

Power Paperwork Supplemental – Nov 2007

Red File Folder

123 – 45th Ave

Tenant Information:

- Rental Info
- Move-in Inspection
- Lease agreement
- Tenant Confirmation Form
- ALL Correspondence**
- ALL Notices**
- CD Of Pictures on move-in

Yellow File Folder

123 – 45th Ave

Property Miscellaneous

- Warranties on Appliances
- Copies of manuals
- ABC Key System Master List
- Dates of Inspection
- Dates, Types and costs of repairs
- Dates, Types and costs of Renovations
- List of Key Contacts for Property

Blue File Folder – Permanent File

123 – 45th Ave

All Legal Documents

- Copy of Offer to Purchase
 - Your Due Diligence Documents
 - Property Analyzer Details
 - Survey, RPR
 - Title Insurance
 - Appraisal
 - All Closing Documents
 - Property Intention Checklist
- Good on Bottom Drawer – Not Accessed much until selling time

Green File Folder

123 – 45th Ave

Ongoing Monthly Receipts

- All receipts for direct property expenses
- Cash, Charge Cheque
- Car Log

Write ALL Details on Receipt

Never miss an expense – just like handing the tax man \$100 bills for your laziness