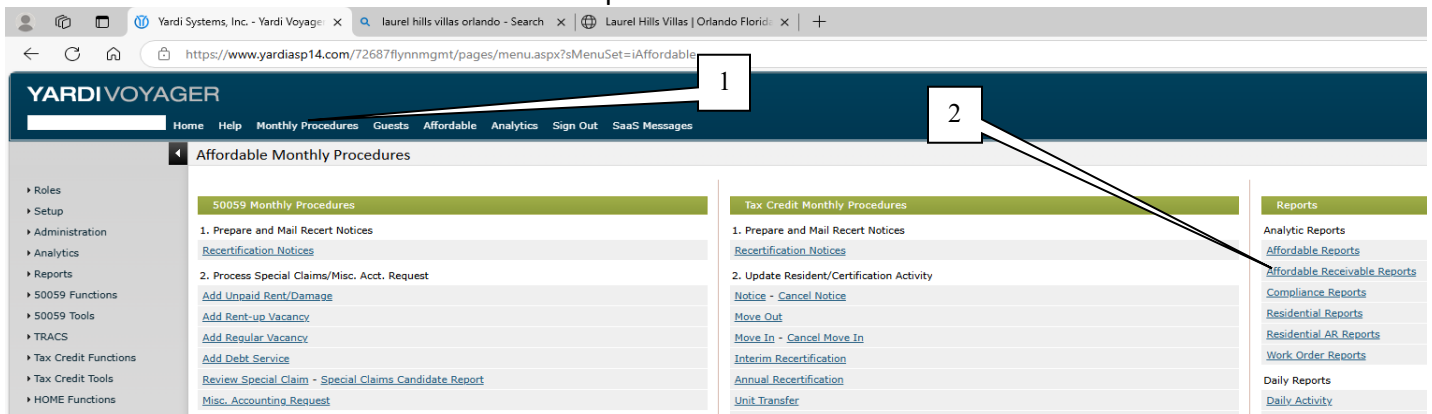


SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL PRINTING LATE RENT NOTICES (FL and GA)	03-01-25

Run the Report to determine which households are currently delinquent

First, you will need to log-in to Voyager and then:

1. Click on “Monthly Procedures” at the top of the screen.
2. Choose “Affordable Receivable Reports” from the list of functions.



3. Run the “Affordable Receiveable Report” in accordance with Procedure Y-300.

Tenant	Tran#	Date	Month	Charge Code	Charge Amount	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed	Over 90 Owed	pa
Affordable Aging Detail											
Property: Heritage Manor - Sparta (56)											
Age as of: 02/25/2025											
Post To(MM/YY): 02/2025											
Heritage Manor - Sparta (56)											
(10013205) WADE, JOHNNY											
56 - 08 - Current	C-334868	02/01/2025	02/2025	rent	138.00	6.00	6.00	0.00	0.00	0.00	
Total					138.00	6.00	6.00	0.00	0.00	0.00	
(10012571) HUFF, JESSE											
56 - 10 - Current	R-353486	02/06/2025	02/2025	(Prepay)	0.00	0.00	0.00	0.00	0.00	0.00	
Total					0.00	0.00	0.00	0.00	0.00	0.00	
(10011770) WALKER, STEPHANIE											
56 - 11 - Current	C-334872	02/01/2025	02/2025	rent	239.00	239.00	239.00	0.00	0.00	0.00	
Total					239.00	239.00	239.00	0.00	0.00	0.00	
(10013578) SHIVERS, SHAWASKIA											
56 - 24 - Current	C-334894	02/01/2025	02/2025	rent	488.00	480.00	480.00	0.00	0.00	0.00	
Total					488.00	480.00	480.00	0.00	0.00	0.00	
(10008019) LEWIS, BOBBY											

(In a subsequent step, you will need to refer to the residents by name and/or their “resident code”)

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL PRINTING LATE RENT NOTICES (FL and GA)	03-01-25

