

Document Naming Format:

Tax Credit

(Property Name)(ProLink Number)(Today's Date)(Document Name as listed on the attached Matrix)(Effective Date/if needed)

*All documents should be saved as a PDF, except for the three Excel documents specific to the annual report.

11

Allocation

HOME
(this subfolder only in applicable work centers)

Funding Documents

- Attachment A Grant #
- Covenant Grant #
- Loan Agreement Grant #
- IDIS Completion Grant # IDIS #

Waivers and Requests

- Request to Change or Waive Original LURA Requirements-signed
- Request to Change Management Company-signed
- Request to Change Ownership-signed
- Affidavit of Property Status at Takeover-signed

Tax Credit
(this subfolder only in applicable work centers)

8609s and Review Sheet

- 8609s BIN – BIN Signed/Unsigned
- Review Sheet
- Property Upload Data Sheet 2015

8823s (pre 2015 only)

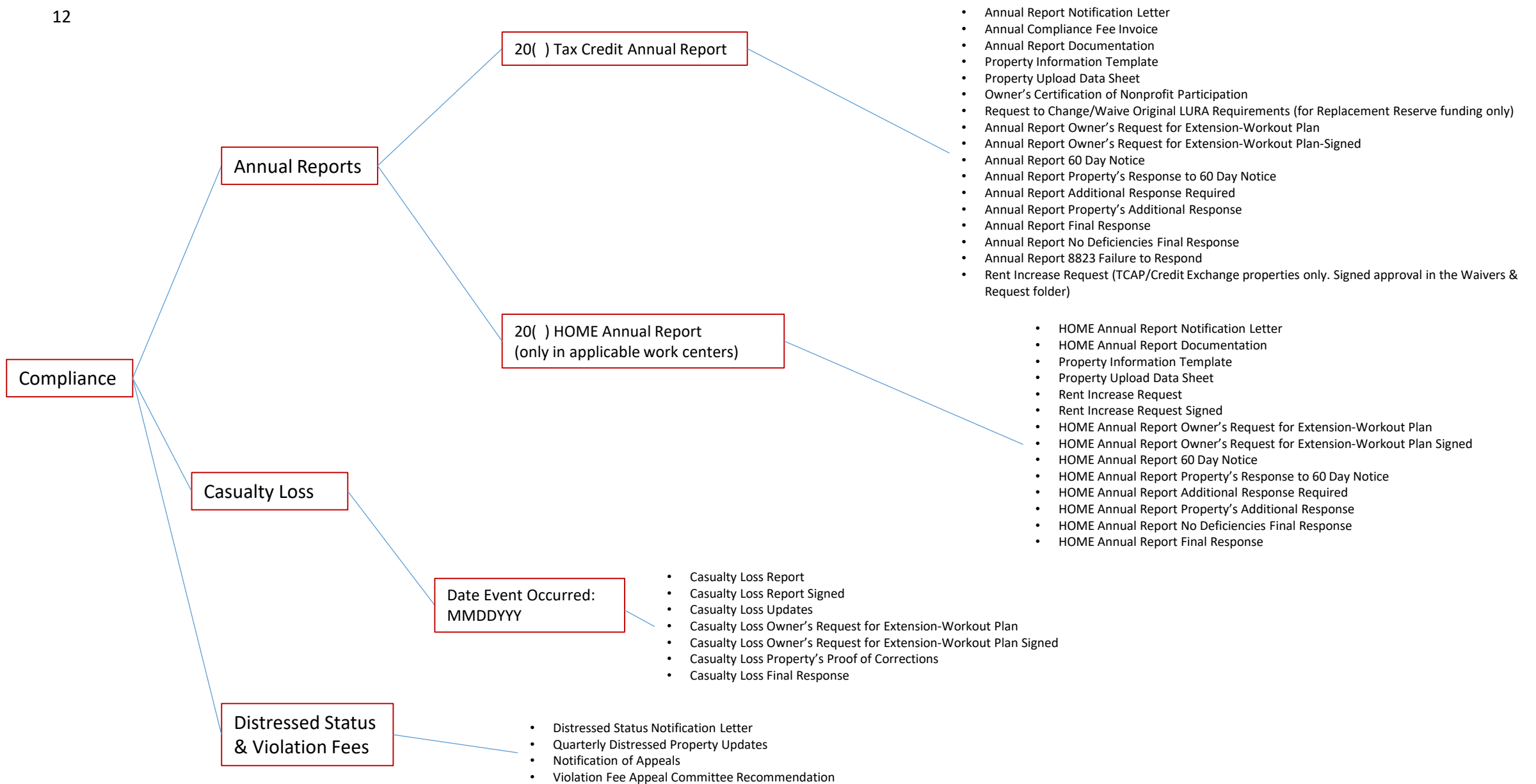
- Form 8823 BIN - BIN

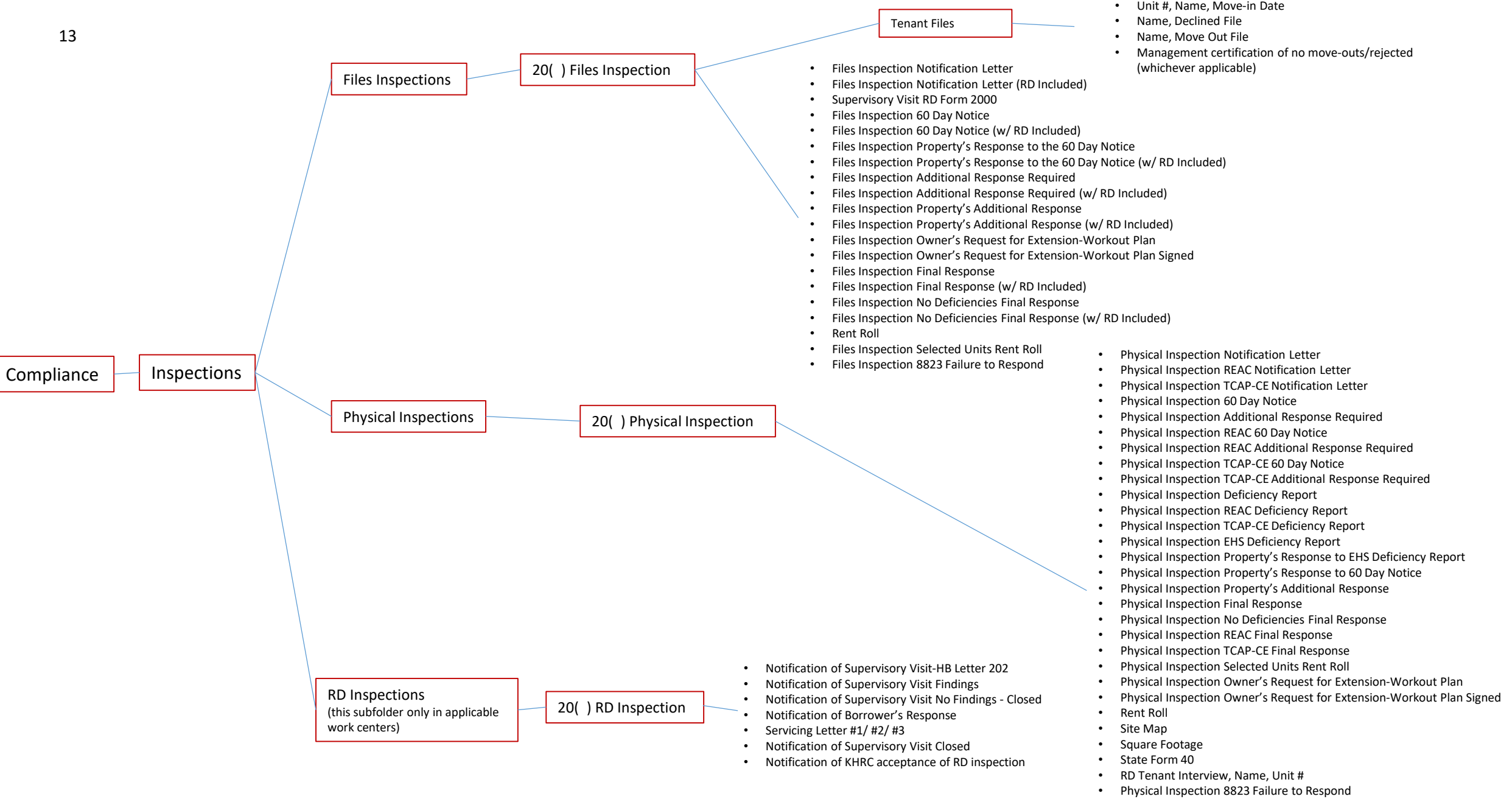
Funding Documents

- LURA/RUC Registered/Unregistered
- Reservation Agreement
- Carryover Agreement
- Asset Management Agreement (TCAP/Credit Exchange properties only)
- Grant Agreement (TCAP/Credit Exchange properties only)
- Rider to LURA (TCAP/Credit Exchange properties only)

