

		CHART OF ACCOUNTS
Account	Account Name	DESCRIPTION
INCOME		
RENTAL INCOME		
3101-00	Scheduled Gross Rent	SGR, PREMIUM UPCHARGE, FLOORING UPGRADE
3101-01	Loss/Gain to Lease	
3102-00	Rent Discount	
3102-01	Monthly Rent Discount	
3102-02	Resident Referral Discount	
3103-00	HUD Rent	
3104-00	Vacancy	
3105-00	HOA Income	DO NOT USE-MAIN OFFICE USE ONLY
3106-00	Past Due Rents	
3107-00	Delinquency Loss (Rent Write Offs)	
3108-00	Prepaid Rent	
3115-00	Amenity Rent	PKT & LTPT ONLY
3155-00	MTM Rent	
3155-01	Hold Over Rent	
3155-02	Short Term Premium	
3160-00	Pet Rent	
OTHER INCOME		
3201-00	Parking/Garage/Storage	RENTAL INCOME
3201-01	Remote Income	NEW REMOTES
3202-00	Laundry Income	
3203-00	Appliance Income	WASHER/DRYER RENTAL CHARGES (MONTHLY RECURRING)
3205-00	Application Fee	CREDIT CHECK INCOME
3206-00	Late/NSF Fee	
3206-01	Notices/Demands/PTP	FEES CHARGED FOR WRITTEN NOTICES SERVED BY ONSITE STAFF (AZ Properties)
3207-00	Interest Income	DO NOT USE-MAIN OFFICE USE ONLY
3208-01	RUBS Collect Thru Escrow	DO NOT USE-MAIN OFFICE USE ONLY
3209-00	Miscellaneous Income	PEAK INS. QRTL COMMISSION (RENTER'S INS)
3209-01	Cable/Internet Income	CABLE REVENUE SHARE (QUARTERLY-AZ/TX PROPS)
3209-02	Resident Legal Fees	Eviction Cancellations
3209-03	Amenity Income	AMC/DMC/LGC/MH/OVL/PAR
3209-04	Valet Trash Income	AMC/DMC/LGC/MH/OVL/PAR (only used until lease renews and resident is put on the amenity fee program)
3209-05	Executive Suite	DO NOT USE-MAIN OFFICE USE ONLY
3209-08	Package Income	PAR/LTPT/PKT ONLY
3209-09	C-Res. Damages	Current resident damages
3209-10	Clubhouse/Cabana Income	Rental Fees for Clubhouse/Cabana
3209-06	Yard Income	LGC & PAR ONLY
3213-00	X-Tenant Recovery	LEASE CHARGE INCOME FROM BREAKING OF LEASE AND/OR NOTICE TO VACATE, X-TENANT PAYMENTS AFTER WRITE OFF, X-TENANT COLLECTION MONIES RECEIVED
3213-01	X-Tenant-Damages	PAST TENANT COLLECTION ON DAMAGES TO UNIT RECEIVED (CURRENT YEAR MO)
3215-00	Non-Refundable - Admin Fee	ADMINISTRATION FEES (MOVE INS-AZ/TX PROPS)
3215-01	Non-Refundable - Pet Fees	
3215-02	Non-Refundable - Transfer Fee	
3215-03	Non-Refundable - Risk Fee	TX ONLY
3216-00	RUBS-Eltrc	PAR ONLY (may include AZ/TX in 2024)
3216-01	RUBS-Gas	PAR ONLY (may include AZ/TX in 2024)
3216-02	RUBS-Water/Sewer	All Sites.
