

HRDE FACT SHEET

ADP	You must review and update your time and your staff's leave requests each day M-F.
AR's	You must submit AR's to your bookkeeper by the 18 th of each month for proofing. You must revise if needed and have signed by tenant and activated in FHA by the 25 th of each month.
Budgets	All budgets are based on a 5-7% vacancy rate. If your vacancy rate is over 7% your priority is move ins.
Calendars and Newsletters	You must submit to the Administrative Assistant by the 25 th of the month for proofing in order to be able to deliver to tenants on the 1 st of the upcoming month. Calendar - single page Newsletter max – 2 pages (can be front and back)
Copying	You must sign all memos and letters before making copies. A copy of a memo or letter without your signature is not valid.
Dates	You must ensure that applicants, tenants, and you date each space on any paperwork that requires a date.
Deposits	Must be made within week collected. Deposits are credited to site on day deposit is made.
EIV	You must recertify yourself for access to EIV every 6 months.
Evictions	You must submit all eviction letters to your supervisor for approval and then to the Administrative Assistant for proofing before it leaves your desk.
E-mail	You must respond within 24 hours. You must not send email to others that are not required to review the information contained in your email. Reply all in most cases, is not necessary.
IR's	You must submit IR's to your bookkeeper by the 18 th of each month for proofing. You must revise if needed and have signed by tenant and activated in FHA by the 25 th of each month.
Marketing	You must submit via email all forms of marketing to be proofed by the Administrative Assistant before it leaves your desk.
Move Ins	You must have your bookkeeper proof a move-in the day before the applicant arrives to move in.
Move Outs	You must submit all move out information to your bookkeeper within 10 days of the move out.
Pre-Applications	Pre-applications must be given to anyone that makes a request. Anyone who returns a pre-application must be put on the waiting list.
PO	You must submit a PO through Sage AP for any one item that is \$200.00 or more.
Reports	Weekly: Bed Bugs and Vacancies Monthly: Management Guidelines, Laundry, Marketing, Vending and Auto Separate Sites = Separate Email Submissions
Spending Freeze	During a spending freeze all Supply Requests are sent to the Executive Director.
Supply Request	You must submit a Supply Request for any items that need to be purchased.