## month end Checklist Resman

1. \_\_\_\_\_ **Verify that there are no Pending past due Move Ins**.
On the Boardroom there should be a 0 by Move Ins.
2. \_\_\_\_\_ **Verify that there are no Pending past due Move Outs**.
On the Boardroom there should be a 0 by Move Outs.
3. \_\_\_\_\_ **Complete Statement of Deposit Accounts (SODA) for all *past* residents that have a balance due**. – On the Boardroom under Move Outs, there should be a 0 by Pending Statement of Deposit Accounts.Post SODA 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** – Must update notes –email with Checklist. *Reports>>Transactions>> Delinquency**(Lease statuses>> Current & Under Eviction)*
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:** *Reports>>Transactions*

\_\_\_\_\_\_ **Aged Receivables:** *Reports>>Transactions (Filter: Lease Statuses>>Current & Under Eviction; Other Accounts>> Uncheck all)*

\_\_\_\_\_\_ **Bank Deposits by Category:** *Reports>>Bank Accounts*

\_\_\_\_\_\_ **Available Units:** *Reports>>Units*

\_\_\_\_\_\_ **Rent Roll:** *Reports>>Transactions*

\_\_\_\_\_\_ **Box Score:** *Reports>>Property*

\_\_\_\_\_\_ **Move Out Analysis:** *Reports>>Residents*

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

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

\_\_\_\_\_\_ **Lease Applications by Employee:** *Reports>>Residents*

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

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

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Print Name

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

Property

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Date Completed