

MULTI FAMILY GENERAL LEDGER ACCOUNT GUIDELINES

Account Number Account Name	Description
4200 – 1000 Rental Income	All lease rental income for occupied apartments. Activity in each month should equal Rent Possible.
4200 – 1050 Loss to Lease (Corporate use only)	Difference between market rent and potential rent on GPR. (Loss to Lease)
4200 – 1100 Rent Concession	All rental income, employee and customer service concessions given. Does not include garage/carport, storage, pet, application or reservation fee concessions.
4200 – 1150 Prepaid Revenue (Corporate use only)	Prepaid rent on GPR. Monthly activity should equal monthly activity in account 2900-1000 prepaid revenue.
4200 – 1200 Delinquent Rent (Corporate use only)	Delinquent rent on GPR.
4200 – 1250 Delinquent Rent Collected (Corp use only)	Delinquent rent collected on GPR.
4200 – 1275 Other Rental Waiver	Rental concessions other than leasing, employee and customer service concessions such as Covid-19 waivers.
4200 – 1300 Vacancy Loss (Corporate use only)	Difference between potential rent and actual rent on GPR.
4200 – 1350 Guest/Model Unit (Corporate use only)	Market rent for guest (admin) and model units on GPR.
4200 – 1375 Delinq/Prepaid Rev Adj. (Corp use only)	Adjustment account used to book the GPR journal entry.
4200 – 4160 Gas Reimbursement	Vacant gas utility rebilling to residents.
4200 – 4170 Electric Reimbursement	Vacant electric utility rebilling to residents.
4200 – 4180 Water/Sewer Reimbursement	Vacant water/sewer rebilling to residents who have individual meters at Carmel Center and Park Place Phase III.
4400 – 1000 Termination Fee	Termination fees for breaking the lease or notice fees for not giving proper notice. Also includes transfer fees.
4400 – 2000 MTM/Short Term Fee	Month to month premiums and short term fees.
4400 – 3000 Forfeited Security Deposits	Deposits forfeited for cancellations after 72 hours.
4400 – 3500 Cleaning & Damage Fees	Fees charged for all damages and/or cleaning services (regardless of resident's status). Also includes fees for changing locks for keys not turned in and fees for light bulbs.
4400 – 3600 Pest Control Reimbursement	Pest control rebilling to residents (bed bugs, etc.).
4400 – 4000 Executive Unit Income	Executive unit income premium. Includes charges for all associated executive unit expenses. Does not include base rental income.
4400 – 4500 Executive Unit Expense	All costs associated with executive units. Includes all utilities, furniture rental, phone service, cleaning service, cable and washer/dryer rental for executive units. Does not include water/sewer/trash/admin billing.

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4400 – 5000 Garages/Carports Market Rent	Garage and carport rental income. Includes garage/carport concessions.
4400 – 5100 Garages/Carports Vacancy - Discounts (Corporate use only)	Adjustment account used to make the monthly activity in account 4400-5000 Garages/Carports Market Rent equal the total of the Garages/Carports market rent on the monthly NTS Rentable Items Report.
4400 – 6000 Clubhouse Rental Income	Clubhouse rental income and user fees.
4400 – 7000 Guest Apartment Rental	Guest apartment rental fees.
4410 – 1000 Pet Charges & Fees	Monthly fees for pets and non-refundable pet deposits. Includes pet concessions.
4410 – 2000 Application/Reservation Fee	Application and reservation fees. Does not include application or reservation fee concessions.
4410 – 3000 Legal Reimbursement	Legal & professional fees rebilled to residents due to eviction.
4410 – 4000 Late Charges	Charges on late rent.
4410 – 5000 NSF Fees	NSF fees due to NSF check from resident.
4410 – 5500 Storage Market Rent	Storage unit rental income. This is only for storage units. Does not include gate access remotes & cards, garages or other spaces used for storage.
