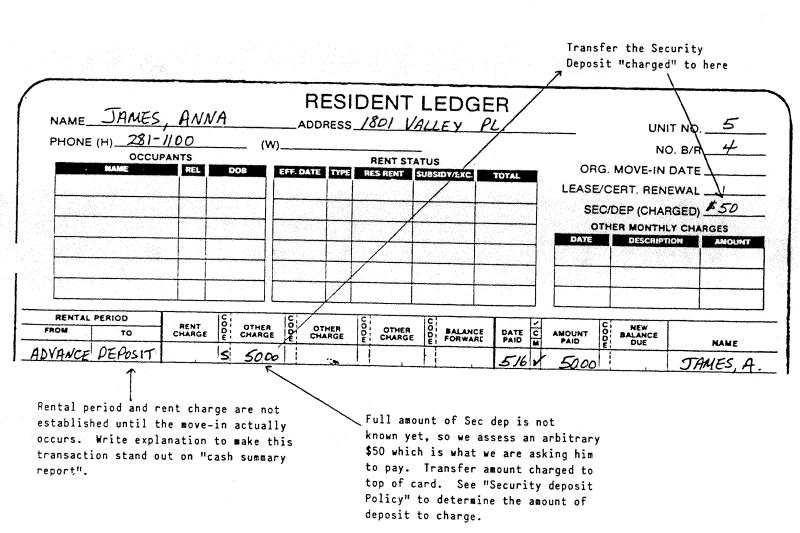
ADVANCE DEPOSIT

- 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.



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.*