



Franklin Asset
 MANAGEMENT
 COMPANY, INC
 KEY

P.O. Box 99564
 Louisville, KY 40269-0564
Phone (502) 491-2422
Fax (502) 495-2672
TDD 711

Resident Accounts Receivable Adjustment / Write Off Form

For Computer Input:

Check one of the following: _____ Adjustment _____ Write-Off

Property Name: _____

Apartment #: _____

Resident Name: _____

Apply Adjustment or Write-Off to:

| <u>Description</u> | <u>Date of Invoice</u> | <u>Amount</u> |
|--------------------|------------------------|---------------|
| Rent: | _____ | _____ |
| Late Charge: | _____ | _____ |
| R&M Charge: | _____ | _____ |
| Security Deposit: | _____ | _____ |
| Other: | _____ | _____ |

Reason for Adjustment or Write-Off: _____

For Accounts Receivable Department Use Only:

Balance before Adjustment or Write-Off: _____

Balance after Adjustment or Write-Off: _____

RPM Approval: _____ Date: _____

*Managing with Pride | Setting the Standard in Housing
 Equal Housing Opportunity*

This Institution is an Equal Opportunity Employer and Provider.