV system in its entirety as a third-party verification source and to reduce administrative and subsidy payment errors. This policy describes the appropriate use of EIV data and the procedures the O/A will employ to safeguard applicant and resident information in accordance with the regulations and EIV system requirements. The data in EIV will only be used for limited official purposes. All individuals with access to EIV data are expected to comply with the requirements listed in this policy.

EIV reports will be used by staff in the following situations:

- As part of the applicant eligibility screening
- As part of the regular recertification process
- To identify and resolve income discrepancies

All discrepancies discovered through EIV will be investigated and discussed with the applicant or resident. The O/A will not suspend, terminate, reduce, make a final denial of rental assistance, or take any other adverse action against an individual based solely on the data in EIV. If it is discovered that the applicant or resident has violated the lease or HUD regulations, appropriate action will be taken up to and including termination of assistance and/or tenancy.

EIV information will never be used or maintained in files for programs to which EIV is not applicable. The resident data contained in EIV will not be used for a Low-Income Housing Tax Credit (LIHTC), HOME, or Rural Development (RD) file, or be provided to auditors or staff from the state housing finance agency, participating jurisdiction (PJ), U.S. Department of Agriculture Rural Housing Service (RHS), or any other unauthorized source. EIV information will be maintained separately for any such blended units.

1-B. NOTIFICATION OF APPLICANTS AND RESIDENTS

O/As must verify all income, assets, expenses, deductions, family characteristics, and circumstances that affect family eligibility or level of assistance. All applicants and adult family members are required to sign Forms HUD-9887 and 9887-A, in addition to any O/A-created consent forms that authorize the O/A to collect required verifications. In any case, if an applicant or resident refuses to sign required consent forms, their application will be rejected, or in the case of a resident, they will face termination of assistance and/or tenancy. The O/A must handle any information obtained in accordance with the Privacy Act.

EIV & You Brochure

All residents and applicants will be provided with a copy of the *EIV & You* Brochure in order to inform them about the EIV system, the data that is available about them in EIV, how the information will be used, and their responsibilities. Applicants will be provided with a copy of the *EIV & You Brochure* at the time they are given the application. Residents will be provided with a copy of the brochure at least annually at the time of their recertification. At move-in and each annual recertification, the resident will sign an acknowledgment of receipt of the brochure.

Forms HUD-9887 and HUD-9887-A

A current Form HUD-9887, Notice and Consent to the Release of Information to HUD and to an O/A, and HUD-9887-A, Applicant's/Tenant's Consent to the Release of Information – Verification by Owners of Information Supplied by Individuals Who Apply for Housing Assistance, will be on file for all adult family members (and the head, spouse, or cohead regardless of age) before accessing the employment or income data contained in EIV. All applicants must sign the consent forms at admission. All residents must sign consent forms on or after January 1, 2024. A HUD-9887 and 9887-A will only be signed once. Forms will not be submitted to the PHA except under the following circumstances:

- When any person 18 years or older becomes a member of the family;
- When a member of the family turns 18 years of age; and
- As required by HUD or the owner in this EIV Use and Security Policy, and/or the owner's Tenant Selection Plan (TSP).

O/A Policy

The owner will require family members to sign consent forms at admission, annual recertification and under the above listed circumstances.

The purpose of form HUD-9887 and 9887-A is to facilitate automated data collection and computer matching from specific sources and provides the family's consent only for the specific purposes listed on the form. HUD and the O/A may collect information from State Wage Information Collection Agencies (SWICAs) and current and former employers of adult family members. Only HUD is authorized to collect information directly from the Internal Revenue Service (IRS) and the Social Security Administration (SSA).

The O/A may obtain any financial record from any financial institution, as the terms *financial record* and *financial institution* are defined in the Right to Financial Privacy Act ([12 U.S.C. 3401](#)), whenever the O/A determines the record is needed to determine an applicant's or participant's eligibility for assistance or level of benefits [24 CFR 5.230(c)(4)].

The executed consent forms will remain effective until the family is denied assistance, assistance is terminated, or the family provides written notification to the O/A to revoke consent. If a family voluntarily leaves a HUD program, the family's assistance is considered to be terminated, and the signed consent forms will no longer be in effect.