3216-03	RUBS-Trash	All Sites
3217-00	Fees - Termination	LEASE TERMINATION FEE (non rent), RELETING FEE (TX ONLY)
3218-03	RUBS-Admin Fee	YES/MINOL/CONSERVICE (All Sites)
3219-00	Vending Income	INCOME FROM ONSITE VENDING MACHINES
3222-00	Billback-Pest Control	
3224-00	Non-Ref. Transfer Fee	FEES FOR ONSITE TRANSFERS
3225-00	MP Renters Insurance	CA, AZ, & OAK Only
3225-01	MP Renters Insurance HUD	
OPERATING EXPENSES		
SALARY EXPENSES		
4101-00	Resident Manager	DO NOT USE-MAIN OFFICE USE ONLY
4102-00	Assistant Manager	DO NOT USE-MAIN OFFICE USE ONLY
4103-00	Leasing Consultant	DO NOT USE-MAIN OFFICE USE ONLY
4104-00	Maintenance Manager	DO NOT USE-MAIN OFFICE USE ONLY
4105-00	Maintenance Technician	DO NOT USE-MAIN OFFICE USE ONLY
4106-00	Custodian/Housekeeper	DO NOT USE-MAIN OFFICE USE ONLY
4107-00	Other Personnel	DO NOT USE-MAIN OFFICE USE ONLY
4108-00	Groundskeeper	DO NOT USE-MAIN OFFICE USE ONLY
4109-00	Bonus	DO NOT USE-MAIN OFFICE USE ONLY
4110-00	Managers Travel Expense	DO NOT USE-MAIN OFFICE USE ONLY
4111-00	Payroll Taxes	DO NOT USE-MAIN OFFICE USE ONLY
4112-00	Workers Compensation	DO NOT USE-MAIN OFFICE USE ONLY
4113-00	Employee Benefits	DO NOT USE-MAIN OFFICE USE ONLY
4113-01	Employee PTO Benefits	DO NOT USE-MAIN OFFICE USE ONLY
4114-00	Employee Apartments	DO NOT USE-MAIN OFFICE USE ONLY
4115-00	Uniforms	
4116-01	COVID-19-Salary Expense	DO NOT USE-MAIN OFFICE USE ONLY
4117-00	Screening/Training/Seminars	Training/Property Shops/Employee Screening
4118-00	Lease Personnel	Temp Agency
4119-00	Leasing Commission	DO NOT USE-MAIN OFFICE USE ONLY-ALL BONUS TO BE CODED TO 4109-00
MARKETING EXPENSES		
4201-00	Model/Shop Allowance	DO NOT USE-MAIN OFFICE USE ONLY
4202-00	Model Accessories	MODEL DECORATIONS/FURNITURES, ETC.
4203-00	Signs/Flags/Balloons	HELIUM TANK RENTAL, LEASING SIGNS, FLAGS, BALLOONS
4204-00	Media/Internet Advertising	MEB MARKETING/ADVERTISING CONTRACTS (RENTPATH/ZILLOW/APARTMENTS.COM/ETC.) & REACH MONTHLY SEO, KNOCK
4205-00	Referral Fees	TENANT LOCATER FEES (UNIT SPECIFIC)
4206-00	Printed Materials/Brochures	BUSINESS CARDS, FLYERS, NEWSLETTER, ETC.
4207-00	Misc. Marketing	PROPERTY PHOTOS & VIRTUAL TOURS
4208-00	Resident Retention	I.E. RESIDENT PARTIES, RESIDENT BEVERAGES & SNACKS, BREAKFAST ON THE GO, MI SPECIAL (ie-TV/Roomba, etc), OFFICE SNACKS/WATER COOLER-DELIVERY RENTAL, PARTY RELATED/DECORATIONS, FITNESS CLASSES, LEASE RENEWAL INCENTIVES (CARPET CLEANING, ETC.)
4210-01	Marketing Expense	DO NOT USE-MAIN OFFICE USE ONLY

TURNOVER COST - EXPENSES		
VACANT UNITS ONLY (UPGRADES/RENOVATIONS - SEE CAP IMPROVMENTS)		
4301-00	Cleaning-Unit Interiors	CLEANING OF VACANT UNITS, VACANT TRASH OUT
4301-02	Executive Suite - Turnover	DO NOT USE-MAIN OFFICE USE ONLY
4302-00	Painting - Interior Units	ALL PAINTING OF VACANT UNITS, ACCENT WALLS, POPCORN PATCH, TEXTURE (INTERIOR), INTERIOR PRIMER (KILZ) - EXCLUDES CABINETS. VENDOR INVOICES ARE CODED HERE ONLY. MUST SPECIFY A VACANT UNIT #. (BULK PAINT CODE TO 4408-05.)
