



## Documentation Basics: What We Need & Why It Matters

Accurate documentation is the fastest way to ensure your concerns are handled quickly. With more than 1,000 landlord files in rotation, complete information prevents delays and allows us to resolve issues efficiently.



### This week's focus:

#### Top Documents landlords most often forget to include

- Itemized rent ledger for payment concerns
- Copies of 5-day, 10-day, or 30-day notices served to tenants
- Proof of ownership (deed, title, or closing documents)
- Completed W-9 form with correct legal name and tax ID
- Direct deposit (ACH) authorization form, with VOID check or Bank Letter
- Signed HUD Tenancy Addendum
- Complete and fully signed RFTA (Request for Tenancy Approval)

**Quick Tip:** A list of tenant names alone is never enough for payment research. Always include a ledger showing months and amounts.

