



Miscellaneous Adjustment Form

This form is used to add or remove charges on a unit ledger for condominium properties.

- ✓ Complete all applicable sections by typing directly into the form using Adobe.
- ✓ Email completed form as attachment to your site's AR rep in the Barkan corporate office. In same email, include attachment to support request (e.g. letter to resident explaining charges, email from board approving removal of charges, etc.)

UNIT INFORMATION – ALL FIELDS IN THIS SECTION MUST BE COMPLETED

Property Name:

Property Number:

Owner Name: *(as listed in Yardi)*

Unit #: *(as listed in Yardi. Not the tcode)*

ADD CHARGE – COMPLETE ALL FIELDS IN THIS SECTION TO ADD A CHARGE TO AN OWNER LEDGER

Date: *List the date to be used for the charge.*

Type of Charge: *Use specific charge code from the master list (current list posted on Content Collection). Each charge code will hit a different GL. This charge code will be based on what is on your approved budget.*

Amount: *Exact dollar amount for the charge.*

Comments: *In this field, list what you'd like to be reflected on the ledger/statement. If the charges are from a legal invoice, please note the invoice number from the vendor. (24-character max)*

REMOVE CHARGE – COMPLETE ALL FIELDS IN THIS SECTION TO REMOVE A CHARGE FROM AN OWNER LEDGER

Date: *List the date of the original charge (s).*

Type of Charge: *Use specific charge code for the charge that you want removed.*

Amount: *Exact dollar amount of the charge.*

Comments: *In this field, list what you'd like to be reflected on the ledger. The AR team member will enter exactly what is listed here. (24-character max)*

REQUESTOR INFORMATION – ALL FIELDS IN THIS SECTION MUST BE COMPLETED

Your Name:

Today's Date:

Your Email:

COMMENTS (OPTIONAL) – USE THIS SECTION TO CLARIFY ANY INFO ENTERED ABOVE