FAASOP.D Maintaining Case Files : 02 Organizing Case Files - Overview : B Organizing Case Files - Case File Format - Overview : .05 Organizing Case Files - Case File Format - Side One, Left - Resources (tab four)

## .05 Organizing Case Files - Case File Format - Side One, Left -Resources (tab four)

Place the following information in the case file under the Resources tab:

- Property verification
- Insurance policy verification
- Authorization to Open an IDA (FA-837)
- Lien paperwork
- Vehicle verification
- Other resource information that does not need to be verified at renewal or with a change