



## Sandstone Housing

8500 Menaul Blvd. NE

Suite A-420

Albuquerque, NM 87112

Phone: 505-821-0193

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### Resident Rent Receipts

- All rent receipts issued to the resident must be issued from OneSite.
- In certain situation, such as computer problems or a long line, you are permitted to make a copy of the money order, sign and date it and give the resident the copy as a receipt. Please remember to give the resident an actual OneSite receipt as soon as you have time.
- Issuing a receipt from a receipt book is never permissible.