

RENT CHARGE ON THE CUTOFF DATE (15th)
WHEN NO PAYMENT HAS BEEN MADE YET THIS MONTH

1. All ledger cards must be brought up to date by the cutoff date (15th). Normally the monthly charge is made when the tenant comes in to pay. If he does not come in to pay, the rental period and charges are made anyway.
2. If the tenant has moved out, but you are not able to determine the "last day rent is charged", you must proceed to charge rent as if the tenant is still there. After the "last day rent is charged" is determined, you will adjust the rental period forward or backward and complete the RA-11.

RESIDENT LEDGER

NAME WILLS, MORI ADDRESS 1801 VALLEY PL.
PHONE (H) 813-6946 (W) N/A

UNIT NO. 6
NO. B/R 1

OCCUPANTS			RENT STATUS				
NAME	REL.	DOB	EFF. DATE	TYPE	RES RENT	SUBSIDY/EXC.	TOTAL
MORI	H	10/19/15	1/1/85	58	40	110	150

ORG. MOVE-IN DATE 10/15/80
LEASE/CERT. RENEWAL 10/01
SEC/DEP (CHARGED) \$125

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															
04.01.85	04.30.85	40.00									43	✓	40.00			WILLS, M.
05.01.85	05.31.85	40.00									55	✓	40.00			WILLS, M.
06.01.85	06.30.85	40.00									615			R	40.00	WILLS, M.

Advance rental period to the current month

Assess the current month's charge

No payment was made

Calculate "NEW BAL DUE" which will always agree with the month-end report.

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