

File Organization-Left Side 1st Section

- Application, latest application on top
- Preselection Notice (move-in & deposit requirements sheet)
- Results of Drug Testing
- Receipt of Security Deposit
- Receipt of key issuance
- Certificate of Completion of Orientation/Housing Counseling Class
- Tenant Itemized Worksheet
- All initial verifications (enrollment number)
- Copy of Payroll deduction form with date sent to Finance
- Amortization Computation schedule (if applicable)
- Recomputations of Loan Balance (if applicable)
- Move-In Inspection
- Lease agreement
- Addendums or contract agreements
- Conveyance Documents (if applicable)

1

File Organization-Right Side 1st Section

- Recertification
- Verifications
- Updated application sheets
- Payoff statements (if applicable)

2

File Organization-2nd Section

Left Side

- All inspections (interior & exterior)
- Work Orders
- Billing

Right Side

- Payback Agreements
- Tenant History (if necessary)
- Adjustments
- Delinquency Notices

3

File Organization-3rd Section

Left Side

- Correspondence

Right Side

- Correspondence

4

Additional Files

- Counseling
- Legal
- Other