

## HRDE FACT SHEET

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