**Managers’ Report**

Property Name

Completed as of Date, Year

1. **Arrears:**

|  |  |  |  |
| --- | --- | --- | --- |
| Unit | CurrentMonth-End | PreviousMonth-End | Details |
|  | Previous amount of 30 days or more | Add amounts from 0-30 plus 31+ days | * Why are they in arrears?
* What are we doing to collect arrears?
* When was notice sent; what was sent?
* When will payment be made?
 |

1. **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?
1. **Noteworthy Maintenance Items:**
2. **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?
1. **Recommendations/Actions:**
* Replacement or Repairs
* Reducing the rent
* Other recommendations (maintenance, capital, finance, etc.)
1. **Capital Project**
* Updates on ongoing capital projects, with a financial capital report
1. **Overall Observations**
* Strengths of the organization
* Weaknesses of the organization
* Opportunities in the community/government/partners/clients
* Threats in the community/government/partners/clients