

TYPICAL RENT CHARGE/COLLECTION

RESIDENT LEDGER

NAME BACA, ANDREW ADDRESS 1801 VALLEY PL.
 PHONE (H) 281-5610 (W) 821-1560

UNIT NO. 1
 NO. B/R 2

OCCUPANTS

OCCUPANTS			RENT STATUS				
NAME	REL	DOB	EFF. DATE	TYPE	RES RENT	SUBSIDY/EXC.	TOTAL
ANDREW	H	6/4/49	7/1/84	S8	90	80	170
JOSEY	S	5/26/50	1/1/85	S8	90	100	190

ORG. MOVE-IN DATE 7/1/79
 LEASE/CERT. RENEWAL 07/01
 SEC/DEP (CHARGED) \$200

OTHER MONTHLY CHARGES

DATE	DESCRIPTION	AMOUNT
7/1/80	extra heater	5.00

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	OTHER CHARGE	BALANCE FORWARD	DATE PAID	C M	AMOUNT PAID	C O D E	NEW BALANCE DUE	NAME	
FROM	TO																	
04.01.85	04.30.85	90.00	A	5.00	L	10.00												
05.01.85	05.31.85	90.00	A	5.00					L	10.00	5.2	M	100.00	A	5.00		BACA, A.	
06.01.85	06.30.85	90.00	A	5.00					A	5.00	6.3		100.00				BACA, A.	

Rent is CHARGED for entire monthly period whether or not it is PAID at the same time

Appliance charge for same period

"New Balance Due" from line above MUST ALWAYS be carried forward with the appropriate code(s) (R,S, etc.)

+ add all charges
 + plus "bal forward"
 - minus amount "paid"
 = equals "NEW BAL DUE"

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

NOTICE OF UNIT CONDITION AND SECURITY DEPOSIT REFUND

To: JIM JONES Unit: 4 Transfer to: 8
 Forwarding Address: 1801 VALLEY PL. Date written notice was given: N/A 1
PROJECT OFFICE Date unit was re-rented N/A 1
ALBUQ., NM 87111 Date of this notice 6/4/85

In accordance with the terms of your rental agreement, a move-out inspection of your unit was conducted by the management staff on 6/4/85. 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 your Rental Agreement, the project may charge you rent through the earlier of:

- the date the unit was re-rented, or;
 the date which is 30-days from the date you gave written notice, or moved out without notice. **HUD REQUIRED TRANSFER**

FROM	TO	PRORATION	TRANSFER
<u>6/1/85</u>	<u>6/4/85</u>	<u>4</u> DAYS X (\$ <u>180</u> ÷ 30 days)	\$ <u>24.00</u>
2.	SECURITY DEPOSIT (Charged by the Property)		\$ < <u>120.00</u> >
3.	DAMAGES (From final inspection on backside)		\$ <u>20.00</u>
4.	OTHER CHARGES/CREDITS <u>payment 6/4/85</u>		\$ <u><64.00></u>
5.	BALANCE FORWARD (the last full month for which rent was charged ended <u>5/31/85</u> and showed a balance due on your account of)	<u>ADDITIONAL RENT</u>	\$ <u>13.00</u>
6.	<input type="checkbox"/> TOTAL <input type="checkbox"/> OWED TO PROPERTY <input checked="" type="checkbox"/> (REFUND) check attached		\$ <u><107.00></u>

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

Delinquent accounts will be placed for collection after 30 days.

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

Jack Jones
 Resident Manager