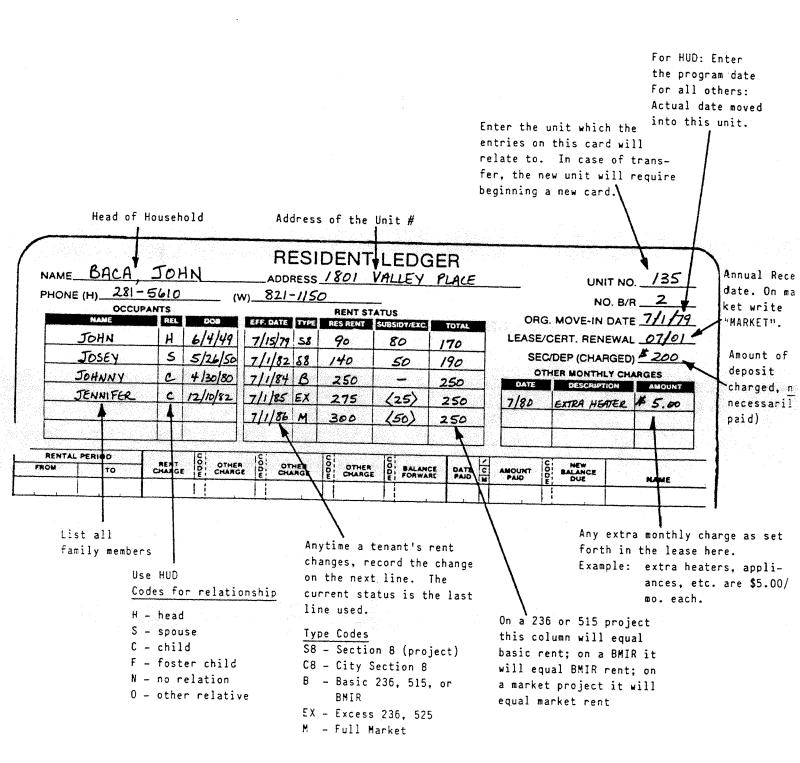
## RESIDENT LEDGER - SET UP



## TRANSFER-IN

- 1. Use new tenant ledger card, use original move-in date of old apartment.
- 2. Rent begins on the ACTUAL date they move in. New Lease is effective the same date.
- 3. DO NOT ALLOW A TRANSFER-IN UNLESS THE TENANT IS PAID UP ON THE OLD UNIT. If this is a Government required move and the tenant is delinquent and will not pay the delinquency, pursue eviction. If the apartment is trashed out do not transfer until damages are also paid.
- 4. You may allow the tenant to delay paying his new deposit to the extent of the amount of the refund check on the old unit until that check is received. In these cases, the check will be made out to the project and tenant and mailed to the project.

1 .	JONES,	54			RESS.	1801 V	LEDG Άιιεγ Ρί –				T NO8
F-21/4	OCCUPA:	REL	DOB. · ·	EFF. DATE	TYPE	RENT ST	ATUS SUBSIDVIEXC	TOTAL	ORG	. MOVE-IN	DATE 2/12/79
	JIM		3/2/61	6/5/85	58	180	90	270	LEASE/	CERT, REN	EWAL 02/01
	JODY		2/6/58					270	SEC	/DEP (CHARGED) 1/20	
	PAT		6/15/78						OTHER MONTHLY CHARGES  DATE DESCRIPTION AMOUNT		
	JIMMY	ے	5/6/75							DESERIOR	OM AMOUNT
RENTAL	PERIOD	REN	<u> </u>	<u> </u>   8		ISI	[6] • [8]	i i	T.	6i N=	
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After posting, file behind "MOVE-IN/MOVE-OUT" divider in the tray.

## TRANSFER-OUT

- 1. A pre-transfer inspection MUST be conducted to make sure the security deposit will cover all charges owed, otherwise DO NOT transfer. If this is a government required transfer, go for collection or if necessary eviction in order to get the tenant current before transferring. Inform the tenant in writing that they will be charged at the daily basic rent rate if they are not moved out in 3 days.
- 2. Sometimes a tenant takes longer than 3 days to transfer-out. Since the Transfer OUT <u>HAS</u> to be the day before the transfer-in for vouchering purposes, you must do the following:
  - a. Start the rent on the new apartment (transfer—in) the day they actually move—in. Use the day before the transfer—in day as the transfer—out date or "last day rent is charged". Proceed with the RA—11 as you would a move—out.
  - b. To charge additional rent past the 3-day moving period, divide the <u>BASIC</u> rent by 30 and multiply by the number of days beyond the 3-day grace period. Code this amount "O" under "other" charge on the final entry for that tenant.
- 3. SEE RA-11 EXAMPLE ATTACHED.

					<del></del>		-			
			RE	SIE	DENT	LEDO	3FR			
NAME JONES	JI	ų				PALLEY			UNIT NO. 4	
PHONE (H) 287-	7154	(V	1)_752				4			
OCCUP		•			RENT ST	TATUS		000	NO. B/R	
MANUE - NAME			EFF. DATE		RES HENT	SUBSIDY/EXC	. TOTAL .	Alberta Control	E-IN DATE 2/12/79	
JIM	H	3/2/61	1/1/85		160	30	190		RENEWAL 02/01	
5004	<u></u>	2/6/58	2/1/85	58	180	10	190	SEC/DEP (ON HAND) # /20		
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out date.	NEAREST amount with prior \$190 \div 30 x 2 =  DOLLAR month-end report 12.66 around to  (.50) and amount on top \$13.00  See "Rent of ledger card.							before allow- ject and tenant ing transfer and mailed to manager.		
									=anayer.	
	ation				amages fro	m				
Policy" back of RA-11										

After posting file behind "MOVE-IN/MOVE-OUT" divider in the tray.