EIV Income Discrepancy Checklist

Resident Name: __________________________

Discrepancy Report Month: _____________

Property Name: __________________________

Discrepancy determination: (choose one only)

☐ Valid – Income discrepancy that is a result of resident misrepresentation of income or failure to report a change/increase in income as required.

☐ Invalid – Income discrepancy that is a result of one of the following:
  • O/A error
  • Incorrect EIV data
  • Administrative circumstances – (i.e. income was reported by resident, but the action has not been completed)

Results of Investigation narrative:

(For Valid Discrepancies - List actions taken by the O/A to correct 50059, including any compliance actions required of the resident) NOTE: The O/A may not take any adverse action based solely on EIV data.

(For Invalid Discrepancies - Note how invalid status was determined)

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Signature and Date