

# House Filing Cabinets

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All houses should have house filing cabinets set up with separate hanging file folders labeled with the following:

1. **Applications-Current Residents(Completed Applications)  
Attach Medical Info and "My Plan for My Recovery"**
  2. **Applications – Past Residents and Residents Not accepted.  
Make sure all forms are complete.**
  3. **Lease/Landord Information**
  4. **FEIN Information**
  5. **Oxford House Inc. Information  
Loan  
Donation  
Correspondence**
  6. **Master Copies of All House Forms**
  7. **Bank Statements  
File by year in separate folders  
There should be 12 bank statements for each year**
  8. **House Audits Completed  
File by year in separate folders  
There should be 12 Audits for each year**
  9. **Oxford House "NAME" Energy Bill  
Bills should be filed after paid with Date and Amount Paid  
written on them**
  10. **Oxford House "NAME" Phone Bill  
Bills should be filed after paid with Date and Amount Paid  
written on them**
  11. **Oxford House "NAME" Cable Bill  
Bills should be filed after paid with Date and Amount Paid  
written on them Cable Bill**
  12. **Oxford House "NAME" GAS Bill  
Bills should be filed after paid with Date and Amount Paid  
written on them**
  13. **Oxford House "NAME" Water Bill  
Bills should be filed after paid with Date and Amount Paid  
written on them**
  14. **ANY OTHER BILLS  
Bills should be filed after paid with Date and Amount Paid  
written on them**
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