

MOVE-OUT (LONG TERM MARKET LEASE {Revised}) (Does Not Apply to Subsidized Leases)

1. In the previous example we charged Stan Smith through 8-31-89 (the end of his long term lease). Now it is August 1, 1989 and we re-rent Apartment #100. Since we have already moved Stan out we do not want to put anything on the cash sheet, but we do want to adjust his ledger card, his RA-11 and Rent Fac.
2. On the ledger card only (not the cash sheet) and several lines below the last entry, back out the rent to the new "last day rent is charged". Since the new resident has moved in on August 1, 1989 the last day rent is charged to Stan is July 31, 1989. Bring the last balance due to balance forward and adjust the new balance due accordingly.
3. Immediately after updating the ledger card, copy the same figures onto the revised RA-11, Rent Fac, and mail to the bookkeeper.
4. Attach a copy of the revised RA-11 to the original RA-11 and file them in the resident's file.

RESIDENT LEDGER

NAME Stan Smith ADDRESS 1801 Valley Pl. UNIT NO. 100
 PHONE (H) 293-7444 (W) _____ NO. B/R 2

OCCUPANTS			RENT STATUS				
NAME	REL	DOB	EFF DATE	TYPE	RES RENT	SUBSIDY ENC	TOTAL
Stan	H	9-16-51	8/31/87	M	400		400

ORG. MOVE-IN DATE 11/15/80
 LEASE/CERT. RENEWAL 8/31/89
 SEC/DEP (CHARGED) \$200

OTHER MONTHLY CHARGES		
DATE	DESCRIPTION	AMOUNT

RENTAL PERIOD		RENT CHARGE	CODE	OTHER CHARGE	CODE	OTHER CHARGE	CODE	OTHER CHARGE	CODE	BALANCE FORWARD	DATE PAID	C/M	AMOUNT PAID	CODE	NEW BALANCE DUE	NAME
FROM	TO															
4.1.89	4.30.89	400.00								0	4.1	✓	400.00	0	SMITH S.	
5.1.89	5.30.89	400.00								0	5.7		390.00	1000	SMITH S.	
6.1.89	8.31.89	1200.00		(200.00)	0	50.00			R	10.00	6.15		200.00	0	860.00	SMITH S.
8.31.89	7.31.89	(400.00)								860.00				460.00	Unit Rerented 8-1-89	

↑ Rental Period is moved back to the Revised "last day rent is charged"

↑ Rent for August is credited

↑ Revised RA-11 amount

WESTLAND PROPERTIES, INC.

NOTICE OF UNIT CONDITION AND SECURITY DEPOSIT REFUND

To: Stan Smith

Unit: 100 Transfer to: _____

Forwarding

Address: 10500 MENAUL NE

ALBUQUERQUE N.M.

87110

Date written notice was given

(or skip discovered): 6-15-89

Date unit was re-rented: OPEN

Type of Rental Agreement:

Month-to-Month

Long Term Ending on 8-31-89

In accordance with the terms of your rental agreement, a move-out inspection of your unit was conducted by the management staff on 6-15-89. The results of the inspection and any resulting damage charges are listed on the reverse side of this letter. The disposition of your security deposit and final status of your account is as follows:

- 1. FINAL RENT PRORATION - According to State law and the terms of your Rental Agreement, you are liable for rent through 8-31-89. The adjustment for RENT CHARGES on your account is as follows:

FROM	TO	PRORATION
<u>6-1-89</u>	<u>8-31-89</u>	_____ DAYS X (\$ _____ ÷ 30 days) \$ <u>1200⁰⁰</u>

- 2. SECURITY DEPOSIT (Charged by the Property).....\$ (200⁰⁰)
- 3. DAMAGES (From final inspection on backside).....\$ 50⁰⁰
- 4. OTHER CHARGES/CREDITS 6-15 PAYMENT.....\$ 200⁰⁰
- 5. BALANCE FORWARD (Prior to Final Charges).....\$ 10⁰⁰
- 6. TOTAL OWED TO PROPERTY (REFUND) check attached \$ 860⁰⁰

If you owe the property, please bring or mail your check to the apartment office at 1801 VALKY PLACE.

Delinquent accounts will be reported to the Credit Bureau immediately and placed for collection after 30 days.

Please contact me at the apartment office if you need additional information concerning this notice.