4410 – 5600 Storage Vacancy - Discounts (Corporate use only)	Adjustment account used to make the monthly activity in account 4410-5500 Storage Market Rent equal the total of the Storage market rent on the monthly NTS Rentable Items Report.
4410 – 6000 Commission/Rebates	Any commissions (includes door fees) received from the cable and/or telephone companies. Also includes rebates from Buyers Access, etc. Does not include vending machine income.
4410 – 6500 Gas Recovery	Gas expense recovery received from residents at Hurstbourne Grand and Plainview Apartments.
4410 – 7000 Water/Sewer Recovery	Water/Sewer expense recovery received from residents.
4410 – 7500 Resident Service Fees	Monthly amenity, pest control, trash and utility administrative fees. One time package locker fee. Does not include utility rebilling service fees.
4410 – 8000 Laundry Room Income	Income from washer/dryer usage in laundry room.
4410 – 9000 Washer/Dryer Rental Income	Income from rental of washer/dryers to residents. Does not include washer/dryer rental income for executive units.
4900 – 1000 Miscellaneous Income	Vending machine income, lock changes, recreational vehicle parking, absorbing small balances/prepays, utility rebilling service fees, egg delivery service, etc. For current residents, includes mailbox keys, garage remotes, gate access remotes and cards.
4900 – 1050 Other Concessions	Application and reservation fee concessions. Does not include rental, garage/carport, storage or pet concessions.
5700 – 1000 Salaries - Other Benefits	Employee incentive gift cards.

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6100 – 1000 HVAC	All maintenance contracts and repairs for HVAC system. Includes filters, compressors, heat pump motors, relays, capacitors, thermostats, freon, registers, etc. Replacement of AC and furnaces. Includes extraction of A/C lines. Also includes HVAC cleaning and HVAC duct cleaning. Does not include HVAC tools.
6100 – 1100 Electrical	Includes wiring, power supply, electrical supplies, cover plates and all equipment used to fix electrical service. Also includes electrical repairs that are performed by an outside contractor. Does not include light fixtures or bulbs.
6100 – 1200 Plumbing	All cost associated with plumbing. Includes cleaning and repair of drain lines, plumbing fixtures, parts, supplies (such as caulking & drain cleaner), faucets, tub drains, shower heads & handles, flappers, all valves, toilet handles, drinking fountains, kitchen sinks, polybutylene, backflow preventer, any parts inside toilet, etc. Gas leak checks. Does not include cost of installing water heaters, toilet seats or plumbing tools.
6100 – 1300 Elevator	All costs associated with elevator maintenance. Includes emergency elevator telephones.
6100 – 1400 Roof	All roof repairs (includes clubhouse), roof vents, roof drains, shingles, flashing, chimney flashing repairs and caulking. Does not include roof replacements.
6100 – 1500 Interior Painting	Includes all purchased supplies to paint or touch up walls or wall coverings inside the apartment and common interior areas. Examples of supplies include paint, primer, brushes, rags, drop cloths, etc. Also includes cabinet painting, painting interior doors and contracted services to paint the interior. Does not include ceramic wall tile, floor tile repair, wallpaper stripping or appliance paint. Excludes clubhouse and model.
6100 – 1600 Exterior Painting	Includes painting of outside light poles and their bases, dumpster gates, fences, garage doors, garage interiors, patios, storage units, outside stairways, etc. Also includes contracted services to paint the exterior and power washing during painting prep.
6100 – 1700 Interior Repairs	Includes repairs to drywall, textured walls & ceramic wall tile, sub floors, all mirrors, kitchen counters, cabinets, wallpaper removal, supplies (such as caulking, drywall mix, etc.), brass refinishing, etc. Also includes radon, mold testing/removal, attic insulation and interior trim repairs. Does not include roof leak repairs.
6100 – 1800 Exterior Repairs	Includes repairs to the exterior of the building. Also includes dumpster gates, building entrances, storage units, patios, underground water pipes, steps, landings, gutters, garages (includes all garage related repairs including garage doors and openers), fences, bird guards, skylight repairs & replacements, chimney repairs, structural repairs, fire hydrant repairs and dryer vent repairs. Also includes repairs to common areas (not attached to the clubhouse) such as the tennis courts, playgrounds, bike stations, car wash or maintenance shops. Does not include security gate repairs or chimney flashing.
