

FILING SYSTEM – TENANT FILES

Tenant's Name _____ Unit Number _____

This guide provides the suggested format for filing in a four-position file. Place this document at the top of Position #1 so that you will know what has to be accounted for in every file. Use it as a checklist. Permanently retain the material listed in Position #1 in the current Tenant File. Suggest filing in date order with the most recent information on the top.

POSITION #1 (Upper Left Position)

- ___ Application for Occupancy
- ___ Credit Report
- ___ Reference Letters
- ___ Criminal History Report
- ___ Certificate of Disability (If claimed)
- ___ Determination of Applicant Eligibility Letter
- ___ Waiver to Rent to Ineligible Tenant
- ___ Tenant Fact Sheet
- ___ Tenant Identification
- ___ Other _____

POSITION #2 (Lower Left Position)

- ___ Security Deposit Receipt
- ___ Move-in/Move-out Inspection Report
- ___ Annual Inspection Report
- ___ Lease
- ___ Addendum to Lease (If Applicable)
- ___ Partial Month's Lease
- ___ Utility Allowance
- ___ Utility Authorization
- ___ Occupancy Rules and Regulations
- ___ Pet Policy (If Applicable)
- ___ Repair Log Sheet (Unless tracked in a Separate System)
- ___ Other _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Position #3 (Upper Right Position)

- ___ Tenant Certification Form*
- ___ Annual Re-certification Forms*
- ___ General Authorization Letter*
- ___ Asset Statement (From Tenant)*
- ___ Statement of Income (From Tenant)*
- ___ Statement of Medical Expenses (From Tenant)*
- ___ Verification Forms From Third Parties:
 - ___ Banking*
 - ___ Employment*
 - ___ ADC*
 - ___ Social Security/SSI*
 - ___ Gifts from Family*
 - ___ Unemployment*
 - ___ Workman's Compensation*
 - ___ Asset Verification (Real Estate, Bank Accounts, CDs, IRAs, Stocks, etc.)*
 - ___ Medical Expenses (When Applicable)*
 - ___ Child Care Expenses (When Applicable)*
- ___ Other* _____
- _____
- ___ All Other Documentation of Income and Expenses*
- ___ Correspondence Pertaining to Income/Expenses*
- ___ Worksheet to Calculate Rent*

POSITION #4 (Lower Right Position)

- ___ 90 day Re-certification Notice
- ___ 30 day Re-certification Notice
- ___ Violation Notices
- ___ All Other Correspondence and Miscellaneous Items

*These documents should be stapled together or separated by a divider after each certification or re-certification so they will not become co-mingled with other documents.

“This institution is an equal opportunity provider .”

