

GL Codes - Property Management (Form)

Account Code	Account Code Description	Note
EXPENSES [4]		
4101000 Utilities		
Restricted - Do not Use		
4101050	Gas - Vacant	
4101100	Gas - Common	
4101200	Electricity - Vacant	
4101250	Electricity - Common	
4101350	Water	
4101400	Sewer	
4101445	HVAC	
4101500	Utility Processing Fee	Pay Lease
4102000 Administrative		
Restricted - Do not Use		
4102020	General Manager Payroll	Including Temp Services
4102040	Assistant Manager Payroll	Including Temp Services
4102080	Security Payroll	
4102105	Automotive Allowance	
4102110	Housing Allowance	
4102120	Applicant Screening	
4102140	Bank Charge	
4102150	Payment Processing Fee	Pay Lease
4102160	Credit Card Fee	
4102180	NSF Charge	
4102200	Copy Paper	Printing/copy paper only
4102220	Office Supply	All but copy paper
4102230	Printer Ink/Toner	
4102240	Printing & Stationary	
4102260	Postage	
4102280	Dues & Subscription	Apartment Association, BBB, Chamber of Commerce, etc.
4102290	Lease Software	BlueMoon
4102300	Office Equipment Maintenance	Service and repair of any office equipment
4102320	Computer Software	Microsoft Office, Adobe, Control 4, Kaba ,etc.
4102340	Property Management Software	Rent Manager
4102360	Telephone Expense	
4102380	Cable Expense	
4102400	Internet Expense	
4102420	Cell Phone Expense	
4102460	Answering Service	SightPlan, RealPage
4102480	Uniform	
4102500	Employee Relation	Meals & Entertainment
4102540	Recruiting	Job advertising
4102560	Training	QUE Training & Development & AA
4102570	Air Travel Reimbursement	Airline tickets and baggage
4102580	Automotive Mileage Reimbursement	
4102600	Lodging Reimbursement	Hotel rooms
4102605	Meals Reimbursement	Per diems
4102610	Rental Car Reimbursement	
4102615	Parking & Toll Fee Reimbursement	
4102640	Collection Fee	
4102650	Towing	Cost to remove or tow a vehicle, trailer, etc.
4102660	Residential Legal	Eviction and Lease related legal expenses
4102680	Permit	Pool permit, signage permit and etc.
4102700	Leased Equipment	Leased copy machine, etc.
4102710	Office Services	Document destruction, water cooler, etc.
4102740	Renters Insurance	AssetProtect
4102900	Other Administration	Season decorations and small décor purchases
4103000 Marketing		
Restricted - Do not Use		
4103020	Leasing Payroll	Including Temp Services
4103060	Leasing Commission	

4103150	Brochures & Flyers	Property Brochure, printed flyers, post cards, etc.
4103175	Promotional Material	Other marketing materials, photos, videos, etc.
4103200	Newspaper & Magazine	
4103250	Billboard, Radio & TV	
4103300	Temporary Signage	
4103350	Model Unit Decoration	
4103400	Website Management	
4103450	Internet Advertising	
4103500	Search Engine Marketing	MultiFamily Traffic, FaceBook, Instagram, Google Ads, etc.
4103525	Lead Tracking	I Love Leasing
4103550	Resident Referral	
4103600	Third Party Referral	Realtors, relocation companies and etc.
4103650	Resident Relations	Move in gifts, resident events, coffee service and etc.

4104000 Contract Service	Restricted - Do not Use
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4104050	Alarm Contract	Office and all other buildings alarms
4104100	Security Contract	Patrol services
4104150	Fire Protection	Sprinkler systems & phone lines
4104200	Common Area Cleaning	Office, clubhouse & hallways
4104275	Floor Mats & Laundry	
4104300	Landscaping & Grounds Contract	
4104320	Landscaping - Interior	
4104350	Unit Furniture Rental	
4104400	Unit Washer / Dryer Rental	
4104450	Pest Control & Extermination	
4104500	Trash Removal	
4104525	Valet Trash Services	
4104550	Pool Service	
4104600	Snow Removal	
4104650	Pond / Fountain Maintenance	
4104700	Elevator Service Contract	
4104750	Window Cleaning	
4104800	HVAC Service Contract	
4104815	Trash Outs	By third party
4104830	Furniture Moving	By third party

