

## Attachment A: How to Navigate the EIV-SAVE Tenant Matching Report

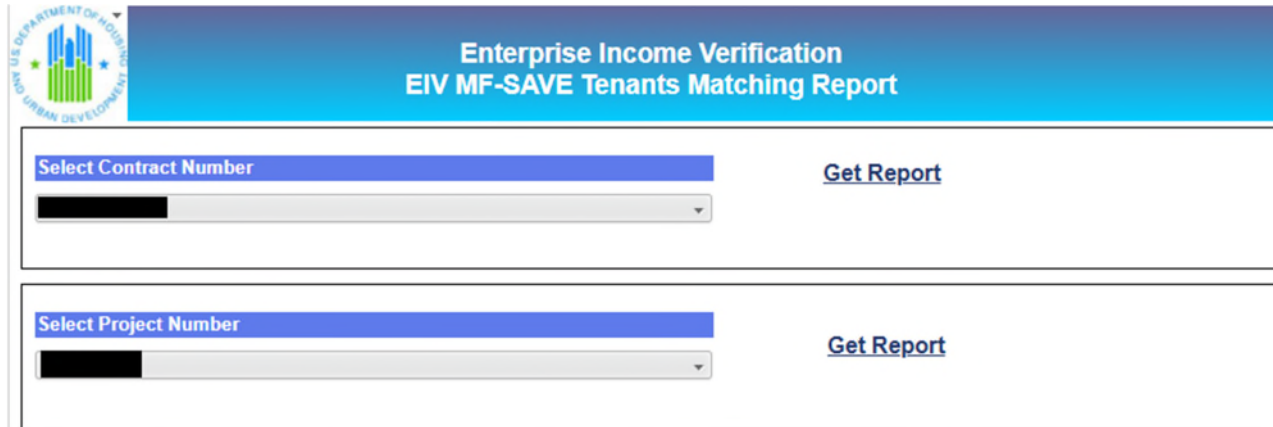
Select **USCIS-SAVE System** under **External Links** on the EIV home page:



**Note:** This link previously redirected users to SAVE; this link now directs users to the EIV-SAVE Tenant Matching Report.

Click on the drop-down menus to select either a ***Contract Number*** or a ***Project Number***. Please note, your drop-down list will only contain properties you manage in EIV that have one or more tenants identified with discrepancies. If a project does not show up on the list, it does not have any identified discrepancies.

Next, click ***Get Report***.





### Enterprise Income Verification EIV MF-SAVE Tenants Matching Report

Select Contract Number

[Get Report](#)

Select Project Number

[Get Report](#)

Below is a sample **MF EIV-SAVE Tenant Matching Report** for an individual project. Please note, the report will only contain tenants with identified discrepancies. Many impacted contracts will have a small number of tenants (five or less). The date in the top right corner of the page is the date that the TRACS data was cross-referenced with SAVE information.

Select ***Back to EIV MF-SAVE Navigation*** to get back to the main page. From here, owners/agents can select a different Contract Number or Project Number to review.





### MF EIV-SAVE Tenant Matching Report

Report updated as of 4/22/2026

[Back to EIV MF-SAVE Navigation Page](#)

Contract Number

Property ID

Project Number

Head of Household SSN

Member SSN

Member First Name

Member Last Name

| Tenant Details  |                |             |                       |                |                   |             |            |           |              |                                                                        |
|-----------------|----------------|-------------|-----------------------|----------------|-------------------|-------------|------------|-----------|--------------|------------------------------------------------------------------------|
| Contract Number | Project Number | Property ID | Head of Household SSN | Effective Date | Subsidy Type Code | Member SSN  | First Name | Last Name | Unit Address | USCIS Response                                                         |
|                 |                |             | xxx-xx-               | 2/1/2026       | H1                | xxx-xx-2181 |            |           |              | Immigration Enumerator Required - Resubmit with Additional Information |

**Explanation of Data Fields:**

**Contract Number:** A project's unique 11-character number assigned by HUD for the purpose of identifying the project's rental assistance contract.

**Project Number:** A project's unique 8-character number assigned by HUD for the purpose of identifying the project's loan.

**Property ID:** The property's unique 9-digit ID assigned by HUD in its portfolio database, the integrated Real Estate Management System (iREMS).

**Head of Household SSN:** The last 4 digits of the head of household's Social Security Number.

**Effective Date:** The effective date of the income recertification (HUD-50059) from which tenant data was cross-referenced with SAVE information.

**Subsidy Type Code:** The subsidy type code entered into the family's HUD-50059. For example, H1= Section 8; H4 = 236.

**Member SSN:** The last 4 digits of the family member's Social Security Number whose TRACS data is potentially discrepant with their information in SAVE.

