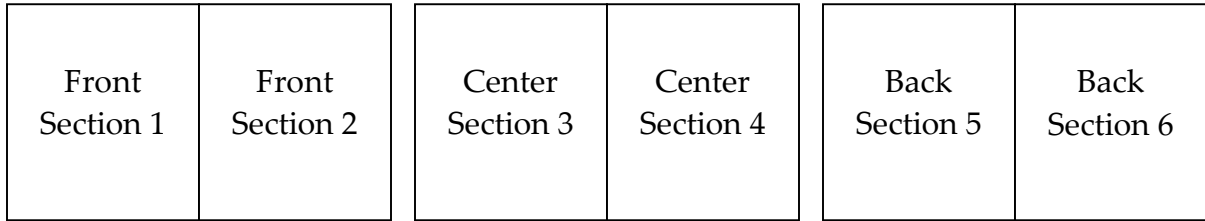


File Organization for Resident Records

(Example Only)



← Six-Part Partition Folder →

General Practice: Most current documents (date) on top

FRONT SECTION 1 (Left side)	FRONT SECTION 2 (Right side)
Application Applicant Release and Consent Identification Rental History Credit Check Criminal Background Check Referral Documentation	Household Composition form Determination of Eligibility form Income Calculation Worksheet/Tape Certification and Verification forms (i.e., of Income, No Income, Anticipated Income, Non-Employed Status, Recurring Cash, Non- Recurring Contributions, Asset, Student Status, Student Aide, and Resident Release and Consent)

CENTER SECTION 3 (Left side)	CENTER SECTION 4 (Right side)
Resident Lease Agreement Lease Addenda Rules & Regulations Notice of Change of Terms Additional Agreements	Notice of Violation of Lease Agreement Notice to Pay or Quit Notice of Recertification Proof of Service Correspondence from Tenant Resident Contact Log Copies of Rent Ledger

BACK SECTION 5 (Left side)	BACK SECTION 6 (Right side)
Move-in Checklist Move-out Checklist Inspection Notice Notice to Vacate Notice of Transfer	Inspection Form Work Orders

