

Conventional Procedures Manual
No.1.040
Leasing Process Form Matrix

Effective Date October 2, 2012

Form	Form No.	Procedure No.	Leasing	Application	Waiting List	Lease	Move-In	Lease Renewal	Move-Out
File Folder Color				Yellow	Blue	Green	Green	Orange	
Guest Card	T-2	4.100	R						
Thank you Card and Envelope	T-5, T-6	4.120	R						
Application Processing Worksheet	T-11	5.020		R	R				
Application for Residency	T-12/T-12a	5.040		R	R				
Helpful Hints Letter	T-12d	5.080		R	R				
Important Information Apts./Townhomes	T-12f/T-12g	5.100		R	RW				
Application Fee		5.120		R	R				
Credit Card Authorization Form	L-10d	5.140		I	I				
Additional Application Information	T-12b	5.160		I	I				
Truck Approval Request Form	T-12c	5.180		I	I				
Guarantor Agreement	T-24	5.200		I	I				
Certification of Recurring Gift	C-8b	5.220		I	I				
General Affidavit	T-70l	5.240		I	I				
Credit/Criminal Reports		5.280		R	R				
Current/Previous Residency History	T-15b	5.300		R	R				
Current/Previous Residency – Family and Friend	T-15d	5.320		I	I				
Unreported Address	T-15e	5.340		I	I				
Verification of Employment	T-15a	5.360		RE	RE				
Resident Application Review	T-15	5.380		R	R				
Application Fax Cover Sheet	T-14	5.400		R	R				
Preliminary Approval Letter	T-16	5.420		A	RW				
Application Rejection Letter	T-17/ T-17a	5.440		D	D				
Application Cancellation	T-13	5.460		I	I				
Application Rejection Inquiry Letter	T-17b	5.480		I	I				
Security Deposit Inquiry – App. Cancelled	T-17c	5.500		I	I				
Prepaid Waiting List	T-12e	6.020			R				
Preliminary Approval Letter-Waitlist	T-16a	6.040			A				

Legend: R = Required at all Properties
A=if Approved
D=if Denied
I = If Applicable
RE=Required if Employed
RW= When apt selected

Procedure 1.040
Exhibit 1 Page 1 of 2
Date 10-2-12

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Exhibit 1 Page 2 of 2
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Form	Form No.	Procedure No.	Leasing	Application Yellow	Waiting List Blue	Lease Green	Move-In Green	Lease Renewal Orange	Move-Out
File Folder Color									
Florida Apartment Lease	T-21	7.020				R			
Concession Addendum	T-21a	7.040		A		R			
Rules and Regulations	T-23	7.060				R			
Utility Transfer	T-21d	7.080				R			
Utility Attachment	T-21b	7.100				R			
Security Deposit Agreement	T-22	7.120				R			
Resident Permission Form	T-21e	7.140				R		R	
Animal Agreement	T-21c	7.160				R			
Resident Utility Verification Form	T-26	7.180				R			
Resident Information Form	T-21f	7.200				R		R	
Move In Envelope	T-28m	8.020					R		
Pre-Occupancy Unit Inspection	T-26a	8.040					R		
Key Receipt	T-28	8.060					R		
Reserved Parking Spaces	T-28b	8.080					R		
Bicycle Registration Form	T-28a	8.100					I		
Inspection Acceptance	T-27	8.120					R		
Inspection Acceptance	T-27a, b, th	8.120					R		
New Move In- Main Office Index	T-81	8.140					R		
Lease Renewal Worksheet	T-29	9.020					R		
Lease Renewal Letter (Happy Anniversary)	T-29a	9.040					R	R	
Renewal Lease Rent & Concession Summary	T-30a	9.060					R	R	
Renewal Lease	T-30	9.080					R	R	
Renewal Offer Real Page	T-30d	9.100					R	R	
Publix Check Request	T-30c	9.120					R	R	
Carpet Cleaning Letter	T-30b	9.140					R	R	
Renewal Lease- Main Office Index	T-82	9.160					R	R	
Resident's Notice to Vacate	T-41	10.020							
Move Out Processing Worksheet	T-40	10.040							
Move Out Letter	T-41a	10.060							
Maintenance Walk Thru Report	T-42	10.080							
Final Account Statement (FAS)	T-42b	10.100							
Notice to Impose Claim on Security Deposit	T-42a	10.120							
Demand Letter Resident/Guarantor	T-42c/T-42d	10.140							
Reporting Balance Due to Collection Agency	N-20	10.160							
Collection Activity Summary	T-43	10.180							
Post Office Tracer		10.300							
Security Deposit Inquiry	T-42e	10.400							