6100 – 1900 Walks, Parking Lots & Street Repairs	All maintenance involving sidewalks, handicap ramps and parking lots. Includes sweeping, pothole repairs, sidewalk repairs, drainage in the parking lot, curb painting (includes cost of yellow paint), seal & stripe, etc. Also includes cost of parking violation tags. Does not include snow removal or power washing.
6100 – 2000 Snow Removal	All material/labor costs to remove snow. Includes salt, sand, ice melt and all contracted work to remove snow or ice. Does not include internal labor, snow blowers or snow shovels.

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6100 – 2200 Pest Control	All cost associated with pest control. Includes exterminating contracts, service calls and sentricon installations & renewals. Also includes all cost and supplies related to exterminating.
6100 – 2300 Pool Maint & Contracts	Cost of repairs and cleaning of pool. Chemicals for pool and spas; parts for motors, filters, etc. Pool service contracts & lifeguard service contracts. Includes pool permits, repairs and maintenance to pool deck, pool gates, etc. Also includes power washing of pool or pool deck and pool deck staining. Does not include pool furniture.
6100 – 2400 General Supplies	Small purchases made with a Lowes credit card (miscellaneous items). Does not include larger purchases (approx. \$100 or more for an individual item) or purchases for specific jobs/projects – these should be coded to the specific expense account(s) that relates to the item(s).
6100 – 2500 Security	All cost associated with the access control system, i.e.; lease payments, service and/or monitoring contracts and security phone lines. Also includes security alarms, batteries for security systems, false alarms, card readers and outside contracted services for security patrol, etc. Includes all costs for gates and gate repairs. Does not include in house payroll expenses.
6100 – 2600 Appliances	Contract costs to repair and replace appliances. Includes microwave parts, rings, pans, refrigerator seals, broiler pans and stove parts (elements, timers, knobs & switches). Replacement of dishwashers, stoves, refrigerators, disposals, microwaves, washer/dryers and icemakers. Also includes any cost associated with appliance installation and painting of appliances. Does not include dryer vent repairs.
6100 – 2650 Washer/Dryer Rental	Costs for washers and dryers rented for the benefit of the residents. Does not include executive units or common area units.
6100 – 2700 Water Heaters	Costs to repair and replace hot water heaters. Includes plumber labor and related cost.
6100 – 2800 Bathroom Fixtures	Repair and replacement of tubs, showers, shower tiles, shower doors, shower rods, toilets, toilet seats, toilet bolts, bathroom counters, vanities, bathroom sinks, medicine cabinets, towel racks, toilet paper dispensers and bathroom whirlpools. Does not include replacement of faucets or shower heads.
6100 – 2900 Floor Covering	Includes all floor covering cost and repairs. Includes carpet, vinyl, luxury vinyl tile (LVT), carpet pads and floor tile. Includes stretching the carpet and surveying. Does not include shower tile. <u>Excludes clubhouse and model.</u>
6100 – 3000 Doors, Windows & Screens	Repair and replacement of interior & exterior doors, bi-fold doors, screens, window casings and glass. Also includes window hardware. Does not include garage doors or door hardware.
6100 – 3100 Blinds	All interior blind & valance repairs and replacements. Includes vertical blinds and mini blinds. Does not include cleaning of blinds.
6100 – 3200 Lighting & Fixtures	All interior and exterior light bulbs, ballast, light lenses, emergency lights, batteries for emergency lights, emergency light fixtures, motion sensors, photocells, exit bulbs and fixtures. Includes tennis & basketball court lighting, landscape lighting and pool lighting. Also includes ceiling fans, bathroom exhaust fans and other mountable fans.
