

SAMPLE EIV FILE CHECKLIST

Yes No ----- Security Policy

Yes No ----- Use Policy

Property Name		Contract Type	Contract Number	Authorization Letter(s)	Coordinator 1	Authorization Letter(s)	Coordinator 2
				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
User Name	User (U) Coord (C)	Status Pend, Cert , Expired or Term (date)	Access Authorization Request (CAAF or UAAF)		Security Awareness Training Questionnaire (w/in 12 mo)	EIV Security Policy Acknowledgement	
			Original	Current			
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Note: HUD does not provide a "HUD approved" EIV Security Policy. This is a sample that includes various options that can be excluded or included to represent your own policy. If you plan to use this sample, It must be edited to conform to your management company's policy and procedure. AHTCS, LLC makes no warranty to the usability, compliance or legality of this document. All documents should be reviewed and edited by management staff and legal counsel as appropriate.

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			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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This document has been designed to assist with the monitoring of the EIV security process. Below is a sample of the form which has been completed using fictitious data. These instructions and the sample should be deleted from the final version of the form used on site. This document must be “protected” in order for the form fields to work. To edit this document, choose the option to “unprotect”, complete the edits and then choose the option to “protect” the document.

It is recommended that you create a copy of this form for each property. This should be maintained in the EIV file with all of the supporting documents. Links to EIV forms can be found on our web site at www.AHTCOnline.com or on HUD’s web site at <http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivapps.cfm>.

Yes No ----- Security Policy

Yes No ----- Use Policy (required only if resident information is accessed more than once per year at annual certification. See HUD Notice 08-03)

Property Name		Contract Type	Contract Number	Authorization Letter(s)	Coordinator 1	Authorization Letter(s)	Coordinator 2
Rolling Stones Apts.		S8	VT1111111111	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Glynn Johns	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mick Jagger
User Name	User (U) Coord (C)	Status Pend, Cert , Expired or Term (date)	Access Authorization Request (CAAF or UAAF) print current form from EIV		Security Awareness Training Questionnaire (w/in 12 mo)	EIV Security Policy Acknowledgement	
			Original	Current			
Charlie Watts	C	Cert	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Keith Richards	C	Cert	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Brian Jones	U	Cert	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Ronnie Wood	U	Term 10/01/08	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Billy Wyman	U	Cert	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Fictitious data, for illustration purposes only

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