Family Members Turning 18

The O/A has the discretion to establish policies around when family members must sign consent forms when they turn 18. O/As must establish these policies stating when family members will be required to sign consent forms at intervals other than at reexamination.

O/A Policy

The O/A will set up a reminder system to keep up with all residents who will turn 18 during that year to ensure that the Form HUD-9887 is signed before EIV reports are pulled. Staff will print a birthday report from the software program quarterly to determine who will turn 18 in that quarter. A notice will be sent to each person on the birthday report to sign the Form HUD-9887. The resident must sign the Form HUD-9887 prior to the family's next annual or interim reexamination, whichever is earlier. If the resident fails to sign the Form HUD-9887, the household is in noncompliance with their lease and their assistance and/or tenancy may be terminated.

Penalties for Failing to Consent [24 CFR 5.232]

Revocation of consent or refusal to sign the consent forms prohibits the owner from requesting and accessing income information and financial records, including pulling EIV reports and using the EIV data to verify income (although the data matches between HUD and other agencies will continue to occur automatically if the family is not terminated from the program).

The owner will not process interim or annual recertifications of income, including when a family's income decreases and the family requests an interim recertification to decrease tenant rent, without the family's executed consent forms. Families have the right to revoke consent by providing written notice to the owner; however, revoking consent may result in termination of assistance or denial of admission.

The owner must notify their local HUD office of a family's revocation of consent.

O/A Policy

The O/A has established a policy that revocation of consent to access financial records will result in denial of admission or termination of assistance in accordance with O/A policy.

In order for a family to revoke their consent, the family must provide written notice to the O/A.

Within 10 business days of the date the family provides written notice, the O/A will send the family a notice acknowledging receipt of the request and explaining that revocation of consent will result in denial or termination of assistance, as applicable. At the same time, the O/A will notify the local HUD office.

1-C. CONSENT TO DISCLOSE A RESIDENT'S INFORMATION TO ANOTHER PERSON OR ENTITY

The Federal Privacy Act (5 USC 552a, as amended) prohibits the disclosure of an individual's information to another person without the written consent of such individual. The EIV data of an adult household member may not be shared (or a copy provided or displayed) with another adult household member or a person assisting the resident with the recertification process unless the individual has provided written consent to disclose such information (this includes other family members, guardians, powers of attorney, translators/interpreters, service coordinators, etc.).

If a resident requires that someone assist them during the recertification process, the resident must give written consent by signing a Tenant Consent to Disclose EIV Income Information Form (Exhibit 9-4 in HUD Handbook 4350.3, REV-1, CHG 4). This form will be maintained in the resident file.

Any adult member of the household may be shown how the household's income and rent were determined based on the total household income reported and verified.

1-D. RESIDENT REQUEST FOR EIV PRINTOUT

The EIV Income Report may be used to verify and calculate income if the family self-certifies that the amount is accurate and representative of current income. The family must be provided with the information from EIV.

O/A Policy

Other than when EIV Income Reports are provided to residents as described above, if a resident requests a copy of their own EIV printout, a copy will be provided. The staff person will note on the printout that it is a copy, the date and time provided, who gave the data and who it was given to.

The staff person will make a note in the file any time a copy of the EIV data is obtained by authorized persons and taken off-site. This includes copies provided to the applicant/resident, other internal staff, HUD, the contract administrator (CA), or OIG staff. Under no circumstances will the EIV information be provided to anyone other than those noted in the EIV security policy.

Chapter 2

EIV REPORTS

2-A. OVERVIEW

EIV reports provide the O/A with employment, wage, unemployment compensation, and Social Security benefit information for residents participating in HUD's assisted housing programs. The information in EIV is derived from the Social Security Administration (SSA) and the U.S. Department of Health and Human Services (HHS) for all residents with valid personal identifying information (name, date of birth (DOB), and Social Security numbers) reported on the Form HUD-50059. This information is used by the O/A to verify employment and income at the time of recertification and to reduce errors in subsidy payments. Invalid data in EIV may result from:

- Human error;
- System error (SSA, HHS, EIV); or
- Identity theft

O/A Policy

In cases where attempts to verify information in EIV are unsuccessful, the resident must certify that the information in EIV is invalid and has been wrongly attributed to their personal identifiers. In these cases, the resident will be advised, in writing, to contact the agency providing the information on the report to have that agency remove the invalid data from his or her records. In the meantime, the O/A will use resident-provided documentation to verify relevant status. Copies of all documentation and contacts will be maintained in the resident's file.

