

RESIDENT LEDGER - SET UP

For HUD: Enter the program date
For all others: Actual date moved into this unit.

Enter the unit which the entries on this card will relate to. In case of transfer, the new unit will require beginning a new card.

Head of Household

Address of the Unit #

RESIDENT LEDGER

NAME BACA, JOHN ADDRESS 1801 VALLEY PLACE
PHONE (H) 281-5610 (W) 821-1150

UNIT NO. 135

NO. B/R 2

ORG. MOVE-IN DATE 7/1/79

LEASE/CERT. RENEWAL 07/01

SEC/DEP (CHARGED) \$ 200

OTHER MONTHLY CHARGES

DATE	DESCRIPTION	AMOUNT
7/80	EXTRA HEATER	\$ 5.00

Annual Rece date. On market write "MARKET".

Amount of deposit charged, (if necessary paid)

OCCUPANTS			RENT STATUS				
NAME	REL	DOB	EFF. DATE	TYPE	RES RENT	SUBSIDY/EXC.	TOTAL
JOHN	H	6/4/49	7/15/79	S8	90	80	170
JOSEY	S	5/26/50	7/1/82	S8	140	50	190
JOHNNY	C	4/30/80	7/1/84	B	250	-	250
JENNIFER	C	12/10/82	7/1/85	EX	275	<25>	250
			7/1/86	M	300	<50>	250

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 O D E	AMOUNT PAID	C O D E	NEW BALANCE DUE	NAME
FROM	TO															

List all family members

Use HUD Codes for relationship

- H - head
- S - spouse
- C - child
- F - foster child
- N - no relation
- O - other relative

Anytime a tenant's rent changes, record the change on the next line. The current status is the last line used.

- Type Codes
- S8 - Section 8 (project)
 - C8 - City Section 8
 - B - Basic 236, 515, or BMIR
 - EX - Excess 236, 525
 - M - Full Market

Any extra monthly charge as set forth in the lease here. Example: extra heaters, appliances, etc. are \$5.00/mo. each.

On a 236 or 515 project this column will equal basic rent; on a BMIR it will equal BMIR rent; on a market project it will equal market rent

TRANSFER-IN

1. Use new tenant ledger card, use original move-in date of old apartment.
2. Rent begins on the ACTUAL date they move in. New Lease is effective the same date.
3. DO NOT ALLOW A TRANSFER-IN UNLESS THE TENANT IS PAID UP ON THE OLD UNIT. If this is a Government required move and the tenant is delinquent and will not pay the delinquency, pursue eviction. If the apartment is trashed out do not transfer until damages are also paid.
4. You may allow the tenant to delay paying his new deposit to the extent of the amount of the refund check on the old unit until that check is received. In these cases, the check will be made out to the project and tenant and mailed to the project.

RESIDENT LEDGER

NAME JONES, JIM ADDRESS 1801 VALLEY PL. UNIT NO. 8
 PHONE (H) 287-9154 (W) 782-4519 NO. B/R 3

OCCUPANTS			RENT STATUS				
NAME	REL	DOB	EFF. DATE	TYPE	RES RENT	SUBSIDY/EXC.	TOTAL
JIM	H	3/2/61	6/5/85	S8	180	90	270
JODY	S	2/6/58					
PAT	C	6/15/78					
JIMMY	C	5/6/75					

ORG. MOVE-IN DATE 2/12/79
 LEASE/CERT. RENEWAL 02/01
 SEC/DEP (CHARGED) \$120

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															
06.05.85	06.30.85	156.00	S	120.00							6.5	✓	156.00	S	120.00	JONES, J.

↑
Day after the move-out date on old unit

↑
Last day of the move-in month

↑
Pro-rated rent \$180 ÷ 30 x 26 days ROUND TO NEAREST DOLLAR (.50) See "rent proration Policy"

↑
See "Security Deposit Policy" to determine how much deposit to charge.

↑
You may carry the amount of refund on the old unit until the check is received. Must apply deposit to old balance on move-out apartment first.

After posting, file behind "MOVE-IN/MOVE-OUT" divider in the tray.

TRANSFER-OUT

1. A pre-transfer inspection **MUST** be conducted to make sure the security deposit will cover all charges owed, otherwise **DO NOT** transfer. If this is a government required transfer, go for collection or if necessary eviction in order to get the tenant current before transferring. Inform the tenant in writing that they will be charged at the daily basic rent rate if they are not moved out in 3 days.
2. Sometimes a tenant takes longer than 3 days to transfer-out. Since the Transfer OUT **HAS** to be the day before the transfer-in for vouchering purposes, you must do the following:
 - a. Start the rent on the new apartment (transfer-in) the day they actually move-in. Use the day before the transfer-in day as the transfer-out date or "last day rent is charged". Proceed with the RA-11 as you would a move-out.
 - b. To charge additional rent past the 3-day moving period, divide the BASIC rent by 30 and multiply by the number of days beyond the 3-day grace period. Code this amount "0" under "other" charge on the final entry for that tenant.
3. SEE RA-11 EXAMPLE ATTACHED.

RESIDENT LEDGER

NAME JONES, JIM ADDRESS 1801 VALLEY PL. UNIT NO. 4
 PHONE (H) 287-9154 (W) 782-4519 NO. B/R 2

OCCUPANTS			RENT STATUS				
NAME	REL.	DOB	EFF. DATE	TYPE	RES RENT	SUBSIDY/EXC.	TOTAL
JIM	H	3/2/61	1/1/85	S8	160	30	190
JODY	S	2/6/58	2/1/85	S8	180	10	190
PAT	C	6/15/78					
JIMMY	C	5/6/75					

ORG. MOVE-IN DATE 2/12/79
 LEASE/CERT. RENEWAL 02/01
 SEC/DEP (ON HAND) \$120

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
04 01 85	04 30 85	180.00	L	10.00							4 11	✓	180.00	L	10.00	JONES, J.
05 01 85	05 31 85	180.00								L 10.00	5 2	M	170.00	R	20.00	JONES, J.
06 01 85	06 04 85	24.00	S	<120.00>	D	20.00	0	13.00	R	20.00	6 4	✓	64.00	0	<107.00>	JONES, J.

Final rental period is adjusted either forward or backward to end on the move-out date.

\$180 ÷ 30 x 4 days. ROUND TO NEAREST DOLLAR (.50) See "Rent Proration Policy"

Credit total Sec dep charged to date. Verify amount with prior month-end report and amount on top of ledger card.

Copy damages from back of RA-11

Tenant wasn't totally moved until 6/10/85
 $\$190 \div 30 \times 2 = 12.66$ around to \$13.00

Collect all amounts due before allowing transfer

Refund for this amount will be made out to project and mailed to manager.

After posting file behind "MOVE-IN/MOVE-OUT" divider in the tray.