ONESITE PRE-MONTH END PROCESS

DEPOSIT PROCEDURES

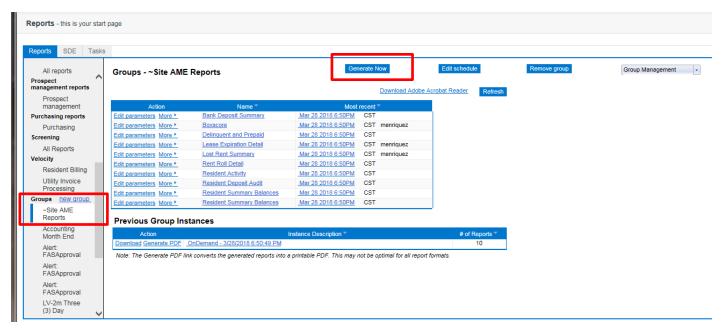
A Pre-Month End close should be done 1 week prior to your actual month end date to allow ample time to make any corrections necessary. Prior to beginning this process please double check all move-ins, move-outs, transfers, renewals, and deposits have been completed.

Before generating the reports listed below please complete a preclose on your property by following the path below.

ADMINISTRATION→OTHER→MONTH END PROCESSING→CLICK ON PRECLOSE PERIOD

STEP ONE-GENERATING REPORTS

- 1. The first step in the pre-month end process is to generate the reports located in the ~Site AME Reports group. This group is located on the Reports, SDE and Tasks page under Groups.
- 2. Click on the Edit Parameters for the Lease Expiration Detail and ensure the start month is the current month being closed and the End month is 15 months out.
- Click on the Edit Parameters for the Resident Activity Report and be sure the beginning activity date is the 1st of the month being closed and the ending activity date is the last day of the month being closed.
- 4. Once in the parameters have been verified click on the "Generate Now" button located towards the top center of the page.

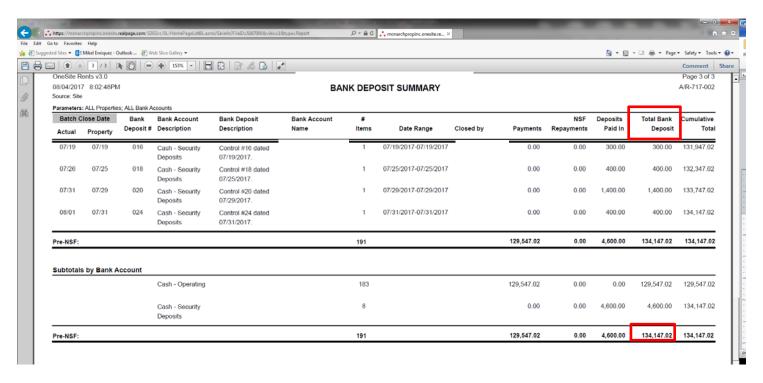


STEP TWO-REVIEWING REPORTS

The next step is to review each of the reports for accuracy. Please see below for a description of what needs to be done on each report

BANK DEPOSIT SUMMARY:

- Run a calculator tape on all your deposit slips, direct deposit e-mails from your bookkeeper, NSF checks e-mailed by your bookkeeper, and all 400 batches the system created.
- 2. Looking at the last page of the report the "Total Bank Deposit" amount must match your calculator tape.



LOST RENT SUMMARY:

- 1. Review the Loss/ (Gain) and Loss/ (Gain) Recap columns and provide an explanation of any amount greater than \$20.00.
 - a. A Loss is when the Rent Charged is less than the Market Rent. This should also be the same amount as the difference between the Market and Lease Rents.
 - b. A Gain is when the Rent Charged is greater than the Market Rent. This should also be the same amount as the difference between the Market and Lease Rents.

