

Rental Income
4110-05-00 Apartment Rents
4310-13-00 HUD Subsidy
4130-00-00 Commercial Rental Income
4199-00-00 Total Rental Income
Vacancies
4205-02-00 Apartment Vacancies
4210-02-00 Rent Concessions
4229-00-00 Less Vacancies
4299-00-00 Net Rental Income
Non-Rental Income
4820-00-00 Other Income
4832-00-00 Interest Income - Bank Accounts
4832-10-00 Interest Income - Bond Funds
4913-00-00 Utility Allowance Revenue
4914-00-00 Tenant Utility Income
4942-00-00 Vending & Phone Income
4943-00-00 Laundry Income
4944-10-00 Parking Income
4944-40-00 Commercial Communications Income
4944-50-00 Commercial Reimbursement Income
4945-00-00 NSF & Late Charges
4947-00-00 Damages & Cleaning Charges
4953-00-00 Tenant Screening Charges
4955-00-00 Bad Debt Recovery
4989-00-00 Total Non-Rental Income
4999-00-00 Total Income
Payroll
5601-10-00 Manager Salary & Wages
5601-20-00 Assistant Manager Salary & Wages
5601-30-00 Leasing Consultant Salary & Wages
5601-40-00 Desk Help Salary & Wages
5610-10-00 All Admin Payroll Taxes
5611-10-00 All Admin Employee Benefits
5612-10-00 All Admin Workers Compensation
5619-99-00 Total Outside Administrative Payroll Expenses
5621-10-00 Maintenance Salary & Wages
5621-30-00 Groundskeeper Salary & Wages
5621-40-00 Housekeeper Salary & Wages
5621-50-00 Painter Salary & Wages
5630-10-00 All Main Payroll Taxes
5631-10-00 All Maint Employee Benefits
5632-10-00 All Maint Workers Compensation
5639-99-00 Total Outside Maintenance Payroll Expenses

5700-00-00 Temporary Help
5755-00-00 Employee Bonuses
5760-00-00 Apartment Value Compensation
5999-00-00 Total Labor Expense
Administrative Expense
6030-20-00 Audit Expense
6035-30-00 Advertising
6055-09-00 Software
6043-00-00 Bad Debt Expense
6062-00-00 Courtesy Patrol/Protective Services
6067-00-00 Equipment Rental - Office/Furniture
6068-00-00 Office Equipment/Furniture
6069-00-00 Equipment Maintenance - Office
6080-00-00 HAP Management Fee
6084-00-00 Investor Service Fee
6087-00-00 Legal Expense
6088-00-00 LIHTC Assessment
6088-10-00 OAHTC Admin Fee
6093-00-00 Office Supplies\Postage\Printing
6095-00-00 Other Administrative Expense
6097-00-00 Other Professional Services
6105-00-00 Outside Management Fees
6108-00-00 General Partnership Admin Fee
6120-03-00 Telephone\Answering Service\Pagers
6125-00-00 Tenant Screening
6128-00-00 Employee Training
6130-02-00 Mileage
6140-00-00 Trustee Fees
6199-00-00 Total Administrative Expense
Tenant Services
6210-70-00 Contract Tenant Services
6210-80-00 Services - St. Francis
6299-00-00 Total Tenant Services
Utilities
6310-00-00 Water
6312-00-00 Electricity
6314-00-00 Gas
6320-00-00 Garbage
6321-00-00 Cable TV
6325-00-00 Sewer
6360-00-00 Turnover Utilities
6399-00-00 Total Utilities
Routine Maintenance
Maintenance Materials

