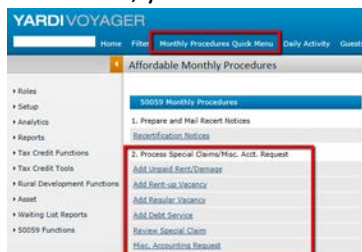


YARDI- SPECIAL CLAIMS QUICK GUIDE

How to enter a New Special Claims

1. From the Affordable Role, click on the 'Monthly Procedures Quick Menu' from the top menu of the dashboard
2. From here, you can select the options as shown below



3. Click on Add Unpaid Rent/Damage
4. Enter property code
5. Enter Contract number
6. Click Save
7. Enter the Unit number of the past tenant and select the tenant; click Add Claim Detail

The screenshot shows the 'Unpaid Rent/Damage' form. The 'Special Claim Information' section is visible, showing fields for 'Ctrl #', 'Property', 'Contract', 'Claim Tenant', 'Submittal Date', 'Approval Date', and 'Approval Number'. The 'Unit' field is highlighted in a red box. Below the form, there is a 'Candidates' table with columns for 'Unit', 'Tenant', 'Tenant Name', 'Claim Type', and 'Add Claim Detail'.

8. Confirm information that auto populated
9. Click Load Defaults

The screenshot shows the 'Unpaid Rent/Damage Detail' form. The 'Load Defaults' button is highlighted in a red box. The form displays a list of lines for 'Move Out' and 'Unpaid Rent Claim'. The lines include 'Security Deposit (SD) Required', 'Security Deposit Collected', 'Greater of lines 1 and 2', 'Interest on Security Deposit', 'Amount Collected for Unpaid Rent/Damages', 'Total Amount Collected (Add lines 3-5)', 'Contract Rent/Operating Rent at Move Out', 'Maximum HUD Liability (line 7 - line 6)', 'Unpaid Rent at Move Out', 'Line 9 - line 6', 'Unpaid Rent Claim (lesser of lines 8 & 10)', 'Line 8 - line 11', 'Damages', 'Unused Security Deposit (Line 6 - line 9)', 'Damage exceeding unused SD (Line 13 - line 14)', and 'Damages Claim (lesser of lines 12 & 15)'. Each line has a corresponding value in a blue field.

10. Complete all applicable blue fields and click Save
11. Click Print (only do one claim per batch)

How to view Special Claims

1. From Monthly Procedures Quick Menu, click Review Special Claim
2. Enter Property Code

- a. Select Un-submitted to view claims with no date of submission
 - b. Select Submitted for all claims you have entered the date of submission
 - c. Select Approved to view the approved claims
 - d. Leave blank if you would like to view all
3. Click Submit
4. The Special Claims will show up in the Filter box (top right corner)

Rate us

Special Claim

Show 10 entries Search:

Code
e23-179-CA30R000002-Unpaid Rent/Damages
e23-180-CA30R000002-Unpaid Rent/Damages
e23-181-CA30R000002-Unpaid Rent/Damages

Showing 1 to 3 of 3 entries First Previous 1 Next Last