

## State of Nevada B&I: Housing Division

Version Date: 2/8/2017

### **1990284 Arbitrage Workpapers & Records**

Description: Per federal tax regulations, issuers of tax-exempt debt must compute and file with the U.S. Treasury Department a determination of yield on assets over or under bond yield. This record series consists of a listing of those issuers who must comply with this regulation.

Retention: Retain these records for a period of six (6) years after the final bond call.

Disposition: Destroy

### **1990285 Bond Call Notices**

Description: This record series consists of advice given to bond holders that certain bonds may be called and where and how to redeem them.

Retention: Retain these records for a period of five (5) calendar years past the final maturity of the bond.

Disposition: Destroy

### **1990286 Cash Flow Projections**

Description: This record series consists of various work papers to see if a program is financially feasible, (determined by the Chief Financial Officer) supplied by the bond underwriter.

Retention: Retain these records for a period of three (3) calendar years after the final maturity of the bond.

Disposition: Destroy

### **1990288 Division and Servicer Delinquency Reports**

Description: This record series consists of a quarterly report on delinquency status by program. It also includes information on repayment plans, bankruptcy, partials received, pending HUD assignments. Tracking of delinquency percentages by program for purpose of servicer monitoring, used for bond rating purposes and investor purposes.

Retention: Retain these records for a period of three (3) calendar years from the close of the report.

Disposition: Destroy

### **1990290 Division Tenant Eligibility and Inspection Reports**

Description: This record series consists of quarterly eligibility and inspection reports for each multiunit apartment complex. The purpose of these reports is to make sure that the specifics of the agreement between the Division and the units are being complied with and to insure the multiunit complexes are renting out the correct percentage of apartments to low income persons.

Retention: Retain these records for a period of six (6) fiscal years after the maturity of the bond or six (6) years from the termination of the qualified project period and expiration of the regulatory agreement, whichever is longer.

Disposition: Destroy Securely

### **2012029 Home and Community Based Waiver Certification Files**

Description: These records document the certification of assisted living facilities according to the Home and Community Based Waiver tax credit program (See NRS 422.2708 and NRS 319.147 et seq.). The records may consist of, but are not limited to: Request for certification with associated records; Inspection and verification documentation; Notification of tax credit documentation; Certification documentation and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the end of the calendar year in which the application was received.

Disposition: Destroy Securely

## State of Nevada B&I: Housing Division

Version Date: 2/8/2017

### **2017016 Home Means Nevada Single Family Loans**

Description: This record series consists of documents from various mortgage companies showing an interest in participating in the Home Means Nevada program and the preapproval/loan package for the applicants. The files may include, but are not limited to: application with supportive documentation; Mortgage Purchase Agreement, Mortgage Servicing Agreement, etc.; Opinion of Counsel and; copies of credit reports and verifications; borrower's affidavit, certificate of eligibility and; related correspondence.

Retention: Retain these records for a period of six (6) fiscal years from the sale of the contract or agreement.

Disposition: Destroy Securely

### **2016032 Multi Family Bonds - Accounting Workpapers**

Description: This record series consists of accounting workpapers that are required to be submitted with the Trust Statement when a mortgage company wants to participate in a particular bond program, and a tracking system of investments.

Retention: Retain for three (3) fiscal years from the end of the fiscal year in which they were generated.

Disposition: Destroy Securely

### **2005135 Multi/ Single Family Bonds**

Description: This record series consists of documents stating that a mortgage company wants to participate in a particular bond program. The files may consist of: Trust Statement including a bank balance and related correspondence.

Retention: Retain for six (6) fiscal years from the date the bond was closed.

Disposition: Destroy Securely

### **1990291 Multiunit Active Loan Files**

Description: This record series consists of the loan package information. The files may contain, but are not limited to: Preliminary Loan Application and associated documentation; Marketing Analysis; General Location Map, Plot Plan, Legal Description, etc.; Deeds; Appraisal and; Financing Contract, Regulatory Agreement, etc.

