

Month-End Audit Checklist

Run "Month End Reports" from Report Batches. Use those reports to go through the checklist below. This will help with accurate monthly financial reporting.

Move-In/Move-Out Report

- Click on each name to verify that all steps of the move in are complete
 - Address filled in
 - Lease dates in and correct
 - Contact information completed, including email address
 - All questions in User Defined Fields filled in
 - Lease and application documents uploaded
 - Recurring charges created
 - Move in transactions charged (Prorates are correct)
 - All move in fees collected and \$0 balance on ledger
- Click on each move out to verify move outs are all complete
 - Charges entered per move out policy
 - \$0 in deposit held on general screen
 - SODA Letter/Lease Default Letter attached to history/notes
 - Follow-up contact made

Lease Expiration

- Click on each expiring Lease account that does not have an X for NTV or renewed
 - MTM charge added
 - Rent rate increased to market
 - If they are pending a Renewal or NTV, correct account

Aged Receivables

- Follow-up with each Resident
- At or below 3% delinquency
- Note small balances still pending to address for following month

Budget Comparison & Profit & Loss 12 Month Recap

- Are there any income drastically below/above budget, investigate. Why?
- Are there any expenses drastically below/above budget, investigate. Why?
- Process any pending bills in Avid that may affect month-end reporting

Summary Rent Roll

- Check Loss to Lease column for large fluctuations (negative amount is good)
- Review all recurring charges for accuracy
- Correct any charges that are not correct