4303-00	Carpet Cleaning/Repairs	TURNOVER/VACANT UNITS ONLY (IF OFFERING CARPET CLEANING AS A RENEWAL INCENTIVE - CODE TO 4208)
4304-00	Window Covering-Unit Interiors	MINOR BLIND REPAIRS - VANES/SLATS (IF BUYING BRAND NEW SET CODE TO 4738-00)
4305-00	Locks & Keys - Turnover	DO NOT USE-MAIN OFFICE USE ONLY
4306-00	Misc. Turnover Costs	MOVE-OUT STORAGE, BASEBOARD REPAIRS, MOLDING REPAIRS, DRYWALL REPAIRS, MISC. ITEMS (NON-CAP),
4306-01	Countertop/Tub/FP Repair - Turnover	DO NOT USE-MAIN OFFICE USE ONLY
4306-02	Pest Control -Turnover	DO NOT USE-MAIN OFFICE USE ONLY
4308-00	Drywall - Turnover	DO NOT USE-MAIN OFFICE USE ONLY
REPAIR & MAINTENANCE - EXPENSE		
OCCUPIED, MODEL UNIT(S), UNIT SPECIFIC ONLY, PROPERTY MAINTENANCE - NON CAP REPAIRS		
4401-00	Plumbing	MINOR PLUMBING REPAIRS (under \$500), Emergency Leaks/Flood (under \$500), MOLD TESTING, REPAIR GARBAGE DISPOSAL, REPAIR WATER HEATER, SHOWER KNOB, TOILET SEAT, MINOR SLAB LEAKS (under \$500.00), GASLINE, GAS VALVE, TOILET LEAKS, WATER LEAKS (under \$1000), WATER MITIGATION SERVICES, WATER EXTRACTION SERVICES, DEHUMIDIFIER/BLOWER RENTALS. Large Plumbing Repairs (above \$500 - code capex)
4402-00	HVAC	MINOR REPAIRS ON OCCUPIED UNITS, ADD FREON, FILTERS, HVAC (REFRIGENT/R-22), THERMOSTATS, PORTABLE AC/HEATER
4403-00	Small Tools/Equipment & Rental	DO NOT USE-MAIN OFFICE USE ONLY
4404-00	Appliance Supp/Rep/Maint	APPLIANCE REPAIRS, RANG HOOD FILTER, BURNER CONTROL, RANGEHOOD EXHAUST MOTOR/FAN, BBQ GRILL
4405-00	Electrical	MINOR ELECTRICAL REPAIRS, EXHAUST FAN MOTORS, BATH EXHAUST, FAN, REPEATER METERS, LIGHT BULBS
4406-00	Maintenance Supplies	SMALL MAINT REPAIR ITEMS, TOILET PAPER HOLDERS, SIDEWALL REGISTER, HOSE, NOZZLE, PICK UP SUPPLIES, SCREWS, EXHAUST FAN GRILLS, SWITCHES & OUTLETS, WALL PLATES OTHER MISC. ITEMS, EQUIPMENT RENTALS, SMALL TOOL PURCHASES. (NON-CAP)
4406-01	Locks & Keys - Repair/Maint.	OCCUPIED/VACANT UNITS
4407-00	Building Maintenance	JANITORIAL SERVICE (EXAMPLE-PROPERTY, MODEL UNIT), GLOVES, TOWELS, GAS FOR AIR PRESSURE, CLEAN GRAFFITI, AIR BLOWER, GUTTERS, PRESSURE WASHING BUILDING, DRYER VENT CLEANING , PET WASTE BAGS/STATION, CLEANING SUPPLIES, ALL COMMON AREAS CLEANING, OFFICE CLEANING, MINOR EXTERIOR PAINTING, STUCCO TOUCH UP, CURBS, DUMPSTER DOORS REPAIRS, EXTERIOR TEXTURE, EXTERIOR PRIMER, ANY MINOR REPAIRS TO BUILDING I.E. STUCCO PATCH, BATH MIRROR, LUMBER, DRYWALL REPAIRS, MINOR REPAIR TO CAR & DOG WASH STATION ON PROPERTY. ANNUAL UNIT INSPECTIONS - CA ONLY