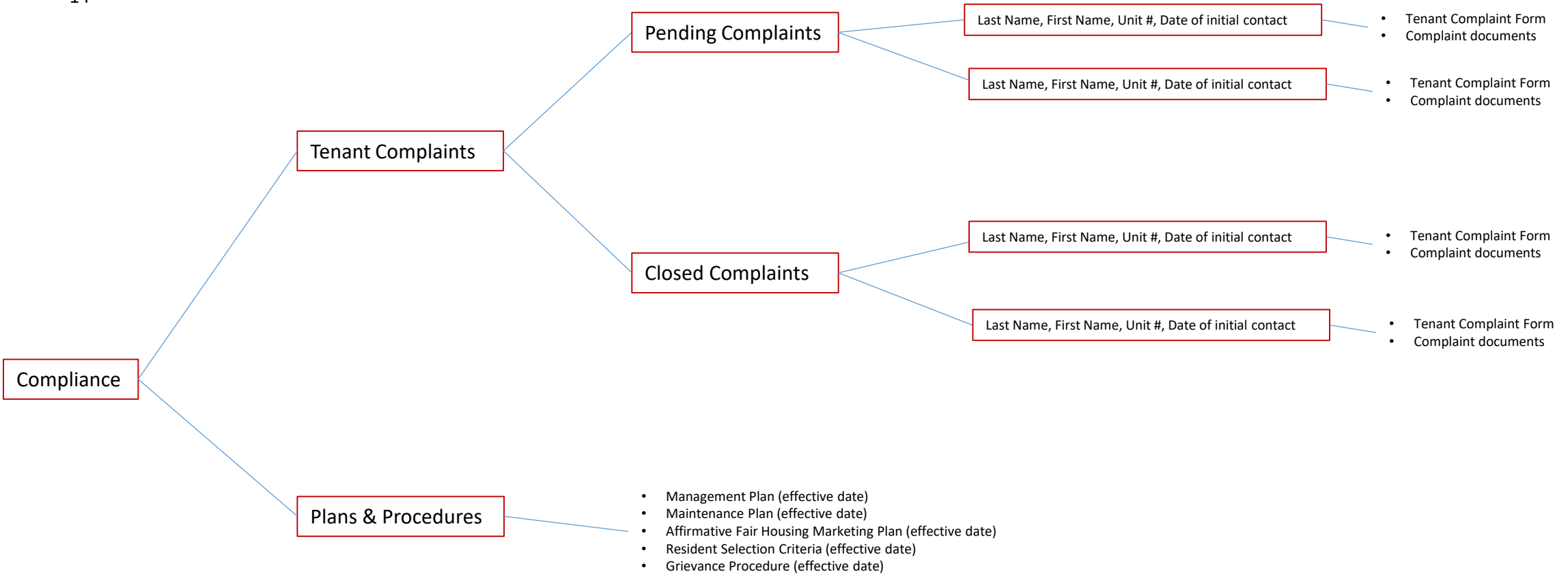
Waivers and Requests

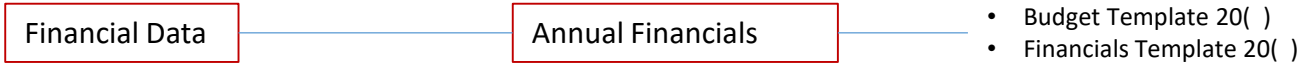
- Request to Change or Waive Original LURA Requirements - signed
- Request for a Set-Aside Unit(s) - signed
- Request to Change Management Company - signed
- Request to Change Ownership - signed
- Affidavit of Property Status at Takeover - signed
- Owner's Utility Allowance Change Proposal - signed
- Vacant Unit Rule Waiver - signed
- Homeless Outreach Document and Waiver Request – signed
- Request to Use the Reserve for Replacement Account – signed (TCAP/CE only)
- Rent Increase Request – signed (TCAP/CE only)





All Files should start with: <Procorem Property Name><Procorem Property Number><Today's Date MMDDYYYY><Actual File Name> Please add a space between each entry





These folders will ONLY be in the TCAP/CE Work Centers!

TCAP/CE Program

Cancelled Tenant Files

Unit #, Last Name

- Unit #, Last Name, TIC and Verifications
- Unit #, Last Name, Corrections
- Unit #, Last Name, Qualified Review Sheet

Current Tenant Files

Unit #, Last Name, Move In Date

- Unit #, Last Name, TIC and Verifications
- Unit #, Last Name, Corrections (1,2,3,etc.)
- Unit #, Last Name, Qualified Review Sheet
- Unit #, Last Name, Qualified Review Sheet Signed
- Unit #, Last Name, Signed Lease
- Unit #, Last Name, Applicable Year, Self Cert or Recert (whichever is applicable)

Monthly Financials

20() January – December

- (Applicable Month) Income and Expense Report
- (Applicable Month) Monthly Status Report
- (Applicable Month) Rent Roll

Not Approved Tenant Files

Unit #, Last Name

- Unit #, Last Name, TIC and Verifications
- Unit #, Last Name, Corrections
- Unit #, Last Name, Not Approved Inspection Sheet

Past Tenant Files

Unit #, Last Name, Move In Date

