



Sandstone Housing

6200 Seagull NE, Suite B

Albuquerque, NM 87109

Phone: 505-821-0193

Move Outs with Balance

Regarding move outs with a balance, never zero out Final Account Statement until one of the following procedures has been met.

1. Copy of receivable and letter is sent to the OneSite Manager. The OneSite Manager will place a 45 day call back to the Property Manager to start the close. After 45 days, if nothing is accomplished (i.e. money received or payment arrangements made), zero out account and send copies to CBF and the OneSite Manager.
2. The Final Account Statement is sent to the tenant. If the tenant desires to make payment arrangements, the CEO/CFO must approve the terms of the agreement.

Each property is to set up a pending move out section in a file cabinet, which will be reviewed each week by the Compliance Manager. All payments made by tenant after move out must be put in the cabinet. The file (both physical and OneSite) must remain open until payment agreement is satisfied or the 45 day period has expired.