



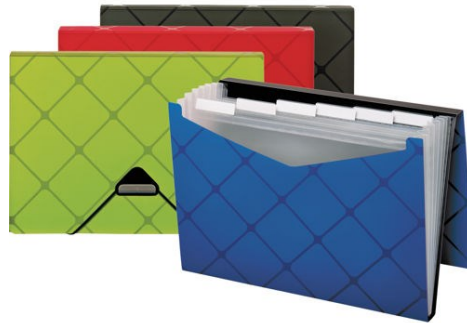
What do you misplace?



Organizing important documents is not only a good life skill, but will also help you throughout the housing process. Every year, you will have to recertify for your housing. Why not make the process easier for yourself, and organize all that important stuff? It could be easier than you think!

All you need is:

1 Accordion File with pockets



Having a file system that is easily portable is a good idea. This lets you bring everything you need to important appointments without accidentally leaving something behind. To label each file, think about the important documents you have. Refer to the list below for help. Assemble your file. Try to keep it up to date as best you can, and remember to take it with you to your appointments.



- * Birth Certificates
- * Social Security Cards
- * Bank Statements
- * Home Loan
- * Lease
- * Car Title
- * Insurance Paperwork
- * Immunization Records
- * Other Medical Records
- * Retirement Paperwork
- * Food Stamps
- * Social Security Award Letter
- * Court Documents
- * Child Care
- * Tax Records
- * Miscellaneous