



Monthly Property Management Department Report

To: Albert Childress, City Manager

Handwritten initials "APC" in blue ink, circled.

Date: July 13, 2023

From: Gary Moreira, Senior Property Manager

Subject: June 2023 Property Management Report

Property Management

Leases Renewed/Executed	3 (Two leases, one assignment to Concession Agreement)
PIR for CAM docs at Bight	13 documents submitted
Yardi database Import	26 leases abstracted and imported
Leases drafted	2
Leases Reviewed	33
Rent Collected	100%
Default Notices	1
Tenant meetings	4
Tenant Complaints received	0
Property Maintenance requested	3 (From site inspections)
Lease Language Modifications	1