6420-08-00	Maint Mtrls- Furniture
6420-20-00	Maint Mtrls - Cleaning
6420-25-00	Maint Mtrls - Electrical
6420-33-00	Maint Mtrls - Fountain/Pool
6420-40-00	Maint Mtrls - Hardware
6420-43-00	Maint Mtrls - Heating & Air Cond
6420-50-00	Maint Mtrls - Other
6420-55-00	Maint Mtrls - Painting
6420-60-00	Maint Mtrls - Plumbing
6420-70-00	Maint Mtrls - Uniforms
6420-75-00	Maint Mtrls - Landscape Equipment/Products
6420-99-00	Total Maint Mtrls
Maintenance Contracts & Services	
6430-05-00	Maint Contracts - Alarm
6430-10-00	Maint Contracts - Appliance Repair
6430-14-00	Maint Contracts - Carpentry/ Fence Repair
6430-15-00	Maint Contracts - Carpeting/Vinyl Cleaning
6430-20-00	Maint Contracts - Drapery/Blind Clean/Replace
6430-22-00	Maint Contracts - Door/Window Replacement & Repair
6430-25-00	Maint Contracts - Electrical
6430-27-00	Maint Contracts - Elevator
6430-29-00	Maint Contracts - Exterminating
6430-33-00	Maint Contracts - Fountain/Pool
6430-35-00	Maint Contracts - Fire Exting/Sprinklers
6430-40-00	Maint Contracts - Gutters
6430-50-00	Maint Contracts - Heat & Air
6430-55-00	Maint Contracts - Landscape
6430-56-00	Maint Contracts - Janitorial/Cleaning
6430-58-00	Maint Contracts - Misc.
6430-64-00	Maint Contracts - Plumbing
6430-80-00	Maint Contracts - Windows Cleaning
6430-99-00	Total Maint Contracts & Services
Turnover	
6470-05-00	Turnover - Appliances Parts
6470-15-00	Turnover - Carpet/Vinyl Cleaning Contract/Supplies
6470-20-00	Turnover - Drapery/Blind Clean/Replace
6470-50-00	Turnover - Parts
6470-54-00	Turnover - Painting Contract/Supplies
6470-56-00	Turnover - Cleaning Contract/Supplies

6470-66-00	Turnover - Resurfacing Contract
6470-99-00	Total Turnover
6499-00-00	Total Routine Maintenance and Turnover
General Expenses	
6610-10-00	Insurance - General Liability & Property
6610-50-00	Insurance - Errors & Omissions
6622-00-00	Payments In Lieu Of Taxes
6624-00-00	Misc. Taxes, Licenses, Permits
6626-00-00	Property Taxes
6660-20-00	Interest Expense - Mortgage
6660-30-00	Int Expense - Bond
6660-40-00	Int Expense - Other
6670-00-00	Depreciation Expense - Misc
6670-12-00	Depreciation Expense - Site Improvements
6670-20-00	Depreciation Expense - Dwelling Structures
6670-25-00	Depreciation Expense - Dwelling Equipment
6670-30-00	Depreciation Expense - Non Dwelling Structures
6670-35-00	Depreciation Expense - Non Dwelling Equipment
6675-00-00	Amortization Expense
6681-00-00	Land Lease Expense
6731-20-00	Utility Allowance Reimbursement
6699-00-00	Total General Expenses
Non- Recurring Expenses	
6910-01-00	Appliances
6910-02-00	Maintenance Equipment
6910-03-00	Office Equipment
6910-04-00	Exterior Building Improvements
6910-05-00	Interior Building Improvements
6910-06-00	System Building Improvements
6910-07-00	Door and Window
6910-09-00	Floor Coverings
6910-10-00	Land Improvements
6910-11-00	Paint Exterior
6910-12-00	Pavement & Walkways
6910-13-00	Roofing & Gutter Repair
6959-00-00	Total Non-Recurring Expense
8799-00-00	Total Expenses
8999-00-00	Net Income

Chart of Accounts

Residential Rent, whether paid by tenant, voucher, or RASP, etc. Includes site staff apartments at full value; see acct #5760-00-00 for staff discounts.

Section 8 Subsidy at Rosenbaum, Unthank, Grace Peck, Multnomah Manor, Plaza, and St. Johns Woods.

Rent from commercial tenants including special needs organizations that rent space.

Total

Residential Rent loss for vacant apartments. Does not include Commercial vacancy.

Rent concessions for residential and commercial tenants. Recognized one-time, or spread over period of the lease. Also used to compensate residents for disruptions to normal occupancy.