1. Click on "Reports" on the left side of the screen.
2. Click on "SQL Reports" in the "Reports" menu.

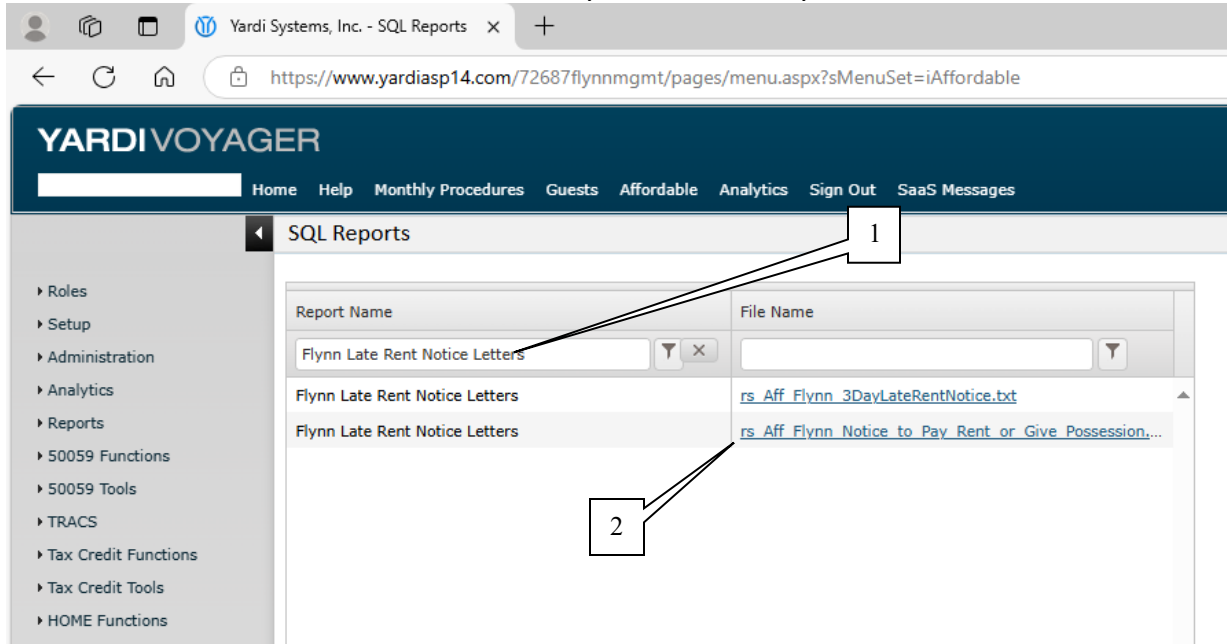
The screenshot shows the Yardi Voyager interface. The left sidebar contains a navigation menu with 'Reports' highlighted. A dropdown menu is open under 'Reports', showing various report categories. 'SQL Reports' is highlighted in the dropdown, with a box labeled '2' pointing to it. The main content area displays a table of receivable reports for property 56. The table includes columns for Tran#, Date, Month, Charge Code, Charge Amount, Current Owed, and aging periods (0-30, 31-60, 61-90). A box labeled '1' points to the 'Reports' menu item in the sidebar.

Tran#	Date	Month	Charge Code	Charge Amount	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed
334868	02/01/2025	02/2025	rent	138.00	6.00	6.00	0.00	0.00
R-353486	02/06/2025	02/2025	(Prepay)	0.00	0.00	0.00	0.00	0.00
C-334872	02/01/2025	02/2025	rent	239.00	239.00	239.00	0.00	0.00
Total				488.00	480.00	480.00	0.00	0.00

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL PRINTING LATE RENT NOTICES (FL and GA)	03-01-25

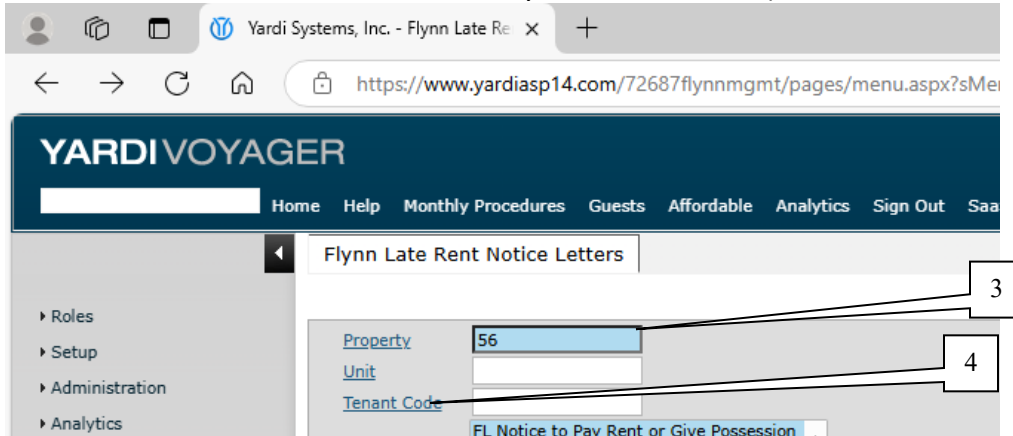
After that, take the following steps to run the "Late Rent Notices":

1. Type "Flynn Late Rent Notice" in the box for "Report Name".
2. Click on the file that is titled "rs Aff Flynn Notice to Pay Rent or Give Possession".

