

## MANAGER'S RESPONSIBILITY FOR PROJECT RECEIPTS

The Property Manager is personally responsible for collecting, posting and depositing all project money. Improperly depositing project money, misappropriation of project money, or issuing receipts other than the approved pre-numbered receipt will be grounds for his/her immediate termination.

A. Project funds include the following:

1. Rent
2. Security Deposits
3. Advanced Security Deposits
4. Damage Charges
5. Re-deposited Bad Checks
6. Late Charges
7. Returned Check Charges
8. Extra Appliance Fees
9. Vending Machine Income
10. Hall Rental
11. Additional Deadbolts; Peepholes
12. Collection of Bad Debts
13. Pay Phone Reimbursements
14. Any other charge made to residents other than the exceptions listed below.

B. The only collections that the Property Manager may keep are:

1. Lockout fees - charged at the rates listed in the "House Rules" for inconvenience caused to Management.
2. Laundry commissions paid personally.

C. Refundable deposits required by Management for the use of project equipment (vacuum cleaner, carpet shampooer, painting equipment, etc.) or the Recreation Room are to be logged in and logged out by the Property Manager on *Equipment/Rec Room Deposit Log - form MO-2*. Hold the deposit in the cash drawer until the item is returned instead of depositing it. If no deposit is required by Management, the equipment borrowed must still be logged in and out. Do not issue a receipt or any other kind of receipt for these refundable deposits. The log is the only record of these transactions.

D. Damages caused by residents or their guests beyond normal wear and tear shall be charged to the resident. (See "Resident Charges Policy".)