

## Charge Code Quick Reference Guide

Code	Description	Account Description	GL Account	GL Account Description
<b>Move In/Renewal</b>				
admn	Non ref Admin Fee	Non Refundable Administration Fees	3215-00	Non-Refundable - Admin Fee
amenity	Community Amenity Fee	Community Amenity Fee (Monthly Recurring) (AMC/DMC/LGC/MH/OVL/PAR)	3209-03	Amenity Income
applicat	Application Fee	Application Fees & Credit Checks	3205-00	Application Fee
hudwst	HUD Billbak-Utilities	Billback-Utilities HUD (AZ only)	3218-00	Billback-Utilities HUD
intlbt	Ledger Balance Transfer (INTER)	Ledger Balance Transfer (INTER)	2429-00	Ledger Balance Transfer
mtmrent	Month to Month Premium	Month to Month Additional Rent Charge (Monthly Recurring)	3155-00	MTM Rent
parkgar	Parking/Garage	Parking/Garage/Rental Charge (Monthly Recurring)	3201-00	Parking/Garage
storage	Storage	Storage Rental Charge (Monthly Recurring)	3201-02	Storage
pckginc	Package Income	Package Income (PAR/LTPT/PKT ONLY)	3209-08	Package Income
petdep	Pet Deposit	Pet Deposit	2420-00	Pet Deposit
petfee	Non Refundable - Pet Fee	Non Refundable - Pet Fees	3215-01	Non-Refundable - Pet Fees
petrent	Pet Rent	Pet Rent (Monthly Recurring)	3160-00	Pet Rent
premup	Premium Upcharge	Premium Upcharge	3101-00	Scheduled Gross Rent
remotdep	Remote/Access card Deposit	Remote/Access Card Deposit	2410-01	Remote/Access Card Deposit
rent	Scheduled Gross Rent	Scheduled Gross Rent	3101-00	Scheduled Gross Rent
rubeltrc	RUBS-Electricity	RUBS-Eltrc	3216-00	RUBS-Electricity
rubelvac	RUBS-Electricity Vacant	Electricity-Vacant Units	4601-03	Electricity-Vacant Units
rubgas	RUBS-Gas	RUBS-Gas	3216-01	RUBS-Gas
bbpest	Billback-Pest Control	Billback Pest Control (Monthly Recurring, if applicable)	3222-00	Pest Control
rubtrsh	RUBS-Trash	RUBS-Trash	3216-03	RUBS-Trash
rubtax	RUBS-Tax	Property Tax Charges for water/sewer (DP ONLY)	3216-02	RUBS-Water/Sewer
rubws	RUBS-Water/Sewer	RUBS-Water/Sewer	3216-02	RUBS-Water/Sewer
secdep	Security Deposit	Tenant Security Deposit	2410-00	Tenant Security Deposit
shrtprem	Short Term Lease Premium	Shorty Term Lease Additional Rent Charge (Monthly Recurring)	3155-02	Short Term Premium
trshadm	Trash Administration Fee	Trash Administration Fee (YES/MINOL/CONSERVICE-ALL SITES)	3218-03	RUBS-Admin Fee
valtrash	Valet Trash Service	Valet Trash Service (Phased Out in 2024 - included in amenity fee)	3209-04	Valet Trash Income
washdry	Washer/Dryer	Washer/Dryer Rental Charges (Monthly Recurring)	3203-00	Appliance Income
wst	Billback - Utilities	Billback-Utilities (RUBS) (AZ Only - Monthly Recurring)	3218-00	Billback-Utilities
yardinc	Yard Income	Attached Yard Upcharge (LGC & PAR Only)	3209-06	Yard Income
<b>Move Outs</b>				
cleaning	Apt/Unit Cleaning-Turnover	Cleaning of units upon turnover	3213-01	X-Tenant-Damages
drywall	Drywall Repairs-Turnover	Drywall repairs upon turnover	3213-01	X-Tenant-Damages
floorcap	New Flooring-Turnover	New flooring (carpet, vinyl, tile) charges upon turnover	3213-01	X-Tenant-Damages
