Approving Move-in and Recertification Procedure

1. The Property Managers or Assistant Managers will run the applicants and recertification for EIV.
2. The Property Managers or Assistant Managers will review EIV information. If a discrepancy occurs, the manager will investigate, and use the EIV information.
   a. **NOTE: Tsaile I, may not use EIV information in lue of 3rd party verification. Rural Development (RD) will need to see verification for all calculations. RD is not allowed to review the EIV information.**
3. New applicants and Recertification must be sent to Compliance Manager for final approval.
4. The Compliance Manager will send Approval/Denial back to the property.
5. File review will be conducted during the site visits by the Compliance Manager.
6. Any questions should be directed to the Compliance Manager.

_____

Property Manager   Date

_____

Assistant Manager   Date