4105000 Maintenance Repair	Restricted - Do not Use
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4105020	Service Technician Payroll	Including Temp Services
4105040	Grounds Maintenance Payroll	Including Temp Services
4105060	Janitorial Payroll	Including Temp Services
4105080	Pool Service Payroll	Including Temp Services
4105100	Bonus - Maintenance	
4105130	Alarm Repair	
4105160	Exterior Maintenance & Repair	Gutter, vent and power wash; trim and siding repair
4105190	Interior Maintenance & Repair	Interior trim and cabinet repair
4105220	Amenity Repair	
4105250	Carpet Cleaning	Common areas and occupied units (including renewals)
4105260	Carpet Repair	Common areas and occupied units (including renewals)
4105270	Tile / Flooring Repair	< or = \$500 per unit
4105280	Drywall & Paint Repair	< or = \$500 per unit
4105310	Electrical Repair	< or = \$500 per unit
4105340	Equipment Rental	
4105370	Appliance Repair	
4105400	HVAC Repair	< or = \$500
4105460	Locksmith	
4105470	Bath Fixture Resurfacing	Sink, tub and counter resurfacing
4105480	Kitchen Fixture Resurfacing	Sink and counter top resurfacing
4105490	Paving / Concrete / Striping	< or = \$500
4105520	Plumbing Repair	< or = \$500 per unit
4105550	Pool Repair	< or = \$500
4105580	Roof Repair	< or = \$500
4105590	Signage Repair	< or = \$500
4105610	Auto Maintenance	
4105640	Water Extraction	

4105670	Window & Glass Repair	< or = \$500 per unit
4105680	Door Repair	< or = \$500 per unit
4105730	Tools & Equipment Maintenance	< or = \$500
4105900	Other Repair	

4106000 Maintenance Supply		Restricted - Do not Use
4106030	Cleaning Supply	< or = \$500 per unit
4106060	Countertop Supply	< or = \$150 per unit
4106090	Electrical Supply	< or = \$150 per unit (Including all batteries)
4106120	Exterminating Supply	Mouse traps, bug sprays and etc.
4106150	Fire Suppression Supply	< or = \$150 per unit (Fire Extinguishers)
4106180	Smoke Detector Supply	Smoke and CO detectors
4106210	Carpentry Supply	< or = \$500 per unit (including towel bars, door stops/hindges)
4106220	Drywall Supply	Drywall, drywall nails and screws, drywall tape/mud and etc.)
4106240	Painting Supply	All but turnover related (paint, caulk, kilz, primer, brushes and etc.)
4106270	HVAC Supply	
4106300	Air Filter Supply	
4106330	Landscaping Supply	
4106360	Lights & Lamps Supply	Small light fixtures (under \$150), all light bulbs
4106370	Door Supply	Doors < or = \$150 per unit; hardware and interior doors/slabs
4106390	Lock & Key Supply	All deadbolts, door knobs, mailbox locks (inetrior and exterior)
4106400	Window/Glass Supply	Windows < or = \$150 per unit; hardware
4106420	Plumbing Supply	
4106450	Appliance Supply	Only appliance parts
4106480	Cabinet Supply	< or = \$150 (Only for cabinet parts, single doors and etc.)
4106510	Snow Removal Supply	Salt, shovels, gloves, salt spreaders and etc.
4106540	Pool Supply	
4106570	Pond / Fountain Supply	
4106600	Blind & Shade Supply	Repair parts, not replacement
4106630	Toilet Seat Supply	Toilet seats and parts for toilet seats
4106900	Other Supply	

4107000 Unit Turnover		Restricted - Do not Use
4107100	Unit Carpet Cleaning	
4107300	Unit Cleaning	
4107400	Unit Painting	Unit turnover painting labor only
4107500	Unit Painting Supply	Unit turnover paint supplies only (paint, brushes, pans and etc.)
4107900	Other Unit Turnover	Vacant carpet repairs or dyes, other turnover related items

