



PIH.RHIIP.TA Message # 2012-10 Distributed on March 16, 2012

The Office of Public and Indian Housing (PIH) is pleased to announce the 2nd monthly EIV Roundtable Teleconference session with PIH EIV system owner, Nicole Faison. The session will provide you with the latest and greatest on EIV and provide PIH EIV system users with the opportunity to ask EIV questions.

Mark your calendar! The 2nd EIV Roundtable sessions will be held on the following dates and times. Please limit your participation to only one session so that we may maximize participation by all that desire to participate. Registration and payment of fee is **not required** to participate in the EIV Roundtable session.

EIV Roundtable Sessions:

- **Monday, March 19, 2012, from 9:00AM, EDT to 10:00AM, EDT**
- **Monday, March 19, 2012, from 11:00AM, EDT to 12:00PM, EDT**
- **Monday, March 19, 2012, from 1:00PM, EDT to 2:00PM, EDT**

- **Tuesday, March 20, 2012, from 9:00AM, EDT to 10:00AM, EDT**
- **Tuesday, March 20, 2012, from 11:00AM, EDT to 12:00PM, EDT**
- **Tuesday, March 20, 2012, from 1:00PM, EDT to 2:00PM, EDT**

- **Friday, March 23, 2012, from 9:00AM, EDT to 10:00AM, EDT**
- **Friday, March 23, 2012, from 11:00AM, EDT to 12:00PM, EDT**
- **Friday, March 23, 2012, from 1:00PM, EDT to 2:00PM, EDT**

- **Monday, March 26, 2012, from 9:00AM, EDT to 10:00AM, EDT**
- **Monday, March 26, 2012, from 11:00AM, EDT to 12:00PM, EDT**
- **Monday, March 26, 2012, from 1:00PM, EDT to 2:00PM, EDT**

- **Tuesday, March 27, 2012, from 9:00AM, EDT to 10:00AM, EDT**
- **Tuesday, March 27, 2012, from 11:00AM, EDT to 12:00PM, EDT**
- **Tuesday, March 27, 2012, from 1:00PM, EDT to 2:00PM, EDT**

- **Wednesday, March 28, 2012, from 9:00AM, EDT to 10:00AM, EDT**
- **Wednesday, March 28, 2012, from 11:00AM, EDT to 12:00PM, EDT**
- **Wednesday, March 28, 2012, from 1:00PM, EDT to 2:00PM, EDT**



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To join the session, simply call toll-free number **(877) 848-7030**, enter access code **5187883**, press “#”, and then press “#” again to join the teleconference as a participant.

To ensure an effective teleconference session, all participants are required to adhere to the following rules:

1. If more than one individual from your agency will participate in the teleconference, please dial in from **one telephone**. This will ensure that as many as possible can join the call, as there are a limited number of lines available to dial in.
2. Once you join the call, **press the mute button on your phone** or press “*6” to **mute your phone**. This will prevent background noise from disturbing or interrupting the teleconference session. To unmute your phone, press the mute button on your phone or press “*6”.
3. Do not put the call on hold if your agency’s phone system plays music or recorded information, as this will disturb and interrupt the teleconference. Instead, leave your phone line open and muted.
4. Ask questions related only to the covered topics and only when prompted by the host.
 - a. Other questions may be sent to PIH.RHIIP.TA@HUD.GOV.
5. If the conference line is full, you may participate in a later session.

Topics* to be discussed include:

1. How your agency can be a designated EIV star for the quarter ending March 31, 2012
2. How to use EIV’s Debts Owed to PHAs & Termination module
3. What’s on Your Mind?

* See attached handout for the session.

Note: These sessions are **not** applicable to Multifamily Housing (MFH) program administrators that use the MFH EIV system.

Please direct all inquiries regarding this message to PIH.RHIIP.TA@HUD.GOV.



**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing (PIH): Real Estate Assessment Center (REAC)
Enterprise Income Verification System (EIV) Roundtable Session # 2
March 2012**

How your agency can be a designated **EIV Star for the quarter ending March 31, 2012**



- As of March 13, 2012, HUD has uploaded all data received from the Social Security Administration (SSA) during the monthly computer matching process.