6100 – 3300 Locks & Keys	Includes all cost associated with locks and keys. Includes deadbolts, mailbox keys, key boxes, repairs to key machines, key making supplies, key blanks, etc. Cost associated with Key Trac system. Also includes all keycard access and gate cards.
6100 – 3500 Uniforms	Includes purchase or rental of all uniforms, shoes, shoe covers, shorts, pants, shirts, hats, gloves, coveralls, nametags, name badges and safety glasses. Cleaning of all uniform items.

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6100 – 3600 Equipment & Tools	Purchase, repairs and rental of gas or electrically powered equipment. Includes weed eaters, chainsaws, leaf blowers, snow blowers, drills, vacuum cleaners, shop vacuums, lift rentals, etc. Also includes all hand tools such as hammers, screwdrivers, pliers, glue guns, wrenches, snow shovels, augers, garden hoses, trash pickup tools, etc. Does not include ozone machine or blower charges from carpet cleaning vendors.
6100 – 3800 Hardware	All door hardware such as knobs and peepholes (does not include deadbolts or door repairs), door closures, shelving & brackets, doorstops, coat hooks, weather stripping and miscellaneous batteries.
6100 – 3900 Fire Safety	All cost associated with fire safety. Includes costs for smoke detectors, fire extinguishers, fire sprinklers and related inspections. Also includes batteries for the detectors and fire safety specific signage. Does not include security and access control alarms.
6100 – 4100 Vehicle, Mileage & Fuel	All maintenance related cost associated with the expense of having and maintaining vehicles that are used on the property. Includes lease payments, parts, decals, repairs, oil changes, maintenance related mileage reimbursement, gas (does not include gas purchased for small equipment), oil and cost associated with licensing and registration. Includes maintenance & repairs to golf carts. Does not include mileage reimbursement for non-maintenance employees.
6100 – 4150 Equipment Fuel	Fuel (propane, gas, etc.) for equipment, hot tubs, grills, outdoor kitchens and fire pits.
6100 – 4300 Flags & Signs	All interior and exterior common area signage, directories and monuments. Includes paint, repairs and replacement of signage poles & bases. Also includes cost of flag repair and replacement. Does not include leasing signage.
6100 – 4400 Clubhouse Expense	All costs associated with clubhouse maintenance. Cost of cleaning furniture, carpets, mats, pet spa and fitness center. Includes maintenance & repairs of clubhouse amenities such as fitness equipment, electronic equipment, HVAC equipment and appliances. Includes repairs or replacements to common areas adjacent to the clubhouse including pool furniture. Includes interior plant service, furniture rental, first aid kits & supplies, grills, fire pits, outdoor benches & trash cans, sun shade sails, pet washing supplies, music services & licensing and paper shredding services. Includes all costs for business center amenities (computers & supplies for the business center). Includes cost of carpeting and painting of the clubhouse. Does not include clubhouse utilities, refreshments, roof repairs or window cleaning.
6100 – 4500 Property Maintenance Fee	Maintenance or owners association dues.
6200 – 1000 Cleaning Service	All outside contracted cleaning services for apartment units and common hallways. Includes hallway mat cleaning. Excludes clubhouse and models.
6200 – 2000 Cleaning & Restroom Supplies	Cleaning and paper supplies, including garbage bags, disposable gloves and supplies for small equipment used for cleaning vacant and common areas. Does not include pet waste bags or vacuum cleaners.
6200 – 3000 Carpet & Floor Cleaning	All cost associated with cleaning of carpets. Includes water extraction and dyes. Includes marble polishing. Also includes ozone machine and blower charges from carpet cleaning vendors. Excludes clubhouse and models.
6200 – 4000 Window Cleaning	All cost associated with cleaning of windows. Includes clubhouse and models.
6200 – 5000 Miscellaneous Cleaning	Includes cleaning of gutters, fireplaces/chimneys, roofs and dryer ducts/vents. Also includes all power washing (except for during painting projects and power washing of pool or pool deck). Does not include HVAC cleaning and HVAC duct cleaning.