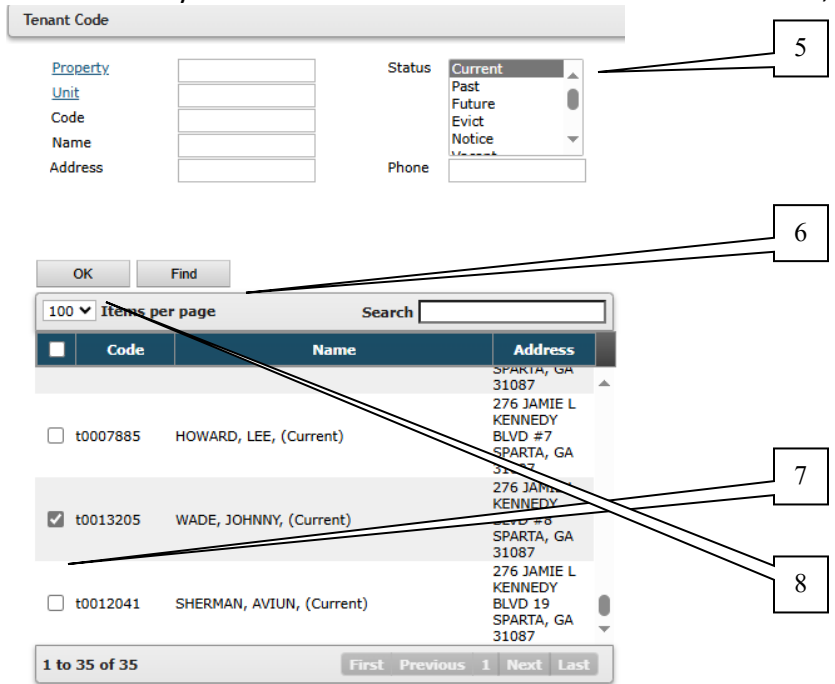


SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL PRINTING LATE RENT NOTICES (FL and GA)	03-01-25