meter: Proper	ty: All Subproperties; Sh	low Lost Rent Only: No;							↓ +	+	+	=
Bldg-Unit	Name	From/ To	Market Rent	Lease Rent	Rent Charged	Concession + Misc Credits	Loss/ (Gain)	Loss/(Gain) Recap	Non Revenue	Vacancy Loss	Vacancy Recap	Lost Ren
1-001		04/01/2018 04/30/2018	990.00	975.00	975.00	0.00	15.00	0.00	0.00	0.00	0.00	0.00
1-002		04/01/2018 04/30/2018	990.00	985.00	985.00	985.00	5.00	0.00	0.00	0.00	0.00	0.00
1-003		04/01/2018 04/30/2018	990.00	990.00	990.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-004		04/01/2018 04/30/2018	990.00	990.00	990.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-005		04/01/2018 04/30/2018	990.00	990.00	990.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Review the From/To column units showing an amount in the Vacancy Loss & Vacancy Recap columns and ensure they reflect the vacancy time frames correctly.

Parameter: Prope	erty: All Subproperties; Show	Lost Rent Only: No;	_						↓+	+	+	=
Bldg-Unit	Name	From/ To	Market Rent	Lease Rent	Rent Charged	Concession + Misc Credits	Loss/ (Gain)	Loss/(Gain) Recap	Non Revenue	Vacancy Loss	Vacancy Recap	Lost Rent
1-001		04/01/2018 04/30/2018	990.00	975.00	975.00	0.00	15.00	0.00	0.00	0.00	0.00	0.00
1-002		04/01/2018 04/30/2018	990.00	985.00	985.00	985.00	5.00	0.00	0.00	0.00	0.00	0.00
1-003		04/01/2018 04/30/2018	990.00	990.00	990.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-004		04/01/2018 04/30/2018	990.00	990.00	990.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-005		04/01/2018 04/30/2018	990.00	990.00	990.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

BOXSCORE:

1. Locate the Property Totals for the Occupancy Percentage and Net Leased Percent and circle them.

			Vacant					Occupied							
Floor Plan Group	Floor Plan	Units	Total Vacant	Not Leased	Leased	Model/ Admin	Down	Total Occupied	No NTV	NTV-NL	NTV-L	Occupancy Percent	Avg Market Rent	Avg Lease Rent	Net Leased Percent
1x1															
	1x1A	20	5	4	1	0	0	15	15	0	0	75.00	800.00	786.67	80.00
	1x1All	4	1	0	1	0	0	3	3	0	0	75.00	750.00	711.67	100.00
	1x1B	20	7	6	1	0	0	13	13	0	0	65.00	800.00	803.31	70.00
	1x1BII	4	0	0	0	0	0	4	4	0	0	100.00	750.00	740.00	100.00
Total 1x1:		48	13	10	3	0	0	35	35	0	0	72.92	791.67	781.09	79.17
2x1															
	2x1A	10	3	1	2	0	0	7	7	0	0	70.00	950.00	899.86	90.00
	2x1AII	4	0	0	0	0	0	4	4	0	0	100.00	830.00	820.00	100.00
	2x1B	10	5	4	1	0	0	5	5	0	0	50.00	950.00	904.80	60.00
	2x1BII	4	0	0	0	0	0	4	4	0	0	100.00	830.00	822.50	100.00
Total 2x1:		28	8	5	3	0	0	20	20	0	0	71.43	915.71	869.65	82.14
2x2															
	2x2A	8	0	0	0	0	0	8	7	0	1	100.00	990.00	981.25	100.00
	2x2B	8	0	0	0	0	0	8	8	0	0	100.00	990.00	983.75	100.00
Total 2x2:		16	0	0	0	0	0	16	15	0	1	100.00	990.00	982.50	100.00
3x1															
	3x1AII	2	1	1	0	0	0	1	1	0	0	50.00	1,075.00	1,060.00	50.00
	3x1BII	2	0	0	0	0	0	2	2	0	0	100.00	1,075.00	1,010.00	100.00
Total 3x1:		4	1	1	0	0	0	3	3	0	0	75.00	1,075.00	1,026.67	75.00
3x2															
	3x1.5	25	4	4	0	0	0	21	21	0	0	84.00	1,250.00	1,246.90	84.00
Total 3x2:		25	4	4	0	0	0	21	21	0	0	84.00	1,250.00	1,246.90	84.00
Not Specified															
	3x15TH XL	1	0	0	0	0	0	1	0	1	0	100.00	1,350.00	1,350.00	0.00
Total Not Specified:		1	0	0	0	0	0	1	0	1	0	100.00	1,350.00	1,350.00	0.00
Property Totals		122	26	20	6	0	0	96	94	1	1	78.69	953.93	948.60	82.79
				To	otal Vacant	: 26			Total Occ	upied: 96					