4407-02	Floor Covering - Repair/Maint.	CURRENT RESIDENT-FLOOR CLEANING/REPAIR, RENEWAL FLOOR CLEAN
4407-03	Bulk Trash -Repair/Maint.	CURRENT RESIDENT BULK TRASH
4408-00	Bldg Repairs	DO NOT USE-MAIN OFFICE USE ONLY
4408-01	Door Repairs/Supplies	MINOR REPAIRS TO CLOSET DOORS, INT. DOORS, HINGES, DOOR STOPS, CLOSET DOOR GUIDES, MISC. DOOR SUPPLY ITEMS, DOOR BELLS
4408-02	Glass/Screen/Blinds-Repairs	MINOR WINDOW & BLIND REPAIRS, SCREEN SUPPLIES, VERTICAL HEADRAILS, VERTICAL SLATS
4408-03	Countertop/Tub Repair	DO NOT USE-MAIN OFFICE USE ONLY
4408-04	Fireplace Repair/Maintenance	REPAIR TO FIREPLACE, CHIMNEY CLEANING
4408-05	Paint Orders/Interior Repairs	BULK PAINT PURCHASE (MAINTSTK, PROPERTY)PAINTING OF OCCUPIED UNITS: POPCORN PATCH, TEXTURE (INTERIOR), INTERIOR PRIMER (KILZ), CAULK, LEAK SEALANT
4409-00	Painting - Exterior	DO NOT USE-MAIN OFFICE USE ONLY
4412-00	Furniture	DO NOT USE-MAIN OFFICE USE ONLY
4413-00	Fire Equipment/Services	SMOKE ALARMS, FIRE EXTINGUISHER & FIRE SPRINKLER SERVICING & FIRE RELATED INSPECTIONS, ANNUAL BACKFLOW INSPECTION (INCLD: DOMESTIC WATER/FIRE/LANDSCAPING/POOL LINES), HYDRANT INSPECTIONS, BULK PURCHASES OF SMOKE DETECTORS & CARBON MONOXIDE DETECTORS, ANNUAL FIRE LINE PROTECTION (SAWS), (DO NOT CODE ANNUAL FIRE ALARM MONITORING HERE-CODE TO 4771-00)
4414-00	Elevator Repairs/Service	ELEVATOR INSPECTION FEES & REPAIRS
4415-00	Misc. Repair & Maint.	DO NOT USE-MAIN OFFICE USE ONLY
4415-01	Weather Damage	DO NOT USE-MAIN OFFICE USE ONLY
4415-02	Dmg/Ins. Repairs	RESIDENT DAMAGE, RENTERS/MASTER POLICY INS. CLAIMS EXPENSES-IE Hotel, water damage, repairs
4416-00	HOA Dues	DO NOT USE-MAIN OFFICE USE ONLY
4420-00	Roof Supplies/Repairs	MINOR REPAIRS & ROOF CLEANING
4429-01	Interior Renovation Expense	DO NOT USE-MAIN OFFICE USE ONLY
4429-02	Appliance Expense	DO NOT USE-MAIN OFFICE USE ONLY
4429-03	Flooring Expense	DO NOT USE-MAIN OFFICE USE ONLY
4429-04	Window Covering Expense	DO NOT USE-MAIN OFFICE USE ONLY
4429-05	Plumbing Expense	DO NOT USE-MAIN OFFICE USE ONLY
4429-06	HVAC Expense	DO NOT USE-MAIN OFFICE USE ONLY
4429-07	Electrical Expense	DO NOT USE-MAIN OFFICE USE ONLY
4429-08	Building Expense	DO NOT USE-MAIN OFFICE USE ONLY
GROUND'S MAINTENANCE - EXPENSE		
4501-00	Landscaping	DO NOT USE-MAIN OFFICE USE ONLY
4501-01	Misc.Grounds Maint/Supplies	LANDSCAPE SUPPLIES/REPAIRS, IRRIGATION REPAIRS, SEASONAL FLOWERS/PLANTS , FERTILIZER, BASKETBALL NET, WINTER OVERSEEDING, PROPANE FOR BBQ
4502-00	Pool/Spa/Fountain Service	DO NOT USE-MAIN OFFICE USE ONLY