- EIV will copy tenant data from the Public and Indian Housing Information Center (PIC) beginning the evening of Friday, March 30, 2012, and all EIV reports will be updated by 9:00AM, EDT on Saturday, March 31, 2012.



- Public Housing Agencies (PHAs) should check the following EIV reports to ensure that there are no identified deficiencies:
 - Deceased Tenants Report
 - Identity Verification Report
 - Failed EIV Pre-Screening (excluding tenants with a PIC-generated alternate ID and whose citizenship status is **ineligible noncitizen** and the family's assistance is prorated)



- **Note:** If your agency has no other deficiencies, HUD will manually deduct these EIV-identified deficiencies from the report totals to ensure that your agency is classified as a designated EIV Star
 - Failed SSA Identity Test



- If there are deficiencies, submit an updated/corrected form HUD-50058 to PIC by no later than **3:00PM, EDT on Friday, March 30, 2012**, to ensure the information is available in PIC for EIV to copy.



- Review guidance for the Deceased Tenants Report, PIH Notice 2012-4
 - Review guidance for the Identity Verification Report, PIH Notice 2012-10
 - PIH Notices are available online at:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/publications/notices



- During the month of April 2012, HUD will publish the names of PHAs with no deficiencies on the Deceased Tenants and Identity Verification Reports as of March 31, 2012, on the HUD website at:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/rhiip/uivsystem#stars.



- HUD will notify PHAs with deficiencies and require the PHA to correct the deficiencies by a specified time frame as detailed in a letter emailed to the Executive Director of affected PHAs. PHA staff may view a copy of the letter on HUD's website at:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/rhiip/training#2.



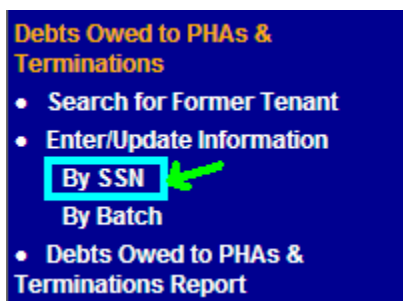
**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing (PIH): Real Estate Assessment Center (REAC)
Enterprise Income Verification System (EIV) Roundtable Session # 2
March 2012**

How to use EIV's Debts Owed to PHAs & Terminations Module

- Detailed guidance on EIV's Debts Owed Module is available via the Initial EIV System PowerPoint Presentation available online at:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/rhiip/training#3.
- EIV system users must be assigned the Program Administrator role (for the Public Housing and/or Section 8 program) in order to enter termination information into EIV. If you have been assigned the aforementioned role, you will see the **Enter/Update Information** option under the **Debts Owed to PHAs & Terminations** header as displayed below.



- To enter information (or delete an EOP record) for a single tenant, click on the **By SSN** link. Then click on the **Continue** button on the **Debts Owed to PHAs & Terminations>>Enter/Update Information>>Notice Page**.





**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing (PIH): Real Estate Assessment Center (REAC)
Enterprise Income Verification System (EIV) Roundtable Session # 2
March 2012**

Debts Owed to PHAs & Terminations >> Enter/Update Information >> Notice Page

OMB No: 2577-0266
Expires:
04/30/2013

Public Housing Agencies (PHAs) are not required to enter information unless a current and valid approved OMB control number is displayed at the top of this page.

Paperwork Reduction Notice: The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB under the Paperwork Reduction Act of 1995 (44 U.S.C. 3520) and the above-referenced assigned OMB control number. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a current and valid OMB control number.

You are about to enter debt and/or termination information on a former tenant. You may not take this action until you have done the following:

1. Notified the individual(s) of the debt owed to the PHA and/or adverse status as of the end of participation date; and
2. Provided the individual(s) with at least 30 days to present evidence that all or part of such debt is not owed or legally enforceable; and
3. Considered any evidence presented by the individual(s) and determined that the amount of the debt owed to the PHA is owed and legally enforceable.

