



!!FIX YOUR COMPLIANCE ALERT RIGHT NOW!!

Repeated Compliance Alerts are not a good thing. There are only three possible excuses:

"I don't know how to do it - please train me more."

PAST RESIDENT NSF POSTED

What is the Compliance Alert?

A past resident account had a new NSF payment posted.

Why did I receive this Alert?

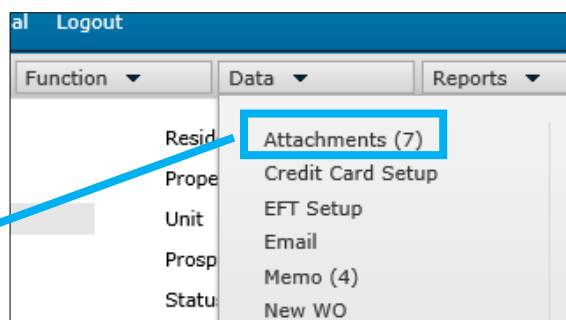
A past resident account with a new NSF needs to have a revised move out reconciliation statement prepared and sent to former resident. If the NSF results in a balance due, proceed to standard steps to collect the debt.

NOTE: Redbot allows a 5-day grace period from when the past resident NSF is posted to have the revised move out statement uploaded and emailed to the past resident.

How do I resolve the Alert today?

Upload a revised Move Out Reconciliation:

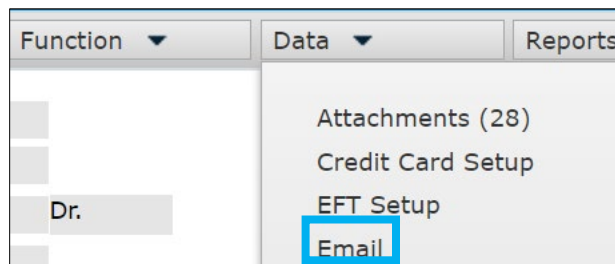
- From the Yardi Resident Account
- Data > Memos
- Select: Upload
- Select the Revised Move Out Statement
- Type: Move Out Reconciliation
- Save



Type	Description	Date	Attachment
Move Out Reconciliation	revised move out statement 082823.docx	08/28/2023	revised move out statement 082823.docx

Email a revised Move Out Statement

- From Yardi Resident Account
- Data > Email
- Fill out Subject, Body, Reply To
- Select Attachment to include in email
- Send



How do I make sure to never receive this Alert again?

Make sure that a revised Move Out Reconciliation statement is completed immediately for all past residents when an NSF has been posted. Additionally, ensure that the revised Move Out Reconciliation Statement gets emailed to the past resident immediately.