1. \_\_\_\_\_ **Verify that there are no Pending past due Move Ins**.   
   On the Dashboard there should be a 0 by Move Ins.
2. \_\_\_\_\_ **Verify that there are no Pending past due Move Outs**.   
   On the Dashboard there should be a 0 by Move Outs.
3. \_\_\_\_\_ **Complete Financial Move Outs (FMO) for all *past* residents that have a balance due**. – On the Dashboard under Move Outs, there should be a 0 by Pending Financial Move Outs.Post FMO and charge all move out charges such as term fees, damages, rent added contract broken, etc.   
   This step must be completed in the current month, or it will affect your next month’s income figures.
4. **\_\_\_\_\_**  **Verify all denied and canceled applicants have been processed within the system.** Verify that all applicants showing are active & zeros are showing in the approved area.
5. \_\_\_\_\_ **Verify all past resident balances have been written off.** – Calculate the charges that need to be written off to achieve a zero balance.
6. \_\_\_\_\_ **Review Past Balances to determine if a claim should be sent to Lease Protect.**
7. \_\_\_\_\_ **Review Past Balances to determine if any should be sent to Hunter**

**Warfield.**

1. \_\_\_\_\_ **Delinquency Report** – Update Notes –email with Checklist. *Reports>>Operations>>Charges & Payments>>Delinquency**(Advanced filters>>Lease Statuses>>Current & Notice)*
2. \_\_\_\_\_ **Review and update all ILS websites**
3. \_\_\_\_\_ **Review Vacant Utilities (see Policy)**

**Other Reports to SEND**

Please email the following reports along with the signed checklist to your **Portfolio Manager**:

\_\_\_\_\_\_ **Gross Potential Rent (GRP):** *Reports>>Operations>>Charges & Payments*

\_\_\_\_\_\_ **Resident Aged Receivables:** *Reports>>Operations>>Charges & Payments (Filter: Lease Statuses>>Current & Notice; Pre-Payments-Hide)*

\_\_\_\_\_\_ **Unallocated Payments and Concessions Report:** *Reports>>Operations>>Charges & Payments*

\_\_\_\_\_\_ **AR Deposit Report:** *Reports>>Accounting>>Accounts Receivable*

\_\_\_\_\_\_ **Availability Report:** *Reports>>Operations>>Misc*

\_\_\_\_\_\_ **Rent Roll:** *Reports>>Operations>>Resident Management*

\_\_\_\_\_\_ **Box Score:** *Reports>>Operations>>Performance Indicators*

\_\_\_\_\_\_ **Make Ready Cost Sheet***>>WoganWeb>>Resident Documents>>Report Templates*

\_\_\_\_\_\_ **Leases Without Rent Charges:** *Reports>>System>>Diagnostics*

**\_\_\_\_\_\_ Screening Results Summary:** *Reports>>Leasing>>Resident Verify (Filter: Current Calendar Month; Summarize by>>Do not summarize)*

\_\_\_\_\_\_ **Past Resident Bad Debt Spreadsheet**>>*WoganWeb>>Policy Platform>>Past Resident Bad Debt*

**\_\_\_\_\_\_Lighting Report***>>WoganWeb>>Policy Platform>>Property Policies*

**\_\_\_\_\_\_ Reviewed and Approved Lease Protect Invoice**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property

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Date Completed