

RENT PREPAYMENT

- Any time after the 15th cut-off, the rental period may be advanced to the coming month if a prepayment is made. The rental period however, cannot be advanced more than one month, even if the future months are paid.
- Any prepayments beyond the coming month are shown as balance due in brackets < >. The rental period and corresponding month charge is advanced with each passing month.

RESIDENT LEDGER

NAME MARR, DENNIS ADDRESS 1801 VALLEY PL. UNIT NO. 3  
 PHONE (H) 987-6543 (W) N/A NO. B/R 1

OCCUPANTS			RENT STATUS				
NAME	REL.	DOB	EFF. DATE	TYPE	RES RENT	SUBSIDY/EXC.	TOTAL
DENNIS	H	12/10/12	1/1/85	S8	25	125	150

ORG. MOVE-IN DATE 1/2/82  
 LEASE/CERT. RENEWAL 01/01  
 SEC/DEP (CHARGED) \$100

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															
04.01.85	04.30.85	25.00								R (50.00)	4.15	✓	0	R (25.00)	MARR, D.	
05.01.85	05.31.85	25.00								R (25.00)	5.15		0	R 0	MARR, D.	
06.01.85	06.30.85	25.00								0	5.20		300.00	R (275.00)	MARR, D.	

Move the rental period ahead ONLY to the coming month.

Charge only the coming month's rent

RESIDENT PAYS TWELVE (12) MONTHS IN ADVANCE ON 5/20

Twelve (12) month's rent paid

July thru May carried as "NEW BAL DUE". As each month passes, the charge will be made and balance due will be reduced.

After posting, file behind the "CURRENT" divider in the tray (current).