

**Alliance Residential
Internal Property Audit**

Property Name: Preston Park

Potential Monthly Points	April	May	June / Q2	Total Earned	Total Possible
4%	20	20	150	190	450
47.3%				30%	
Property Audit Percentage Score					
Procedures					
Rent Collections					

Rent Collections 1. Checks are collected and deposited in accordance with Alliance Policy; (No more than \$1,000 or 2 checks were on hand & checks were restrictively endorsed and stored in a secure location.) If checks are held or if checks onsite upon arrival are not date stamped make note in note section and note as a finding.

20	20	20	20	60	60
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Notes:

Rent Collections 2. Deposits were made daily throughout the first 10 days of the month; proper support was filed in the accounting binder.

35			35	35	105
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Notes:

Rent Collections 3: Money Orders were not accepted as payment.

35			35	35	105
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Notes:

Rent Collections 4: Amount deposited agrees to total amount on the deposit slip

20			20	20	60
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Notes:

Rent Collections 5: Deposits were made within 24 hours of being posted into the system (N/A for checkscan deposits)

20			20	20	60
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Notes:

Rent Collections 6: Payment Support filed in Accounting Binder with Yard deposit slip.

20			20	20	60
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Notes:

Accounts Payable					
15	0	0	0	0	45

Notes:

AP 1. Invoices were forwarded to accounts payable in a timely manner. Record the invoice vendor, name, and number of those invoices past due, in the notes section.

15			0	0	45
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Resident Billing					
20	0	0	20	20	60

Notes:

Resident Billing 3. Late Fees were assessed on past due balances and resident(s) received proper notices. Make note of the selections tested in the notes section.

20			20	20	60
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Notes: Samples

3063 Arnold; 3111 Jung; 700BH

Write Offs					
60	0	0	60	60	180

Notes:

Write-offs 1. "Sent Selections". Verify status report is obtained and amount per report agrees to amount written off in resident ledger. Record which unit was selected for testing in the notes section.

15			15	15	45
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Notes:

One write off 3135 Torres for \$1247.91

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15			15	15	45
	4%	4%	47.3%	90%	

Property Audit Percentage Score

Procedures

Write-offs 2. "In House". Verify each resident has signed the payment plan and the plan is signed by Business Manager and Regional Manager. Via collections status report, verify past resident is current with payments. If missed payment, account should be sent to collection. No Exceptions. Record units selected for testing in the notes section.

One write off for 3135 BM and RM approved.

Notes:

Write-offs 3. For all past residents whose status is undefined, follow up with Business Manager immediately to confirm if resident is on in house payment plan or has been sent to collections. Note as finding if any past residents do not have a status per the collections status report.

Lease File Audits

185	0	0	2296	176	555
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File Audit 1: Jessica

- Lease agreement included proper signatures
- Dates on the lease agreement matched the reports
- All applicable addendums were attached to the lease file
- Rent charges and concessions on the lease agreement and addendums - match amounts input into Yard

Notes:

185	0	0	2296	176	555
7			660BY	7	21
6			6	6	18
3			3	3	9
7			0	0	21

Lease shows \$2124 and Yardt has \$3649

Notes:

- Names on the lease agreement matched the reports
- Proper approvals were obtained
- Left side of the file was complete
- Right side of the file was complete

3			3	3	9
3			3	3	9
5			3	3	15
3			3	3	9

File Audit 2: Jessica

- Lease agreement included proper signatures
- Dates on the lease agreement matched the reports
- All applicable addendums were attached to the lease file
- Rent charges and concessions on the lease agreement and addendums - match amounts input into Yard

Notes:

7			732BH	7	21
6			6	6	18
3			3	3	9
7			7	7	21

Notes:

- Names on the lease agreement matched the reports
- Proper approvals were obtained

3			3	3	9
3			3	3	9

Alliance Residential
Internal Property Audit

Property Name: Preston Park

	Potential Monthly Points		May	June / Q2	Total Earned	Total Possible
	April	May				
Property Audit Percentage Score	4%		4%	47.5%	90%	
Procedures	5			5	5	15
	3			3	3	9

- Left side of the file was complete
- Right side of the file was complete

**Alliance Residential
Internal Property Audit**

Property Name: Preston Park

Potential Monthly Points	April	May	June / Q2	Total Earned	Total Possible
4%		4%	47.3%	90%	

