

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**
 - b. Copy of Lease Agreement**
 - c. Contact Number for Vendor**
- 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)**
- 7. 50059 with MO code 3 – Signed/Dated by Manager**
- 8. Copy of Lease**

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 & Move-In/Move-Out (MIMO) Reports

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

This binder contains the following information:

- 1. Rental Activity & MIMO Reports**
 - a. Reports are to be faxed to the Central Office every Friday.**
 - b. You must include all unpaid rents 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. VeriScreen 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 (AFHMP) (RD-updated every three years)(HUD-updated every five 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 (updated at time of AFHMP update)**

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**

- 9. Loan Restructuring**
 - a. Inspection Findings**
 - b. Follow-Up**

- 10. Rural Development (RD)**
 - a. Inspection Findings**
 - b. Follow-Up**

- 11. 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**
- 13. EIV Admin.**
- 14. EIV Resident**

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**