

## SETTING UP & MAINTAINING TENANT FILES

It is very important our tenant files are set up in a neat and orderly fashion. Not only do you have to go into the files on a daily basis, your Property Manager and various government agencies routinely conduct file audits and inspections as well. If we have a consistent system, it makes it easier for everyone.

The following system is to be used on all sites. If your complex's program does not require a particular item shown below, skip over it and go to the next item. Note: always use legal size folders and two pronged fasteners with bases to keep these documents in place.

### **(WORKING FROM THE BOTTOM UP)**

#### **Top Left Side of File:**

Proof of Utility Connection  
Credit/Criminal Reports  
Social Security Cards  
Birth Certificates  
Landlord References  
Key Referral letter (if applicable)  
Application (original)  
Application Update Statement  
Application Notification letters  
Security Deposit Agreement (2pgs)  
Move-in/Move-out Inspection Form  
Pet Lease Addendum (if applicable)  
Companion Animal Addendum (if applicable)  
**Utility Allowance Exhibit/Schedule**  
**Low Income Lease Rider** (h/h members 18yrs+)  
Mold and Mildew Lease Addendum (2 pgs)  
Rent Collection Policy  
Washer Addendum  
Fire Alarm Lease Addendum (if applicable, each renewal)  
Satellite Dish Policy  
**Occupant Lease Addendum** (if applicable – h/h members 18 yrs+)  
**Bed Bug Lease Addendum**  
**Violence Against Women Lease Addendum** ( all adults in h/h)  
All Lease Addendums and any future addendums should be together  
Key Lease (If applicable)  
\*Lease Agreement w/ Rules and Regulations

#### **Top Right Side of File:**

Expense Verifications - Medical & Child Care (if applicable)  
Marital Separation Affidavit  
Child Support/Alimony Affidavit  
Non-Employment Affidavit (all h/h members 18 yrs+)  
Income Verifications  
Asset Verifications  
Annual Student Certification (if applicable)  
Disposed of Assets form (all h/h members 18 yrs+)  
Supplemental information form (required at move in & h/h composition chgs)  
Application – all pages (copy)  
OR  
Recertification Questionnaire – all pages  
Calculator Tape  
Key Worksheet (If applicable)  
Tenant Certification Worksheet  
Tenant Certification (all h/h members 18yrs+ must sign)  
Change Notice  
MOVE OUT FORMS (after move out)

- If a conventional property, the lease and addendums go on the top Right Side of File.

#### **Bottom Left Side:**

Housing Authority Section 8 Certificate  
Housing Authority Correspondence

#### **Bottom Right Side of File:**

Miscellaneous Correspondence  
Late Rent Notices  
Periodic Unit Inspection Forms  
Home office Move-in approval

Note: Please remember the documents being placed on the Bottom Left and Bottom Right side of the file need to be two hole punched at the bottom of the document. This way the document is not placed in the file up-side-down.

If highlighted in **bold** above, include these lease document each year, not just at move in.