



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

January 7, 2008

Dear Executive Director:

The Department recently created a new report within the Enterprise Income Verification (EIV) system called the *Deceased Tenants Report*. This report identifies tenants within the Housing Choice Voucher (HCV) and Public Housing programs who are deceased and, if available from the Social Security Administration, the individual's date of death. This information is useful for following up with the family to ensure correct household composition, as well as correct rental assistance for which the family is eligible.

Based on the Department's recent review of the *Deceased Tenants Report*, there are 12,667 households nationwide with one or more deceased household members. Approximately forty-nine percent of these households are single member households. Some of these families are listed in the Public and Indian Housing Information Center (PIC) system as current participants in the HCV and Public Housing programs. Public Housing Authorities (PHAs) are encouraged to use EIV's *Deceased Tenants Report* as third-party verification of deceased tenants and update the family composition accordingly. Your action will help to ensure that more eligible families are able to benefit from HUD's rental assistance programs and contribute to the Department's reduction of improper subsidy payments.

The Department is urging your agency staff to log onto the EIV system, which is available via the internet at https://hudapps.hud.gov/HUD_Systems, review the *Deceased Tenants Report*, take the necessary corrective action to update each listed family's household composition, and transmit an updated form HUD-50058 into PIC as soon as possible, but no later than the family's next scheduled annual reexamination. If you find that the EIV data is incorrect, as in cases where another person may be using a deceased person's social security number, your agency should take appropriate action in accordance with your policies. Should you or your staff require further guidance or technical assistance, please contact Dina Elani, Director for Public Housing Management and Occupancy Division at (202) 708-0744.

Sincerely,

Handwritten signature of Nicole Faison in black ink.

Nicole Faison
Director
Office of Public Housing Programs

Handwritten signature of David A. Vargas in black ink.

David A. Vargas, CPA
Director
Office of Housing Voucher Programs