

Monarch Properties, Inc.

Accounting

**BAD DEBT COLLECTION**

**AFTER a resident has moved out and the RA-11 has been prepared and recorded on a cash sheet, DO NOT record the bad debt collections on the pegboard system, instead mark the tenant ledger card that a payment has been made. Fill out a Rent Facs, Final Status Notice with the following information:**

- (1) Date, (2) Member Name, (3) Member Code #, (4) Name, (5) SS#, (6) Change the box "Balance" to "Reduce Balance Owed by", then the amount of the collection.

**Do Not stamp the back of the check with the project stamp. Paper clip the check to the next cash sheet you send via registered mail.**

**RENT FACs**

Equifax Credit Information Services, CBI  
 PO Box 3029  
 Albuquerque, NM 87190-3029

\* Date \_\_\_\_\_

\* Member Number \_\_\_\_\_

\* Member Name \_\_\_\_\_

Phone No \_\_\_\_\_

Certified by \_\_\_\_\_

**FINAL STATUS NOTICE**

NAME (last)		(first)	(middle)		SPOUSE NAME		
NEW ADDRESS		CITY	STATE	ZIP	EMPLOYER		
FORMER ADDRESS		CITY	STATE	ZIP	SSN *		
Whose Acct (I-J-S)	Date Opened (Open)	Total Lease (High)	Monthly Rent	Reduce bal. owed BY -Balance	Apt No Account #	Date Last Paid	Rating
		\$	\$	\$			O-

(8/92)