Jack Jones
Resident Manager

6-15-89
Date

* Hold the tenants Ledger CARD & RA-11 in a tickler file until the Long-term lease expires (then file in tenants file) or is Re-rent. (then follow NEXT EXAM)

RA-11 (11-89)

MOVE OUT (LONG-TERM MARKET LEASE) (Does not Apply to Subsidized Leases)

In the case of a move-out for a Long-Term Lease (i.e., six months or a year), we typically do not know when the "last day rent is charged" will be, since we do not know when or if the unit will be re-rented. Also we do not want to keep the former tenant on the month-end report month after month until the long-term lease expires because the unit will not show as being vacant during that time. We will therefore prepare the RA-11 immediately as follows:

1. At the time of the move-out (or skip discovered) charge the resident the full amount of the remaining lease. THIS IS THE ONLY TIME YOU WILL CHARGE RENT BEYOND THE CURRENT MONTH.
2. Immediately after posting the move-out on the system, copy exactly the same figures onto the RA-11. The RA-11 and Rent FAC (Bookkeeping will check with Controller before mailing Rent FAC) are mailed to the bookkeeper with the cash sheet on which the move-out was posted. See RA-11 example on next page.
3. Since you are charging rent for future months (beyond the current month) you will have to handle the month-end report entry differently. See below example and note that any rent charged for any future month is put into the vacancy column.

PROJECT Happy Homes
PART # - MONTH OF JUNE, 1989

UNIT	LAST NAME, FIRST	MO	DATE	RENT POTENTIAL	VACANCY	SECTION 8			236/BADR EXCESS		TENANT LEDGERS					SECURITY DE	
						PRIOR VOUCHER CURRENT MO. AMTS	NEW VOUCHER ADJUSTMENT(D)	NET VOUCHER ADJUSTMENT(D)	CURRENT MO. AMTS	ADJUSTMENT(D)	RENT CHARGES	SECURITY CHARGES	OTHER CHARGES	BALANCE FORWARD	PAY	BALANCE DUE	BALANCE FORWARD
100	SMITH S.		08-31-89	400	800						1200	(200)	50	10	200	860	200

RESIDENT LEDGER

NAME Stan Smith ADDRESS 1801 Valley Pl. UNIT NO. 100
PHONE (H) 293-7444 (W) _____ NO. B/R 2

OCCUPANTS			RENT STATUS				
NAME	REL	DOB	EFF. DATE	TYPE	RES RENT	SUBSIDY/EXC.	TOTAL
Stan	H	9-16-51	8/31/87	M	400		400

ORG. MOVE-IN DATE 1/15/80
LEASE/CERT. RENEWAL 8/31/89
SEC/DEP (CHARGED) \$200

OTHER MONTHLY CHARGES		
DATE	DESCRIPTION	AMOUNT

RENTAL PERIOD		RENT CHARGE	C O D E	OTHER CHARGE	C O D E	OTHER CHARGE	C O D E	OTHER CHARGE	C O D E	BALANCE FORWARD	DATE PAID	C M	AMOUNT PAID	C O D E	NEW BALANCE DUE	NAME
FROM	TO															
4.1.89	4.30.89	400.00								0	4.1	✓	400.00	0	SMITH S.	
5.1.89	5.30.89	400.00								0	5.7	✓	390.00	1000	SMITH S.	
6.1.89	8.31.89	1200.00		(200.00)		50.00				R 10.00	6.15	M	200.00	860.00	SMITH S.	

Final Rental Period is moved forward to the last day of the long-term lease.

Credit total Sec. Dep. charged to date. Verify to prior Month-End report and to top of ledger card.

Copy damages from back of RA-11

Resident owes this amount unless unit is re-rented before the Long-Term Lease expires. Then a Revised RA-11 must be prepared. (See next example)

Rent charged for June, July & August.

Revised

WESTLAND PROPERTIES, INC.

NOTICE OF UNIT CONDITION AND SECURITY DEPOSIT REFUND

To: Stan Smith

Unit: 100 Transfer to: _____

Forwarding Address: 10500 MENAUL N.E.
Albuquerque NM
87110

Date written notice was given (or skip discovered): 6-15-89
Date unit was re-rented: 8-1-89
Type of Rental Agreement:
 Month-to-Month
 Long Term Ending on 8-31-89

In accordance with the terms of your rental agreement, a move-out inspection of your unit was conducted by the management staff on _____
The results of the inspection and any resulting damage charges are listed on the reverse side of this letter. The disposition of your security deposit and final status of your account is as follows:

- 1. FINAL RENT PRORATION - According to State law and the terms of your Rental Agreement, you are liable for rent through 7-31-89. The adjustment for RENT CHARGES on your account is as follows:

FROM TO PRORATION
8-31-89 7-31-89
_____ DAYS X (\$ _____ : 30 days) \$ <400.00>

- 2. SECURITY DEPOSIT (Charged by the Property).....\$ (_____)
- 3. DAMAGES (From final inspection on backside).....\$ _____
- 4. OTHER CHARGES/CREDITS _____ \$ _____
- 5. BALANCE FORWARD (Prior to Final Charges).....\$ 860.00
- 6. TOTAL OWED TO PROPERTY (REFUND) check attached \$ 460.00

If you owe the property, please bring or mail your check to the apartment office at 1801 Valley Place.
Delinquent accounts will be reported to the Credit Bureau immediately and placed for collection after 30 days.

Please contact me at the apartment office if you need additional information concerning this notice.

Jack Jones
Resident Manager

8-1-89
Date

RA-11 (11-89)