



# Tenant Charge Adjustment Form

**Date Submitted:** \_\_\_\_\_ **Month Being Adjusted:** \_\_\_\_\_

\_\_\_\_\_  
Tenant Name Complete Street Address (including suite number if applicable)

| Current Rent | Adjusted Rent |
|--------------|---------------|
| \$           | \$            |

**Difference:** (Specify if it is a credit or a debit)  
Credit \$  
Debit \$

**Amount Paid**  
\$

**All Documents Received**     YES     NO  
**All Signatures Provided**     YES     NO  
If **NO**, which paperwork is pending:

**Comments:**

**Administration Support:** \_\_\_\_\_  
**Charge Completed in Spectra by:** \_\_\_\_\_  
**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Date Posted in Spectra:** \_\_\_\_\_