**[COMPANY NAME]**

# Weekly Property Report

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