2-B. EXISTING TENANT SEARCH REPORT

HUD requires that the Existing Tenant Search Report be run at the time of processing an applicant family for admission. Applicants may apply for assistance, but the applicant may not move into the property while still assisted in another HUD program.

Staff will generate the report at the time the initial application is being processed as part of the eligibility determination.

The O/A will not assist an applicant if the applicant or member of the applicant's household is currently being assisted at another location. If it is determined that the applicant or members of the applicant household are currently receiving assistance, the O/A will coordinate move-out and move-in dates with the resident and the property at the other location.

O/A Policy

The O/A will generate an Existing Tenant Search Report for all household members listed on the application prior to move-in. If an applicant is currently being assisted, the O/A will contact the other PHA, or owner identified in the report to confirm that the family has moved out of the unit and obtain documentation of current tenancy status, including a form HUD-50058 or 50059, as applicable, showing an end in participation. The O/A will only approve assistance contingent upon the move-out from the currently occupied assisted unit.

Failure to respond to the O/A's requests for additional information and/or providing false or incomplete information will result in denial and removal from the waiting list in accordance with the property's current tenant selection plan (TSP).

A copy of the Existing Tenant Search Report will be printed and maintained with the application. In addition, a copy of any notices to the applicant, letters sent to a PHA or O/A attempting to verify the resident is assisted at another location, and any certification signed by the applicant disputing the subsidy information reflected in EIV will be maintained with the application.

2-C. IDENTITY VERIFICATION REPORTS

The Summary Report contains information from the current, active certifications contained in TRACS. There are two identity verification reports in this section that will help to determine if the information that is being provided to TRACS is correct. Both reports are required to be run monthly:

- The **Failed EIV Pre-screening Report** identifies individuals who did not pass through EIV pre-screening due to missing or invalid SSN, DOB, or last name.
- The **Failed Verification Report** (Failed SSA Identity Test) identifies individuals whose SSN, DOB, or last name do not match the SSA database, thus failed the SSA Identity Test.

O/A Policy

These reports will be generated by the O/A monthly between the 11th and 20th day of the month. Any necessary corrections will be made to the Form HUD-50059 to ensure that accurate information is being transmitted.

Initially, staff will verify that what was reported on the Form HUD-50059 was accurate. If a data entry error is found, any necessary corrections will be made on the last full certification Form HUD-50059. Data entry errors will be corrected within 30 days from the date of the EIV report. The corrected certification must be signed by all adult household members if the correction results in a change to the family's benefits, rent, or URP. Otherwise, if the documentation is in the file that shows the resident reported correctly, the Form HUD-50059 will be noted and placed in the file, showing it was a data entry error.

If the reason for the discrepancy was not a data entry error and cannot be identified after a simple file review, the affected resident will be contacted and notified that the Social Security number, date of birth, and/or last name on the current Form HUD-50059 is producing discrepancies. A copy of the notice to the resident will be placed in the resident file. The resident will have 10 business days to respond to the notice. Failure to respond will result in termination of assistance and/or tenancy in accordance with the lease and HUD guidelines.

The Summary Report will be maintained in the Master File, along with notations on the report about actions taken to resolve any discrepancies noted on the report.

The Failed EIV Prescreening Report and Failed Verification Report (Failed SSA Identity Test) are parts of the Summary Report. These specific reports and all related documentation and notes to support discrepancy resolution will also be maintained in the resident file. All documentation related to specific residents such as corrected Form HUD-50059s, notices to the resident, etc. will be maintained in the resident file.

2-D. DECEASED TENANT REPORT

The Deceased Tenant Report identifies residents that have been reported by the SSA as deceased. The O/A is required to run the report at least quarterly.

O/A Policy

This report will be generated by the O/A quarterly between the 11th and the 20th day of the month.

Staff will obtain verification that anyone identified on the report is deceased by contacting that household, the next of kin, or persons listed on the Form HUD-92006, if applicable.

If the resident is verified as deceased, an interim Form HUD-50059 will be processed and signed by all remaining adult household members to remove the deceased individual. If the deceased individual was the sole household member, a move out Form HUD 50059-A will be processed within 14 days from the date of death or at the time designated parties turn in the keys, whichever is sooner.

