

MOVE-IN (Advance Deposit Taken Before)

- On Section 8 residents, if the 50059 is not complete yet, manager must estimate tenant's rent and security deposit. This may need to be adjusted after the 50059 is completed. On all other projects, the rent and deposit are known at the time of move-in.
- Deposits are to be charged in accordance with "Security Deposits Policy" found in another part of this manual.

Add previous Sec Deposit charged (\$50) to additional Sec Dep charged (\$70) and update balance here.

RESIDENT LEDGER

NAME JAMES, ANNA ADDRESS 1801 VALLEY PL. UNIT NO. 5
 PHONE (H) 281-1100 (W) 856-1810 NO. B/R 4
 OCCUPANTS

NAME	REL	DOB
ANNA	H	6/23/52
J.H.	C	5/14/75

RENT STATUS		RES RENT	SUBSIDY/EXC.	TOTAL
EFF. DATE	TYPE	120	170	290
5/20/85	38			

ORG. MOVE-IN DATE 5/20/85
 LEASE/CERT. RENEWAL 05/01
 SEC/DEP (CHARGED) \$120
 OTHER MONTHLY CHARGES

DATE	DESCRIPTION	AMOUNT
5/20/85	1 Refrigerator #5	\$5

RENTAL PERIOD		RENT CHARGE	CODE	OTHER CHARGE	CODE	OTHER CHARGE	CODE	OTHER CHARGE	CODE	BALANCE FORWARD	DATE PAID	✓	AMOUNT PAID	CODE	NEW BALANCE DUE	NAME
FROM	TO															
ADVANCE DEPOSIT			S	50.00							5.16	✓	50.00			JAMES, A.
5.20.85	5.31.85	48.00	A	2.00	S	70.00					5.20		100.00	S	20.00	JAMES, A.

Actual 1st day rent is charged

\$120 ÷ 30 x 12 days

\$5 ÷ 30 x 12 days

Balance of Security deposit to be charged.
\$120 - 50 = 70

Amount due should always be specified including appropriate code(s) (R,S,etc.)

Last day of the month they moved in.

ROUND TO NEAREST DOLLAR (.50)
See "RENT Proration Policy"

After posting, file behind "MOVE-IN/MOVE-OUT" divider in the tray until after the next month-end report is finished.

*** Whenever additional security is charged, make sure the amount next to Sec/Dep (Charged) in the upper right hand corner of the ledger card is changed. ***