



Monthly Property Management Department Report

To: Brian L. Barroso, City Manager

Date: May 8, 2025

From: Gary Moreira, Senior Property Manager

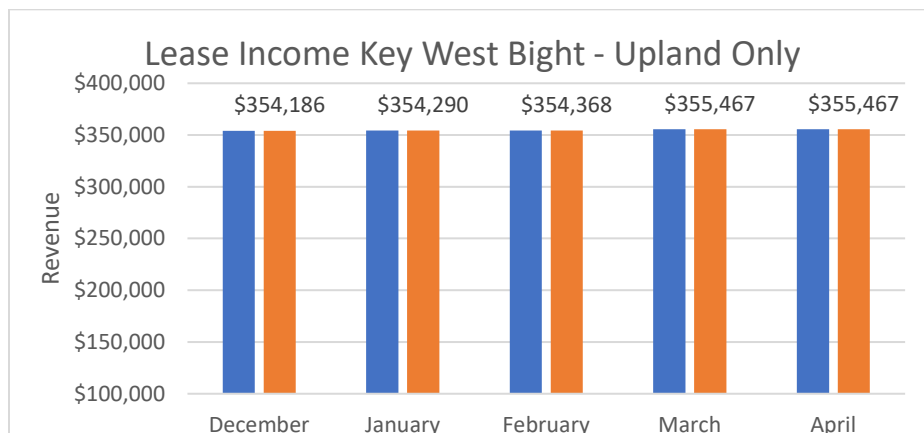
Subject: April 2025

Property Management

Rent Collections –

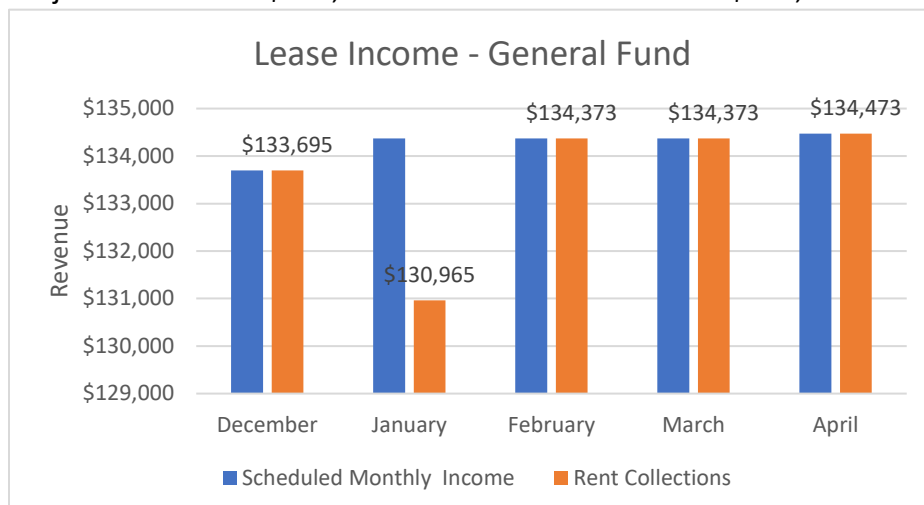
Projected Income - \$355,467

Collected - \$355,467



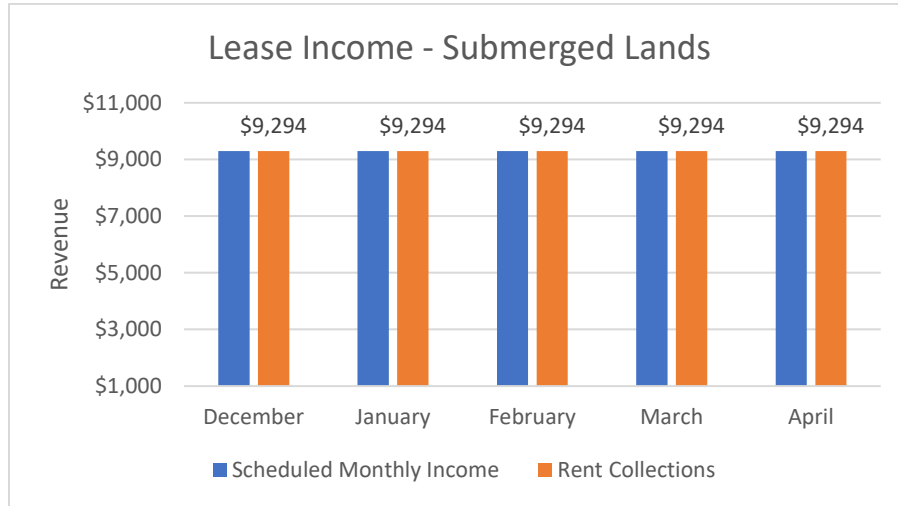
Projected Income – \$134,3473

Collected - \$134,473



Projected Income – \$9,294

Collected – \$9,294



Leases/Licenses Renewed, Amendments/Executed	3
Records Request/Research	3
Yardi & Maintain X database Import	6
Gross Sales data entry to Yardi	0
Leases/Licenses drafted	1
Leases/Agreements Reviewed	11
Rent Collected	See tables
Default Notices/Collection Calls	1
Tenant meetings	5
Tenant Complaints received	1
Property Maintenance requested	3
Lease Language Modifications	0
Public Notices Published	5
RFP Selection	0