



Monthly Property Management Department Report

To: Brian L. Barroso, City Manager

Date: February 6, 2024

From: Gary Moreira, Senior Property Manager

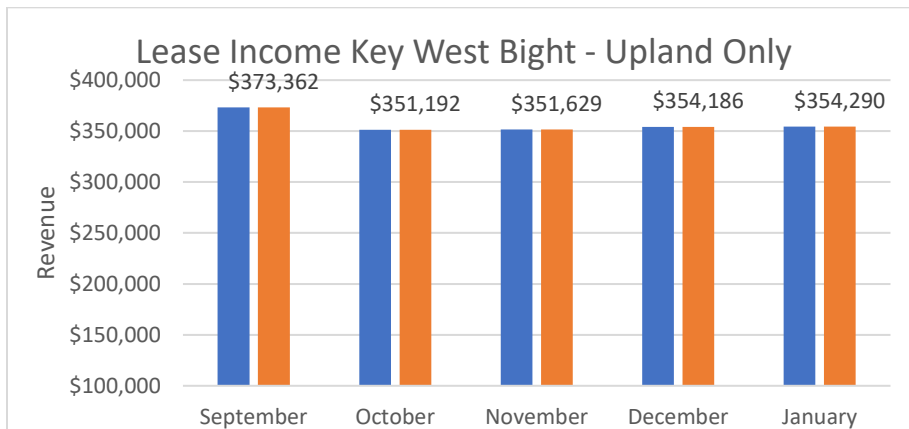
Subject: January 2025

Property Management

Rent Collections –

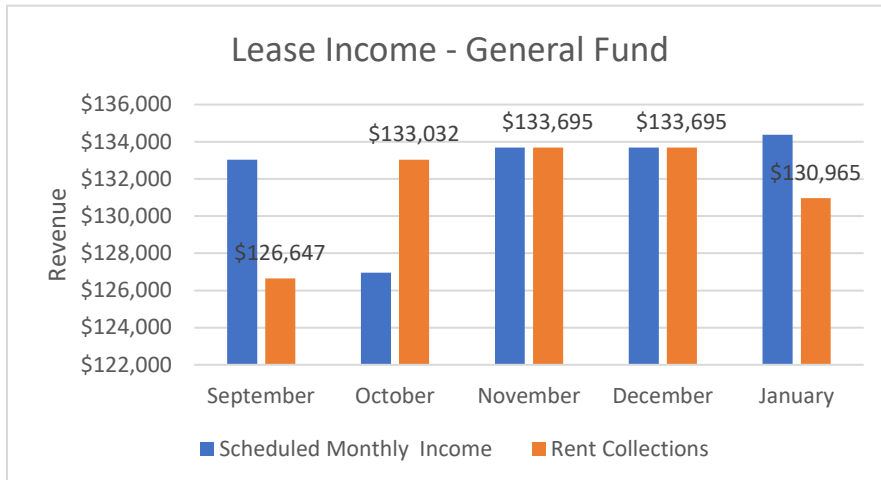
Projected Income - \$354,290

Collected - \$354,290



Projected Income – \$134,372

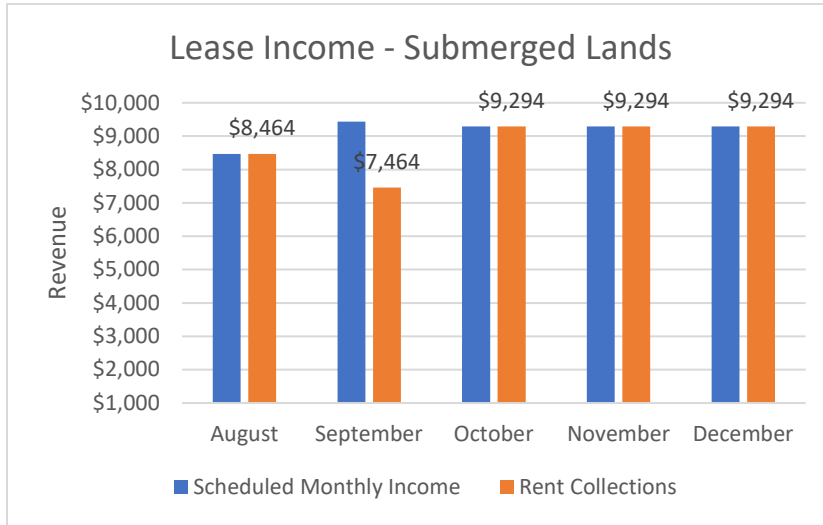
Collected - \$130,975



We've Got the Keys Late payment – Finance collecting

Projected Income – \$9,294

Collected – \$9,294



Leases/Licenses Renewed, Amendments/Executed	3
Records Request/Research	4
Yardi & Maintain X database Import	16
Gross Sales data entry to Yardi	8
Leases/Licenses drafted	3
Leases/Agreements Reviewed	12
Rent Collected	See tables
Default Notices/Collection Calls	1
Tenant meetings	5
Tenant Complaints received	1
Property Maintenance requested	3
Lease Language Modifications	1
Public Notices Published	0
RFP Selection	0