

## Managers' Report

Property Name

Completed as of Date, Year

### 1. Arrears:

| Unit | Current Month-End                  | Previous Month-End                  | Details                                                                                                                                                                                                        |
|------|------------------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | Previous amount of 30 days or more | Add amounts from 0-30 plus 31+ days | <ul style="list-style-type: none"><li>• Why are they in arrears?</li><li>• What are we doing to collect arrears?</li><li>• When was notice sent; what was sent?</li><li>• When will payment be made?</li></ul> |

### 2. Vacancies:

| Unit | Vacating Member | Move Out Date | New Member | Move In Date |
|------|-----------------|---------------|------------|--------------|
|      |                 |               |            |              |

Work completed or required on unit turnovers:

Notes:

- Whether leases are signed
- If there are no incoming tenants
- Property Manager is showing the units (day and time)
- Called through the waiting list
- What is being done to market the unit?

### 3. Noteworthy Maintenance Items:

### 4. Inspections/Deficiencies:

Inspections:

- Who completed the inspection? (contractor)
- What was the Inspection? (i.e. annual sprinkler inspection, quarterly fire extinguisher inspection)
- When was it completed? (month, year)
- What was the cost? (for a total/estimated cost of \$)

Deficiencies:

- Did we pass the inspection? If not, what are the deficiencies?
- What will be the cost to complete the deficiencies?
- When will the deficiencies be completed?

**5. Recommendations/Actions:**

- Replacement or Repairs
- Reducing the rent
- Other recommendations (maintenance, capital, finance, etc.)

**6. Capital Project**

- Updates on ongoing capital projects, with a financial capital report
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**7. Overall Observations**

- Strengths of the organization
- Weaknesses of the organization
- Opportunities in the community/government/partners/clients
- Threats in the community/government/partners/clients