HRDE - Monthly Management Guidelines

Day(s) of the Month	Date of Completion	Tasks to be Accomplished
1st		Deliver calendar/newsletter to residents
		Deliver Annual Recertification Notices to residents that includes the scheduled interview and annual inspection date and time
1st–5th		Accept Rent Payments
		Run rent receipts and deliver to residents
		Run all EIV Reports on Income/Monthly/Quarterly/90-100 days after MI
		Take operating/security/laundry/vending deposits to bank within 48 hours of collection. If the 1st of the month is a Wednesday-Friday, at least one deposit must be made by Friday. Deposit Slips and the corresponding Batch Summary must be scanned and emailed to the bookkeeper within 48 hours of the bank deposit
6th		Rent Late
6th–9th		Preparation, proofing and delivery of Late Rent Eviction Letters. This includes all rents not paid in full, unless they have a Payment Agreement with you (PAM)
		Close-out all completed work orders on FHA
		Check resident move outs & process Security Deposit Refunds and the required Backup.
		Check with your bookkeeper to see if MO's from last month, that had a balance due, have paid or called to make a payment arrangement. If not, submit to CSC collection agency
		Take operating/security/laundry/vending deposits to bank. Deposit Slips/Batch Summaries, scan and email (within 48 hours of said deposit) to bookkeeper.
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10th-16th		Check on return of Recertification Verifications sent out previous month
		Put certifications on Computer 1. Scan/e-mail Tax Credit recertifications* to bookkeepers to be proofed by the 17th 2. Scan/e-mail RD recertifications* to bookkeepers to be proofed by the 17th 3. Scan/e-mail HUD recertifications* to bookkeepers to be proofed by the 18th
		Work on correcting any TRAC's errors
		Close-out completed work orders on FHA
		Take operating/security/laundry/vending deposits to bank. Deposit Slips/Batch Summaries, scan and email (within 48 hours of said deposit) to bookkeeper

Day(s) of the Month	Date of Completion	Tasks to be Accomplished
17th-23rd		Take operating/security/laundry/vending deposits to bank. Deposit Slips/Batch Summaries, scan and email (within 48 hours of said deposit) to bookkeeper
24th–31st		E-mail Monthly Marketing Report to Administrative Assistant
		Get signatures on approved 50059's and Activate in FHA
		E-mail bookkeepers with 50059 signature dates by the 25th
		Email Laundry and Vending Reports to Administrative Assistant and Bookkeeper
		Review, complete any open areas and email this guideline to Administrative Assistant

*Recertifications refer to all AR's, IR's and their respective C's

Weekly:

- Take operating/security/laundry/vending deposits to bank within 48 hours of collection. If the 1st of the month is a Wednesday-Friday, at least one deposit must be made by Friday.
- Deposit Slips and the corresponding Batch Summary must be scanned and emailed to your bookkeeper within 48 hours of a bank deposit.

Due every Friday:

- Weekly Vacancy Log for Special Claims - Update and email to Administrative Assistant and Supervisor
- Weekly Bedbug Report - Each manager is required to inspect all apartments with bedbugs weekly and email an updated bedbug report to Administrative Assistant and Supervisor every Friday** until each apartment has been cleared of bedbugs for 6 weeks.

	Date Completed	Date Completed	Date Completed	Date Completed	Date Completed
Weekly Bank Deposit					
E-mail Deposit Slip and corresponding Batch Summary					
Weekly Vacancy Log for Special Claims					
Weekly Bedbug Report					

**PT Management are to change Friday due dates to Thursday due dates.

NOTES:

- Be prepared and on time to meetings.
- Email move-ins to bookkeeper to be proofed prior to move-in.
- Emergency backup timesheets are due at the end of each month.
- Site managers must accompany exterminator and send out appropriate violation notices.
- Check fire extinguishers each month.
- Send Administrative Assistant and supervisor all evictions for proofing.
- All correspondence (letters, memos, advertisements) must be proofed by Administrative Assistant.

Manager Signature _____ Date _____