



SERVICES AND SOLUTIONS FOR PROPERTIES OF ALL SIZES • 829 WEST GENESEE STREET, SYRACUSE, NY 13204  
 PHONE: 315.451.2423 • SOLUTIONS@PMCS-ICAP.COM • WWW.PMCS-ICAP.COM

## EIV Policies and Procedures Order Form



Full implementation of EIV was mandatory January 31, 2010, and HUD requires that each site have written EIV Policies and Procedures. These policies and procedures are compliant with HUD Notice 2011-21 (effective August 17, 2011) and include its new EIV requirements. There are 20 elements your MOR reviewer will be verifying to determine compliance with this HUD Notice. Don't be caught off guard with outdated, non-compliant EIV Policies and Procedures! **Our EIV Policies and Procedures Template can be used as is, modified to meet your specific needs, or we can consult with you and prepare a fully customized version.**

These Policies & Procedures meet all HUD Notice 2011-21 requirements, including Privacy Act compliance, requirement for tenants turning 18 between certs to sign the 9887, security, report retention in tenant and master files and use of all reports.

All of our services are performed by AHM/COS certified staff, which includes leading industry trainers, all of whom have thorough knowledge of HUD, TRACS, EIV, occupancy issues, the 4350.3 Handbook and contract administration.

**SEND TO:**

(Please print clearly)

\_\_\_\_\_

**Contact Name**

\_\_\_\_\_

**Management Company Name**

\_\_\_\_\_

**Phone**

\_\_\_\_\_

**Fax**

\_\_\_\_\_

**E-mail**

**Information to appear on EIV Policies and Procedures:**

\_\_\_\_\_

**Property Name**

\_\_\_\_\_

**Property Address**

\_\_\_\_\_

**City State Zip**

\_\_\_\_\_

**Phone Number**

<u>Product</u>	<u>Quantity</u>	<u>Price</u>	<u>Subtotal</u>
EIV Policies & Procedures Template	_____	\$150.00	_____
Template Rush Order Fee - within 3 business days	_____	\$35.00	_____
Custom EIV Policies & Procedures	_____	\$350.00	_____
Custom Rush Order Fee - within 3 business days	_____	\$50.00	_____
<b>Total Enclosed:</b>			
<b>Payment Method:</b>			
<input type="checkbox"/> Check <input type="checkbox"/> PayPal (Credit Card)			
Mail your checks along with this order form to:  <b>PMCS Inc.</b> <b>829 West Genesee Street, Syracuse, NY 13204</b> Please reference " <u>Property Name - EIV Policies/Procedures</u> " on the memo line of check			
<small>For Office Use Only</small>			
Sent By:	Website	Sent Date:	_____
CK/PP #:	_____	Date:	_____
Amount:	_____	Rec'd By:	_____

**NOTE:** We perform our services, using our extensive industry knowledge, contacts and experience acquired over the more than 21 years we have served the Affordable Housing Industry. The services detailed in our contract do not in any way imply or guarantee that your Contract Administrator and/or HUD will not have questions, 'findings' or 'observations' in your Management & Occupancy Review Report. Due to inconsistencies and policy directives from HUD that are unclear or appear contradictory, and the resulting myriad interpretations that exist within the Affordable Housing Industry, the variability in citations/comments is beyond anyone's control. Prices subject to change without notice.