**First Name:** The family member with the potential discrepancy's first name.

**Last Name:** The family member with the potential discrepancy's last name.

**Unit Address:** The family's unit address in the project. This information will populate from the form HUD-50059 if it was entered by the owner/agent.

**USCIS Response:** The initial verification response returned for the family member by SAVE.

## **Attachment B: Step-by-Step Instructions to Resolve Discrepancies in the EIV-SAVE Tenant Matching Report**

**Note:** Owners/Agents must ensure they have both EIV **and** SAVE access **before** completing the following steps. Certain SAVE resources can only be accessed when a user is logged in.

**Step 1:** Log in to SAVE and navigate to Help>Resources to find the **Guide to Understanding SAVE Verification Responses**. Locate the “Initial Verification Responses” section of the Guide to assist with interpreting the USCIS Responses listed in the EIV report.

**Step 2:** Log in to EIV and navigate to the USCIS-SAVE System report under “External Links”. Select a contract or project number to review. **Note:** Only properties with tenant discrepancies will have reports available to review.

**Step 3:** Find the USCIS Response (last column of the report) for each tenant listed in the project’s report. *If the tenant is no longer receiving assistance or no longer lives at the property, then no further action is necessary.*

**Step 4:** Confirm that the tenant’s file contains acceptable evidence of eligible immigration status required by 24 CFR § 5.508 *and* prior SAVE verification results (including Class of Admission (COA)<sup>6</sup>) if applicable. See the table below for a description of acceptable evidence based on an individual’s citizenship or immigration status.

If acceptable evidence does not exist in the tenant file, then the owner/agent must obtain the required evidence and verify the tenant’s eligible immigration status per 24 CFR § 5.512.

| <b>Citizenship/Immigration Status</b>                    | <b>Required Evidence of Citizenship or Eligible Immigration Status</b>                                                                                                                                                                                                                                                     |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| U.S. citizens or U.S. nationals                          | <ul style="list-style-type: none"><li>• Signed declaration of U.S. citizenship or U.S. nationality</li><li>• Owners may require applicants/residents to provide verification of citizenship</li></ul>                                                                                                                      |
| Noncitizens who are 62 or older at the time of admission | <ul style="list-style-type: none"><li>• Signed declaration of eligible immigration status</li><li>• Proof of age document</li></ul>                                                                                                                                                                                        |
| All other noncitizens                                    | <ul style="list-style-type: none"><li>• Signed declaration of eligible immigration status</li><li>• An original document designated by DHS as acceptable evidence of immigration status in one of the six categories in <a href="#">§ 5.506(a)</a> for the specific immigration status claimed by the individual</li></ul> |

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<sup>6</sup> COA refers to a specified single category of admission to a lawful immigration status

|                                                                                                                                                                 |                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Verification consent form</li> </ul>                                                                                                                            |
| <p>Individuals who do not contend immigration status</p> <p><b>Note:</b> <i>These individuals will not be listed in the EIV-SAVE Tenant Matching Report</i></p> | <ul style="list-style-type: none"> <li>• The family must identify in writing to the owner/agent the family member (or members) who do not contend that they have eligible immigration status.</li> </ul> |

**Step 5:** Verify that the tenant’s biographic information in *Section C. Household Information* of the HUD-50059 (e.g., name, date of birth, relationship code, citizenship status, Social Security Number, alien registration number, etc.) is correct based on tenant file documents. Owners/agents must immediately correct any data entry errors by transmitting a corrected HUD-50059 to TRACS.

**Note:** Do not use dashes when entering an individual’s alien registration number into the HUD-50059. For example, if an alien registration number is A-123-456-789, enter the alphanumeric number as A123456789.

**Step 6:** If steps 4 and 5 do not resolve the discrepancy between the information for a tenant listed in the EIV-SAVE Tenant Matching Report and the acceptable evidence of eligible immigration status provided by the tenant, then the Owner/Agent may create a new SAVE case using a full nine-digit Social Security Number (SSN) and/or immigration enumerator (such as an A-Number/USCIS Number, Arrival-Departure Record I-94 Number, SEVIS ID Number, Naturalization/Citizenship Certificate Number, or Visa Number) to determine the tenant’s citizenship/eligible immigration status. If the Owner/Agent determines that the tenant does not have citizenship or eligible immigration status based on the previous steps, the owner/agent must follow HUD’s regulations at 24 CFR § 5.514 prior to reducing or terminating a family’s assistance, after obtaining a signed verification consent form from the tenant, or an adult residing in the unit if the tenant is a child.

**Step 7:** Retain the EIV-SAVE Tenant Matching Report in both the project’s EIV Master File and in the tenant file, along with notes on actions taken to resolve the discrepancy.