



Spectrum Enterprises, Inc.

GUIDELINES FOR SUBMITTING FILES FOR REVIEW

In order to avoid costly file organization fees, to ensure a comprehensive review, and to avoid holding up the progress of our reviews, please distribute these instructions to all staff responsible for copying files to be sent to Spectrum for review.

<p><u>All files must be organized as follows:</u></p> <ol style="list-style-type: none"> 1. Tenant Income Certification 2. Worksheet & Calculator tape 3. Income & Asset Verifications 4. Affidavit Forms (Student Status, Zero Income, Marital Status, etc) 5. Application and Questionnaire 6. Applicable pages of lease showing occupants, term dates, rent & signatures 7. If you collect additional income and/or asset documents such as pay stubs, tax returns, or banks statements include these along with income & asset verifications. 8. State required forms and documents. 	<p><u>DO NOT include the following when copying files to be sent for review:</u></p> <ul style="list-style-type: none"> - Tenant release/consent form - Driver's license or ID - Birth certificate - Lease exhibits and addendums - Do not send the entire lease for review – include only pages that include the names, dates, rent and signatures (usually first and last page) - Criminal Checks - Other Extraneous Paperwork
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- We require that files show income and asset math used by manager. If a worksheet has not been used, please be sure to complete one for each file prior to sending to our office for review. This helps us identify reasons why our income determination may not match the certification amounts.
- Please include a rent roll, utility allowance verification, Tax Credit Application and Property Compliance Profile.
- To protect tenant identity please redact all but the last 4 digits of bank account numbers and social security numbers.
- All forms and documents that are required by your state must be included.
- Files may be scanned & sent to us through our online portal.

Please include a cover letter with files identifying the contact person and contact info.