

The **Vacation Rental Management Filing System** step-by-step instructions as a [.pdf](#), [.doc](#), or [.htm](#).

(Right-click to open a file in a new window.)

If you're using TCSReservations, get [the little label-generator utility HERE](#).

Make 31 folders, labeled 1-31.

Add the words:
Current Arrivals By Day.



Make 12 folders labeled with the current year and the name of the month.

Add the words:
Arrivals By Month

Keep current and monthly arrivals fairly close together. See [Vacation Rental Management Filing System](#) for details about rotating these in and out.





Make a folder for each unit labeled with the name of the unit.

Add the words:
Current Month Folder

Make a folder for each unit labeled with the current year and the name of the unit.

Add the words:
Unit Annual Folder



Make a folder for each unit labeled with the name of the unit.

Add the words:
Unit Master Folder

Keep Current, Annual, and Master files fairly close together. See [Vacation Rental Management Filing System](#) for details about what to keep in each folder.





Make a folder for each month with the current year on the label.

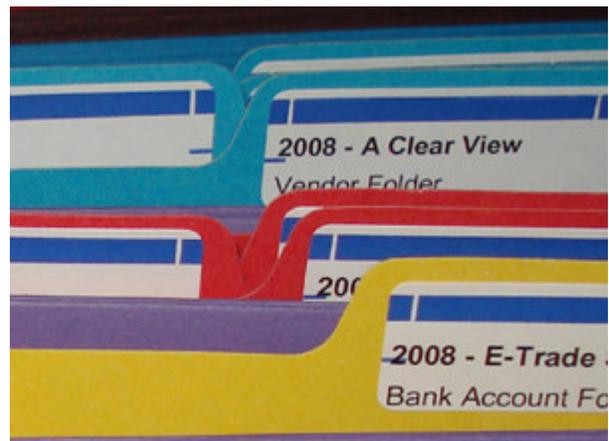
To the label, add the words:
Cash Drawer By Month

Make a folder for each vendor.
Remember, your company is a vendor to the escrow account. See [Vacation Rental Management Filing System](#) for details about what to keep in each folder.



Make a folder for each bank account and each tax authority.
(Tax authorities are really vendors, too.)

Keep the tax authorities and other vendors fairly close together. See [Vacation Rental Management Filing System](#) for details about what to keep in each folder. Keep your credit card statements close to, if not in, the bank account folders.





- [Get the little label-generator utility HERE.](http://www.reservationsbytcs.com/utilprograms/filefolderlabels.exe)
[http://www.reservationsbytcs.com
/utilprograms/filefolderlabels.exe](http://www.reservationsbytcs.com/utilprograms/filefolderlabels.exe)
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- Notice there aren't any owners' files listed ~ they're just not necessary with this system.
- You want to be careful to keep escrow files separate from your operating account and regular office papers.
- Don't skip the [instructions](#); they hold the secret for keeping it simple and organized.

Vacation Rental Management Filing System is brought to you by Eddie Nelson  at The Company Software. Eddie is the Author and Programmer of TCSReservations.