flrcov	Carpet Cleaning/Repairs-Turnover	Carpet Cleaning or Repairs charged upon turnover	3213-01	X-Tenant-Damages
forf	Hold Deposit Forfeit	Forfeit/Chargeback Hold Deposit	3209-00	Miscellaneous Income
intpaint	Interior Painting-Turnover	Interior Painting charges upon turnover	3213-01	X-Tenant-Damages
keys	Keys-Turnover	Charges for keys upon turnover	3213-01	X-Tenant-Damages
lock	Locks-Turnover	Charges for locks upon turnover	3213-01	X-Tenant-Damages
misctrn	Damages-Turnover	Any charges for damages to unit not covered under another charge code upon turnover	3213-01	X-Tenant-Damages
pest	Pest Control-Turnover	Pest Control charges upon turnover	3213-01	X-Tenant-Damages
rentleas	Rent Due - Insufficient NTV/Lease Term	Rent Due for remainder of Lease Term and Insufficient Notice to Vacate	3213-00	X-Tenant Recovery
reletfee	Reletting Fee	Reletting Fee (TX Only)	3217-00	Fees - Termination
term	Termination Fee (Lease/MTM)	Lease Break Termination Fees	3217-00	Fees - Termination

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transfer	Transfer Fee	Transfer Fees for Onsite Property Transfers	3215-02	Non-Refundable - Transfer Fee
windcap	New Window Covering-Turnover	New Window Coverings upon turnover	3213-01	X-Tenant-Damages
windcvr	Window Covering Repairs-Turnover	Window Covering repairs upon turnover	3213-01	X-Tenant-Damages
<b>Existing Residents/Other Miscellaneous (Damages/Replacements)</b>				
applcap	New Appliances	New Appliance charged back to resident for replacement (Fridge, Stove, Microwave, Dishwasher, Washer, Dryer)	3203-00	Appliance Income
applanc	Repair/Maint-Appliance	Appliance Supplies for Maintenance and/or Repairs charged back to resident	3203-00	Appliance Income
citytax	City Tax Withholding	City Tax Charges	2309-00	Withhold Tax Payable-City
cntrepar	Countertop Repair/Resurface	Countertop Repairs or Resurfacing charged to current resident	3209-09	C-Res. Damages
doorrep	Door Repair/Supplies	Door Repairs/Supplies charged back to resident	3209-09	C-Res. Damages
doorrepl	Door Replacement	Door Replacement charged back to resident (includes Closet Doors)	3209-09	C-Res. Damages
electric	Electrical	Repairs to electrical wiring charged back to resident	3209-09	C-Res. Damages
extcap	Cap.Imp-Exterior	Exterior Capital Improvements charged back to resident	3209-09	C-Res. Damages
extpaint	Exterior Painting	Exterior Painting charged back to resident	3209-09	C-Res. Damages
fire	Fire Equipment/Smoke Alarms	Fire Equipment/Services/Smoke Alarms charged back to resident	3209-09	C-Res. Damages
flupgrd	Flooring Upgrade	Flooring Upgrade (OAK Only)	3101-00	Scheduled Gross Rent
frplcrep	Fireplace Repairs/Chimney Clean	Fireplace Repairs/Chimney Cleaning charged back to resident	3209-09	C-Res. Damages
grecon	Cap.Imp-Garage/Carport Reconstruction	Garage/Carport Repairs/Reconstruction due to Vendor Damage	4732-06	Garage/Carport Reconstruction-Cap. Imp.
