



Monthly Property Management Department Report

To: Brian L. Barroso, City Manager

Date: October 23, 2025

From: Gary Moreira, Senior Property Manager

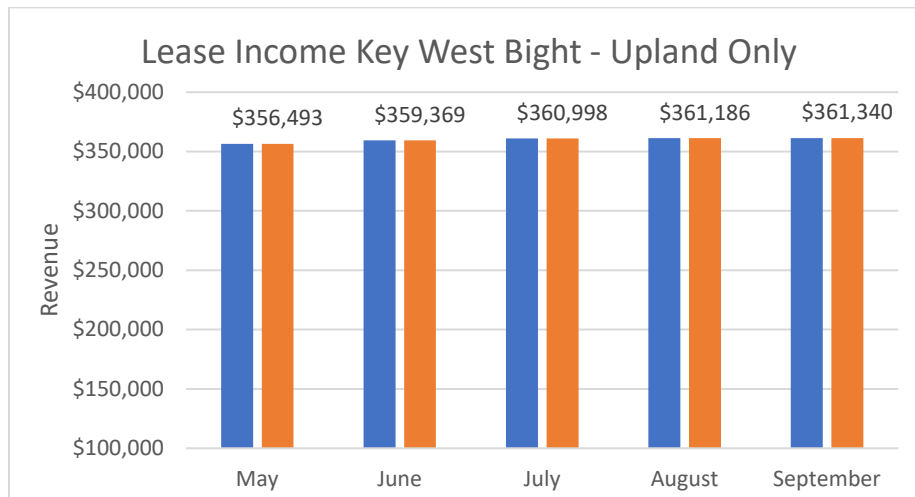
Subject: September 2025

Property Management

Rent Collections

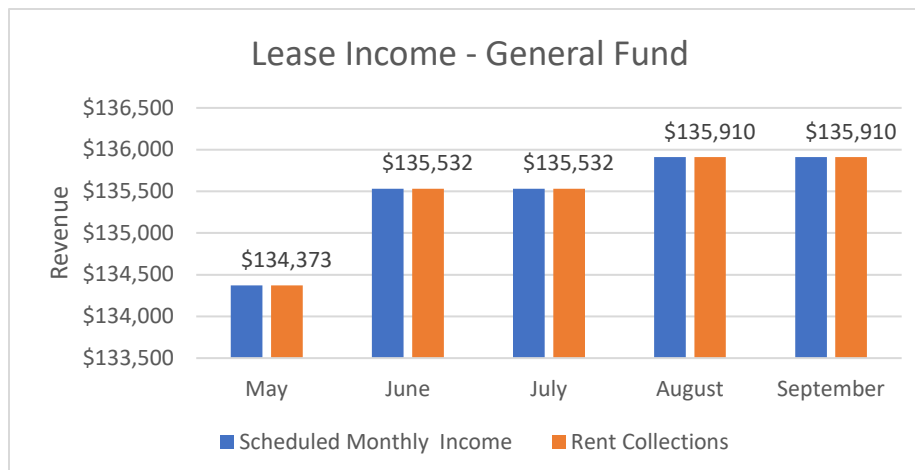
Projected Income - \$361,340

Collected - \$361,340



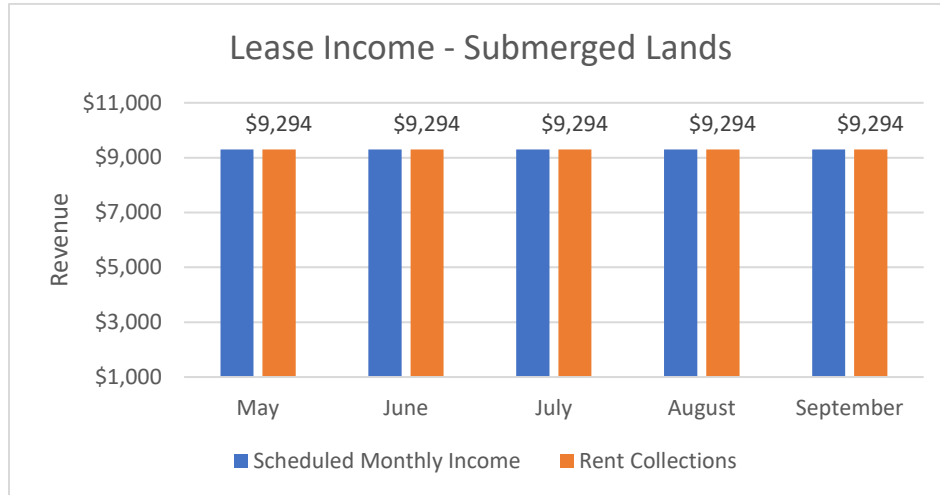
Projected Income – \$135,910

Collected - \$135,910



Projected Income – \$9,294

Collected – \$9,294



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