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6200 – 6000 Garbage/Trash Removal	All cost associated with the removal of trash and debris. Includes cost and repairs to dumpsters and compactors.
6300 – 1000 Exterior Landscaping	Mowing, edging, flowers, mulch, plant replacement, fertilizer and weed control. Includes pond & lake maintenance, drainage and repairs to exterior fountains. All cost associated with exterior landscaping. Also includes costs of pet waste stations and supplies. Does not include landscape lighting.
6300 – 2000 Irrigation Maintenance	All cost associated with maintaining and repairing the irrigation systems. Includes winterizing and start up of the system.
6400 – 1000 Electric	All electric utility service provided by a public utility for common areas, exterior lighting, house meters, clubhouse, model, fitness center and maintenance shop. Excludes vacant and executive units.
6400 – 1200 Electric - Vacants	All electric utility service provided by a public utility for vacant units.
6400 – 4000 Gas	All gas utility service provided by a public utility for common areas, house meters, clubhouse, model, fitness center and maintenance shop. Excludes vacant and executive units.
6400 – 4100 Gas - Vacants	All gas utility service for vacant units.
6400 – 5000 Water/Sewer	All utility cost associated with water and sewer billings. Includes fire service. Does not include cost for irrigation.
6400 – 5500 Water - Irrigation	All utility cost associated with water used for irrigation.
6400 – 6500 Utility Bill Management	All cost associated with utility tracking such as software and contracted services.
6400 – 8000 Cable TV	All cost associated with cable service. Excludes executive units.
6500 – 1000 Property Management Fees	All management fees based on revenue or agreed upon fee.
6600 – 1100 Office Supplies & Equipment	Paper, pens, calculators, folders, all small office equipment, office chairs, printer supplies, cost of fax machines, repairs, supplies and purchase, employee computers, printers and software for leasing computers. Does not include cost for the business center amenities (computers & supplies for the business center).
6600 – 1200 Telecommunication	Telephones, pagers, cell phones, radios, answering service and internet accesses.
6600 – 1300 Print/Copy Expense	Logo letterhead & envelopes, copy center services, all costs of copy machines, supplies and business cards, etc. Does not include leasing materials and brochures.
6600 – 1400 Postage & Express Mail	All cost associated with postage and express mailing.
6600 – 1500 Dues & Subscriptions	All subscriptions to publications for employee use and all dues for associations, including Buyers Access.
6600 – 1700 Licenses & Permits	Business licenses, sign permits, etc. Does not include pool permits.
6600 – 1800 Legal & Professional Fees	All legal services related to resident collections or any litigation. Also includes tax prep/audit fees and CT Corporation representation fees.
6600 – 1900 Credit Checks/Screenings	Costs for credit/criminal checks. Includes monthly service fee. Also includes verification software such as Checkpoint ID.
6600 – 2100 Employee Education/Training	Training or continuing education classes or seminars. Does not include costs for shopping reports.
6600 – 2200 Employee Recruiting	Newspaper ads, recruiting fees, drug tests, background checks and costs for a new employee.

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6600 – 2300 Temporary Services	Temporary employment service for on site employee. Does not include temporary services for cleaning or security personnel.
6600 – 2600 Information Processing Services	Includes Avid and Yardi Rent Café.
6600 – 2800 Contributions (Corporate use only)	All contributions to charitable organizations.
6600 – 2900 Travel & Lodging	All travel and lodging associated with the property. Includes mileage reimbursement for non-maintenance employees. Does not include maintenance related mileage for maintenance staff or hotel stays for residents.
6600 – 3000 Meals & Entertainment	All meals and entertainment associated with the property. Includes water for maintenance employees. Does not include resident functions.
6600 – 4000 Covid-19 Expenses	New or additional expenses directly related to Covid-19 response. Includes PPE, cleaning supplies unique to sanitizing spaces, additional cleaning and pool attendants required by government guidelines, signage, etc.
6700 – 1000 Real Estate Tax	City and county property taxes based on assessed value of the land and building.
