

**10.24 Property management cash receipts.**

(a) If a property manager chooses to accept cash, he or his designee must prepare a legible written receipt for any cash funds received under a property management agreement or from a prospective tenant. A copy of the receipt must be maintained in the property manager's records. Cash receipts must be consecutively pre-numbered, be printed in at least duplicate form and must contain:

- (1) The date of receipt of cash funds;
- (2) The amount of the funds;
- (3) The reason for payment or collection of the funds received;
- (4) The identity of the property for which the cash funds were received;
- (5) The tenant's name;
- (6) The payer of the funds if different than the tenant;
- (7) The payee of the funds; and
- (8) The name and signature of the individual who actually received the cash and prepared the receipt.