4502-01	Pool/Spa/Fountain Repairs	REPAIRS AND SUPPLIES (OUTSIDE OF NORMAL MONTHLY SERVICE) (NON CAP)
4503-00	Parking/Fence/Gate/Trash Enclosures	RECURRING SERVICES, MINOR RESTRIPE, GARAGE REPAIRS, DOOR DUMPSTER REPAIRS, MINOR FENCING REPAIRS AND SUPPLIES
4503-01	Pavement & Walkways Repairs/Maint	PRESSURE WASHING SIDEWALKS/WALKWAYS/DRIVEWAYS, REPAIRS (NON CAP) - RAMP (ADA)
4504-00	Pest Control	RECURRING SERVICES ONLY & ANNUAL TERMITE WARRANTY
4504-01	Pest Control-Other	OCCUPIED/VACANT UNITS: BEG BUGS, FUMIGATION, ROACH CLEAN OUT, TERMITE WOOD REPAIR, EXTERIOR PEST CONTROL SERVICES (BAIT STATIONS/WASP CONTROL)
4506-00	Tree Trimming/Removal	TREE TRIMMING - TREE REMOVALS - REMOVAL OF DEAD BUSHES
4508-00	Golf Cart Supplies/Repairs	
4509-00	Rec./Fitness Room Repairs	RECROOM, FITNESS ROOM REPAIRS ONLY
4519-01	Exterior Expense	DO NOT USE-MAIN OFFICE USE ONLY
4519-02	Pool/Spa Expense	DO NOT USE-MAIN OFFICE USE ONLY
UTILITY - EXPENSES		
4601-01	Electricity-Common Areas	LAUNDRY, EXT. LIGHTING, REC RM/CLUBHOUSE
4601-02	Electricity-Models	
4601-03	Electricity-Vacant Units	
4601-04	Electricity-Office	OFFICE, MAINTENANCE SHOP
4601-06	Smart Tech Home	DO NOT USE-MAIN OFFICE USE ONLY
4601-07	RUBS-Utility Expense	RECURRING BILLS FROM YES, MINOL, CONSERVICE (CA & TX ONLY)
4602-00	Gas	
4603-00	Water/Sewer	
4603-01	Irrigation	
4604-00	Trash Disposal	RECURRING TRASH BILL & BULK TRASH REMOVAL
4604-01	Valet Trash	AMC, DMC, LGC, MH & OVL & PAR ONLY; RECURRING VALET TRASH SERVICE
4605-00	Cable TV	
4608-00	Utility Bond	

GENERAL & ADMINISTRATIVE - EXPENSE		
4701-00	Telephone/Internet	DO NOT USE-MAIN OFFICE USE ONLY
4702-00	Professional Services	BLUEMOON SOFTWARE ONLINE LEASING; AMA DUES, AAOO DUES, SAAA DUES (Apartment Associations) PARTNER ENERGY (Utility Benchmark), PEAK LIABILITY ONLY INSURANCE (AMC, DMC, LGC, MH, OVL, PAR)
4703-00	Pagers/Answ.Svc.	DO NOT USE-MAIN OFFICE USE ONLY
4703-01	Postage	
4704-00	Office Equipment Lease/Expense	NEW FAX, PHONE, COPIER, PRINTER, TOASTER, KEURIG MACHINE, MICROWAVE, METHOD EXPENSES
4705-00	Office Supplies/Forms	PAPER, TONER, PENS PENCILS, CHAIR, FAN, NAME BADGES/TAGS, TELEPHONE CORDS, CABLE TV CORDS
4706-00	License/Permits	HEALTH PERMITS, BUSINESS LICENSE, ELEVATOR PERMIT, AND ANY OTHER PERMIT/LICENSE.
4707-00	Security Service/Alarms	PATROL SERVICE
4708-00	Travel	DO NOT USE-MAIN OFFICE USE ONLY
4709-00	Credit Check Fees	CREDIT CHECK EXPENSE
4710-00	Legal Fees	LEGAL FEES PERTAINING TO EVICTION, TAX PREPARATION, NOTICES SERVED BY ATTORNEY'S OFFICE.
