

RECOMMENDED ORDER FOR TENANT FILE

LEFT SIDE	RIGHT SIDE
<i>**See note below</i>	
<p>1. Certification w/worksheet showing calculations including adding tape.</p> <ul style="list-style-type: none"> • <i>Staple Calculator tape to the worksheet.</i> 	<p>1. Lease Contract</p>
<p>2. Income verifications:</p> <ul style="list-style-type: none"> • Employment/Unemployment • SS/SSI • AFDC • Child Support • Etc. 	<p>2. Leasing Addenda</p>
<p>3. Asset verifications:</p> <ul style="list-style-type: none"> • Bank accounts (savings, checking, CDs) • Stocks/Bonds • Insurance (whole or universal) • Real Estate • Etc. 	<p>3. Credit Check/Criminal Background</p>
<p>4. Application w/ any interview documentation</p> <ul style="list-style-type: none"> • Pay stubs or bank statements brought in to support application but not used as verifications for Cert should be filed beneath application 	<p>4. Rental Policies</p> <ul style="list-style-type: none"> • Maintenance issues • Rent payment issues • Miscellaneous correspondence/notices

** Should there be more than one Certification in the Tenant File, please have the most recent Cert on top with pertinent verifications immediately below and a colored sheet of paper (preferably legal size) separating that paperwork from the previous Cert with its corresponding documentation.