If the information on the report regarding any resident is incorrect, the resident will be asked to initial the report and will be notified in writing that it is their responsibility to contact the SSA to correct the discrepant information in their database.

The Detail Report, noted with all actions taken, and any related documentation will be maintained in the resident file. The Deceased Tenants Summary Report, also noted with actions taken, will be printed and retained in the Master File, even if the report returns no results.

2-E. NEW HIRES REPORT

The New Hires Report provides employment information for residents who may have started a new job and is updated monthly. O/As must review the New Hires Report at annual recertification except:

- When the O/A uses Safe Harbor verification to determine the family's income
- When the O/A does not require families to undergo interim recertifications (IRs) for income increases after an IR decrease. If the O/A's policy is to require an IR for increases in income after an IR decrease, then the O/A must review the report quarterly after the family's IR decrease.

O/A Policy

The O/A conducts interim recertifications for increases in income after an IR decrease. Therefore, the O/A will review the New Hires Report quarterly between the 11th and 20th day of the month.

Staff will not deny, suspend, or reduce any benefits of a resident until the O/A has taken appropriate steps to notify the resident in writing of the reported employment, and of the requirement to meet with staff within 10 days of receipt of the notice to discuss the report. A copy of the notice sent to the resident will be placed in the resident file. Resident failure to respond will result in termination of assistance and/or tenancy in accordance with the lease and HUD guidelines.

If the resident does not dispute the report, and did not report the new income timely, staff will request documentation from the resident (e.g., the last 4-6 pay stubs) to calculate wages, or obtain independent third-party verification of information relating to:

- The amount of the wages, other earnings or income, or unemployment compensation involved;
- Whether the resident actually has (or had) access to such wages, other earnings or income, or benefits for his or her own use; and
- The period (or periods) when, or with respect to which, the resident actually received such wages, other earnings or income, or benefits.

The information reported will be reviewed in conjunction with the resident file to determine if there was any unreported income. If necessary, staff will process an interim recertification in accordance with requirements in HUD Handbook 4350.3, REV-1, CHG 4 and the O/A's policies as described in the O/A's TSP.

If the resident disputes the information in EIV, the resident will be required to sign appropriate verification consent forms, and staff will obtain independent third-party verification from the employer named in the report. The resident will be notified of the results of the verification, and based on the information obtained, staff will proceed accordingly.

The New Hires Detail Report and all related or supporting documentation will be maintained in the resident file. The New Hires Summary Report will be maintained in the Master File.

2-F. MULTIPLE SUBSIDY REPORT

The Multiple Subsidy Report identifies residents receiving assistance at more than one subsidized location. The O/A is required to run the report at least quarterly.

O/A Policy

This report will be generated by the O/A quarterly between the 11th and 20th day of the month.

Any resident identified on the report will be notified in writing of the dual subsidy issue. The resident will have 10 days to meet with staff to discuss the report. As part of the meeting, the resident will be required to sign appropriate verification release forms. Failure to respond will result in termination of assistance and/or tenancy in accordance with the lease and HUD guidelines.

If the resident disputes the information, they will be required to sign appropriate verification release forms so the PHA or O/A named in the report may be contacted.

In the case of a minor child who resides in two HUD-assisted units because of a “split family” where parents share 50-50 custody, the Form HUD-50059 will be corrected to reflect the appropriate code.

O/A Policy

Staff will contact the O/A or PHA at the other property as well as both custodial parents to establish which household will receive the dependent allowance. If there is a dispute, the O/A will obtain available documents such as copies of court orders or an IRS return showing which family has claimed the child for income tax purposes.

Staff will also obtain documentation of the custody agreement from the resident and/or from the state agency or court that made the custody determination to determine custody is 50/50, and documentation from the childcare provider that demonstrates the total expense claimed by the two households does not exceed the cost of the childcare.

If it is determined a household member received or attempted to receive dual subsidy, the household member will be required to reimburse HUD for any assistance paid in error. This is considered a material violation of the lease and may result in penalties that include eviction and pursuit of fraud charges. Staff will contact the O/A or Executive Director before taking any such action.

Staff will maintain the Multiple Subsidy Summary Report in the EIV Master File with any actions taken noted on the report, and the Multiple Subsidy Detail Report and related or supporting documentation in the resident file.

