

LATE CHARGES

1. Late charges are brought up to date with each payment as long as there is a balance due for rent (R).
2. Maximum late charge assessed is \$30.00/month. (FmHA is \$10.00/month).
3. Late fees should be assessed on a consistent basis; however, the manager may waive them in special circumstances.

RESIDENT LEDGER

NAME SMITH, JOE ADDRESS 1801 VALLEY PL.
 PHONE (H) 987-1131 (W) 789-0123

UNIT NO. 2

NO. B/R 3

OCCUPANTS			RENT STATUS				
NAME	REL	DOB	EFF. DATE	TYPE	RES RENT	SUBSIDY/EXC.	TOTAL
JOE	H	6/1/45	10/1/84	S8	120	130	250
JARA	S	4/2/46	1/1/85	S8	120	150	270
JOEY	C	10/12/75					
SUSIE	C	8/9/71					

ORG. MOVE-IN DATE 10/13/81
 LEASE/CERT. RENEWAL 10/01
 SEC/DEP (CHARGED) \$150

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																
05.01.85	05.31.85	120.00									5.1	✓	100.00	R	20.00	SMITH, J.	
			L	17.00						R	20.00	5.18	✓	37.00		SMITH, J.	
06.01.85	06.30.85	120.00	L	6.00							6.7	✓	100.00	R	20.00	SMITH, J.	
			L	8.00						R	20.00			L	6.00	SMITH, J.	
										L	6.00	6.15	✓	20.00	L	14.00	SMITH, J.

Monthly rent charge and period is only made once each month. Don't repeat period when other payments are made.

Late charge from 5/6 thru 5/18
 Late charge from 6/6 thru 6/7
 Late charge from 6/8 thru 6/15

"NEW BAL DUE" from line above MUST ALWAYS be carried forward with appropriate code(s) (R,S,etc.)

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

Payments are always applied to oldest charge first, i.e., rent in this card

After posting, file in front of the "CURRENT" divider in the tray. (delinquent)