Total

Total

If all else fails.... Should not be used unless there is no other identified account.

Interest income earned on all bank accounts: Operating, security deposit, replacement reserves, etc.

Interest income earned on funds held by a bond trustee

Utility assistance payments from HUD to be passed through to Tenants at Rosenbaum, Unthank, Grace Peck, Multnomah Manor, Plaza, and St. Johns Woods. See acct #6731-20-00 for payment to tenants.

Direct utility rebill income from Tenants. (Sub-metering or RUBS - Ratio Utility Billing) For Civic and St Johns Woods only.

Vending and payphone receipts. Does not include commissions on telephone or cable contracts, see acct #4944-40-00.

Laundry Receipts.

Rent on garage, parking space, inside parking structure, carports (if separate rentable item)

Commissions on telephone, cable TV contracts, and cell phone tower contracts.

Reimbursement from commercial tenants for owner-paid expenses: property taxes, utilities, etc.

Charges to tenants, residential or commercial, for late payment of rent or for NSF checks.

Move out charges for damages in excess of ordinary wear and tear. Includes legal fees for evictions.

Screening Charges collected from prospective tenants.

Net receipts from collection agents on bad debt.

Total

Total

Manager Salary and approved overtime only.

Assistant Manager Salary and approved overtime only.

Leasing Agent salary and approved overtime only.

Help Desk salary and approved overtime only.

Payroll taxes for all Administrative employees (manager, assistant manager, leasing consultant, desk help)

Employee Insurance, retirement contributions, and other property-paid benefits.

Workers Comp for all Administrative employees (manager, assistant manager, leasing consultant, desk help)

Total

Maintenance and assistant maintenance staff salary and approved overtime only.

Groundskeeper hired solely to maintain the landscaping and perform no other duties.

Housekeeper hired primarily to clean common area & units.

Painter hired solely to paint and perform no other duties. Time spent painting by other employees does not fall into this category.

Payroll taxes for all Maintenance, groundskeeping, janitorial and painting employees.

Employee Insurance, retirement contributions, and other property-paid benefits.

Workers compensation for all Maintenance employees.

Total

Charges for temporary staff.
Employee bonuses or incentives. Must be pre-approved and budgeted.
All full or partial rent credits for site staff.
Total
Any charges by an outside auditing firm for financial audits. Does not include compliance audits.
Any advertising, whether aimed at renting vacant units or hiring staff. This can include printed or electronic advertising. Includes helium tank rentals & balloons, as well as A-board sign design.
Licensing or purchase of software packages or renewing software maintenance contracts.
Used to write off unrecoverable tenant receivables as they are sent to collection agents.
Professional security services or police officers under HAP contract.
Copy machines, desk / chairs, if rented. Does not include maintenance equipment or model unit furniture rental.
Purchased office equipment, including computer equipment, desks and chairs, file cabinets, book shelves, telephones, pages, two-way radios. Note: individual items that cost over \$150 should be coded to 6910-03-00.
Maintenance services for office equipment. Examples include copier maintenance or monthly copier maintenance contracts, computer equipment repairs, fax machine repairs.
Monthly payments to HAP as a management fee.
Tax Credit properties only. Monthly accrual of annual Limited Partner fees.
Legal fees, including FEDs.
Tax Credit properties only. Monthly accrual of annual fees to State of Oregon for tax credit monitoring.
Rockwood Landing and Gladstone. Monthly accrual of annual fees to State of Oregon for program monitoring.
Supplies purchased for administrative purposes. Examples include: pens, printer paper, office decorations, stamps, UPS, copy services, business cards, newsletters, etc.
Cost of forms, employee screening, tenant events, surveillance video tapes, Polaroid film or film developing.
Administrative services performed by outside contractors such as ADP, hazardous materials inspection & testing firms, engineering studies, etc.
Monthly charges for management services performed by an outside property management firm.
Tax Credits properties only. Monthly accrual of annual HAP General Partner fees.
Monthly phone services. Includes answering services, cell phones, pager service, elevator emergency phone, internet, etc.
Screening charges from 3rd party screening agents.
Tuition and materials costs of attending pre-approved employee training. Includes meal not provided in training events
Mileage and parking reimbursement.
Bond Trustee fees.
Total
Payments to HAP for time spent by HAP Housing Services employees for tenant programs.
St Francis only. Payments to HAP as General Partner for services provided to tenants.
Total
Charges for water only. Sewer charges must be separated when bills involve both utilities.
Residential and commercial electricity for common areas, office, etc, including occupied unit electricity if impounded in rent.
Natural Gas only. Gasoline for maintenance is coded to account 6420-75-00.
Standard service and additional unscheduled pickups/drop boxes.
For common area only.
Charges for sewer and stormwater management only. Water charges must be separated when bills involve both utilities.
For period when unit is unoccupied only. For electric and gas utility bills.
Total
Cost of materials, supplies, and expendable equipment used to maintain property with staff labor.

