



Monthly Property Management Department Report

To: Todd Stoughton
Interim City Manager

Date: August 8, 2024

From: Gary Moreira
Senior Property Manager

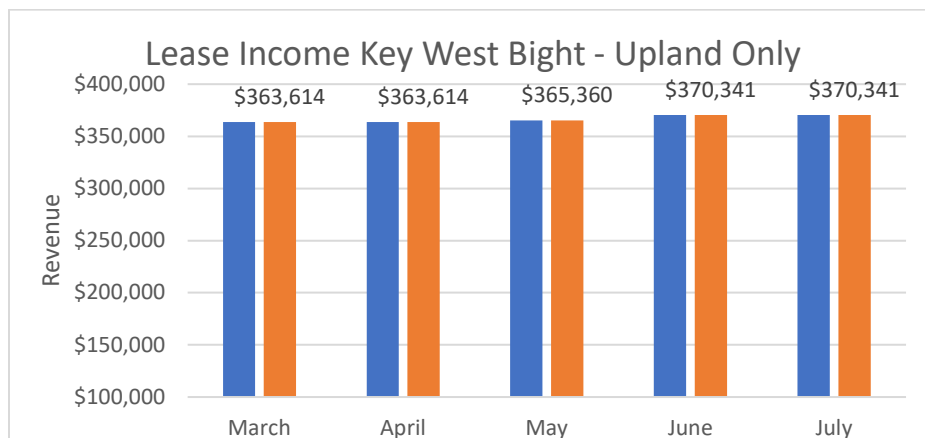
Subject: July 2024 Property Management Report

Property Management

Rent Collections –

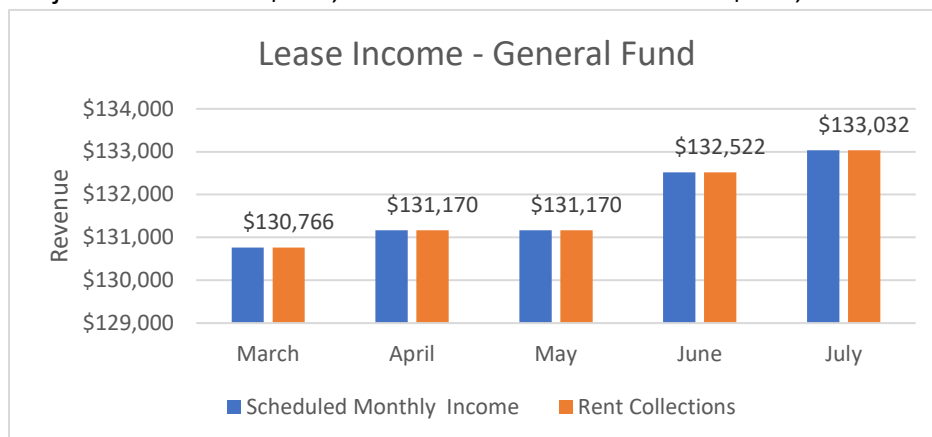
Projected Income - \$370,341

Collected - \$370,341



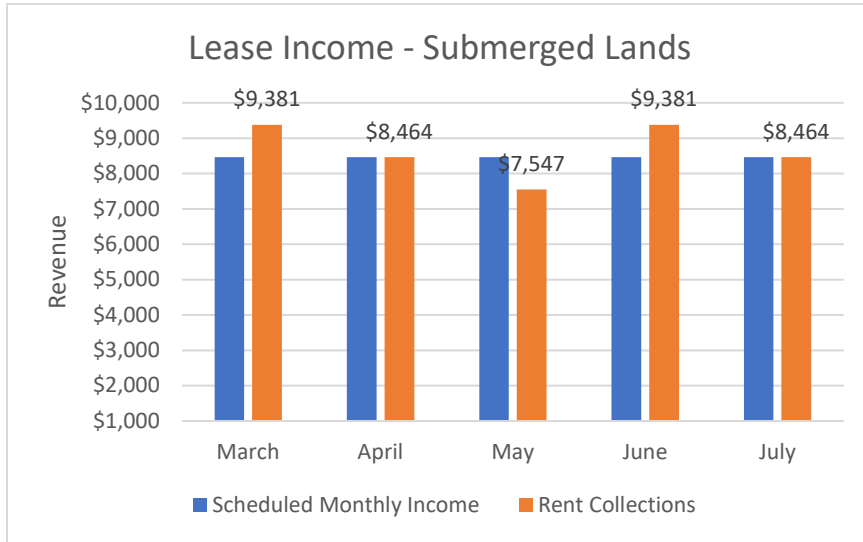
Projected Income – \$133,032

Collected - \$133,032



Projected Income – \$8,464

Collected – \$8,464



Leases/Licenses Renewed, Amendments/Executed	1
Records Request/Research	4
Yardi & Maintain X database Import	3
Gross Sales data entry to Yardi	8
Leases/Licenses drafted	8
Leases/Agreements Reviewed	19
Rent Collected	See tables
Default Notices/Collection Calls	1 (B.O.'s Fishwagon)
Tenant meetings	6
Tenant Complaints received	2
Property Maintenance requested	0
Lease Language Modifications	2
Public Notices Published	0