

# Power Paperwork Supplemental – Nov 2007

## Red File Folder

123 – 45<sup>th</sup> 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 – 45<sup>th</sup> 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 – 45<sup>th</sup> 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 – 45<sup>th</sup> 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