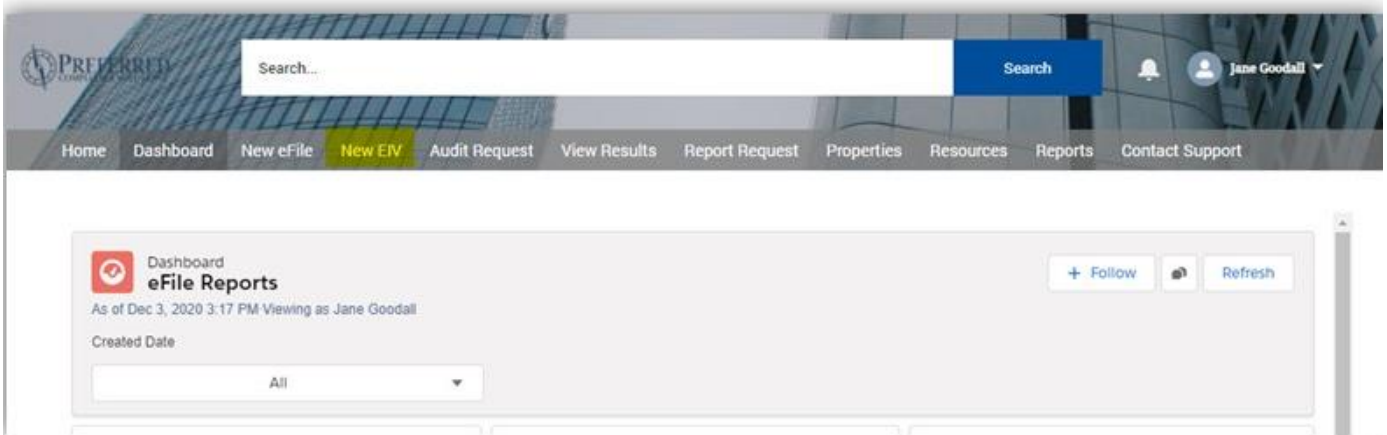




How To Request An EIV Existing Tenant Search & Household Report

Step 1: After logging into NextGen, click on “New EIV” from the toolbar at the top.



Step 2: Select the EIV report type for your request from the drop-down box. The Household Report is for Income and Income Discrepancy Report. This is used for AR, IR and 90 days after TRACS submission for IC.

A screenshot of the "Create EIV Request" form. The form has several fields: "Application Type" (set to "EIV Request"), "Property Name" (set to "Select Property"), "Household Name (Last First)" (empty), "EIV Request Type" (dropdown menu open), "Property Staff Name" (empty), and "Unit Number" (empty). The dropdown menu for "EIV Request Type" is highlighted with a red box and shows options: "--None--", "✓ --None--", "EIV Existing Tenant Search", and "EIV Household Report".

Step 3: Select the property name in the drop down box.

A close-up screenshot of the "Property Name" dropdown menu. The menu is open, showing three options: "Preferred View", "Select Property", and "Preferred View". The second "Preferred View" option at the bottom is highlighted in blue.

Step 4: Select your name in the Property Staff Name drop down box

A screenshot of a web form showing a dropdown menu for 'Property Staff Name'. The dropdown is open, displaying a list of names: 'Shana Mattson', 'Select Property Staff', 'Kira Adams', 'Shana Mattson', 'Sam Thomas', and 'Jane Goodall'. 'Sam Thomas' is highlighted in blue. To the left of the dropdown are labels for 'Unit Number', 'HOH Social Security Number', and 'Social Security Number 2'.

Step 5: For Existing Tenant Search – enter HOH information, along with information for every household members regardless of age. Note that there are spaces enough for 10 household members. If you need to request more than 10 reports, you will need to submit another request.

A screenshot of the 'Create EIV Request' form. The form is titled 'Create EIV Request' and contains several fields. A red box highlights the top section of the form, which includes: 'Application Type' (EIV Request), 'EIV Request Type' (EIV Existing Tenant Search), 'Property Name' (Preferred View), and 'Property Staff Name' (Shana Mattson). Below these are fields for household information: 'Household Name (Last First)' (Robert Julia), 'HOH Full Name' (Julia Robert), 'HOH Social Security Number' (566570000), 'Full Name 2' (Justin Robert), and 'Social Security Number 2' (660887777). There are also fields for 'Full Name 3' through 'Full Name 10' and 'Social Security Number 3' through 'Social Security Number 10'. A 'Submit' button is located at the bottom center of the form.

Step 5 Continued: For Housing Report – enter HOH information then click submit.

Create EIV Request

* Application Type	EIV Request	* EIV Request Type	EIV Household Report
* Property Name	Preferred View	* Property Staff Name	Shana Mattson
* Household Name (Last First)	Aponte Jose	Unit Number	600
HOH Full Name	Jose Aponte	HOH Social Security Number	650780000

[Submit](#)

Step 7: Just like a regular file review, an eFile number will be assigned to your request. You can also see the status of your request.

The screenshot shows the user interface for the eFile system. At the top, there is a search bar and a navigation menu with items like Home, Dashboard, New eFile, New EIV, Audit Request, View Results, Report Request, Properties, Resources, Reports, and Contact Support. The user is logged in as Jane Goodall.

The main content area shows the profile for "eFile Aponte Jose". A red box highlights the "eFile Number" 00975274. Below this, a table shows the request details:

eFile Number	Property Name	Status
00975274	Preferred View	Awaiting Assignment

Below the table, there are buttons for "Refresh", "Edit Unit Number", "Upload File", and "Change Property Staff Member".

On the left, there are tabs for "Details" and "Chatter". The "Details" tab is active, showing a list of fields and their values:

Household Name (Last First)	Aponte Jose	Status	Awaiting Assignment
Property Name	Preferred View	Application Type	EIV Request
Property Staff Name	Sam Thomas	eFile Owner	EIV Queue
Contact Name	Jane Goodall	Unit Number	600
Corrections needed		EIV Request Type	EIV Existing Tenant Search
HOH Full Name	Jose Aponte	HOH Social Security Number	XXX-XX-5555
Full Name 2	Jackie Aponte	Social Security Number 2	XXX-XX-5387
Full Name 3	Judy Aponte	Social Security Number 3	XXX-XX-5444

On the right side, there are sections for "Files (0)" and "Notes (0)".

Step 8: When the request is completed, the status will reflect "Completed" and you will receive an email notification that you request is completed. You will need to log into NextGen system to obtain a copy of the EIV in the File section of this page.

The screenshot displays the NextGen system interface for an eFile request. At the top, there is a search bar and a navigation menu with options like Home, Dashboard, New eFile, New EIV, Audit Request, View Results, Report Request, Properties, Resources, Reports, and Contact Support. The user is logged in as Jane Goodall.

The main content area shows the eFile details for Aponte Jose. The eFile Number is 00975274, the Property Name is Preferred View, and the Status is Completed. A red arrow points to the Status field, which is also highlighted with a red box. A Refresh button is highlighted with a red box in the top right corner.

Below the summary, there are two tabs: Details and Chatter. The Details tab is active, showing a list of fields and their values:

Field	Value
Household Name (Last First)	Aponte Jose
Property Name	Preferred View
Property Staff Name	Sam Thomas
Contact Name	
Status	Completed
Application Type	EIV Request
eFile Owner	EIV Queue
Unit Number	

On the right side, there are sections for Files (1) and Attachments (1). The Files section shows a PDF file named "EIV Existing Tenant Search" uploaded on Dec 10, 2020, at 12:31 PM. The Attachments section is currently empty.