3. Insert your Property Number.
4. Click on the the blue text that says "Tenant Code". (A new window will open now)

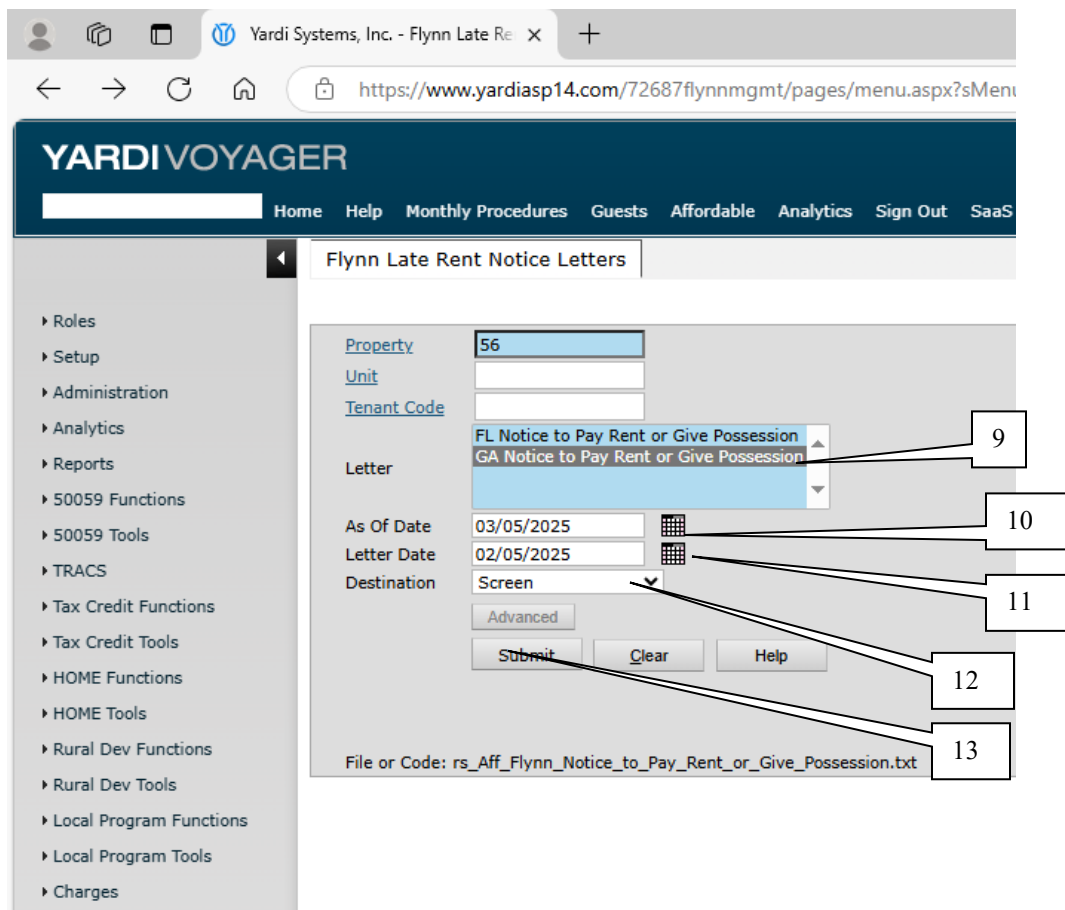


5. In the new window, select "Current"
6. Click "Find" for a list of all current tenants.
7. Check the box next to all residents who should receive a Late Rent Notice (you can choose multiple residents)
8. Once you have selected all residents to receive a notice, click "OK"



SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL PRINTING LATE RENT NOTICES (FL and GA)	03-01-25

9. Choose the correct notice based on your property's location (FL or GA).
10. Insert the date the notice expires (30 days after issuance, but cannot expire on a Saturday, Sunday, or legal holiday).
11. Insert the date the notice is being issued (today's date).
12. Choose "Screen" from menu.
13. Click "Submit" and the notice(s) will appear.



SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL PRINTING LATE RENT NOTICES (FL and GA)	03-01-25

At this point, you must review this screen and make sure the notice(s) is / are correct. You should compare the information on the notice(s) to the information on the "Affordable Receiveble Report". If OK, print and sign the notice(s).



FLYNN MANAGEMENT CORPORATION



NOTICE TO PAY RENT OR GIVE POSSESSION - GEORGIA

Date: 02/05/2025

Name (s): JOHNNY WADE

276 JAMIE L KENNEDY BLVD

Address: SPARTA Hancock County GA 31087
(City, County, State, Zip)

You are hereby notified that you are indebted to us in the sum of \$ 6.00 for the rent and use of the premises described above now occupied by you. We demand payment of the rent or possession of the premises within thirty (30) days from the date of delivery of this notice, to wit: on or before the 5 day of March, 2025.

If you make your rental contribution payment after the tenth (10th) day of this month, then late fees in the amount of 5.0% of your rental contribution amount or \$10.00, whichever is greater, must also be paid when you make your payment or you will be in violation of your lease and an additional lease violation notice will be issued to you at that time. As a reminder, paying your monthly rental contribution after the due date stated in your lease on three (3) or more occasions within a twelve (12) month period shall be a material consideration in determining eligibility for renewal of your lease.

If you vacate the premises or are evicted, we will retake possession of your apartment. If suit is filed, you may be liable for our suit costs including attorneys' fees. Payments must be made by cashier's check or money orders only. As a reminder, you may request to have your income recertified if your monthly income has changed by more than \$50 per month but must have your income recertified if your monthly income has changed by more than \$100 per month or if your household composition has changed.

<u>SPARTA ASSOCIATES, LP</u>	<u>Heritage Manor - Sparta</u>	<u>Sparta</u>	<u>GA</u>	<u>31087</u>
Community Name	Address	City, State, Zip		
<u>Brenmeishala Champion</u>	<u>(706) 444-8107</u>			
Signature	Name and Title	Telephone Number		

Proof of Service

I, the undersigned, being at least 18 years of age, declare under penalty of perjury that I served the *Notice To Pay Rent Or Give Possession - Georgia*, of which this is a true copy, on the above mentioned Tenant(s) in Possession in the manner indicated below:
 On _____, 20____, at _____ a.m./p.m. I handed the notice to the tenant.
 _____ I handed the notice to a person of suitable age and discretion at the tenant's residence/business on _____, 20____, at _____ a.m./p.m.

All notices should be completed in accordance with Procedure 545 (FL) or 595 (GA) . The Proof of Service section must be completed, the notice signed, and a copy put in the resident's file after the notice is issued to the resident.