

# Inventory Control Log

**Binder Size:** 2-1/2" – 3"  
**Binder Color:** White

**This binder contains the following information:**

- 1. Office Equipment**
  - a. Brand Name, Model Number & Serial Number**
- 2. Maintenance & Lawn Equipment**
  - a. Brand Name, Model Number & Serial Number**
  - b. Include items such as mowers, tools, ladders, etc.**
- 3. Washer & Dryers**
  - a. Brand Name, Model Number & Serial Number**
- 4. Apartment Appliances**
  - a. Brand Name, Model Number & Serial Number**
  - b. Include items such as range, refrigerator, a/c unit, etc.**

**Note:** Each tabbed section's information should be inserted with most recent date's information on top.

# **Purchase Order Log Account Codes & Vendor List**

**Binder Size: 3"**  
**Binder Color: Black**

**This binder contains the following information:**

- 1. Purchase Order Log**
  - a. New log page started monthly**
- 2. Account Codes**
- 3. Vendor List**
- 4. Monthly Budget Results**
- 5. Reserve Request Approvals**
  - a. General Site Improvements**
  - b. Office Improvements**
  - c. Apartment Improvements**

**Note: Each tabbed section's information should be inserted with most recent date's information on top.**

# Waiting List

**Binder Size:** 2-1/2"  
**Binder Color:** Optional

**This binder contains the following information:**

**1. Waiting List Pages**

- a. **Waiting List binder should include all waiting list pages since the property opened.**
- b. **Waiting List entries should be color coded as directed at the top of each waiting list page.**

**2. If a RD property, include tallied waiting list composition information.**

- a. **This information must be tallied before each RD supervisory visit.**

**Note:** Each tabbed section's information should be inserted with most recent date's information on top.

# **Fire & Smoke Systems Log**

**Binder Size:** 2-1/2"  
**Binder Color:** Red

**This binder contains the following information:**

- 1. Fire evacuation plan.**
- 2. Monthly smoke alarm testing sheets.**
  - a. Smoke alarms are to be tested monthly or whenever working in a unit and should always be in working order.**
- 3. Fire Marshall Inspection Results**
- 4. Fire System Inspection Results**
- 5. Sprinkler Inspection System Results**
- 6. Elevator Inspection Results**

**Note:** Each tabbed section's information should be inserted with most recent date's information on top.

# Move-Out Information

**Binder Size:** 2-1/2"  
**Binder Color:** Optional

**This binder contains the following information:**

- 1. Refund of Security Deposit Letter.**
  - a. This is the letter mailed from the central office.**
  - b. Make notes at the bottom right hand corner of this letter, stating resident's rent payment history, disturbance and lease violation history.**
- 2. Copy of Security Deposit Refund Check**
- 3. Thirty Day Notice to Vacate**
- 4. Move-Out Inspection**
- 5. FAM Form #052 – Refund of Security Deposit**
- 6. Ledger Card(s)**

**Note:** This binder should be organized in alphabetical order.

**Use a page protector for each move-out and slide items 2, 3 & 4 into page protector behind item 1.**

# **Rental Activity & Status Reports**

**Binder Size:** 1-1/2"  
**Binder Color:** Optional

**This binder contains the following information:**

- 1. Rental Activity & Status Reports**
  - a. Reports are to be faxed to the Central Office every Friday.**
  - b. You must include all late rent payers in the bottom section.**
  - c. Care and accuracy when completing this report are of the utmost importance (as it is in all your work).**
  - d. The officers of Franklin Asset Management Company and the property owners will review this report weekly.**

**Note:** Each tabbed section's information should be inserted with most recent date's information on top.

# **Resident Status Reports & Receivables Journals**

**Binder Size: 3"**  
**Binder Color: White**

**This binder contains the following information:**

- 1. Recertification Letter Status Report**
- 2. Rental Assistance (RA) Report**
- 3. Summary Report**
- 4. Active Ledger Balances**
  - a. Use a copy of your confirmation page to divide monthly.**
- 5. Security Deposit Balances**
  - a. Use a copy of your confirmation page to divide monthly.**
- 6. Inactive Balances**
  - a. Use a copy of your confirmation page to divide monthly.**
- 7. Tax Credit Report (if a tax credit property)**

