



# Monthly Property Management Department Report

To: Todd Stoughton  
Interim City Manager

Date: October 10, 2024

From: Gary Moreira  
Senior Property Manager

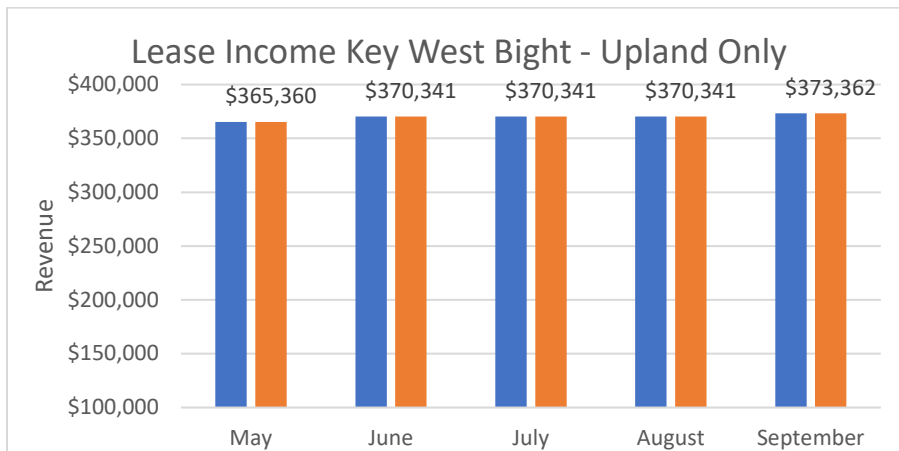
Subject: September 2024 Property Management Report

## Property Management

Rent Collections –

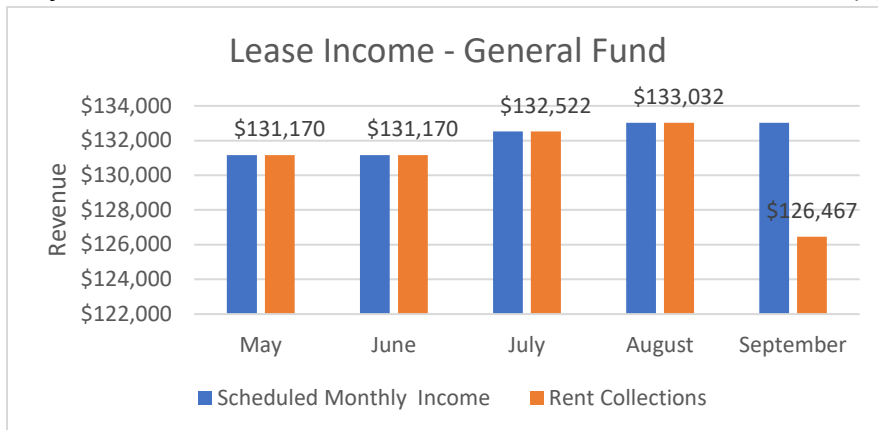
Projected Income - \$373,362

Collected - \$373,362



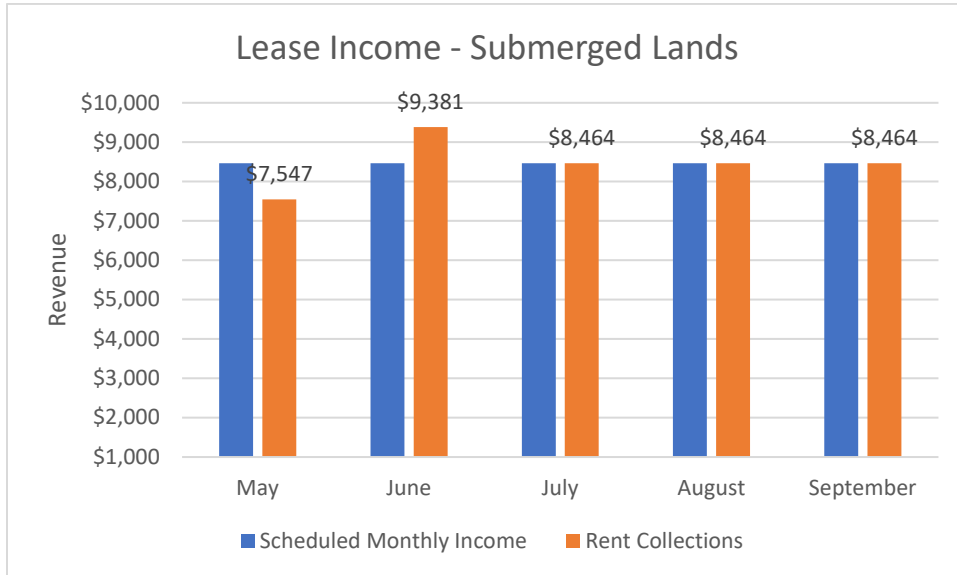
Projected Income – \$133,032

Collected - \$126,467(1)



Projected Income – \$8,464

Collected – \$8,464



(1) Shortfall from late Payment by A-1 Boatyard.

Leases/Licenses Renewed, Amendments/Executed	4
Records Request/Research	4
Yardi & Maintain X database Import	8
Gross Sales data entry to Yardi	0
Leases/Licenses drafted	6
Leases/Agreements Reviewed	13
Rent Collected	See tables
Default Notices/Collection Calls	2
Tenant meetings	5
Tenant Complaints received	0
Property Maintenance requested	3
Lease Language Modifications	2
Public Notices Published	1