Property Audit Percentage Score: 90%

Procedures

File Audit 3: Jessica

- Lease agreement included proper signatures
- Dates on the lease agreement matched the reports
- All applicable addendums were attached to the lease file
- Rent charges and concessions on the lease agreement and addendums match amounts input into Yardi

Notes:

	705				
7	7		7	7	21
6	6		6	6	18
3	3		3	3	9
7	7		7	7	21

Did change July rent due to move in on 6/25/2013

- Names on the lease agreement matched the reports
- Proper approvals were obtained
- Left side of the file was complete
- Right side of the file was complete

Notes:

3	3		3	3	9
3	3		3	3	9
5	5		5	5	15
3	3		3	3	9

File Audit 4: Jessica

- Lease agreement included proper signatures
- Dates on the lease agreement matched the reports
- All applicable addendums were attached to the lease file
- Rent charges and concessions on the lease agreement and addendums match amounts input into Yardi

Notes:

	709				
7	7		7	7	21
6	6		6	6	18
3	3		3	3	9
7	7		7	7	21

- Names on the lease agreement matched the reports
- Proper approvals were obtained
- Left side of the file was complete
- Right side of the file was complete

Notes:

3	3		3	3	9
3	3		3	3	9
5	5		5	5	15
3	3		3	3	9

File Audit 5: Jessica

- Lease agreement included proper signatures
- Dates on the lease agreement matched the reports
- All applicable addendums were attached to the lease file
- Rent charges and concessions on the lease agreement and addendums match amounts input into Yardi

Notes:

	706				
7	7		7	7	21
6	6		6	6	18
3	3		3	3	9
7	7		7	7	21

- Names on the lease agreement matched the reports

Notes:

3	3		3	3	9
---	---	--	---	---	---

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Potential Monthly Points	April	May	June / Q2	Total Earned	Total Possible
	4%	4%	47.3%	90%	

Property Audit Percentage Score

Procedures

- Proper approvals were obtained
- Left side of the file was complete
- Right side of the file was complete

3			3	3	9
5			5	5	15
3			3	3	9

Payroll	10	10	25	Notes
Payroll 1. Reconciliation of hours per the Labor Register and hours per timesheets was completed; all timesheets are signed by the employees. Record which pay periods were tested in the notes section.	15	0	0	15
Payroll 2. HR and Payroll documents are stored in a secure location	10	10	10	10
Security Deposits	40	20	20	40
Security Deposits 1. SODAs were completed in a timely manner. 7 days (10 in California). Send SODA report with completed audit.	20	0	0	20
Security Deposits 2. Verify move out files for the selections include the following: Lease Agreement, Resident Ledger, Final Utility Bill, Photos for Damages, SODA Statement, signed by BM, Invoices if Applicable, Itemized Disposition (California Only) Record which units were tested in note section	20	20	20	20
Accounts Payable	15	0	0	15
AP. Contracts are up to date; contract log on Control is signed and updated. Send signed contract log with completed quarterly audit to audit@allresco.com	15	0	0	15
Associate Lease File	15	0	0	15
Associate Lease File 1. Verify all associates listed on the Employee Lease Charge Report and Resident's with Employee Discount Report have an approved lease agreement on file with Internal Audit.	15	0	0	15

Notes:

Period 6/15-6/28 - Missing 1 hour CAMB for David Jones

Notes:

Notes:

743 B, 669B - 743 Brown completed in 12 days

Notes:

743 B, 669B

Notes:

Missing signed contract log and some contracts

Notes: Noelani, Brian, Corey, David - Missing lease paperwork for David, Brian and Noelani - Corey missing Lease Acknowledgement and MI Inspection blank

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	4%	4%	473%	30%	

Property Audit Percentage Score

Procedures

G&A	0	0	0	12	Notes
G&A 1. Permit/License Display	3		0	3	Notes: License expired on 6/12
G&A 2. Emergency Phone List is current	3		0	3	Update RM and remove former employees and add new ones
G&A 3. Incident Reports are completed	3		3	3	
G&A 4. Current Legal Poster on display	3		3	3	
Maintenance:	15	15	15	15	Notes

3		0	0	3
3		0	0	3
3		3	3	3
3		3	3	3

Maintenance 1. Key Policy is adhered to
- Apt # Codes and Key Machine Security

Notes:

10			10	10
5			5	5

Maintenance 2. Emergency Preparedness plan is complete and current.

Notes: