ADVANCE DEPOSIT

1. New ledger card is started.

2. If the rent and/or security deposit amount is known, charge the entire Security deposit even if you only require a $50 payment. Deposits are to be charged in accordance with "Security Deposits Policy" found in another part of this manual.

3. Since the rent payment and security deposit may not be known when an advance deposit is taken, the manager should charge and collect at least $50.

Transfer the Security Deposit "charged" to here

RESIDENT LEDGER

NAME JAMES, ANNA ADDRESS 1801 VALLEY PL UNIT NO. 5

PHONE (H) 281-1100 (W) NO. B/R 4

ORG. MOVE-IN DATE

LEASE/CERT. RENEWAL

SEC/DEP (CHARGED) $50

OCCUPANTS

NAME	REL	DOB

RENT STATUS

EFF. DATE	TYPE	RES RENT	SUBSIDY/EXC.	TOTAL

OTHER MONTHLY CHARGES

DATE	DESCRIPTION	AMOUNT

RENTAL PERIOD FROM	TO	RENT CHARGE	CODE	OTHER CHARGE	CODE	OTHER CHARGE	CODE	OTHER CHARGE	CODE	BALANCE FORWARD	DATE PAID	✓ C M	AMOUNT PAID	CODE	NEW BALANCE DUE	NAME
ADVANCE	DEPOSIT		S	50.00							5/6	✓	50.00			JAMES, A.

Rental period and rent charge are not established until the move-in actually occurs. Write explanation to make this transaction stand out on "cash summary report".

Full amount of Sec dep is not known yet, so we assess an arbitrary $50 which is what we are asking him to pay. Transfer amount charged to top of card. See "Security deposit Policy" to determine the amount of deposit to charge.

After posting, file behind "ADVANCE DEPOSIT" divider in the tray.

Whenever additional security is charged, make sure the amount next to Sec/Dep (Charged) in the upper right hand corner of the ledger card is changed.*