

SAMPLE EIV FILE CHECKLIST

. HUD does not provide a "HUD approved" EIV File Checklist. This is a sample. It should be edited to conform to your management company's policy and procedure. RBD 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. This is a form. Turn on document protection to make the form "fillable".

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. 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.rbdnow.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
 Yes No ----- EIV Security Assessment Questionnaire

Property Name		Contract Type	Contract Number	Authorization Letter(s)	Coordinator 1	Authorization Letter(s)	Coordinator 2
Oak Grove		S8	GA1111111111	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	John Doe	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mary Stevens
User Name Users with Access to EIV Only	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	Training
			Original	Current			
John Doe	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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Mary Stevens	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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Davey 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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Indiana Jones	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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Bill Clark	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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Fictitious data, for illustration purposes only

SAMPLE EIV FILE CHECKLIST

. HUD does not provide a “HUD approved” EIV File Checklist. This is a sample. It should be edited to conform to your management company’s policy and procedure. RBD 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. This is a form. Turn on document protection to make the form “fillable”.

Name People who view EIV Reports – No Access	Role or Title (i.e. Financial Auditor, Property Manager, Compliance Monitor, Regional Manager)	Signed Security Policy on file	Signed Rules of Behavior on File
Mike Clark	Auditor	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Estelle Jones	Compliance Monitor	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Davis Roe	Compliance Monitor	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Herman Crete	Auditor	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Gloria Beck	Regional Manager	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Fictitious data, for illustration purposes only

SAMPLE EIV FILE CHECKLIST

. HUD does not provide a "HUD approved" EIV File Checklist. This is a sample. It should be edited to conform to your management company's policy and procedure. RBD 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. This is a form. Turn on document protection to make the form "fillable".

Yes No ----- Security Policy

Yes No ----- Use Policy

Yes No ----- EIV Security Assessment Questionnaire

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	Training
			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"/> 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"/> 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"/> 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"/> 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"/> 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"/> 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"/> 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"/> 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"/> 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

SAMPLE EIV FILE CHECKLIST

. HUD does not provide a “HUD approved” EIV File Checklist. This is a sample. It should be edited to conform to your management company’s policy and procedure. RBD 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. This is a form. Turn on document protection to make the form “fillable”.

Name People who view EIV Reports – No Access	Role or Title (i.e. Financial Auditor, Property Manager, Compliance Monitor, Regional Manager)	Signed Security Policy on file	Signed Rules of Behavior on File
		<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"/> 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"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No