**Note: Each tabbed section's information should be inserted with most recent date's information on top.**

# Property Information

**Binder Size:** 2"  
**Binder Color:** Optional

**This binder contains the following information:**

- 1. Property Data**
- 2. Rent Change Proposals & Approval Letters**
- 3. Low-Income Tax Credit Fact Sheet (if applicable)**
- 4. Rural Development (RD) Adjusted Income Limits**
- 5. Housing & Urban Development (HUD) Income Limits**
- 6. Tenant Selection, Screening Criteria & Occupancy Standards**
- 7. Tenant Check Guidelines & Forms**
- 8. Franklin Asset Management (FAM) Paperwork Submission Guidelines**
- 9. FAM Resident Folder Order**
- 10. Transfer Policy**
- 11. Electric Meter Numbers**
- 12. 911 Addresses (if applicable)**

**Note:** Each tabbed section's information should be updated annually or as information changes.



# Property Data

(page 1 of 3)

**Property Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State & Zip Code:** \_\_\_\_\_

**Street Address (if different):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Emergency Numbers:** \_\_\_\_\_

\_\_\_\_\_

**Project ID Number:** \_\_\_\_\_

**Tax Payer ID Number:** \_\_\_\_\_

**Occupancy Date:** \_\_\_\_\_

**Is this a Tax Credit Property?** \_\_\_\_\_

**What is your property designation?** \_\_\_\_\_

(ie: family, elderly, mobility impaired, etc..)

**If mixed list designation and corresponding unit numbers:**

**Family:** \_\_\_\_\_

**Elderly:** \_\_\_\_\_

# Property Data

(page 2 of 3)

**Property Name:** \_\_\_\_\_

**How Many:**      **Total Units:** \_\_\_\_\_

**RA Units:** \_\_\_\_\_

**Tax Credit Units:** \_\_\_\_\_

**Non-Revenue Units:** \_\_\_\_\_

**Unit Number:** \_\_\_\_\_

**Handicapped Units:** \_\_\_\_\_

**Unit Numbers:** \_\_\_\_\_

**Bedroom Sizes:** \_\_\_\_\_

**One Bedroom Units:** \_\_\_\_\_

**Unit Numbers:** \_\_\_\_\_

**Two Bedroom Units:** \_\_\_\_\_

**Unit Numbers:** \_\_\_\_\_

**Three Bedroom Units:** \_\_\_\_\_

**Unit Numbers:** \_\_\_\_\_

# Property Data

(page 3 of 3)

**Property Name:** \_\_\_\_\_

**Rent Amounts: Effective date:** \_\_\_\_\_

**One Bedroom: Base Rent:** \_\_\_\_\_

**Market Rent:** \_\_\_\_\_

**Utility Allowance:** \_\_\_\_\_

**Two Bedrooms: Base Rent:** \_\_\_\_\_

**Market Rent:** \_\_\_\_\_

**Utility Allowance:** \_\_\_\_\_

**Three Bedrooms: Base Rent:** \_\_\_\_\_

**Market Rent:** \_\_\_\_\_

**Utility Allowance:** \_\_\_\_\_

# **Utility Audit Authorizations**

**(FAM form #042)**

**Binder Size: 2"**  
**Binder Color: Optional**

**This binder contains the following information:**

- 1. Unit Authorizations (by unit number)**

**Note: This information is to be updated at each new move-in.**

# Compliance Folder

**Binder Size:** 2"  
**Binder Color:** Optional

**This binder contains the following information:**

- 1. Picture of property sign**
- 2. Census Information**
- 3. Community Contact Names, Addresses & Phone Numbers**
- 4. Community Contact Letters**
  - a. Mailed Annually**
  - b. Must have Equal Housing Opportunity slogan or logo**
- 5. Advertisement copies**
  - a. Affirmative Fair Housing Marketing Plan will indicate number of times per year advertising is necessary.**
  - b. All ads, flyers, brochures, etc. must have Equal Housing Opportunity slogan or logo.**
- 6. Printed text of radio ads with affidavit of airtime & frequency (provided by radio station).**
- 7. Affirmative Fair Housing Marketing Plan (updated every three years).**
- 8. Memorandum from Management Company to employees regarding Fair Housing law.**
- 9. Documentation of training received by employees regarding Fair Housing law.**
- 10. Copies of correspondence from any agency regarding community operations regarding Fair Housing law.**
- 11. Transition Plan**
- 12. Energy Audit (updated every three years)**

