

UNIT SUMMARY DATA
(FOR FRONT OF UNIT FILE FOLDER)

Property	Apartment No.
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UNIT INFORMATION

Rent for unit	Type of HOME unit	Is Rent less than or equal to HOME Rent Limit for this unit?	Lease Term
Year 1: \$ _____	High Low	Yes No	Year 1: ____/____/____ - ____/____/____
Year 2: \$ _____	High Low	Yes No	Year 2: ____/____/____ - ____/____/____
Year 3: \$ _____	High Low	Yes No	Year 3: ____/____/____ - ____/____/____

TENANT INFORMATION

1. Tenant Name	Day Phone
Email Address	Night Phone
Notes	
2. Tenant Name	Day Phone
Email Address	Night Phone
Notes	

MAINTENANCE INFORMATION

Date of Request	Description of Problem	Priority Code	Assigned To	Date Resolved	Follow-up Required?