When you click the **Continue** button below, you certify and agree to the following:

1. The information that you enter is complete and accurate to the best of your knowledge and you have supporting documentation to support the information entered into the system; and
2. Any information determined to be inaccurate will be updated or deleted within 60 days of notification by the former tenant (s) and verification of disputed inaccurate information.

System Entry Limitations

A record may be modified 5 times.
The entry of the debt owed amount is limited to a maximum of \$500,000.00.

[Continue](#)

- Type the 9-digit social security number (SSN) in the text boxes and click on the **Get Information** button.

Enter/Update Information >> By SSN

Enter HOH SSN and click on Get Information:

Enter HOH Social Security Number - -

[Get Information](#) [Clear](#)



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Office of Public and Indian Housing (PIH): Real Estate Assessment Center (REAC)
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- EIV will display the data entry screen for you to enter the applicable termination information as displayed below. Enter the applicable information and click on the **Submit** button to add the information to EIV's database.

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [By SSN](#)

Enter/Update Information for: ***-**-****	
HOH SSN:	***-**-****
HOH Name:	M CURTIS
Debt Owed:	\$ <input type="text"/>
Bankrupt:	<input type="checkbox"/>
Repayment Agreement:	<input type="checkbox"/>
Default on Repayment Agreement:	<input type="checkbox"/>
Judgment:	<input type="checkbox"/>
End of Participation Status: (hold down ctrl to select multiple)	<ul style="list-style-type: none">Failure to pay retroactive rent*Failure to pay rent*Failure to pay other charges*Failure to complete annual reexamCriminal activity - DrugsCriminal activity - Sex OffenderCriminal activity - ViolentCriminal activity - OtherLease Violations
(*)= You must enter a debt amount greater than 0.	
<input type="button" value="Submit"/> <input type="button" value="Clear"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>	

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

- If the former tenant owes your agency a balance as of the end of participation (EOP) date, you will enter the dollar amount owed in the **Debt Owed** text box. The amount entered must be greater than \$0.00, otherwise EIV will display the following error message when you click on the **Submit** button:

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [By SSN](#)

• You must enter the debt owed amount

Enter/Update Information for: ***-**-****	
HOH SSN:	***-**-****
HOH Name:	
Debt Owed:	\$ <input type="text"/>
Bankrupt:	<input type="checkbox"/>
Repayment Agreement:	<input type="checkbox"/>
Default on Repayment Agreement:	<input type="checkbox"/>
Judgment:	<input type="checkbox"/>
End of Participation Status: (hold down ctrl to select multiple)	<ul style="list-style-type: none">Failure to pay retroactive rent*Failure to pay rent*Failure to pay other charges*Failure to complete annual reexamCriminal activity - DrugsCriminal activity - Sex OffenderCriminal activity - ViolentCriminal activity - OtherLease Violations
(*)= You must enter a debt amount greater than 0.	
<input type="button" value="Submit"/> <input type="button" value="Clear"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>	

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- If you enter a debt owed amount, you must select at least one **Failure to Pay** EOP status, otherwise EIV will display the following error message when you click on the **Submit** button:

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [By SSN](#)

• You must select a "Failure to pay reason"

Enter/Update Information for: ***_**	
HOH SSN:	***_**
HOH Name:	
Debt Owed:	\$ 256.0
Bankrupt:	<input type="checkbox"/>
Repayment Agreement:	<input type="checkbox"/>
Default on Repayment Agreement:	<input type="checkbox"/>
Judgment:	<input type="checkbox"/>
End of Participation Status: (hold down ctrl to select multiple)	<ul style="list-style-type: none">Failure to pay retroactive rent*Failure to pay rent*Failure to pay other charges*Failure to complete annual reexamCriminal activity - DrugsCriminal activity - Sex OffenderCriminal activity - ViolentCriminal activity - OtherLease Violations

(*)= You must enter a debt amount greater than 0.

