Recording Move-outs with Arrears - Procedure

1. Go to shred network folder. $\longrightarrow$

> shared (\\NPHSvr) (S:) › File Clerk - 2 - Collections Filing Cabinet

Name	Date modified
.xlsx	2023-10-06 9:01 AM
1 - TEMPLATE - List of Move-Outs Owing	2021-09-07 12:31 PM
Andes Heritage	2023-10-30 1:41 PM
Arbour Village	2024-01-03 10:22 AM
Beauparlant	2024-01-15 1:34 PM
Border Towne	2024-01-15 1:39 PM
Brookside	2023-10-26 3:31 PM
Commonwealth	2024-01-15 1:44 PM
Cornerstone	2024-01-15 2:25 PM
Crystal Beach	2024-01-23 5:11 PM
Dove	2023-10-26 9:26 AM
Ebony Group	2023-11-03 11:59 AM
Gateway	2024-01-15 2:34 PM
Lions Douglas	2024-01-03 10:20 AM
Lutheran	2023-10-26 4:52 PM
Meadowgreen	2023-10-26 3:36 PM
Mel Swart	2023-10-26 4:41 PM
People's Choice	2023-10-26 3:46 PM
Port Colborne	2024-01-15 2:29 PM
Quick access - Shortcut	2024-01-22 2:38 PM
Skyline	2023-10-26 3:38 PM
St. Charles	2024-01-15 2:40 PM
Village Glen	2023-10-26 4:46 PM
Vineyard	2023-10-26 9:23 AM
Watermark	2023-12-12 9:05 AM
Westwood Place	2023-10-26 5:11 PM

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
Bishop, Dawn									

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.