4711-00	Accounting Fees	DO NOT USE-MAIN OFFICE USE ONLY
4712-00	Property Management Fee	DO NOT USE-MAIN OFFICE USE ONLY
4713-00	Bank Charges	DO NOT USE-MAIN OFFICE USE ONLY
4713-01	CC-Service Fees	DO NOT USE-MAIN OFFICE USE ONLY
4714-00	Laundry Expense	DO NOT USE-MAIN OFFICE USE ONLY
4718-00	Other G&A	GIFT CARDS/FLOWERS TO MGR., NOTARY
4718-01	Charitable Donation	
4718-03	HOA Dues-General/Administrative	LTPT-MH-OVL-PAR
CONTRACTS - MONTHLY/ANNUAL RECURRING		
4761-00	Clubhouse Contract	Coffee Contracts (monthly & extra supplies/services)
4762-00	Landscape Contract	Monthly Only
4763-00	Elevator Contract	DMC/AMC ONLY
4764-00	Pool/Spa Contract	
4765-00	Phone/Internet Contract	MOOD: TEXAS (music & on hold services)
4766-00	Answering Service Contract	
4767-00	Air Scent Mangement	
4768-00	Key System Contract	HANDY TRAC & KEY TRACK
4769-00	Copier Contract & Overages	
4770-00	Package Contract	AMC/DMC/LGC/OVL/PAR
4771-00	Fire Alarm Monitoring Contract	TX ONLY
4772-00	Office Alarm Contract	OFFICE & MAINTENANCE SHOP & MODEL UNIT ALARM CONTRACT
4773-00	Smart Home Contract	LTPT/PKT/DMC/OVL/MH
4774-00	Subscription Contract	DL Baker/DoorKing/ACCESS CONTROL FOR DOORS/CAMERA MONITORING
4775-00	Pool Phone Contract	TX ONLY
4776-00	Boiler Contract	NM/SD/OKR/OAK/PAR
4777-00	Laundry Contracts (CSC/WASH)	CSC/WASH
CAPITAL IMPROVEMENT - EXPENSE		
NEW REPLACEMENT ITEMS & RENOVATION/UPGRADE PROJECTS, INVENTORY ITEMS (MAINTSTK, PROPERTY), BULK ITEMS		
4731-00	Appliances-Cap. Imp.	DO NOT USE-MAIN OFFICE USE ONLY
4731-01	Appliances:Dishwashers-Cap. Imp.	NEW
4731-02	Appliances:Range/Vent/Micro-Cap. Imp.	NEW RANGE, RANGE HOOD, MICROWAVE
4731-03	Appliances:Refrigerators-Cap. Imp.	NEW
4731-04	Appliances:Washer/Dryer-Cap. Imp.	NEW WASHER/DRYER WITH FIXTURE COMPONENTS
4732-00	Building-Cap. Imp.	UPGRADE UNITS. NEW DOORS/CLOSET DOORS, CABINET REPAINTING, MEDICINE CABINETS, MIRRORS, ALL BASEBOARDS, BACKSPLASH, SHOWER CURTAIN ROD, FIXTURES FOR BATHROOM (TOWEL RACK/ETC.) SECURITY CAMERA PURCHASES. UPGRADE EXCEPTIONS: APPLIANCES & FLOORING (capex), INTERIOR PAINTING (turnover expense), RESURFACING (capex)
4732-01	Electrical:Panels/Large Repairs-Cap. Imp.	NEW-MAIN BREAKER, EXT. LIGHTING, GARAGE STRUCTURE LIGHTING - ANY LARGE ELECTRICAL REPAIRS OVER \$1000
4732-02	Electrical:Light Fixtures/Ceiling Fans-Cap. Imp.	NEW LIGHT FIXTURES (KITCHEN/BATHROOM) & NEW CEILING FANS
4732-03	Office/Club House-Cap. Imp.	RENOVATION/UPGRADE, FITNESS EQUIPMENTS, OFFICE ITEMS/REPAIR (RUG, PAINT LOBBY, CHAIRS, DESK, PLANTS FOR OFFICE DÉCOR), MODEL UPGRADES, COMMON AREA UPGRADES
