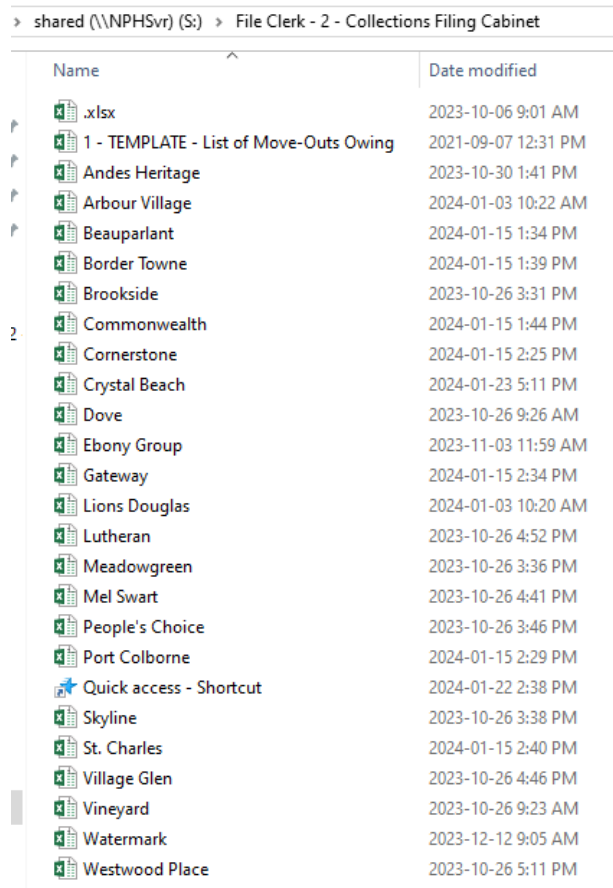


Recording Move-outs with Arrears - Procedure

1. Go to shred network folder. →



2. Choose co-op excel file.

3. Enter Member/Tenant info as shown below. Put in alphabetical order using LAST NAME.

MOVE - OUTS OWING A BALANCE

FILED IN THE ARREARS CABINET

WATERMARK

Year End Jan 31st

Name	Unit #	Move Out Date	Total Owing	Comments	Inv.	Scan'd	Shred'd	Written Off	ON SITE
Aidarus Muktar	210	30-Sep-2008	\$ 1,055.00	Arrears. In collection-last paym't May 13, 2010			YES	24-Nov-2016	
Altorf, John	218	31-May-2018	\$ 10,254.38	Arrears + CHBK	Y	Y		31-Dec-2020	1-Apr-2025
Askandrani, Zizi	201	31-Mar-2015	\$ 2,421.34	Arrears + CHBK				24-Nov-2016	Unknown
Bell-Sobers	213	30-Jun-2016	\$ 6,521.88	Arrears + CHBK	Y			31-Dec-2020	1-Aug-2023

4. Print off your updated sheet and put it in the Arrears cabinet in the very front Folder called 'Collections'.

5. Put the Member/Tenant file in the Arrears Cabinet under the proper co-op name in Alphabetical order.

6. Every year, look at your log sheet and pull any Member/Tenant Folder that moved out more than 7 years ago. As you can see on the Log Sheet, we used to scan pertinent documents before shredding the folder but as of 2020, we no longer do that. Moving forward, the whole file is given to the Property Manager to store on-site. Make note on the Log Sheet as to when the File was given to the Property Manager.