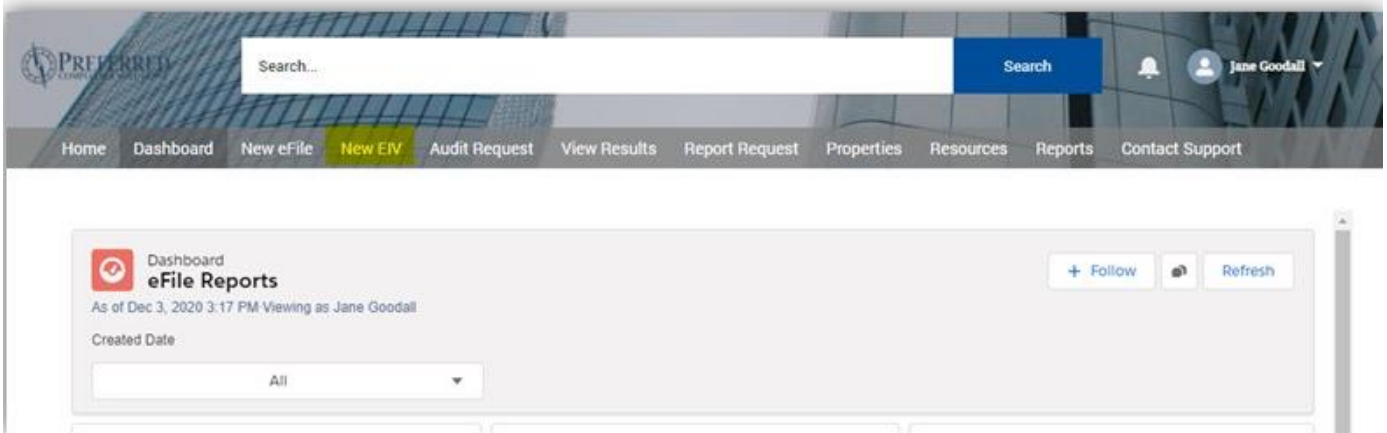




How To Request An EIV Existing Tenant Search

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



Step 2: Select “EIV Existing Tenant Search” from the drop down box for the EIV Request Type.

Create EIV Request

* Application Type	EIV Request	* EIV Request Type	--None--
* Property Name	Select Property	* Property Staff Name	✓ --None--
* Household Name (Last First)		Unit Number	EIV Existing Tenant Search
			EIV Household Report

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

* Property Name

* Household Name (Last First)

Preferred View

Select Property

Preferred View

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

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

Step 5: Enter Household Name and Unit Number. Note that unit number can be left blank if unknown.

A screenshot of the 'Create EIV Request' form. The form is titled 'Create EIV Request' and contains several fields. The 'Application Type' is set to 'EIV Request' and the 'EIV Request Type' is 'EIV Existing Tenant Search'. The 'Property Name' is 'Preferred View' and the 'Property Staff Name' is 'Shana Mattson'. The 'Household Name (Last First)' is 'Robert Julia'. The 'HOH Full Name' is 'Julia Robert' and the 'HOH Social Security Number' is '56570000'. The 'Full Name 2' is 'Justin Robert' and the 'Social Security Number 2' is '66687777'. 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 6: Enter all household member information. The request form has enough spaces for 10 household members. If a household has more than 10 people, you will need to create a second EIV request for the remaining members. Then, Click Submit.

Create EIV Request

* Application Type	<input type="text" value="EIV Request"/>	* EIV Request Type	<input type="text" value="EIV Existing Tenant Search"/>
* Property Name	<input type="text" value="Preferred View"/>	* Property Staff Name	<input type="text" value="Shana Mattson"/>
* Household Name (Last First)	<input type="text" value="Robert Julia"/>	Unit Number	<input type="text"/>
HOH Full Name	<input type="text" value="Julia Robert"/>	HOH Social Security Number	<input type="text" value="56570000"/>
Full Name 2	<input type="text" value="Justin Robert"/>	Social Security Number 2	<input type="text" value="656887777"/>
Full Name 3	<input type="text"/>	Social Security Number 3	<input type="text"/>
Full Name 4	<input type="text"/>	Social Security Number 4	<input type="text"/>
Full Name 5	<input type="text"/>	Social Security Number 5	<input type="text"/>
Full Name 6	<input type="text"/>	Social Security Number 6	<input type="text"/>
Full Name 7	<input type="text"/>	Social Security Number 7	<input type="text"/>
Full Name 8	<input type="text"/>	Social Security Number 8	<input type="text"/>
Full Name 9	<input type="text"/>	Social Security Number 9	<input type="text"/>
Full Name 10	<input type="text"/>	Social Security Number 10	<input type="text"/>