

### Secure Systems and Enterprise Income Verification (EIV) Registration, Consulting, & Other Services for Previously Registered Coordinators and Users

Property Name \_\_\_\_\_ Phone \_\_\_\_\_

Property Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Management Co. \_\_\_\_\_ Phone \_\_\_\_\_

Mgmt. Co. Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Billing Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Billing Address \_\_\_\_\_

Billing Phone \_\_\_\_\_ Billing Email \_\_\_\_\_

#### Secure Systems and EIV Property Assignment for Existing Coordinators/Users:

PMCS will register an existing Coordinator and/or User for additional properties.

_____ Secure Systems COORDINATOR Property Assignment for _____	\$25.00
_____ EIV COORDINATOR Property Assignment for _____	\$50.00
_____ Secure Systems USER Property Assignment for _____	\$10.00
_____ EIV USER Property Assignment for _____	\$25.00

#### Semi-Annual Recertifications for EIV Users:

If PMCS is already a Secure Systems and EIV Coordinator for your property, we'll recertify that property's non-PMCS EIV Users semi-annually.

\_\_\_\_\_ EIV Semi-Annual Recertification, per User; # of Users: \_\_\_\_\_ \$50.00 per year

#### EIV Registration:

PMCS can be your EIV Coordinator and a User for your property. Having PMCS registered as an EIV Coordinator and User means that we'll handle your PMCS EIV Coordinator and User recertifications. This service is *required* if you are electing to have PMCS pull your monthly EIV reports.

\_\_\_\_\_ EIV Registration for PMCS on your behalf \$250.00

\*Any problems incurred in the Secure Systems and EIV registration process that are beyond PMCS control (i.e., problems with the HUD databases) that result in additional time charges, will be billed at the rate of \$100.00 per hour. In these instances, we will notify you before incurring additional costs to determine your desired method for resolution of the problems.

**EIV Policies and Procedures:**

HUD requires each property to have EIV Policies and Procedures *before* accessing EIV on Secure Systems. If you have your own, please fax or email them to us. If not, you can purchase our Standard EIV Policies and Procedures template or we can work with you on a custom set, based on your preferences.

_____ Standard EIV Policies and Procedures template	\$150.00
_____ Custom EIV Policies and Procedures	\$350.00

**Information to appear on your EIV Policies and Procedures:**

Property Name:

Property Address:

City:

State:

Zip:

Please note: We offer our services, using the industry knowledge that we have acquired over the years, to prepare/review required documentation, and or provide training and consulting to reduce and/or eliminate findings on your next Management and Occupancy Review. The services detailed above do not, however, imply or guarantee that when your Contract Administrator performs an actual Management and Occupancy Review, they will not have questions or apply differing interpretations of policies due to the inconsistency and countless interpretations that exist among HUD, the PBCA's, and in the Affordable Housing Industry in general. Variability in citations/comments is a common occurrence within the industry, and is beyond anyone's control.

**Payment Options**

Total Retainer for Services Selected \$ \_\_\_\_\_

For Property Name \_\_\_\_\_

You can elect to pay either by credit card or by check. We accept credit card payments via PayPal, a trusted service used by thousands of businesses across the world. If you choose to pay with PayPal, you will be contacted promptly by Matt Simon upon PMCS' receipt of a completed and signed order form. Please select your method of payment. **To avoid delays, please mail both pages of this order form along with your payment.**

<b><u>Method of payment:</u></b>
_____ I wish to pay by check
_____ I wish to pay with PayPal

Please make checks payable to:  <b>PMCS, Inc.</b> <b>829 West Genesee St.</b> <b>Syracuse, NY 13204</b>  Please reference "Property Name - EIV" on memo line of check
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<b><u>FOR OFFICE USE ONLY PLEASE:</u></b>
Sent by _Website____ Date _____
Check # _____ Amount _____
Rec'd by _____ Date _____
Invoice Number _____

**APPROVED BY:**

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date