Authorization for Tenant Account Adjustments

<table>
<thead>
<tr>
<th>Case Number</th>
<th>Name of Tenant</th>
<th>Collected or Charged</th>
<th>Refund or Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Amount</td>
<td>Period Covered</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Adjustments by refund or credit. For unused portion of rental period.

<table>
<thead>
<tr>
<th>Case Number</th>
<th>Name of Tenant</th>
<th>Account Balance</th>
<th>Summary of Facts and Circumstances</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Amount</td>
<td>Period Covered</td>
</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>

2. Elimination of the unexpended balances or unused portion from year's receipts. Credit accounts as balance.

I have reviewed the above accounts and recommended approval of the indicated adjustments.

Chief Property Officer (signature) Date

Approves Chief Fujisawa Office (signature) Date

Previous editions are obsolete.

1 of 2 5/94
Instructions. This form is to be used by the local office to authorize the
project manager to adjust rental accounts which have been prov-
ningly reviewed and are at need of action.

1. Adjustments by refund or credit.
   Case Number. Give the local office prefix and give the unit number, if any.
   Name of Tenant. Give full name of tenant.
   Credit of Deposit/Refund of Credit. In the appropriate columns give the total amount of rent charged or collected and the period covered; the dollar amount of the refund or credit for the unearned rental charge and the period covered.
   After each case entry use as many lines as necessary and give a complete and concise description of the facts and circumstances requiring and justifying the adjustment.

2. Elimination of uncollected balances of former tenants. In the proper columns give the total amount of the balance owed, followed by the period covered. In the last column give a complete and concise summary of the facts and circumstances requiring and justifying the adjustment by elimination of the account.

3. Signatures. The original and first two copies must be signed and dated by the Chief Property Officer signifying recommendation, and forwarded to the Company Collection Officer for approval. The file copy may be retained.

4. Distribution of copies. The original and first two copies must be sent to the Project Manager, if any, who will attach the original and first copy to the documentation copies of the accounting report which shows the adjustment(s), and keep the last copy in his files. If there is no Project manager, same as original is to be included in Accounting, Mortgage Insurance Accounting. The last (included) copy must be made chronologically in the appropriate Project Manager's Report of Collections file or, if there is no project manager file, in the Property File.