

HRDE - Monthly Management Guidelines

Day(s) of the Month	Date of Completion	Tasks to be Accomplished
1 st		Deliver calendar/newsletter to residents
		Deliver Annual Recertification Notices to residents that includes the scheduled interview and annual inspection date and time
1 st -5 th		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
6 th		Rent Late
6 th -9 th		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 her to make a payment arrangement. If not, submit to CSC collection agency
		Review and resolve income discrepancies from EIV
		Take operating/security/laundry/vending deposits to bank. Deposit Slips/Batch Summaries, scan and email (within 48 hours of said deposit) to bookkeeper.
10 th -16 th		Annual Recertification Interviews with residents and send out their Verifications; complete Annual Inspections
		Check on return of Recertification Verifications sent out previous month
		Put certifications on Computer 1. Scan/e-mail Tax Credit recertifications* to Diane to be proofed by the 17th 2. Scan/e-mail RD recertifications* to bookkeepers to be proofed by the 17 th 3. Scan/e-mail HUD recertifications* to bookkeepers to be proofed by the 18 th
		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
17 th -23 rd		Check Sage AP to review Incompletes and that site payments have been made
		Take operating/security/laundry/vending deposits to bank. Deposit Slips/Batch Summaries, scan and email (within 48 hours of said deposit) to bookkeeper
24 th -31 st		Scan and e-mail copy of calendar and newsletter for upcoming month for proofing to Administrative Assistant
		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
		Review, complete any open areas and email this guideline to Rob

*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 Reporting Log for Special Claims - Update and email to Administrative Assistant and Supervisor
- 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
Bank Deposit Weekly					
E-mail Deposit Slip and corresponding Batch Summary					
Weekly Reporting Log for Special Claims					
Bedbug Report					

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

NOTES:

- Be prepared and on time to meetings.
- Email UHLP move-ins to Tina 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 and smoke detectors each month.
- Administrative Assistant and supervisor all evictions for proofing.
- All correspondence (letters, memos, advertisements) must be proofed by Administrative Assistant.

Manager Signature

Date