- If you enter any information, you must select an EOP status, otherwise EIV will display the following error message when you click on the **Submit** button:

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [By SSN](#)

• End of Participation Status is required

Enter/Update Information for: ***_**	
HOH SSN:	***_**
HOH Name:	
Debt Owed:	\$
Bankrupt:	<input type="checkbox"/>
Repayment Agreement:	<input type="checkbox"/>
Default on Repayment Agreement:	<input type="checkbox"/>
Judgment:	<input type="checkbox"/>
End of Participation Status: (hold down ctrl to select multiple)	<ul style="list-style-type: none">Failure to pay retroactive rent*Failure to pay rent*Failure to pay other charges*Failure to complete annual reexamCriminal activity - DrugsCriminal activity - Sex OffenderCriminal activity - ViolentCriminal activity - OtherLease Violations

(*)= You must enter a debt amount greater than 0.



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- If you had previously entered a debt owed amount prior to the implementation of the **Repayment Agreement and Judgment** checkboxes and desire to report that the former tenant has entered into a repayment agreement and/or your agency has obtained a judgment for the amount owed, you will need to **activate** the currently inactive (grayed-out) checkboxes.
- ❖ This is what the data entry screen looks like (notice the inactive checkboxes) when you first access the EOP record of a former tenant with a previously reported debt owed amount:

Debts Owed to PHAs & Terminations >> Enter/Update Information >> Report Selection >> List Page >> >> Edit Info

Enter/Update Information for: ***_**

HOH SSN: ***-**-****

HOH Name: _____

Debt Owed: \$ 184.0

Bankrupt:

Repayment Agreement:

Default on Repayment Agreement:

Judgment:

End of Participation Status: (hold down ctrl to select multiple)

- Failure to pay retroactive rent*
- Failure to pay rent*
- Failure to pay other charges*
- Failure to complete annual reexam
- Criminal activity - Drugs
- Criminal activity - Sex Offender
- Criminal activity - Violent
- Criminal activity - Other
- Lease Violations

(*)- You must enter a debt amount greater than 0.

Submit Clear Delete Cancel

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

- ❖ To activate the inactive (grayed-out) checkboxes, hold down the **CTRL** key and click on any EOP status and the checkboxes will become active as displayed below. Unclick the EOP status that you selected. Then check the applicable checkboxes and click on the **Submit** button.

Debts Owed to PHAs & Terminations >> Enter/Update Information >> Report Selection >> List Page >> >> Edit Inform

Enter/Update Information for: ***_**

HOH SSN: ***-**-****

HOH Name: _____

Debt Owed: \$ 184.0

Bankrupt:

Repayment Agreement:

Default on Repayment Agreement:

Judgment:

End of Participation Status: (hold down ctrl to select multiple)

- Failure to pay retroactive rent*
- Failure to pay rent*
- Failure to pay other charges*
- Failure to complete annual reexam
- Criminal activity - Drugs
- Criminal activity - Sex Offender
- Criminal activity - Violent
- Criminal activity - Other
- Lease Violations

(*)- You must enter a debt amount greater than 0.

Submit Clear Delete Cancel

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.



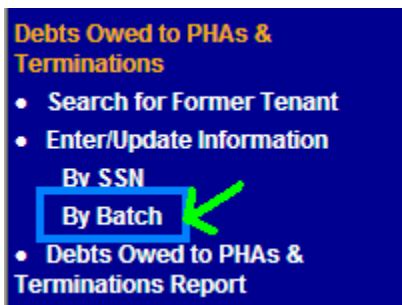
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- ❖ The **Default on Repayment Agreement** checkbox will automatically become active when you check the **Repayment Agreement** checkbox as displayed below.

[Debts Owed to PHAs & Terminations](#) >> [Enter/Update Information](#) >> [Report Selection](#) >> [List Page](#) >> >> [Edit Information](#)

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

- To enter information (or delete EOP record) for multiple former tenants, click on the **By Batch** link. Then click on the **Continue** button on the **Debts Owed to PHAs & Terminations>>Enter/Update Information>>Notice Page**.