glassrep	Glass Repair/Replacement	Glass Repairs or Replacement charged back to resident	3209-09	C-Res. Damages
glassupp	Glass & Screen Supplies	Supplies for Glass or Screen Repairs charged back to resident	3209-09	C-Res. Damages
halldcp	Clubhouse/Cabana Deposit	Deposit for Clubhouse/Cabana Rentals	2405-00	Clubhouse/Cabana Deposit
hallrent	Clubhouse/Cabana Rental	Rental Fees for Clubhouse/Cabana	3209-10	Clubhouse/Cabana Income
hallrep	Clubhouse/Cabana Cleaning/Repair	Cleaning and/or Repair charges for Clubhouse/Cabana Rental	3209-09	C-Res. Damages
hvac	HVAC	Charges to current residents for HVAC repairs	3209-09	C-Res. Damages
landsca	Landscaping	Charges to current residents for landscaping repairs	3209-09	C-Res. Damages
late	Late Fee	Late Fees for non-taxable properties	3206-00	Late/NSF Fee
latetax	Late Fee (taxable)	Late Fees for taxable properties	3206-00	Late/NSF Fee
legal	Resident Legal Fees	Any legal/notice fees charged by attorney or process server	3209-02	Resident Legal Fees
maintsup	Maint. Supplies/Materials	Charge to current resident for maintenance supplies or materials used	3209-09	C-Res. Damages
miscinco	Misc. Income	Miscellaneous Charges that do not fall into one of the other charge codes	3209-00	Miscellaneous Income
mpi	MP Renters Insurance	Master Policy Renters Insurance Fees (AZ & CA & OAK only)	3225-00	MP Renters Insurance
notice	Notices/Demand Letter/PTP	Notices/Demand Letter/PTP sent to resident by onsite management (Does not include notices sent by legal)	3206-01	Notices/Demand Letter/PTP
nsf	NSF/Returned Check Fee	NSF or Returned Check Fees	3206-00	Late/NSF Fee
patrol	Courtesy Patrol Officer Discount	Courtesy Patrol Officer Discount (Legacy & Overlook Only)	4707-00	Security Service/Alarms
pestres	Pest Control-Current Resident	Charge to current resident for pest control	3222-00	Billback - Pest Control
plumbing	Plumbing	Chargeback for plumbing repairs	3209-09	C-Res. Damages
precorp	Preferred Corporate Discount	Preferred Corporate Discount (TX Only)	3102-01	Monthly Rent Discount
referral	Resident Referral Discount	Chargeback a Resident Referral discount credit	3102-02	Resident Referral Discount
remotes	Garage/Gate Remote Replacement	Charges to current residents for garage or gate remote replacement	3201-01	Remote Income
rescarpe	Carpet Cleaning-Current Resident	Charge to current resident for carpet cleaning	3209-09	C-Res. Damages
resclaim	Resident Damage/Insurance Claims	Charge to current resident damages/renters insurance/MPI Claims	4415-02	Dmg/Ins. Repairs & Income Collected
resclean	Cleaning-Current Resident	Charge to current resident for cleaning	4208-00	Resident Retention
reskey	Locks & Keys-Current Resident	Charge to current resident for new locks or keys	3209-09	C-Res. Damages
resnewbl	New Window Covering-Current Res.	Charge to current resident for new window coverings	3209-09	C-Res. Damages
resnewcp	New Carpet-Current Resident	Charge to current resident for new carpeting	3209-09	C-Res. Damages
resnewvt	New Vinyl/Tile-Current Resident	Charge to current resident for new flooring (vinyl or tile only)	3209-09	C-Res. Damages

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respaint	Painting-Current Resident	Charge to current resident for painting interior	3209-09	C-Res. Damages
respark	Garage/Carport Repairs	Charge to current resident for repairs to garages, carports, fences, gates and/or trash enclosures	3209-09	C-Res. Damages
restrash	Bulk Trash-Current Resident	Charge to current resident for bulk trash	3209-09	C-Res. Damages
reswind	Window Covering-Current Resident	Charge to current resident for window covering repairs or replacement	3209-09	C-Res. Damages
secdepre	X-Tenant Recovery-Current Year	Charge to past resident for payment made on balance owed that was written off (Current Year Move Out)	3213-01	X-Tenant-Damages
tubrepar	Tub Repair/Resurface	Tub Repairs or Resurfacing charged to current resident	3209-09	C-Res. Damages
unautocc	Unauthorized Occupant Fee	Charge to resident for unauthorized occupants	3209-09	C-Res. Damages
unautpet	Unauthorized Pet Fees	Charge to resident for unauthorized pets (TX Only)	3209-09	C-Res. Damages
wstadm	Utility Administration Fee	Charge to current resident for resident billing through RUBS (YES/MINOL/CONSERVICE-ALL SITES)	3218-03	RUBS-Admin Fee
xtenant	X-Tenant Recovery-Past Year	Charge to past resident for payment made on balance owed that was written off (Past Year Move Out)	3213-00	X-Tenant Recovery