#### SUPERIOR COURT OF THE DISTRICT OF COLUMBIA JUDGE-IN-CHAMBERS

This accounting template is to be used by Receivers appointed in Master-Meter cases heard in Judge-in-Chambers. Accountings should be completed and filed with the Court every 6 months until paid in full, and a final accounting should be filed prior to termination of the receivership. Complete all schedules, following the directions given in each schedule. Then, complete the "Summary Status of Receivership" page. Sign the oath below prior to submission.

Case Number	Number Petitioner		Res	pondent
Accc	unting of			
(First, Second, etc)		(Name of appo	ointed Receiver)	_
For Period beginning		, 20	and ending	, 20
Property Address(es):				
I/we the undersigned, _				
do solemnly swear that	the followi	ng accounting, i	ncluding all schedu	les, is just and true, and
that have bona f	ide paid all	l amounts listed	l as disbursements.	
		Signature:		
		Typed Name:		
	Physi	cal Address:		
	,			
	Telep	hone Number:		
	F-mai	il Address:		
	L-IIIai	ii Auui C33.		
Ва	ar Number	(if attorney):		

#### **SUMMARY STATUS OF RECEIVERSHIP**

Total arrearage and costs in order appointing Recei	ver: <u>\$</u>	
Arrearage remaining at beginning of period: \$ (After the first account, this value must always match the value)	ue given in the most recent a	ccounting)
Arrearage remaining at end of period: \$		
SUMMARY OF TRANSACTIONS	Debit(s) (Receipts)	Credit(s) (Disbursements)
Receipts:		
Total from Schedule "A"		
Collected Rents (Current)	\$	
Total from Schedule "B"		
Collected Rents (Past Due)	\$	
Total from Schedule "C"		
Other Income	\$	
Disbursements:		
Total from Schedule "D"		
Current Utility Bills		\$
Total from Schedule "E"		
Receiver Expenses & Fees		\$
Total from Schedule "F"		,
Payment towards Arrearage		\$
Total from Schedule "G"		_
Payment to Property Owner		\$
Totals: (Columns must agree)	\$	\$
OTHER RELEVANT INFORMATION		
Units with past-due rents (beginning):	Units with past-due rer	nts (end):
Amount of rent past-due (beginning): \$	Amount of rent past-du	ue (end): <u>\$</u>
Comments (if applicable):		
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# SCHEDULE "A" COLLECTED RENTS (CURRENT)

In the table below, list the rents owed and the rents collected in the month due, separated by property address and month. Include pre-paid rents. Separately, indicate the number of occupied units and the number of units that paid in full, by month. *Use a continuation sheet if the receivership is for more than one property.* 

Example for table:

**Rent Collected** 

Rent Owed

123 Main St	reet, Wa	shington, DC January 201 February 20			12,000.00 11,000.00		\$10,500.00 \$ 9,250.00	
					Rent O	wed	Rent Collected	I
					\$		\$	
If continuation shee	et(s) are	used, enter to	otal here.		\$		\$	
Total (carry forward	d to sum	mary)					\$	
Property Address:_								
Occupied Units:	(	, 20)	(	, 20)	(	, 20	)	
	(	, 20)	(	, 20)	(	, 20		
Units Paid in Full:	(	, 20)	(	, 20)	(	, 20	)	
	(	, 20)	(	, 20)	(	, 20	)	

# SCHEDULE "B" COLLECTED RENTS (PAST DUE)

In the table below, list the total rents past due at the beginning of each month and the total past-due rents collected throughout that month. If the Total Past Due has grown, the amount should match the amount that shown as not collected in Schedule A. Separately, describe efforts taken to collect rent, including any actions filed in Landlord & Tenant. *Use a continuation sheet if the receivership is for more than one property.* 

Example for table:

		Total Pa	ast Due	Rent Collected
123 Main Street, Washington	, DC			
Januar	y 2017	\$2,500	.00	\$1,000.00
Februa	ry 2017	\$1,750	.00	\$ 750.00
		Tot	al Past Due	Rent Collected
		\$		\$
If continuation sheet(s) are used, en	ter total here	\$		\$
<b>Total</b> (carry forward to summary)		,		\$
				•
Description of collection efforts:				

## SCHEDULE "C" OTHER INCOME

Other Income

List all non-rent payments and late fees collected each month for each property.

123 Main Street, Washington, DC

Example:

January 2017	<b>\$300.00</b>	
Late Fees	200.00	
Amenities Fees	100.00	
February 2017	\$ 0.00	
		Other Income
		\$
If an all an all and heart follows the second secon		<u></u>
If continuation sheet(s) are used, enter total here		\$
<b>Total</b> (carry forward to summary)		<b>&gt;</b>

## SCHEDULE "D" CURRENT UTILITY BILLS

List all utility bills accrued and due for each month, along with the amounts actually paid. If receivership is for multiple utilities, list each separately.

Example:	Utilities Accrued	<b>Utilities Paid</b>
123 Main Street, Washington, DC		
January 2017	\$2,038.08	\$2,038.08
Electricity	1,010.73	1,010.73
Gas	1,027.35	1,027.35
	Utilities Accrued	Utilities Paid
	\$	\$
		<b>Y</b>
If continuation chaot(s) are used enter total have	ć	<u> </u>
If continuation sheet(s) are used, enter total here	\$	\$
<b>Total</b> (carry forward Paid column to summary)	>	٦

## SCHEDULE "E" RECEIVER EXPENSES & FEES

List all utility bills accrued and due for each month, along with the amounts actually paid. All amounts owed must be for expenses actually incurred, and must be described below.

Example:	Expenses Owed	Expenses Paid
123 Main Street, Washington, DC		
January 2017	\$5,000.00	\$5,000.00
Receivership Fee	250.00	250.00
Attorney Fees	4,750.00	4,750.00
	Expenses Owed	Expenses Paid
	\$	\$
If continuation sheet(s) are used, enter total here	\$	\$
<b>Total</b> (carry forward Paid column to summary)	\$	\$
Description of foce and owners		
Description of fees and expenses:		
		<del></del>
		<del></del>
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		<del></del>

#### SCHEDULE "F" PAYMENT TOWARDS ARREARAGE

Payment

List the amount paid each month towards the arrearage subject to receivership. *Use a continuation sheet if the receivership is for more than one property.* 

Example:

123 Main Street, Washington, DC	
January 2017	\$1,000.00
	Payment
	\$
	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
If continuation sheet(s) are used, enter total here	 \$
Total (carry forward to summary)	\$
SCHEDULE "G	â"
PAYMENT TO PROPER	TY OWNER
List the amount paid each month to the property owner	r. Use a continuation sheet if the
receivership is for more than one property.	
Example:	Payment
123 Main Street, Washington, DC	¢4 000 00
January 2017	\$1,000.00
	Payment
	\$
If continuation shoot(s) are used extent total barre	ė
If continuation sheet(s) are used, enter total here	 \$
Total (carry forward to summary)	<b>&gt;</b>