

Secure Systems and Enterprise Income Verification (EIV) Registration, Consulting, & Other Services

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 _____

First-Time Secure Systems and EIV Registration:

PMCS will register a first-time Coordinator or and/or User for your property.

_____ Secure System COORDINATOR Registration for _____	\$200.00
_____ EIV COORDINATOR Registration for _____	\$100.00
_____ Secure Systems USER Registration for _____	\$150.00
_____ EIV USER Registration for _____	\$75.00

EIV Registration:

PMCS will be your EIV Coordinator and a User for the property. Having PMCS registered as an EIV Coordinator and User means that we'll handle the PMCS EIV Coordinator and User recertifications.

This service is *required* if you are electing to have PMCS pull your monthly EIV reports.

_____ EIV Registration	\$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

Pulling Monthly EIV Reports:

Prior to having PMCS pull your monthly tenant EIV reports, we will need to address all failed identity verification reports, if any exist. We will advise you on how to process and follow up on corrections. The cost for this service is \$25.00 per failed report and is *mandatory* before we begin pulling your monthly tenant EIV reports.

First Month EIV Reports Will Be Pulled by PMCS _____

Number of HUD units in your property (including Section 236 and BMIR) _____

Please select your **Subsidy Type** (check all that apply)

Section 8 PRAC Section 236 BMIR Other _____

Please Check: PMCS Compliance Service Bureau Client Non-Service Bureau Client

Please contact Matt Simon at 315-451-2423 x1535 for pricing.

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 _____

*The first month's payment for Monthly EIV Reports included (if selected)

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 immediately by Matt Simon upon receipt of this order form. Please select your method of payment. **To avoid delays, please mail both pages of this order form along with your payment.**

<p><u>Method of payment:</u></p> <p>____ I wish to pay by check</p> <p>____ I wish to pay with PayPal</p>
--

<p>Please make checks payable to:</p> <p>PMCS, Inc. 829 West Genesee St. Syracuse, NY 13204</p> <p>Please reference "Property Name - EIV" on memo line of check</p>
--

<p><u>FOR OFFICE USE ONLY PLEASE:</u></p> <p>Sent by _Website_____ Date _____</p> <p>Check # _____ Amount _____</p> <p>Rec'd by _____ Date _____</p> <p>Invoice Number _____</p>

APPROVED BY:

Name (please print)

Signature

Title

Date