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Debts Owed to PHAs & Terminations >> Enter/Update Information >> Notice Page

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You are about to enter debt and/or termination information on a former tenant. You may not take this action until you have done the following:

1. Notified the individual(s) of the debt owed to the PHA and/or adverse status as of the end of participation date; and
2. Provided the individual(s) with at least 30 days to present evidence that all or part of such debt is not owed or legally enforceable; and
3. Considered any evidence presented by the individual(s) and determined that the amount of the debt owed to the PHA is owed and legally enforceable.

When you click the **Continue** button below, you certify and agree to the following:

1. The information that you enter is complete and accurate to the best of your knowledge and you have supporting documentation to support the information entered into the system; and
2. Any information determined to be inaccurate will be updated or deleted within 60 days of notification by the former tenant (s) and verification of disputed inaccurate information.

System Entry Limitations

A record may be modified 5 times.
The entry of the debt owed amount is limited to a maximum of \$500,000.00.

[Continue](#)

- Select the applicable report selection criteria and click the **Get Report** button.

Debts Owed to PHAs & Terminations Report >> Enter/Update Information >> Report Selection

Report Selection:

Program Type

End of Participation Month

Select Region:

PHA

[Get Report](#)

Note: The report will contain only former tenants for whom you are authorized to access. For example, if you select **All** Programs and you are authorized to access only **Section 8** tenants, EIV will display only **Section 8** tenants.



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- The **Debts Owed to PHAs & Terminations>> Enter/Update Information>> Report Selection>> List Page** will appear as displayed below:

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> List Page

PHA Statistics	
Program Type	All
End Of Participation Month	All
PHA Name	AR096 Housing Authority of the City of Alma
Number of Tenants Identified	142

[Download in Excel](#)
[Printer-Friendly Version](#)

1 to 50 of 142 Households ➔ Next

Tenant data for PHA: AR096 Housing Authority of the City of Alma						
Delete	HOH SSN	HOH Name	End of Participation Date	Program Type	Unit Address	Enter/Edit Information
<input type="checkbox"/>		HICE,	10/05/2009	Public Housing		Edit
<input type="checkbox"/>		FLOWERS, [REDACTED]	08/17/2009	Public Housing		Enter Information
<input type="checkbox"/>		HOLCOMBE,	06/23/2010	Public Housing		Edit
<input type="checkbox"/>		RIVERA, [REDACTED]	11/03/2008	Public Housing		Enter Information
<input type="checkbox"/>		MARCIAL,	08/22/2008	Public Housing		Enter Information

- Click on the **Enter Information** link to the right of the former tenant’s name for whom you wish to enter adverse information. EIV will display the data entry screen for you to enter the applicable termination information as displayed on page 4 of this document. Enter the applicable information and click on the **Submit** button to add the information to EIV’s database.
- From the **Debts Owed to PHAs & Terminations>> Enter/Update Information>> Report Selection>> List Page**, you may:
 - Select multiple EOP records for deletion
 - Edit information of a former tenant by clicking on the **Edit** link to the right of the former tenant’s name (information was previously reported for the former tenant)
 - Download or print the list of EOP records for former tenants
- PHAs are required to either enter adverse information or delete the EOP record from EIV no later than 60 days from the EOP date.



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- PHAs are reminded to **not** reduce the reported debt owed amount if the former tenant is making payments. Instead, the PHA is to edit the EOP record by checking the **Repayment Agreement** checkbox. The entered debt owed amount is the total amount that was owed to the PHA as of the EOP date.
- PHAs are reminded to not delete the EOP record of a former tenant who has paid a previously reported debt owed amount in full. Instead, the PHA is to edit the EOP record by editing the former tenant EOP record to add the EOP status of **Debt Owed Paid in Full**.
- PHAs are reminded to delete EOP records of former tenants for which there is no adverse information to be reported. If you do not delete the EOP record of a former tenant and do not enter adverse information, EIV will display the following blank Debts Owed to PHAs & Terminations record for the former tenant when any PHA enters the SSN of the former tenant in EIV's **Former Tenant Search** module:

