**[COMPANY NAME]**

# Weekly Property Report

| **Property:** | **Week Ending** | **Rating:** |
| --- | --- | --- |
| **PROPERTY EXTERIOR:** |
|  |
|  |
|  |
| **Pool/Recreation Facilities:**  |
|  |
|  |
| **MAINTENANCE:** |
| **Boiler Room (monthly inspection):**  |
|  |
|  |
|  **Maintenance Shop (weekly inspection):**  |
|  |
|  |
|  |
| **COMMON AREAS:** |
| **1. Hallways/Corridors/Stairways**  |
| **2. Laundry Rooms**  |
| **3. Storage** |
| **4. Lobby** |
| **5. Elevators** |
| **6. Garages** |
| **Management and Office Administration:**  |
|  |
|  |
|  |
| **Office Supplies Ordered/Reviewed:**  |
|  |
|  |

| **Apartment Inspections: # Pre-vacate: # Move-out:**  |
| --- |
|  |
|  |
|  |
| **Delinquent Rents:**  **TOTAL #: \_\_\_\_\_\_\_ TOTAL $:**  |
| **Military #: Military $** |
| **Employee #: Employee $:** |
| **Other #: Other $:** |
| **VACANCY:** |
|

| **Unit Size** | **# Now** | **# Future** | **# Rent Ready** |
| --- | --- | --- | --- |
| **EFF** |  |  |  |
| **Jr. 1 BR** |  |  |  |
| **1 BR** |  | **1** |  |
| **1 BR/Den** |  |  |  |
| **2 BR** | **2** |  | **2** |
| **2 BR/Den2 Bath** | **1** |  | **1** |
| **3 BR** |  |  |  |
| **3 BR/Den** |  |  |  |
| **TOTALS:** | **3** |  |  |

**Weekly Leasing Goal #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Overall Property Leased %: \_\_\_\_\_** **Total Leased #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Overall Property Occupancy %: \_\_\_\_\_\_\_\_\_\_\_** |
| **Staff/Safety Meetings:**  |
|  |
|  |
|  |
| **Resident Issues:**  |
|  |
|  |
|  |
|  |

| **Miscellaneous Comments/Ideas:** |
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|  |
|  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Property Manager Date** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Regional Manager Date** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Vice President of Residential Properties Date****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Attachment Checklist:

* Weekly Maintenance Report (prior week)
* Target/Show List
* Staff Meeting Agenda List
* Marketing Effort Report (if leased % is below 95%)
* Twice-weekly Pool Inspection Report

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