Retention: Retain these records for a period of six (6) calendar years after redemption of the bond or six (6) years from the termination of the qualified project period and expiration of the regulatory agreement, whichever is longer.

Disposition: Destroy Securely

### **1990292 Multiunit Cancelled and Declined Loans**

Description: This record series consists of the application package on cancelled and declined loans. The files may include, but are not limited to: Application with supporting documentation; Verifications and affidavits Division appraisal and determinations and; Related correspondence

Retention: Retain these records for a period of three (3) fiscal years from the end of the calendar year in which the contract was declined, cancelled, withdrawn, or the inducement letter was written.

Disposition: Destroy Securely

### **1990294 Multiunit Regulatory Agreement Annual Submissions**

Description: This record series contains the Profit and Loss Statement and Budgets from the sponsors (the developer or owner of the project). Reports are received quarterly, containing information on tenant eligibility; semi-annually, containing information on certification that the sponsors are in compliance with regulations; and annually, containing information on the profit and loss, and operating statements of the sponsors.

Retention: Retain these records for a period of six (6) calendar years after the redemption of the bond or six (6) years from the termination of the qualified project period and expiration of the regulatory agreement, whichever is longer.

Disposition: Destroy Securely

# State of Nevada B&I: Housing Division

Version Date: 2/8/2017

## **1990295 Official Bond Statements**

Description: This record series consists of the official statement issued for each program the Division does.  
Retention: Retain these records for a period of six (6) calendar years after the expiration of the bond.  
Disposition: Destroy Securely

## **1990299 Servicer Reports**

Description: This record series contains Cash Receipt Summary Sheet and a Monthly Statement of Mortgage Accounts.  
Retention: Retain these records for a period of two (2) fiscal years after the date of the list.  
Disposition: Destroy Securely

## **1990303 Single Family Lender Files**

Description: This record series consists of documents from various mortgage companies showing an interest in participating in a particular program. The files may include, but are not limited to: Application with supportive documentation; Mortgage Purchase Agreement, Mortgage Servicing Agreement, etc.; Opinion of Counsel and; Related correspondence  
Retention: Retain these records for a period of six (6) fiscal years after the expiration of the contract, agreement, or program.  
Disposition: Destroy Securely

## **2005134 Single Family Loans**

Description: This record series consists of the preapproval/loan package. The files may include, but are not limited to: Application with supportive documentation; Mortgage Purchase Agreement, Mortgage Servicing Agreement, etc.; Copies of credit reports and verifications; Borrower's affidavit; Certificate of eligibility and; Related correspondence  
Retention: Retain these records for a period of thirty-six (36) calendar years from the date the bonds that financed the loan were issued or from the date the loan was approved, whichever is later.  
Disposition: Destroy Securely

## **1992542 Weatherization Program Client Files**

Description: This records series consists of files maintained by program staff which document the Weatherization Assistance Program. The files may contain, but are not limited to: Monthly Program Report; Copies of the Recipient Application with associated documentation; Eligibility Determination Worksheet and; Related correspondence  
Retention: Retain these records for a period of three (3) fiscal years from the year to which they pertain.  
Disposition: Destroy Securely

## **1992541 Weatherization Program Client Satisfaction Questionnaires/Responses**

Description: This record series consists of client satisfaction questionnaires and responses. Information from the questionnaires is tabulated and used for reporting purposes.  
Retention: Retain these records for a period of three (3) calendar years from the calendar year to which they pertain.  
Disposition: Destroy Securely

## **1992530 Weatherization Program Sub-grantee/PAC Memo Log**

Description: This record series consists of Subgrantee/PAC Memo Log files for the Weatherization Program. The records may include, but are not limited to: Monthly Activity Reports, Monthly Financial Reports, Monthly Production Reports; Monitoring Reports/Responses, copies of program reports and; Related correspondence  
Retention: Retain these records for a period of three (3) fiscal years from the year to which they pertain.  
Disposition: Destroy Securely