



Balance Adjustment Form (Correction Form)

Property Name: _____

Resident Name: _____

Address: _____

Explanation of Correction:

Requested by: _____ Date: _____

Executive Staff Approval: _____ Date: _____

Completed by: _____ Date: _____

Instructions: Please fill out what is needed for the correction. Fully explain why the correction needs to take place and attach any back up. The form must be approved by Executive Staff. Accounting will make the correction and return to the Manager. Form shall immediately be placed in the tenant file and remain there as back up to the correction that was made.