

Use of the Enterprise Income Verification (EIV) System Became Mandatory January 31, 2010

If you are an Owner or Management Agent (O/A) of a property that is HUD-assisted, and you do not yet have access to the EIV system, you will be contacted by either your local HUD Office or your PBCA informing you of the requirement and to submit your Coordinator Access Authorization Form (CAAF) to the Multifamily Help Desk as soon as possible. Detailed instructions for the application process which include how to apply for a WASS ID, upgrade to a WASS Coordinator role (necessary if applying as a Coordinator) and application forms for EIV Coordinators and EIV Users are located at:

<http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/applyforeivaccess.pdf>

*The Multifamily Help Desk is processing CAAFs and returning phone calls as quickly as possible. Please be aware that processing of CAAFs and the return of phone calls may take longer than under normal circumstances due to the high volume of CAAFs and phone calls being received. Please **DO NOT** send your CAAF more than once or leave multiple messages since that will slow down the process. We ask that you please be patient – your CAAF will be processed and your phone call will be returned.*