2. Locate the Made Ready and Not Made Ready numbers and circle them.

Status	Number	%
Total Vacant Units:	26	21.31
Vacant Units Leased:	(6)	4.92
Occupied On Notice:	2	1.64
Occupied On Notice Preleased:	(1)	0.82
Net Exposure:	21	17.21
Model/Admin:	0	0.00
Down:	0	0.00
Controllable Availability:	21	17.21

Vacant Units Make Ready St	atus - 04/04/2018	1			
Status	Number	%	Total Leased	Admin/Down	Total Available
Made Ready:	14	53.85	4	0	10
Not Made Ready:	12	46.15	2	0	10
Total Vacant Units:	26	100.00	6	0	20

RESIDENT ACTIVITY:

- 1. Review this report to ensure all Move-Ins, Transfers, Renewal, and Move Outs are listed correctly.
- 2. Once all items on this report are accurate. Please verify that you have uploaded the entire lease for the Transfers, Move-Ins, and Renewals for the month.
- 3. From the today page find your "PACKETS" box and click on the "CLOSED-COMPLETED" status.

Packets	
Packets	
Pending	<u>3</u>
<u>Completed</u>	<u>1</u>
<u>Submitted</u>	<u>0</u>
<u>Approved</u>	<u>0</u>
Rejected	<u>0</u>
<u>Deleted</u>	<u>0</u>
Closed	<u>14</u>
Closed - Pending	<u>14</u>
Closed - Unsubmitted	<u>0</u>
Closed - Completed	<u>0</u>
Closed - Submitted	0
Closed - Approved	<u>0</u>
Closed - Rejected	<u>0</u>
	_

4. In the next screen that comes up set the following Search Criteria and click on Find:

a) Last modified = 30daysb) Process = Move Out

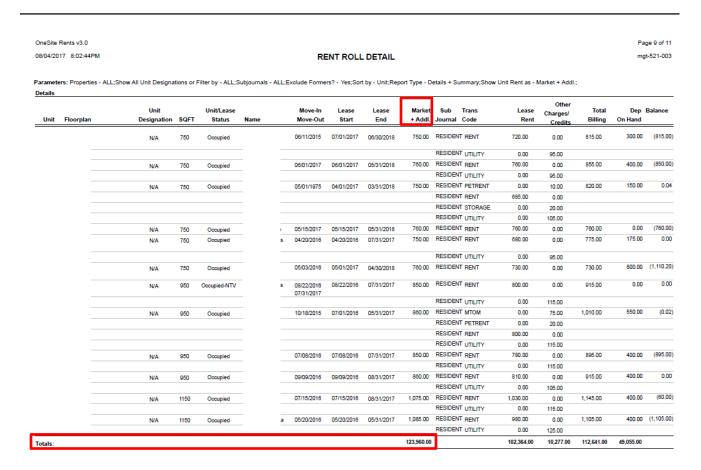
c) Packet Status = Closed-Completed

d) Lease Status = All

5. On the list that populates be sure all the move outs listed in the Move Out section of the report are listed on this screen. If a move out is missing please look for the move out packet in the system and complete the packet.

RENT ROLL DETAIL:

 Ask you Bookkeeper what your Gross Potential Rent amount is and keep it on hand to verify the total at the bottom of the Market + Addl column which is the Gross Rent Potential.



