

LESEDI LOCAL MUNICIPALITY

STANDARD OPERATING PROCEDURES
FOR REVENUE MANAGEMENT – RENTAL STOCK MAINTENANCE
(2013/2014)

NR	PROCEDURE	FREQUENCY	RESPONSIBLE PERSON
	Rental stock maintenance		
1	Create accounts for rental stock as soon as the contracts are received from respective departments (DP, Community services)	On going	Debtors Clerk
	From the land register and investment property register, identify property held for rental		
	Liaise with the Legal Unit to ensure that a rental contract is in place		
	Gauteng Rental Tribunal to be consulted! (Reminder)		
2	Ensure that accounts for rental stock are levied with rental fee	Monthly basis	Debtors Clerk
3	Perform monthly reconciliation for all rental stock accounts and reviewed by senior	Monthly basis	Debtors Clerk

APPROVAL OF SOP

SIGNATURE : LINE MANAGER

DATE

SIGNATURE : HEAD OF DEPARTMENT

DATE