Debts Owed to PHAs & Terminations >> [Search for Former Tenant](#) >> Former Tenant Printer-Friendly Version

Debt Owed to PHA & End of Participation Report for Household of		. JACKSON as of 03/16/2012	
Date of Initial Entry:	09/21/2009	Date of Update:	-
Updated By:			
PHA Code:	CA069	Program Type:	Section 8
PHA Name:	THE HOUSING AUTHORITY OF THE CITY OF MADERA	Project:	
PHA Address:	205 N. G Street 205 N. G Street MADERA, CA 93637		
PHA Telephone Number:	(559) 674-5695	PHA Fax Number:	(559) 674-5701
Former Tenant Address:	MISSION HILLS TERRACE		
End of Participation Date:	01/10/2009	Bankruptcy:	No
Debt Owed to PHA:	\$0.00	Repayment Agreement:	No
End of Participation Status:		Default on Repayment Agreement:	No
		Judgment:	No
Head of Household:	JACKSON		
Social Security Number:	***.**-9373	Date of Birth:	XX/XX/1975

Household Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***_**		JACKSON	XXXX/19*	33	Head	Verified
***_**		EASTMAN	XXXX/19!	11	Other Youth Under 18	Verified
***_**		BENJAMIN	XXXX/19!	9	Other Youth Under 18	Verified
***_**		TOLEFREE III	XXXX/20!	8	Other Youth Under 18	Verified

- PHAs are reminded that the **Bankruptcy** checkbox can only be checked if a debt owed amount **greater than \$0** has been entered.



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- Below is an example of what a Debts Owed to PHAs & Terminations Report for a former tenant with reported adverse information looks like:

Debts Owed to PHAs & Terminations >> [Search for Former Tenant](#) >> Former Tenant

[Printer-Friendly Version](#)

Debt Owed to PHA & End of Participation Report for Household of COLTON		as of 03/16/2012	
Date of Initial Entry:	12/30/2009	Date of Update:	12/29/2011
Updated By:	ME8063		
PHA Code:	AL090	Program Type:	Public Housing
PHA Name:	PHIL CAMPBELL HOUSING AUTHORITY	Project:	AL090000001
PHA Address:	STALCUP PHIL CAMPBELL,AL 35581		
PHA Telephone Number:	(205) 993-4844	PHA Fax Number:	(205) 993-4924
Former Tenant Address:			
End of Participation Date:	12/14/2009	Bankruptcy:	No
Debt Owed to PHA:	\$227.90	Repayment Agreement:	No
End of Participation Status:	Failure to pay rent*	Default on Repayment Agreement:	No
		Judgment:	No
Head of Household:			
Social Security Number:	***.**-*	Date of Birth:	XX/XX/1991

Household Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
-**-*	COLTON		XX/XX/1991	18	Head	Verified
-**-*	KIMBERLY		XX/XX/1991	18	Spouse	Verified

Notice to COLTON

This debt owed and/or termination information was reported by the above-listed Public Housing Agency (PHA). The PHA's name, address, and telephone numbers are listed above. You should contact the PHA in writing if you disagree with the reported information. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. **You must dispute this information within three years from the listed date of termination. Otherwise the reported information is presumed correct.** Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD's Enterprise Income Verification (EIV) system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy indicator. The PHA will notify you of its action regarding your dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the information is correct.

Important Information:

- Upon your request, the PHA must give you the information that pertains to you and maintained in HUD's EIV system.
- All PHAs that administer the Public Housing and Housing Choice Voucher (HCV) programs have access to debts owed and termination information of all former program participants.
- If you tell the PHA that your record contains inaccurate information, the PHA must promptly investigate the matter and inform you in writing the outcome of their investigation.
- The PHA must correct or, as the case may be, delete inaccurate debt owed or termination information contained in the EIV system.
- Debt owed and/or termination information will be maintained in EIV for a period of ten (10) years from the end of participation date.
- Your future request (application) for HUD rental assistance may be denied for a period of up to ten years from the date you moved out of an assisted unit or were terminated from a housing program.

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.
 Report Generated By - H18XXX NICOLE X FAISON