DATE _____

RENTAL CASH RECEIPTS JOURNAL

DEPOSIT NO. _____

		A	B	C	D	E	F	G	H					X	Y
				BREAKDOWN OF MONEY RECEIVED						RENT PAID			BANK DEPOSIT MEMO		
APT NO	RESIDENT NAME even if name on check or money order is different	ACTUAL RENT DUE	AMOUNT PAID	RENT	LATE FEE	CREDIT CHECK FEE	SECURITY DEPOSIT	HUD/ GHFA OTHER	MISCELLANEOUS DESC CODE	MISCELLANEOUS AMOUNT	FROM	TO	RECEIPT NUMBER	CHECK OR MO	CHECK MO AMOUNT	CASH
															0.00	
															0.00	
															0.00	
															0.00	
															0.00	
															0.00	
															0.00	
															0.00	
															0.00	
															0.00	
															0.00	
															0.00	
															0.00	
															0.00	
	TOTALS THIS PAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00					0.00	0.00
		RENT DUE	AMOUNT PAID	RENT PAID	LATE FEE	CREDIT CHECK	SECURITY DEPOSIT	HUD GHFA		MISC AMOUNT					CHECK	CASH
		A	B	C	D	E	F	G		H					X	Y

EXPLAIN ALL MISCELLANEOUS PAYMENTS		TO BALANCE JOURNAL COMPLETE THE FOLLOWING					
APT NO	EXPLANATION	COL A	0.00	MUST EQUAL→	COL C	0.00	$0.00
		ADD	COL C	0.00	ADD	COL X	0.00
		+	COL D	0.00	+	COL Y	0.00
		+	COL E	0.00		TOTAL	$0.00
		+	COL F	0.00			MUST EQUAL
		+	COL G	0.00			
		+	COL H	0.00			↓
			TOTAL	$0.00	MUST EQUAL→		$0.00
							AMOUNT PAID COL B

TOTAL DEPOSIT **$0.00**
(COLUMNS X + Y) MUST MATCH DEPOSIT TICKET

MISCELLANEOUS PAYMENT CODES	
DR - UNDERPAYMENT	LC - LOCK CHANGE
LI - LAUNDRY INCOME	BR - BACK RENT/FRAUD
UR - UTILITY REFUND	CR - OVERPAYMENT
NSFR - NSF REPAYMENT	TD - TENANT DAMAGES
NSFC - NSF CHARGE	O - OTHER

PROPERTY _____

SIGNATURE _____