ASSETS (CAPITAL) [1]		
1109000 Land Improvement		Restricted - Do not Use
1109060	Water Line Improvement	Outside of the building
1109070	Sewer Line Improvement	Outside of the building
1109080	Gas Line Improvement	Outside of the building
1109100	Drainage Improvement	Or replacement
1109150	Landscaping Improvement	Or replacement
1109200	Irrigation Improvement	Or replacement
1109250	Pool Improvement	Or replacement
1109300	Tennis Court Improvement	Or replacement
1109350	Playground & Picnic Area Improvement	Or replacement
1109400	Asphalt Improvement	Or replacement
1109450	Common Lighting Improvement	Or replacement
1109500	Concrete Improvement	Or replacement
1109550	Fencing Improvement	Or replacement
1109600	Retaining Wall Improvement	Or replacement
1109650	Signage Improvement	Or replacement
1109900	Other Land Improvement	Or replacement

1111000 Exterior Improvement		Restricted - Do not Use
1111050	Exterior Improvement	Façade, trim, siding, etc.
1111100	Deck & Balcony Improvement	Or replacement
1111150	Carport Improvement	Or replacement
1111200	Exterior Painting	
1111250	Masonry Improvement	Or replacement
1111300	Exterior Plumbing Improvement	Or replacement
1111350	Exterior Electrical Improvement	Or replacement

1111400	Roof Replacement	
1111450	Window Replacement	
1111500	Door Replacement	
1111550	HVAC Replacement	
1111600	Exterior Lighting Improvement	Or replacement on the building:
1111650	Exterior Stairway Improvement	Or replacement
1111900	Other Exterior Improvement	Or replacement

1112000 Interior Improvement	Restricted - Do not Use
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1112050	Interior Improvement	Rehab units or common area improvement related
1112150	Cabinet Replacement	All cabinets (kitchen, bath, medicine cabinets)
1112250	Countertop Replacement	
1112300	Flooring - Carpet Replacement	
1112350	Flooring - Vinyl / Wood Replacement	
1112375	Blind & Shade Replacement	Full sets of blinds only
1112400	Interior Plumbing Replacement	Kitchen and bath sinks, toilets, tubs, surrounds and etc.
1112450	Interior Electrical Replacement	Electrical panels and other
1112500	Interior Lighting Replacement	Light fixtures over \$150
1112550	Interior Stairway Replacement	Or improvement
1112600	Amenity Improvement	Or replacement
1112700	Elevator Improvement	Or replacement
1112800	Tenant Improvement	Or replacement
1112900	Other Interior Improvement	Or replacement

1113000 Furniture & Equipment	Restricted - Do not Use
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1113040	Machinery & Equipment	New install or replacement
1113060	Refrigerator	New install or replacement
1113090	Range	New install or replacement
1113100	Range Hood	New install or replacement
1113120	Dishwasher	New install or replacement
1113150	Microwave	New install or replacement
1113180	Garbage Disposal	New install or replacement
1113190	Smoke Detector	New install or replacement
1113210	Water Heater	New install or replacement
1113240	Washer	New install or replacement
1113270	Dryer	New install or replacement
1113300	Amenity Furnishing	New install or replacement
1113330	Model Furnishing	New install or replacement
1113360	Pool Furniture	New install or replacement
1113390	Fitness Center Equipment	New install or replacement
1113420	Tanning Bed	New install or replacement
1113450	Tools & Equipment	New install or replacement
1113480	Golf Cart	New install or replacement
1113510	Computer	New install or replacement
1113540	Copier / Printer	New install or replacement
1113600	Corporate Office Furniture & Fixtures	New install or replacement
1113660	Office Equipment	New install or replacement
1113700	Office Tenant Improvements	New install or replacement
1113720	Architectural Fees	
1113750	Computer Software	
1113780	Cellular Phone Purchase	
1113820	Web Page Design	
1113850	Signage	
1113900	Other Furniture and Equipment	