2. Verify all units are showing the correct occupancy status.

RESIDENT DEPOSIT AUDIT:

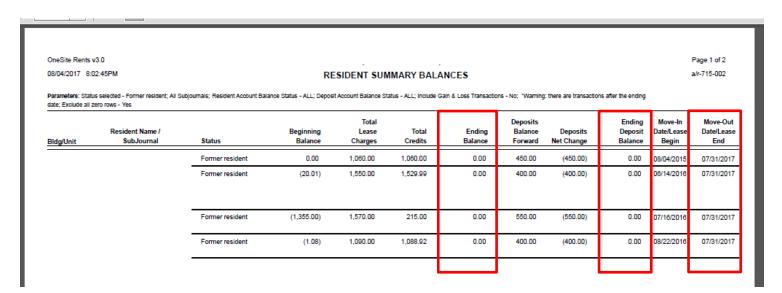
- 1. Review the reports "Outstanding Deposit" column and make sure all current residents are showing a \$0.00 balance in this column. If they are not:
 - a. Compare the Lease and Pet Addendum to the "Total Dep. Required" column for that resident to determine if the correct amount was entered here.
 - i. If the Total Dep. Required is correct Collect the balance owed or let your Supervisor know the credit needs to be applied to the resident ledger.
 - ii. If the Total Dep. Required is not correct, e-mail a copy of the lease with the Pre-Month End Reports to your Supervisor and ask them to correct it.

2. On the last page find the total of the "Deposit on Hand" column and circle the total.

Bldg/Unit	Name	Status	Move In Date	Move Out Date	Total Dep. Required	Unit Deposit	Pet Deposit	Other Deposits	Deposits On Hand	Outstanding Deposit
10-003		Current resident	07/28/2017		0.00	300.00	150.00	100.00	550.00	(550.00)
10-004		Current resident	01/22/2017		1,210.00	1,110.00	0.00	100.00	1,210.00	0.00
10-005		Applicant			400.00	400.00	0.00	0.00	400.00	0.00
10-006		Current resident	11/07/2006		550.00	300.00	150.00	100.00	550.00	0.00
11-007		Current resident	12/09/2015		400.00	300.00	0.00	100.00	400.00	0.00
11-008		Current resident	01/10/2017		400.00	300.00	0.00	100.00	400.00	0.00
11-009		Current resident	06/11/2015		300.00	200.00	0.00	100.00	300.00	0.00
11-010		Current resident	06/01/2017		400.00	400.00	0.00	0.00	400.00	0.00
11-011		Current resident	05/01/1975		150.00	150.00	0.00	0.00	150.00	0.00
11-012		Current resident	05/15/2017		0.00	0.00	0.00	0.00	0.00	0.00
11-013		Current resident	04/20/2016		175.00	75.00	0.00	100.00	175.00	0.00
11-014		Current resident	05/03/2016		800.00	700.00	0.00	100.00	800.00	0.00
12-016		Current resident	10/18/2015		550.00	300.00	150.00	100.00	550.00	0.00
12-017		Current resident	07/08/2016		400.00	300.00	0.00	100.00	400.00	0.00
12-018		Current resident	09/09/2016		400.00	300.00	0.00	100.00	400.00	0.00
12-019		Current resident	07/15/2016		400.00	300.00	0.00	100.00	400.00	0.00
12-020		Current resident	05/20/2016		400.00	300.00	0.00	100.00	400.00	0.00
Totals:					51,255.00	35,855.00	4,700.00	8,500.00	49,055.00	2,200.00

RESIDENT SUMMARY BALANCES (FORMERS):

- 1. Review the former residents listed on this report and ensure all FAS's that are further out than 10 calendar days have been completed and are showing a 0.00 in the Ending Balance and Ending Deposit Balance columns.
- 2. If there is an ending balance on the resident or deposit ledgers and the move out is further out than 10 calendar days the FAS will need to be completed before moving on.



RESIDENT SUMMARY BALANCES:

 Review this report which shows all resident status's ending balances both prepaid and delinquent. You should be reviewing the Ending Balance Column for each

- resident and each subjournal (resident, subsidy, city, and county) and verifying you agree with the balance/credit.
- 2. On the last page find the "Prepaid Portion", "Delinquent Portion", and "Ending Deposit Balance" amounts and circle them.

