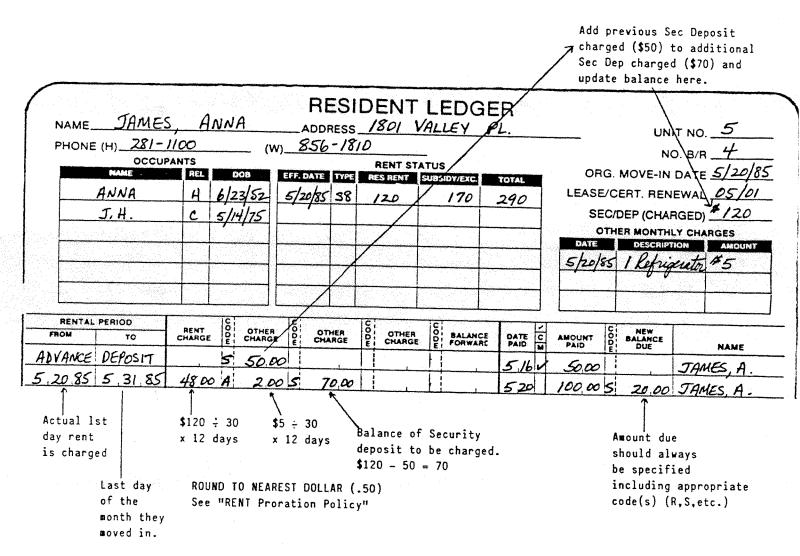
MOVE-IN (Advance Deposit Taken Before)

- 1. On Section 8 residents, if the 50059 is not complete yet, manager must estimate tenant's rent and security deposit. This may need to be adjusted after the 50059 is completed. On all other projects, the rent and deposit are known at the time of move-in.
- 2. Deposits are to be charged in accordance with "Security Deposits Policy" found in another part of this manual.



After posting, file behind "MOVE-IN/MOVE-OUT" divider in the tray until after the next month-end report is finished.

*** 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. ***