2-G. NO INCOME REPORTED ON FORM HUD-50059 REPORT

The No Income Reported on Form HUD-50059 Report identifies all household members for the recertification month that reported no income as of the last recertification. The report is required to be run in accordance with the O/A's written EIV policies and procedures.

O/A Policy

The O/A will generate this report quarterly and will not retain the report.

The O/A will re-verify the status of tenants reporting zero rent quarterly. All zero rent households will be notified of this requirement by sending a notice of the household's obligation to complete a zero income form in accordance with the O/A's House Rules and requiring the resident to attend an interview. As part of the interview, the resident will be required to fill out a zero income questionnaire to identify current and potential future sources of income at least quarterly. Based on the information provided by the family and in EIV, staff may require that family members provide verifications or sign release forms in order to obtain additional verification. If unreported income is discovered, staff will correct certifications and follow procedures for repayment agreements as outlined in HUD Handbook 4350.3, REV-1, CHG 4.

2-H. NO INCOME REPORTED BY HEALTH AND HUMAN SERVICES (HHS) OR SOCIAL SECURITY ADMINISTRATION (SSA)

The No Income Reported by HHS or SSA report identifies tenants who passed the SSA identity test, but no income was reported by HHS or SSA. The report is required to be run in accordance with the O/A's written EIV policies and procedures.

O/A Policy

The O/A will generate this report quarterly and will not retain the report.

The O/A will re-verify the status of tenants identified on the No Income Report quarterly. Based on the information provided by the family and in EIV, staff may require that family members provide verifications or sign release forms in order to obtain additional verification. If unreported income is discovered, staff will correct certifications and follow procedures for repayment agreements as outlined in the HUD Handbook 4350.3, REV-1, CHG 4.

2-I. SUMMARY REPORT

The Summary Report gives a brief income summary for all family members in the household. The report must be used at annual recertification; it is not required at interim reexaminations. O/As may use the report at other intervals, if desired, as described in the O/A's written EIV policies and procedures.

O/A Policy

This report will be generated by the O/A at each annual recertification (AR). Once the Summary Report shows an identity verification status of "Verified" for all household members that are required to disclose and document an SSN, it will continue to be generated at each AR.

The four possible statuses found on the report include:

- **Verified:** A resident's personal identifiers (last name, SSN, DOB) match the SSA database.
- **Failed:** Resident identifiers do not match the SSA database.
- **Not Verified:** Identifiers have been submitted for matching, but have not been sent by HUD to the SSA for validation or have not yet been matched by the SSA for validation. The report is in progress.
- **Deceased:** The SSA's records indicate the resident is deceased.

If the Summary Report does not show a verified status for all household members, it will be generated as part of each annual recertification process.

This report and supporting documentation will be maintained in the resident file with the certification for which it was generated for the term of tenancy plus three years.

2-J. INCOME REPORT

O/As must use the Income Report for third-party verification of employment and income, generated within 120 days of the effective date of the annual recertification (AR). While O/As are required to obtain an EIV Income Report for each family any time the PHA conducts an annual recertification, O/As are not required to use the EIV Income Reports:

- At annual recertifications if the O/A used Safe Harbor verification from another means-tested federal assistance program to determine the family's income as described in the O/A's TSP; or
- During any interim recertifications.

The EIV Income Report is not available for program applicants at admission.

The EIV Income Report may be used to verify and calculate income at annual reexamination if the family self-certifies that the amount is accurate and representative of current income in accordance with the O/A's TSP. The family must be provided with the information in EIV.

O/A Policy

Except for when Safe Harbor verification from another means-tested federal assistance program is used to determine the family's annual income, the O/A will obtain the EIV Income Report for all annual recertifications on a monthly basis within 120 days of the effective date of the annual recertification. The report will be generated for every adult household member with the exception of live-in aides.

Income Reports will only be used for interim recertifications as necessary. For example, EIV may be used to verify that families claiming zero income are not receiving income from any sources listed in EIV.

Since income information is not available for applicants, for all new move-ins, the Income Report will be generated within 90 days (but no earlier than 75 days) after transmission of the move-in certification to TRACS to confirm and validate the income reported by the household.