4732-04	Countertop/Resurf-Cap. Impr.	KITCHEN COUNTERS & BATH VANITIES
4732-05	Bathtub/Resurf-Cap. Impr.	TUB/SHOWERS
4732-06	Garage/Carport Reconstruction-Cap. Imp.	NEW GARAGE DOORS & CARPORT REPAIRS OVER \$1000
4732-07	Interior Renovation-Cap	W35/DP - ONLY FULLY RENOVATED UNITS (NEW CABINETS & BATH VANITIES, NEW DOORS/CLOSET DOORS, CABINET REPAINTING, MEDICINE CABINETS, MIRRORS, ALL BASEBOARDS, BACKSPLASH, SHOWER CURTAIN ROD, FIXTURES FOR BATHROOM (TOWEL RACK/ETC.); RENO EXCEPTIONS: APPLIANCES & FLOORING (capex), INTERIOR PAINTING (turnover expense), RESURFACING (capex)
4732-08	Exterior Painting-Cap Imp.	LARGE EXTERIOR PAINT PROJECTS
4732-09	Plumbing-Cap. Imp.	NEW TOILETS, SINKS, FAUCETS, SHOWER FIXTURES, TUB, BULK ANGLE STOPS/SUPPLY LINES, SLAB LEAKS (OVER \$500), RE-PIPING
4732-10	Fireplace Resurf-Cap. Impr.	
4732-11	Siding-Cap. Impr.	
4732-12	Deck Repl. -Cap. Impr.	DECK, LANDINGS, BEAM REPLACEMENTS & PATIO (FLOORING ONLY)
4733-00	Equip/Machinery-Cap. Impr.	DO NOT USE-MAIN OFFICE USE ONLY
4733-01	HVAC-Cap. Imp.	NEW SYSTEM, COMPRESSOR/MOTOR, DUCT WORK
4733-02	Golf Carts-Cap. Imp.	NEW
4733-03	Water Heater/Boilers-Cap. Imp.	NEW
4734-00	Exterior-Cap. Imp.	NEW OUTDOOR BBQ/PITS AND GRILL, NEW GARBAGE BIN DOORS, DOG PARKS, MAILBOXES, PLAYGROUND
4734-01	Gate/Fence & Entry System	NEW MOTOR FOR GATE, REPAIRS, GARAGE DOOR OPENERS/REMOTE
4734-02	Landscaping Upgrades	PROPERTY LANDSCAPING UPGRADE/RENO
4734-03	Paving/Sidewalks-Cap. Imp.	CONCRETE, STEPS, PAVERS - TRIP HAZARD REPAIRS
4734-04	Asphalt/Seal Coat-Cap. Imp.	ASPHALT RELATED CAP IMPROVEMENTS, CURBING, SPEED BUMPS, SLURRY COATING, RESTRIPIING
4734-05	Signage-Cap. Imp.	PROPERTY SIGNS - MONUMENT SIGN & LARGE SIGN PURCHASES.
4735-00	Floor Covering:Carpet-Cap. Imp.	NEW FLOOR COVERING
4735-01	Floor Covering:Vinyl/Ceramic-Cap. Imp.	NEW VINYL/PLANK-TILE, SUBFLOOR
4736-00	Other Capital Improvement	DO NOT USE-MAIN OFFICE USE ONLY
4737-00	Roof-Cap. Imp.	WHOLE ROOF REPLACEMENT & ANY REPAIRS THAT EXCEED \$2500
4738-00	New Window Blinds-Cap Impr.	NEW BLINDS (WHOLE SET), PATIO ROLLER SHADE, PATIO SCREEN DOORS
4738-01	New Windows/Sliding Patio-Cap Impr.	NEW WINDOW RETROFIT, SLIDING PATIO DOORS
4740-00	Fire/Flood/Resident Damage-Cap. Imp.	DO NOT USE-MAIN OFFICE USE ONLY - PROPERTY INSURANCE CLAIMS ONLY
4741-00	Pool/Spa-Cap. Imp.	ANY MAJOR IMPROVEMENTS, NEW MOTOR, HEATER, MISC., POOL FURNITURE (pillows, umbrellas,chairs,tables, etc.)