6700 – 2000 Personal Property Tax	City and county taxes based on personal property.
6700 – 3000 Tax Consultants	Cost incurred in attempting to reduce tax assessments.
6700 – 8000 Insurance Expense	All insurance for building, general liability, umbrella, property and vehicles including builder's risk. Includes DIC policy, earthquake riders, boilers, utility bonds, etc.
6800 – 1000 Advertising/Marketing	Apartment guides and newspaper leasing ads. Advertising or marketing using any media other than internet. Includes telephone & resident surveys and costs for shopping reports. Also includes sponsorships and SightMap/TouchTour license fee.
6800 – 1200 Internet Advertising	All costs associated with internet advertising. Includes SatisFacts.
6800 – 1500 Customer Relations	Monthly parties, newsletters, subscriptions to magazines/newspapers for resident use, logoed umbrellas, door hangers, move-in inspections, move-in gifts, welcome cards, cleaning care instruction cards, renewal gifts, pet treats, refreshments (cookies, lemonade, coffee for traffics and residents). Any expense incurred as a concession for a resident other than rent. Includes hotel stays for residents.
6800 – 2000 Marketing Materials	Brochures, floor plans, guest cards, post cards, flyers or any other printed promotional material. Includes design layout fees. Photo shoots and floor plan videos. Also includes outreach items such as gift baskets, pens, water bottles with logo, LeaseLabs etc.
6800 – 2500 Leasing Signage	Leasing signage.
6800 – 3000 Referral Fees	Resident referrals, realtor referrals and apartment locator fees.
6800 – 4500 Model Expenses	Carpet cleaning, room fresheners, touch-up paint and cleaning. All cost incurred to maintain models. Does not include utilities.
8950 – 3000 Banking Charges	Cost of deposit tickets, bank service charges, credit card merchant fees, etc. Includes check scanners and credit card machines.
8990 – 1000 Bad Debts	Write-offs of uncollectible balances owed to the property.
8990 – 1010 Bad Debt Collections	Collections from attorneys, collection agencies and write off recoveries of accounts that have been written off.

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1600 – 2000 Land Improvements	Capital: Unit of property must be at least \$5K to qualify. New property signage (includes parking signage, does not include building or garage # signs attached to building structures), replacements of parking lots, improvements to sidewalks, courtyards, pools, pool decks, outdoor kitchens, tennis courts, drainage and fencing. Also includes landscaping of areas not previously landscaped. Any structure in excess of \$5K permanently affixed to the land, not the building structure.
1610 – 3000 Building Improvements	Capital: Unit of property must be at least \$5K to qualify. Improvements to the building – includes roof replacements, major exterior renovations/improvements and HVAC replacements (if >\$5K). Includes replacements of any structural component of building (if >\$5K). Also includes major interior renovations of unit personal property (cabinets, carpeting, etc.) and real property (plumbing, drywall, paint, etc.). Clubhouse and fitness center improvements are recorded as building improvements.
1610 – 5000 Clubhouse	Do Not Use.
1630 – 1000 Amenities	Do Not Use.
1640 – 1000 Furniture, Fixtures & Equipment	Capital: Unit of property must be at least \$5K to qualify. Includes exercise equipment, pool furniture, model furniture, office furniture and clubhouse furniture.
1640 – 2000 Computers & Software	Do Not Use.
1660 – 1000 Vehicles	Capital: Unit of property must be at least \$5K to qualify. Purchase of trucks, golf carts (leasing and maintenance) and any other vehicle owned by the property.
1680 – 1000 Construction in Progress	All ongoing general construction jobs (not tenant finish).
1680 – 1500 Construction in Progress - Other	General construction jobs (not tenant finish). Extra account to be used at discretion of Fixed Asset Manager, usually for the purpose of separating projects.
1680 – 3000 Construction in Progress - Insurance Reimbursement	Use for all properties for construction jobs in progress that will be wholly or partially reimbursed by insurance proceeds. Job will exceed \$25K to qualify for insurance reimbursement.