Staff will obtain independent third-party verification from the source to complement EIV data when:

- The resident disputes the EIV income information

- There is an EIV income discrepancy at the time of annual or interim recertification or at other times as specified in this and other policies

- There is no EIV employment or income data for a resident

- There is incomplete EIV employment or income data for a resident and additional information is needed. Examples of additional information include but are not limited to:

 - Effective date of income (i.e., employment, unemployment compensation, or Social Security benefits)

 - New employment (i.e., pay rate, number of hours worked per week, pay frequency, hire date, etc.)

 - Confirmation of change in circumstances (i.e., reduced hours, reduced rate of pay, temporary leave of absence, etc.)

This report, all related or supporting documents, and the applicable Forms HUD-50059 will be maintained in the resident file for the term of tenancy plus three years. After this time, the EIV printout will be destroyed in accordance with the O/A's records destruction policy, as outlined in the EIV Security Policy.

Using EIV to Verify Social Security Income

If the resident self-certifies that the amounts in EIV are correct, this will be used to calculate the family's SS or SSI income.

If the resident disputes the amount(s) in EIV, staff will document the dispute and obtain the award letter or other acceptable verification from the resident to determine the amounts the resident is receiving.

Incorporating Cost of Living Adjustment (COLA) Increase

Annually in October, the Social Security Administration (SSA) announces the cost-of-living adjustment (COLA) by which federal SS and SSI benefits are adjusted to reflect the increase, if any, in the cost of living.

Effective the day after SSA has announced the COLA, O/As are required to factor in the COLA when determining SS and SSI annual income for all annual recertifications and interim recertifications of family income that have not yet been completed and will be effective January 1 or later of the upcoming year.

The Medicare Part B premium will be used as part of the health and medical care expense deduction for families that qualify when there is no buy-in date in EIV.

Note: Staff will not contact the SSA for any SS/SSI verifications. The resident will be instructed to request this information if needed.

2-K. INCOME DISCREPANCY REPORT

The Income Discrepancy Report will be used to monitor and, if necessary, to recalculate tenant rent and assistance. The report will also be used to monitor compliance by providing information about residents who may have failed to report income. This report must be printed at the same time the Income Report is printed. It will be generated annually as part of the annual recertification (AR) process.

HUD will update discrepancy logic in EIV to conform to the requirements of the HOTMA final rule. O/As are not required to investigate discrepancies generated by the Income Discrepancy Report until HUD updates the logic. HUD will notify O/As when new reports are ready for use and provide further guidance.

Chapter 3

RETENTION OF EIV REPORTS

3-A. OVERVIEW

EIV reports used for verification will be generated and maintained in the resident file or Master File in accordance with EIV recordkeeping requirements. Reports obtained through EIV will be retained in the resident files for the term of tenancy plus three years. Three years after the term of tenancy, EIV reports will be destroyed in accordance with the O/A's record destruction policy via shredding of paper files. Reports in the Master File will be maintained for three years from the date the report was generated, and then destroyed in accordance with this policy.

3-B. EIV MASTER FILE DOCUMENTS

O/As must maintain a Master File that contains copies of HUD-specified EIV reports with related or supporting documentation and/or notations on the reports. The O/A will maintain two separate Master Files.

The following records will be placed in the Master File under permanent records:

- EIV Use Policies
- EIV Security Policy
 - EIV Security Policy Acknowledgement
- Owner Authorization for Coordinators
- Coordinator Access Authorization Form (CAAF)
 - Completed annually by persons with Coordinator access
 - o Original and most recent copy
- User Access Authorization Form (UAAF)
 - Completed biannually by persons with EIV User access
 - o Original and most recent copy
- Cyber Awareness Challenge
 - Completed annually by Users and Coordinators
 - o Print and maintain certificate at end of the challenge
- Signed Rules of Behavior (ROBs)
 - EIV Coordinators and Users
 - Persons without EIV access (i.e., auditor, temp office worker, etc.)
- Proof of annual security training for staff who use EIV reports to perform their jobs
- Documentation of termination of EIV Users (former employees)

The following reports will be placed in the Master File under reports:

- Summary Report
 - Failed EIV Prescreening Report with all required notations and documentation
 - Failed Verification Report (Failed SSA Identity Test) with all required notations and documentation
- Deceased Tenant Report with all required notations and documentation
- New Hires Summary Report with all required notations and documentation
- Multiple Subsidy Report with all required notations and documentation