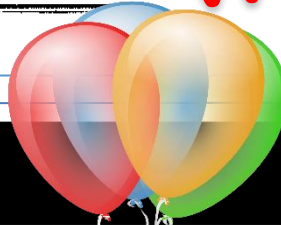


DOMINION REALTY

Weekly



August 24, 2018

HAPPY BIRTHDAY AUGUST BABIES!

100%

Employee Birthday's

- Amanda Prock
- Nakia Holden
- Stephen Wills
- Jonathan Raison
- James Rogers
- Edward Orr



Congratulations!

These properties have achieved 100% occupancy!

(Weeks 8/6/18-8/21/18)

- Heather Heights I
- Heather Heights II
- Heather Heights III
- Austin Village*
- Meadowlands
- Meadows
- Parkview I
- Parkview II
- Stonecrest
- Water Dance II

- Emerson Industrial Park I
- Emerson Industrial Park II

***first time on the list!**

Honorable Mention!

- Water Dance I (99.4%)
- Somerset Place (99.1%)

LOOK!

General Ledger (GL) Codes

As a reminder, when completing the invoices for Credit Reports, these are placed under the GL code for Office Supplies – 6311. Many sites are incorrectly coding these to Other Administrative – 6390. Please ensure all future invoices for Credit Reports are coded to Office Supplies – 6311. Please contact your Regional Director or Accounting if you have any questions.



Hmmmmm.....





By now, most children have gone back to school. Many of us (as students) remember that dreadful feeling of having to get up early, make the school bus on time, etc. after being off for the summer. For most parents though, it may be a different story. I remember my brothers and I were like monkeys bouncing off the ceiling tormenting our poor mother during summer vacation. She must have felt like these fun little memes I found, and I hope you find the humor in them as well!

What 'back to school' means for your mom



HA HA HA!!



TRAINING

As a reminder, if you would like to attend a training seminar or conference, (IAA, AHAIN, INQ, etc.) you must receive Regional Director approval prior to registering for the class/course. Please contact your Regional Director if you have questions.

STANDARD FORMS

By now, most of you are familiar with the different prefixes for our forms. In case you are not sure, or have ever wondered, what the heck is DSUB or DSM, etc.? You're in luck!

DMAR XXX: Forms with a DMAR prefix is generally used by our Conventional properties (although a couple may be used by all.)

DSM XXX: Forms with a DSM prefix is used by all properties.

DSUB XXX: Forms with a DSUB prefix is generally only used by our Affordable (Section 8 and Rural Development) properties.

EIV XXX: Forms with an EIV prefix is used by Affordable (Section 8) properties ONLY.

EMP XXX: Forms with an EMP prefix is used by all. These are employee forms.

RD XXX: Forms with an RD prefix is used by Rural Development (RD) properties ONLY.

LETTERS

LMAR, LDSM, LSUB, LRD: Following the same format above, these letters are also specific or used by all properties.

FORM REVISIONS (All have been uploaded to the Document Server)

All Properties

The ***Final Account Statement (FAS) Worksheet (DSM 225)*** was revised and updated with new Helpful Hints.

Affordable Properties only

Verification of Assets (DSUB 106) was revised to better ask the questions of which assets are jointly owned. The revision will better assist the person completing the form and hopefully will provide more accurate information.

Affordable Properties only

The forms for disclosure of Social Security Numbers appeared to be redundant. These are forms (DSUB 275 & DSUB 280). The forms were revised and are now:

- ***Disclosure of SSN –CURRENT RESIDENT ONLY (DSUB 275)***
- ***Disclosure of SSN- APPLICANT USE ONLY (DSUB 280)***

There are differences in HUD guidelines between applicants and residents. Hopefully, these adjustments will help differentiate these.

New Form:

Affordable Properties only

Due to the increased number of residents driving for a ride hailing (UBER, LYFT) service, we have a new form/questionnaire for the residents and applicants to complete. This will be treated as self-employment income. The form is called ***Ride Hailing (Uber, Lyft, etc.) Certification (LEGAL) DSUB 304***. Please review the form and please reach out with any questions or concerns.



Section 504 Process

As a reminder, at NO time during any part of a Section 504 request for accommodation/modification should information be maintained in the resident file. All Section 504 requests must be maintained in the separate 3 ring binder, even those which are pending approval/denial.

It was discovered recently many were still filing/maintaining these in the resident files. This is circumventing our policy and procedures, regarding Section 504 requests, and where to keep them while waiting on an approval or non-approval.

If unsure of what to maintain in the binder, please refer to Chapter 19 for the standards. If you have additional questions or concerns, please reach out to the Section 504 Coordinators



The last day for FUNDRAISING will be **Friday, November 16, 2018**. There is still ample time to raise monies and have your functions!

If your property has a great idea, please share it with us! We will forward on what is working for you to other properties who may be struggling.

Remember, WE ARE IN THIS TOGETHER,
and WE CAN DO THIS!!!!



The following employees are celebrating an anniversary with Dominion Realty in August 2018!

Sally Williams

Tony White

Ryan Prock

Paula Bullick

Stephanie Capps

Joy Hamlin

Shanelle Drown

CONGRATULATIONS!!!

Any questions regarding the Dominion Weekly should be directed to Jay Fleming at jfleming@dominionrealty.com unless otherwise stated.
