

DOCUMENTS TO BE SUBMITTED BY THE OWNER/AGENT
(Form HUD 9834 Addendum C “Other”)

Personally identifiable information (PII) must be encrypted or transmitted and stored in a secure manner to prevent its release. Violations of the Privacy Act may be subject to fines up to \$5,000. Owners/agents and reviewers must comply with EIV Data Sharing Agreements to prevent any prohibited use of or access to EIV records.

- Tenant Files and records, including rejected, transfer and move-out files (file selection to be provided)
- Current waiting list
- *Last advertisement, outreach letters and/or copies of apartment brochures
- Copy of Rent Roll
- EH&S Certifications (if applicable from most recent REAC inspection)
- EIV Coordinator Access Authorization forms (for past 12 months)
- EIV User Access Authorization forms (for past 12 months)
- EIV Owner Approval Letters for individuals designated as an EIV Coordinator (for past 12 mos.)
- Rules of Behavior for individuals without access to the EIV system (for past 12 months)
- TRACS Rules of Behavior, signed and dated (for past 12 months)
- TRACS and EIV requested Security Awareness Training Certificates for individuals with access to EIV and individuals without access to EIV who use EIV Reports, signed and dated (for past 12 mos.)
- EIV monthly and quarterly reports with action notes (for past 12 months)
- Security Deposit Ledger & most recent Bank Statement
- Completed Addendum B (form attached to confirmation letter)
- Completed 9834 Questionnaire (form attached to confirmation letter)
- Contact data sheet (form attached to confirmation email) (review and make any changes)
- EIV Monitoring Review Checklist (form attached to confirmation letter) (please complete)
- Financial review documents (if noted as applicable in the confirmation letter)
- REAC inspection status of deficiencies (if noted in the confirmation email and attached)

The following documents to be submitted and reviewed will be kept on file and will not have to be submitted again in the future unless changes are made:

- Copy of Application forms and attachments
- Copy of lease and lease addenda (include copy of HUD or CA approval of non HUD addenda)
- Copy of House rules/Resident handbook
- Copy of Pet Policy
- Copy of Applicant Rejection Letter
- Lead Based Paint Certifications (if applicable)
- Documentation for Elderly Preferences under Sections 651 or 658 (if applicable)
- EIV Policies and Procedures
- VAWA Emergency Transfer Plan
- *Affirmative Fair Housing Marketing Plan (most recent approved & any pending submitted to HUD)
- *Tenant Selection Plan, including any approved residency preference
- Limited English Proficiency Plan
- Grievance Procedures

*Civil Rights Front End Limited Monitoring and Section 504 Review Documents

Implemented 8/10/2020

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