Purchase of common area (indoor and outdoor) furniture and apartment furnishings (beds, tables, chairs)
Cleaning supplies, including vacuum bags or buffing pads, toilet paper, hand towels, etc.
Electrical fixtures, switches/plates, wire, ceiling fans, smoke alarms, etc. (Code light bulbs to 6420-40-00)
Any supplies specifically for fountains or swimming pools. Chemicals, vacuums, signs, etc.
Includes general hardware, window screens, locksets & keys, light bulbs, smoke detector batteries, electronic access cards.
Supplies to maintain heating and air conditioning equipment and ductwork.
If all else fails.... Includes signage for applications other than swimming pools.
Paint, brushes, rollers, masking tape, sprayer nozzles, texture spray, ventilator masks, etc.
Pipe, toilets and tanks, wax seals, faucets, sinks, disposals, etc.
Maintenance shirts, photo name badges.
Equipment and fuel: leaf blowers, lawn mowers, hedge trimmers, pruning shears or saws, seed/fertilizer spreaders. Includes lawn chemicals, fertilizer, pesticides, hoses, lawn sprinklers, flowers for outdoor gardens/planters, etc. Equipment greater than \$1
Total
Costs of materials and labor incurred when maintenance duties are hired out to contractors/vendors. Staff labor is not included in these accounts. Note: some major maintenance items may be coded to accounts in the 6910-01-00 through 6910-14-00 range. S
Repair, maintenance and monitoring of fire alarm and security systems. Note: dedicated phone lines coded to 6120-03-00, "Telephone". (Purchase and installation of new alarms coded to 6910-06-00.)
Repair of refrigerators, stoves, microwaves, dishwashers, laundry machines in units or common areas, etc.
General carpentry, including drywall repair under \$150. Major rehab should be coded to 6910-05-00. Code major fence repair or installation, over \$500, to 6910-04-00.
Cleaning, repair, dying, water extraction in office, common area or occupied units. Note: code turnover cleaning to 6470-15-00.
Cleaning or replacement of window coverings in office, common area, or occupied units.
Windows and entry/passage/closet doors in units, common area, office. Includes locksets and kickplates.
Any minor work performed by an electrician, including installation of smoke detectors.
Costs of repairing or maintaining an elevator, including monthly maintenance contract fees. Dedicated phone lines are not included in this account. See account 6120-03-00, "Telephone/Answering Service/Pagers".
Any costs billed by a professional exterminator, regardless of scope of work.
Any costs associated with repair or maintenance of swimming pools or fountains less than \$500. Costs greater than \$500 should be coded to 6910-04-00.
Monitoring or recharging fire extinguishers, or repairs and maintenance of fire sprinkler system. Includes purchase of signage related to location of fire extinguishers. Overhauls of a fire sprinkler system should be coded to 6910-06-00.
Cleaning or minor maintenance of gutters. Purchase and installation of new gutters should be coded to account #6910-13-00.
Repairs or maintenance of central heating or air conditioning systems. Note: repair or removal/installation of individual unit electrical heaters (Cadet type) should be coded to 6430-25-00 "Maint Contracts - Electrical". Note: Building wide overhauls to
Routine lawn care or lawn sprinkler maintenance or repair. Installation of new sprinkler systems should be coded to 6910-10-00.
Cleaning services performed on common areas or offices. Repair or maintenance of cleaning equipment such as vacuums, floor buffers, etc.
If all else fails.... Signage repairs under \$150 or playground repairs under \$500. Parking lot sweeping, Painting of Occupy Units
Any work performed by a plumber. Also includes gas line repairs or modification.
Exterior or interior window cleaning by an outside contractor.
Total
Any costs associated with repairs or cleaning necessary to prepare an apartment. Some turnover items of an extraordinary nature may be coded to 6910-05-00. Note: any appliances that are replaced should be coded to account #6910-01-00. Note: if total
Drip pans, range hoods, new power cords, ice trays, etc.
Services hired or supplies purchased to clean flooring, including cleaning fluid for carpet cleaning machines.
Cleaning or replacing window treatments.
If all else fails....
Services hired or supplies purchased to paint a unit being turned. Includes drop cloths, masking tape, rollers, brushes, paint, primer, texture spray, etc.
Services hired or supplies purchased to clean a unit, other than cleaning flooring (see account #6470-15-00).

