

## **Exhibit 3-5 Verification Hierarchy**

### **HUD Regulation 24 CFR 5.233(a)(2)**

Processing entities must use HUD's EIV system in its entirety:

(i) As a third party source to verify tenant employment and income information during mandatory reexaminations or recertifications of family composition and income, in accordance with § 5.236, and administrative guidance issued by HUD; and

(ii) To reduce administrative and subsidy payment errors in accordance with HUD administrative guidance.

### **HUD Regulation 24 CFR 880.601(b)**

Management and maintenance. The owner is responsible for all management functions, including determining eligibility of applicants, selection of tenants, reexamination and verification of family income and composition, determination of family rent (total tenant payment, tenant rent and utility reimbursement), collection of rent, termination of tenancy and eviction, and performance of all repair and maintenance functions (including ordinary and extraordinary maintenance), and replacement of capital items. (See part 5 of this title.) All functions must be performed in accordance with applicable equal opportunity requirements.

AHFC will start at Level Six, the most preferred verification method, and proceed through each step until a satisfactory verification is obtained. See Enterprise Income Verification (EIV) System exhibit for guidelines on how to resolve discrepancies.

1. Level Six - Enterprise Income Verification (EIV, HUD)
2. Level Five - Upfront Income Verification (UIV)
3. Level Four - Original Documents
4. Level Three - Written Third-Party Verification
5. Level Two - Oral Third-Party Verification
6. Level One - Self Certification or Declaration

### **Numbered Memo**

20-16 Updates to Verification Requirements