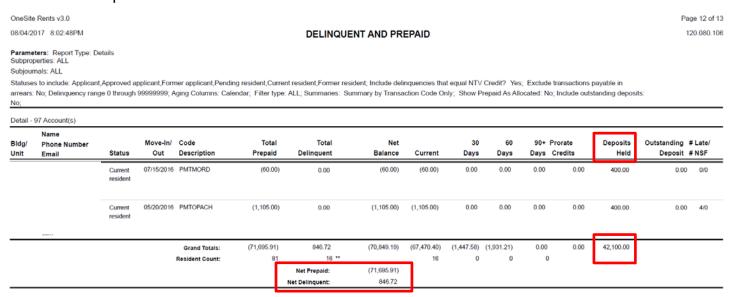
OneSite Rents v3.0 Page 8 of 8 08/04/2017 8:02:45PM RESIDENT SUMMARY BALANCES a/r-715-002 Parameters: Status selected - ALL; All Subjournals; Resident Account Balance Status - ALL; Deposit Account Balance Status - ALL; Include Gain & Loss Transactions - No; "Warning: there are transactions after the ending date; Exclude all Total Deposits Ending Move-In Move-Out Resident Name Beginning Lease Ending Balance Deposits Deposit Date/Lease Date/Lease SubJournal Charges Forward Net Change Begin End Bldg/Unit Sub-totaled by SubJournal ** Note: Delinquent and Prepaid applies only to the Begining Balance and Ending Balance columns Delinquent Delinguent Net Net Prepaid Amounts Amounts Prepaid Amounts Amounts RESIDENT 158.60 107,915.17 127,250.93 846.72 47,255.00 1,800.00 49,055.00 Delinquent Prepaid (51.672.03)(71.695.91)Totals - 121 Residents: 49.055.00 (51,513.43) 107.915.17 127.250.93 (70.849.19) 47.255.00 1.800.00 (71,695.91) 4,600.00 (51,672,03) Prepaid Portion Dep In: 158.60 846.72 Dep Out: 3.940.00 Prepaids Moved to 1,140.00 Deposit Ledger:

- 3. Compare the Ending Deposit Balance amount to the Resident Deposit Audit Total Deposits On Hand amount that was circled previously.
 - a. If these amounts match you are ok to move on.
 - b. If they do not match then compare the Resident Deposit Audit amounts in the Deposits On Hand Column to the Ending Deposit Balance Column of the Resident Summary Balance Report to find the discrepancies and report them to your Supervisor.

^{*}These amounts may consist of multiple receivable accounts but are totaled by resident ledger on this report. See the Resident Balances by Fiscal Period report for a breakout by receivable account (which also ties to the Monthly Transaction Summary report).

DELINQUENT & PREPAID:

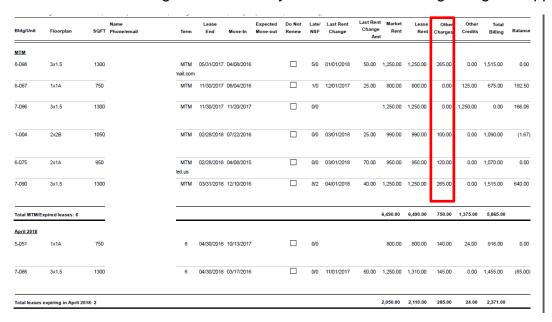
1. On the last page of this report find the "Net Prepaid", "Net Delinquent", and "Deposits Held" totals and circle them.



- Compare the Delinquents, Prepaids, and Deposits Held lines on the Delinquent & Prepaid report to the corresponding lines for the Resident Summary Balances report
 - a. If they match put a check mark by them.
 - b. If they do not match notify your Supervisor as the open balances/credits will need to be cleared up.
- 3. Then look through the report and see if there are residents showing both a prepaid and delinquent amount and put a mark next to them on the report.

Lease Expiration Detail:

- 1. Review the list of leases that are MTM, 30, 60, and 90 days from expiration.
- 2. In the Other Charges column verify the MTM Fee is being charged if applicable.



Once all reports have been generated and reviewed please scan and e-mail them to your Supervisor. In the body of the e-mail please outline the corrections needed that reflect the notes on the reports so they can be approved and completed by the Corporate Office.