
TENANT ACCOUNTS RECEIVABLE AND DELINQUENCY ANALYSIS REPORT
(Suggested Form)

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INSTRUCTIONS FOR COMPLETING THE
TENANT ACCOUNTS RECEIVABLE AND DELINQUENCY ANALYSIS REPORT

- A. Delinquent Tenant Accounts Receivable. The purpose of this chart is to show delinquent tenant accounts receivable on a quarterly basis over the two-year period preceding the application for coinsurance. The first line should show delinquent tenant accounts receivable as of the date the Form is prepared. The following lines should show accounts receivable at the end of each preceding quarter.
- (1) Enter the date (month and year) when the Form is prepared and the last month of each calendar preceding quarter.
 - (2) Enter the gross potential rent for the last month of each quarter.
 - (3) Enter the amount delinquent 30 days or less as of the last month of each quarter.
 - (4) Enter the amount delinquent more than 30 days as of the last month of each quarter.
 - (5) Enter the total amount delinquent as of the last month of each quarter ((3) plus (4)).
 - (6) Compute the total amount delinquent as a percentage of monthly gross potential rent ((5) divided by (2) times 100%).
- B. Aging of Tenant Accounts Receivable. This chart provides another measure of the effectiveness of project rent collection practices at the time of application. This date should be compiled as of the last day of the month before the Form is completed.
- (1) Enter the names of tenants with accounts delinquent.
 - (2) Enter the current monthly rent for each delinquent tenant.
 - (3) Enter the total amounts delinquent for each tenant and then distribute that total over the three aging categories.

- (4) Summarize the action(s) taken to collect the delinquent rent and/or to evict the tenant.