



Monthly Property Management Department Report

To: Albert P. Childress
City Manager *AKS*

Date: October 12, 2023

From: Gary Moreira
Senior Property Manager

Subject: September 2023 Property Manager Report

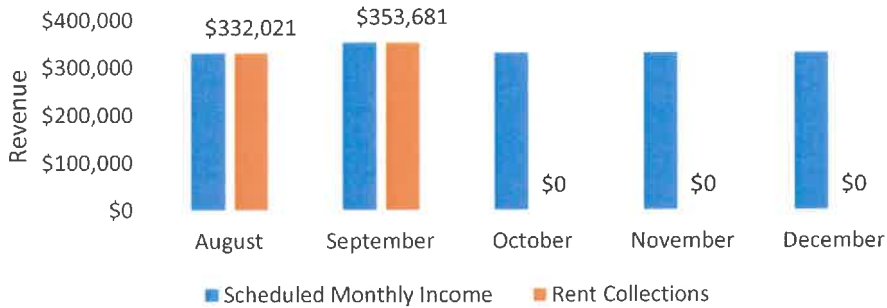
Property Management

Rent Collections – Note: tables have not included percentage rent estimates from percentage rent vs. base rent paying tenants. Table for percentage rent will be shown in November report.

Projected Income - \$353,681

Collected - \$353,681

Lease Income Key West Bight - Upland Only



Projected Income – \$129,978

Collected - \$125,240*

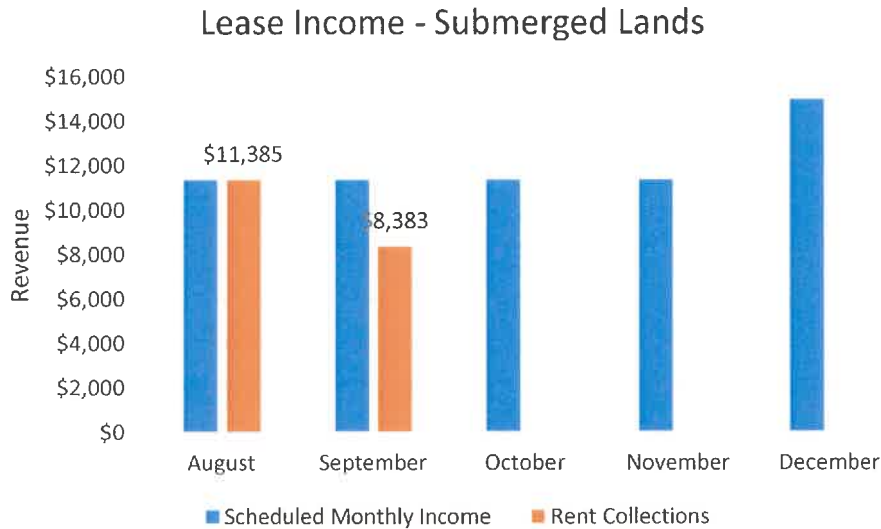
Lease Income - General Fund



***Shortfall collected at time of this report.**

Projected Income – \$11,385

Collected – \$8,383*



***Shortfall due to late payment by new corporate ownership of Garrison Bight Marina and new payment process and late payment by SBY, Key West, LLC. Collected by 10/5**

Leases Renewed/Executed	2
Records Request	0
Yardi database Import	13 updated records
Gross Sales data entry to Yardi	9
Leases drafted	2
Leases Reviewed	18
Rent Collected	See tables
Default Notices/Collection Calls	6
Tenant meetings	11
Tenant Complaints received	2 Roof leaks
Property Maintenance requested	4 (From site inspections)
Lease Language Modifications	0