- (moved over from Current Tenant Files Folder by KHRC)
- Unit #, Last Name, TIC and Verifications
- Unit #, Last Name, Corrections (1,2,3,etc.)
- Unit #, Last Name, Qualified Review Sheet
- Unit #, Last Name, Qualified Review Sheet Signed
- Unit #, Last Name, Signed Lease
- Unit #, Last Name, Applicable Year, Self Cert or Recert (whichever is applicable)

To be Reviewed

Unit #, Last Name, Move In Date

- Unit #, Last Name, TIC and Verifications
- Unit #, Last Name, Corrections (1,2,3,etc.)
- Unit #, Last Name, Qualified Review Sheet
- Unit #, Last Name, Qualified Review Sheet Signed
- Unit #, Last Name, Signed Lease
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These folders will ONLY be in the Work Centers with Asset Mgmt Agreements!

Asset Management Agreement

Asset Management Agreement

- Asset Management Agreement

Asset Management Invoice

20() Invoices

- (Applicable Month) Invoice

Cancelled Tenant Files

Unit #, Last Name

- Unit #, Last Name, TIC and Verifications
- Unit #, Last Name, Corrections
- Unit #, Last Name, Qualified Review Sheet

Current Tenant Files

Unit #, Last Name, Move In Date

- Unit #, Last Name, TIC and Verifications
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- Unit #, Last Name, Qualified Review Sheet
- Unit #, Last Name, Qualified Review Sheet Signed
- Unit #, Last Name, Signed Lease
- Unit #, Last Name, Applicable Year, Self Cert or Recert (whichever is applicable)

Not Approved Tenant Files

Unit #, Last Name

- Unit #, Last Name, TIC and Verifications
- Unit #, Last Name, Corrections
- Unit #, Last Name, Not Approved Review Sheet

Past Tenant Files

Unit #, Last Name, Move In Date

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 - Unit #, Last Name, Applicable Year, Self Cert or Recert (whichever is applicable)

