Tenant Moves to New Unit

Overview

This document explains the process of moving a tenant from one unit to another.

See Also: Changing a Unit's Ledger #243

Same Ledger (Owner or Property)
If a tenant moves to a new unit within the same ledger, it is a simple matter of changing the unit in the tenant profile. Click on the <<Move Tenant to New Unit>> button and select the new unit from the Find List.

Different Ledger (Owner or Property)
If the unit is owned by a different ledger, several things come into play: the security deposit, unpaid charges owed by the tenant, and rent already paid which may be due to the new ledger.

The first step is to set up a new tenant profile (tenant 2). Assign the new tenant profile to the unit being moved into.

Security Deposit – *see Example 1 following*
1. Do a tenant moveout on tenant 1 to put the deposit money into open credits.
2. Do a transfer open credits to move them from tenant 1 to tenant 2
3. Use the open credits to pay of a security deposit charge for tenant 2
4. Do a bank to bank transfer to get the ledger's money in the right bank.

Unpaid Charges
> If any unpaid charges are due to the new ledger, in AR, Tenant History, void, edit or reverse the charges against tenant 1 and post those charges against tenant 2 using AR, Charge Tenant.
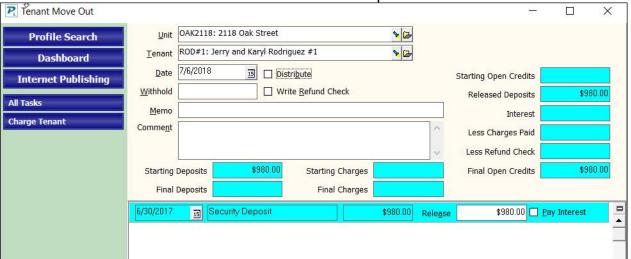
Payments
> If charges were already paid by tenant 1 that resulted in income to ledger 1 that should go to ledger 2, do a journal transfer between the two ledgers.

> ***Example 2***: $400 rent credited to ledger 1 should have been credited to ledger 2. Assume that the $400 rent resulted in a $32 management fee. Enter the following line items in GL, Journal Transfer:

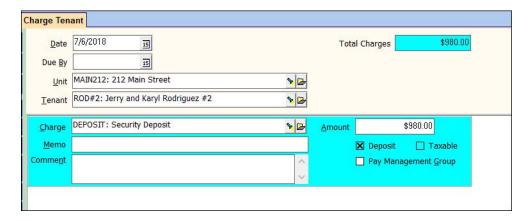|		
Ledger 2	Rent	400
Ledger 1	Rent	-400
Ledger 2	MF Expense	32
Ledger 1	MF Expense	-32

Example 1

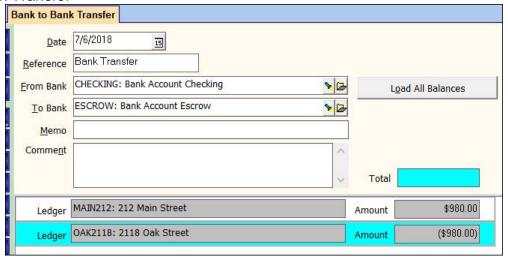1. Use the Tenant Moveout function to release the deposit to the old tenant.

2. AR, Transfer Open Credits

3. Charge new tenant security deposit.

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4. Bank to Bank Transfer

Bank to Bank Transfer

Date	7/6/2018
Reference	Bank Transfer
From Bank	CHECKING: Bank Account Checking
To Bank	ESCROW: Bank Account Escrow
Memo	
Comment	

Load All Balances

Total

Ledger	MAIN212: 212 Main Street	Amount	$980.00
Ledger	OAK2118: 2118 Oak Street	Amount	($980.00)

Example 2

λyton [Owner] Journal Transfer

Date	7/6/2018
Reference	Journal Transfer
Bank	CHECKING: Bank Account Checking
Memo	
Comment	

☒ Cash
☒ Accrual
☒ Modified Cash

Credits	$432.00
Debits	$432.00
In Balance	

Account and Ledger	Debit or Credit	Amount
RENT: Rent	Credit	$400.00
MAIN212: 212 Main Street		
RENT: Rent	Credit	($400.00)
OAK2118: 2118 Oak Street		
MF EXPENSE: Management Fee	Debit	$32.00
MAIN212: 212 Main Street		
MF EXPENSE: Management Fee	Debit	($32.00)
OAK2118: 2118 Oak Street [Unit]	Unit	