Services hired to resurface tubs, showers, sinks, countertops, etc in a unit being turned.
Total
Total
Accrual for insurance contracts for property, liability, or specific equipment items like boilers.
Accrual for insurance contracts for Errors & Omissions insurance.
Monthly accrual of PILOT expenses. Applies to Rosenbaum, Unthank, Grace Peck, and Fairviews only.
Some examples would be business permits, elevator inspections and permits fees, swimming pool permits, A-Board sign permits, backflow testing fees, boiler permits, fire & life safety inspections, etc.
Accrual of property taxes to be paid out at a future date for commercial spaces.
Interest related to mortgage financing packages. Please consult with HAP accounting staff for amounts and timing.
Interest related to bond financing packages. Please consult with HAP accounting staff for amounts and timing.
Interest related to other financing obligations. Please consult with HAP accounting staff for amounts and timing.
Tax Credits properties only
Depreciation of value in account #1612-00-00 only.
Depreciation of value in account #1620-00-00 only.
Depreciation of value in account #1625-00-00 only.
Depreciation of value in account #1630-00-00 only.
Depreciation of value in account #1635-00-00 only.
Amortization of various intangible assets. Please consult with HAP accounting staff for amounts and timing.
Currently only Hamilton West
Payment to tenants of utility assistance payments from HUD to tenants at Rosenbaum, Unthank, Grace Peck, Multnomah Manor, Plaza, and St. Johns Woods. See acct #4913-00-00 for receipt of payment from HUD.
Total
Any and all appliance replacement, including water heaters, for individual units or common areas. Parts or repairs should be coded to 6430-10-00 or 6470-05-00.
Any tools or equipment that individually cost over \$150.
Any office equipment from account #6068-00-00 that individually costs over \$150.
Examples include new siding or siding repairs, outdoor lighting projects, new fencing.
Remodeling or rehabilitation of units on a project basis exceeding \$500 per unit. Also includes extraordinary Turnover (see turnover definitions for extraordinary items).
Installation or building wide repairs or upgrades to cable TV wiring or roof top TV antennae, fire & life safety systems, intercoms, surveillance equipment, electronic lock systems, heating & cooling systems, etc.
Replacing front door, or multiple closet, bathroom or bedroom doors, etc, in a single unit, including new locksets if purchased as a set with the doors. This account also includes all turnover window replacement.
Replacement of all carpeting and vinyl in common areas or units.
Non-capitalizable landscaping projects. Examples are installation of new lawn sprinkler system, tree removal projects, drainage landscaping projects, garbage enclosures, car ports, etc.
Major painting projects. Also includes signage projects. Signage repair should be coded to #6430-58-00. Small projects or single signs can be coded to 6420-50-00.
Repairs, on a project basis, of sidewalks, parking lots, striping, and curbs.
Purchase and Installation of new gutters, or major gutter repair projects, and roofing repairs.
Total
Total
Total