To be Reviewed

Unit #, Last Name, Move In Date

- Unit #, Last Name, TIC and Verifications
- Unit #, Last Name, Corrections (1,2,3,etc.)
- Unit #, Last Name, Qualified Review Sheet
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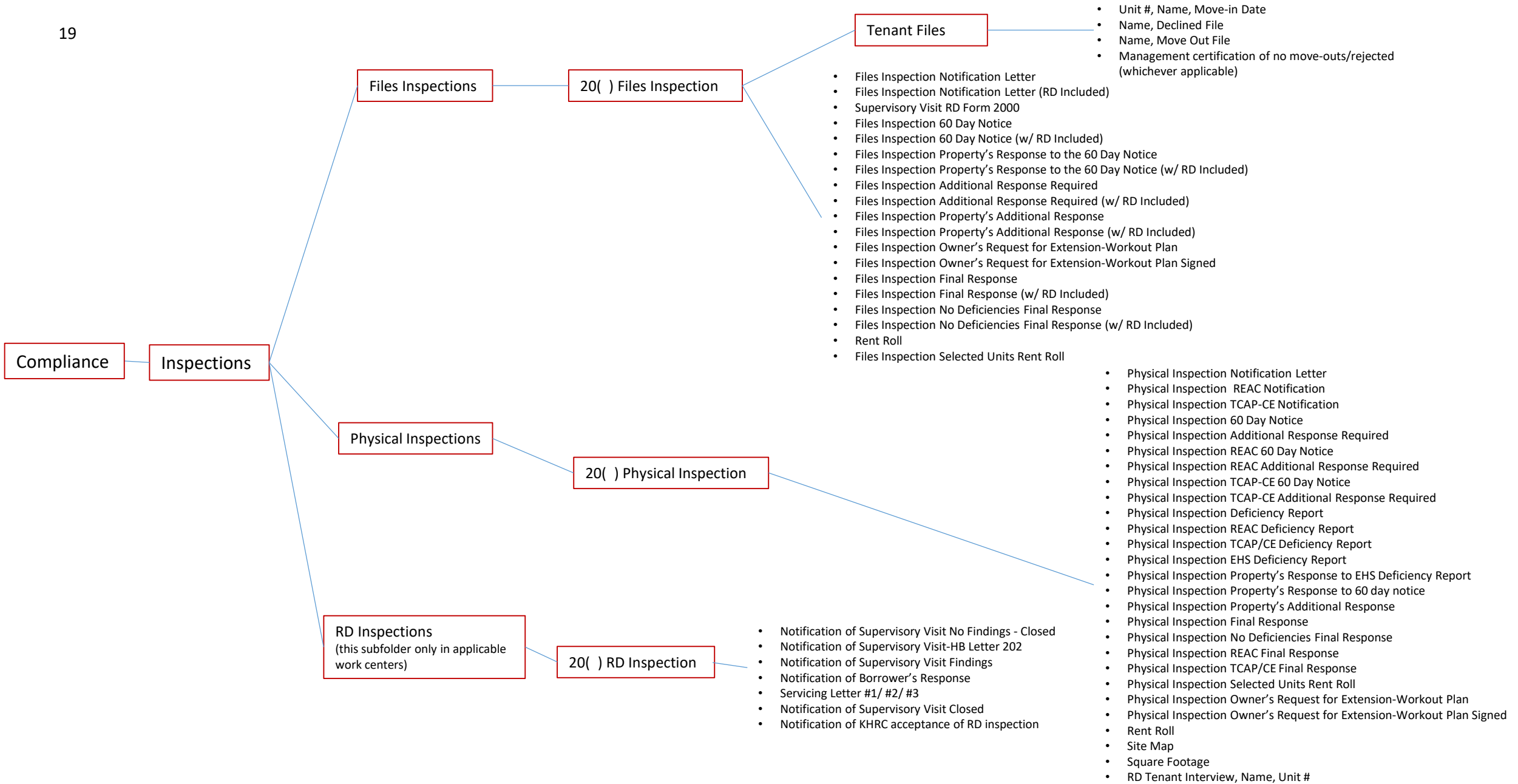
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