



# OXFORD HOUSE FILING CABINET LIST

Every House should have a filing cabinet setup  
with separate hanging file folders labeled with the following:

## 1. Current Residents

- applications (completed)
- newcomer packets (completed)

## 2. Former Residents

- applications
- last EES Ledger

## 3. Blank Applications

- 20 copies blank applications
- 20 copies of newcomer packets

## 4. Landlord Info

- copy of lease
- landlord contact info

## 5. Bank Info

- account documents
- tax ID info

## 6. Oxford House Inc.

- loan paperwork
- donation paperwork
- correspondence

## 7. House Forms

- master copy of each form

## 8. Warranties

- house property receipts
- house property warranties

## 9. Monthly Folders (one for each month)

- utility invoices
- bank statements
- audits (completed)