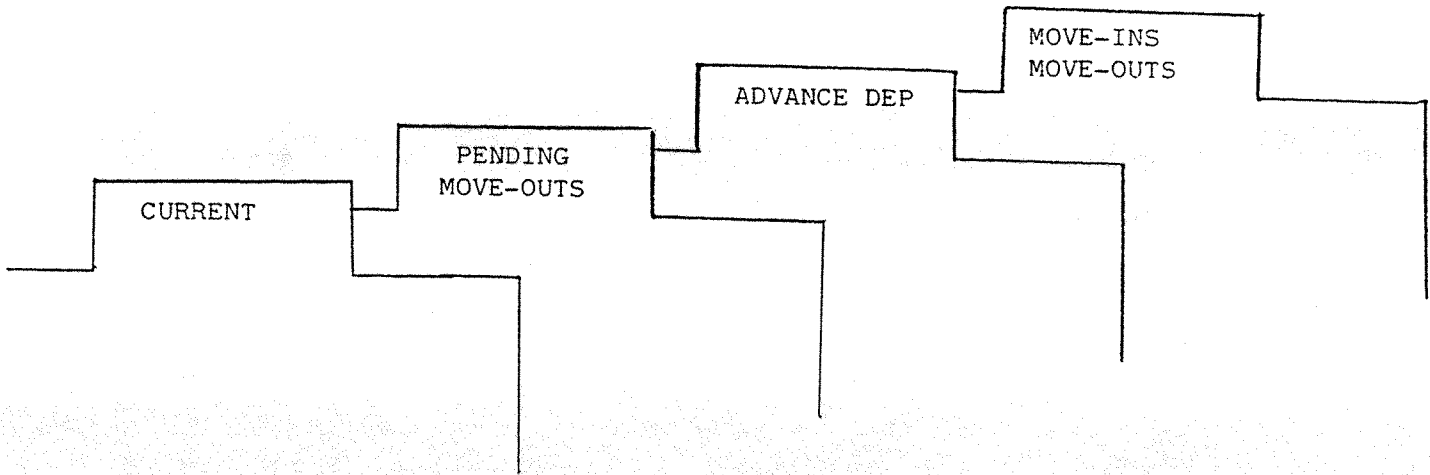


LEDGER TRAY DIVIDERS

For easier completion of the month-end report, it is recommended that ledger trays be divided as follows:



- I. CURRENT - On the 1st of the month the divider is moved to the rear of the section. As tenants come in and cards are posted, they are filed in unit order behind the divider. This leaves the delinquent tenants in front of the "current" divider. At the end of the month, cards in front of or behind the divider are reported on Part I of the month-end report.
- II. PENDING MOVE-OUTS - When tenants move or give notice to move, their card is filed behind this divider until the move-out is documented. Documented means the "last day rent is charged" is determined, an RA-11 has been completed, and the move-out has been posted on the ledger card and cash report. At the end of the month, cards in this section are reported on Part I of the month-end report.
- III. ADVANCE DEPOSITS - Cards on pending move-ins or those who have paid advance deposits are filed behind this divider until the move-in is documented. Documented means the move-in date has occurred and rent has been charged on the ledger card and cash report. At the end of the month, cards in this section are reported on Part II of the month-end report.
- IV. MOVE-INS/MOVE-OUTS - Cards where a documented move-in or move-out occurred since the last month-end report was done are filed in this section by unit. At the end of the month, cards in this section will be listed on Part II of the month-end report.

Following completion of the month-end report, the cards on move-ins are filed either in front of (delinquent) or behind (current) the "CURRENT" divider. Cards on move-outs are filed in the tenant file. The tenant file is filed in the "dead file" section until end-of-year.