# **Audit & Inspection Information**

**Binder Size: 2"**  
**Binder Color: Optional**

**This binder contains the following information:**

- 1. Franklin Asset Management (FAM)**
  - a. Inspection Findings**
  - b. Follow-Up**
  
- 2. Kentucky Housing Corporation (KHC)**
  - a. Inspection Findings**
  - b. Follow-Up**
  
- 3. REAC**
  - a. Inspection Findings**
  - b. Follow-Up**
  
- 7. Loan Restructuring**
  - a. Inspection Findings**
  - b. Follow-Up**
  
- 8. Rural Development (RD)**
  - a. Inspection Findings**
  - b. Follow-Up**
  
- 9. Miller, Mayer, Sullivan & Stevens (MMS&S)**
  - a. Audit Requests**
  - b. Submitted Information**
  - c. Findings**
  - d. Follow-Up**

**Note: Each tabbed section's information should be inserted with most recent date's information on top.**

# **Franklin Asset Management Co., Inc. Office Binder Organization System**

- 1. Property Information**
- 2. Resident Status Report & Receivables Journals**
- 3. Rental Activity & Status Reports**
- 4. Move-Out Information**
- 5. Purchase Order Log, Account Codes & Vendor List**
- 6. Fire & Smoke Systems Log**
- 7. Waiting List**
- 8. Audit & Inspection Information**
- 9. Compliance Folder**
- 10. Utility Audit Authorization**
- 11. Inventory Control Log**
- 12. FAM Memorandums**

# Memorandums

**Binder Size:** 3"  
**Binder Color:** Optional

**This binder contains the following information:**

1. All correspondence from the Central Office.

**Note:** Information should be inserted with most recent date's information on top.



# **EIV Master File Binder**

## **Residential Information**

**(HUD Properties Only)**

**Binder Size:** 2-1/2" – 3"  
**Binder Color:** Optional

**This binder contains the following information:**

- 1. Failed EIV Pre-Screening Report & Details**  
(This report is run monthly by the central office and sent to on-site for use.)
- 2. Failed Verification Report**  
(This report is run monthly by the central office and sent to on-site for use.)
- 3. Multiple Subsidy Report**  
(This report is run quarterly by the central office and sent to on-site for use.)
- 4. Deceased Tenant Report**  
(This report is run quarterly by the central office and sent to on-site for use.)
- 5. New Hires Summary Report**  
(This report is run quarterly by the central office and sent to on-site for use.)
- 6. Summary Report**  
(This report is run monthly by the central office and sent to on-site for use.)

**Note:** Please refer to **Job Aide: Where to File EIV Reports** for directions on processing information regarding discrepancies.

**Note:** Each tabbed section's information should be inserted with most recent date's information on top.

# **EIV Master Binder**

## **Administrative Information & Signatures**

**(HUD Properties Only)**

**Binder Size:** 2-1/2" – 3"  
**Binder Color:** Optional

**This binder contains the following information:**

- 1. Signed Rules of Behavior**
  - a. Site Manager & Other Office Employees**
- 2. EIV & You Brochure**
- 3. EIV System Security Policy**
- 4. EIV Use Policy**
- 5. Signed Secure Systems Coordinator Access Form**
- 6. EIV User Access Authorization (current & original)**
- 7. EIV Owner Approval Letter**
- 8. EIV Policies & Procedures**
- 9. EIV System Coordinator Access Authorization Form (current & original)**
  - a. Contract Administrator**
  - b. Certified Occupancy Specialists**
- 10. EIV Security Awareness Training Questionnaires**
  - a. Printouts showing successful passing of Training Questionnaires by Contract Administrator & Certified Occupancy Specialists**
- 11. Certificate of EIV Training**
  - a. Certified Occupancy Specialists**
- 12. Any addendums, memos or other documentation sent by FAM Central Office and marked for the EIV Master Binder**