**NSF/Returned Check Fees:**

An NSF (Non-Sufficient Funds) or “returned” check is a check that is sent back to the community for nonpayment because there is not enough money in the bank to pay for or cover the amount designated on the check. If a resident’s payment does not clear the bank due to non-sufficient funds, your accountant will be notified and reverse the amount in Yardi. You will need to check Yardi on regular basis for any checks returned. (See below for instructions on how to check for NSF and how to post NSF).

You are to immediately send resident notification of the NSF check and charge the resident the appropriate NSF fee based on your property. Remember: If the NSF check is not replaced with certified funds (cashier’s check or money order) before the end of the grace period, you will also charge the resident a late fee. Following any additional grace period, failure to pay balance can result in the property filing eviction and charging appropriate fees associated.

**How to check for NSF:** Open Roles on left hand side (gray vertical bar) and select Payment Processing Admin. Make sure Property list current property you are checking. Adjust date range from 1st of the month to current date. Select “Go”. If there are any NSF receipts they will appear under Alerts.

**How to post NSF:** Select resident and go into their ledger. Select the Control Number for the item you need to NSF. Click NSF. Insert Payer Fee of $35. Change charge code to NSF. Enter notes and Post/Apply NSF.