

May 19, 2009

Welcome to the MULTIFAMILY HOUSING RENTAL HOUSING INTEGRITY IMPROVEMENT PROJECT (RHIIP) LISTSERV that brings you up-to-date RHIIP related publications, news, information and occupancy tips in an effort to help reduce errors in rent determinations and subsidy calculations.

URGENT!!

Deadline Extended to May 22, 2009 for Submission of Information for Access to the SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) System

NOTE: Please disregard this message if you already responded. Do NOT resubmit and please do NOT call to see if your information was received. Unless you received an email failure message, your information was received and is being processed.

On May 8, 2009, the Department of Housing and Urban Development (HUD) sent out a RHIIP Listserv message and an iMAX mail message requesting property owners or management agents to designate one person for each HUD assisted property they own or manage who will need to use the SAVE system to verify the citizenship status of applicants or tenants who are noncitizens and who claim eligible immigration status.

HUD is excited about the opportunity to get as many of its assisted properties access to the SAVE system as possible and have **extended the deadline to May 22, 2009**, in an effort to make this happen.

Why should you designate someone to get access to the SAVE System?

To ensure that HUD's rental assistance is provided only to eligible noncitizens, owners and management agents **must** use the SAVE system to verify the validity of citizenship documents provided by applicants or tenants who are noncitizens and who claim eligible immigration status.

I don't have any noncitizen tenants and never get any noncitizen applicants. Why should my property get access to the SAVE system?

There is always a chance that a noncitizen will apply to live in your property. Since the SAVE system is required to verify the validity of citizenship documents should this occur, it is best to be prepared and get access now.

What you need to do:

- 1) Fill in each column on the attached excel spreadsheet for the person designated to have access to the SAVE system.
- 2) Send it by email to SAVEaccess@hud.gov
- 3) The deadline for submission is **May 22, 2009**.

HUD will compile the information received and forward it to DHS by June 5, 2009, for uploading into the SAVE system. After the uploading is completed (on or around June 14, 2009), each person that has been uploaded into the SAVE system will receive an email with their User ID and temporary password to access the SAVE system.

Already have access to SAVE?

Due to the fact that DHS is streamlining the SAVE database, if your property already has access to the SAVE system, you still need to designate one person to have access and complete the information requested above by the established deadline so that this person will receive a new User ID and temporary password. We apologize for any inconvenience this may cause you.

Need more than one person to have access to SAVE?

If your property has access to SAVE now and more than one person has access, or if your property does not have access to SAVE currently and you need more than one person to have access, additional people can be provided access through a manual process that will take place at HUD after June 15, 2009. Further instructions will be forthcoming prior to June 15, 2009.

If you have any questions regarding this request you may contact Kevin Garner at (202) 402-2057 or (202) 708-3000.

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You can view the RHIP Tips Archives, under "Listserv-Multifamily RHIP Tips" at <http://www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm>

Please encourage others to sign-up for the Listserv, so they too can receive current RHIP related information from HUD <http://www.hud.gov/subscribe/maillinglist.cfm>

We hope that you will want to continue receiving information from HUD. We safeguard our lists and do not rent, sell, or permit the use of our lists by others, at any time, for any reason. If you wish to be taken off this mail list, please [go here](#) or

[http://www.hud.gov/subscribe/signup.cfm?listname=Multifamily%20Housing%20RHIP%20\(Rental%20Housing%20Integrity%20Improvement%20Program\)%20Tips&LIST=MFH-RHIP-TIPS-L](http://www.hud.gov/subscribe/signup.cfm?listname=Multifamily%20Housing%20RHIP%20(Rental%20Housing%20Integrity%20Improvement%20Program)%20Tips&LIST=MFH-RHIP-TIPS-L)