TENANT FILE ORGANIZATION

File Organization

- The Division recommends tenant records be retained in a 6-part folder.

- All documents should be secured within fasteners.

File Organization

- Part 1
  - Lease and lease addendums
    - Most recent lease on top followed by previous leases in sequential order counting backwards

- Part 2
  - Tenant Income Certifications (TICs)
  - Income and asset verifications
  - Any supporting documents
    - Most recent TIC on top followed by previous TICs, counting backwards to the initial TIC

File Organization

- Part 3
  - Move-in documents
    - Applications
    - Application fee documents (i.e., receipts)
    - Move-in unit inspection
    - Exhibit G, Race and Ethnic Data Reporting Form

- Part 4
  - Section 8 Documents

File Organization

- Part 5
  - Miscellaneous documents

- Part 6
  - Tenant contact information
    - Complaints from/ against tenant
    - Reasonable accommodation requests
    - Notices
    - Eviction paperwork

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File Organization

- Helpful: Placing color paper as dividers between yearly certifications and lease years allows for a faster review process

- Some properties print the date the file was reviewed on the appropriate divider.

FILE REVIEWED BY
NV HOUSING DIVISION
ON SEPTEMBER 26, 2017

In Review

- Part 1 – Lease and lease addendums

- Part 2 – TICs, verifications, supporting documents

- Part 3 – Documents at move-in

- Part 4 – Section 8 documents

- Part 5 – Miscellaneous documents

- Part 6 – Tenant contact information

Any Questions