



Monthly Property Management Department Report

To: Albert Childress
City Manager 

Date: December 14, 2023

From: Gary Moreira
Senior Property Manager

Subject: November 2023 Property Management Report

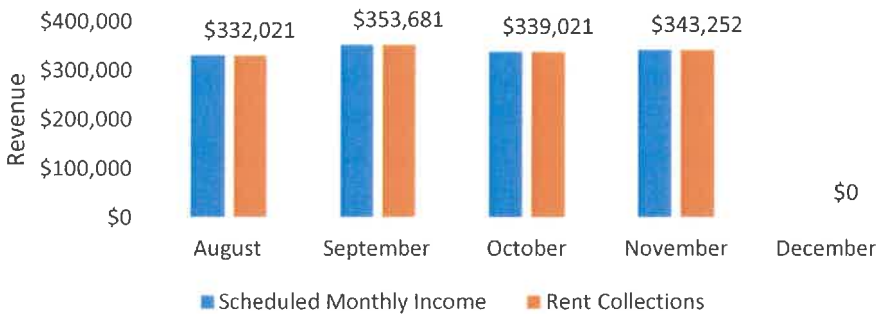
Property Management

Rent Collections – Note: tables have not included percentage rent estimates from percentage rent vs. base rent paying tenants.

Projected Income - \$343,242

Collected - \$343,242

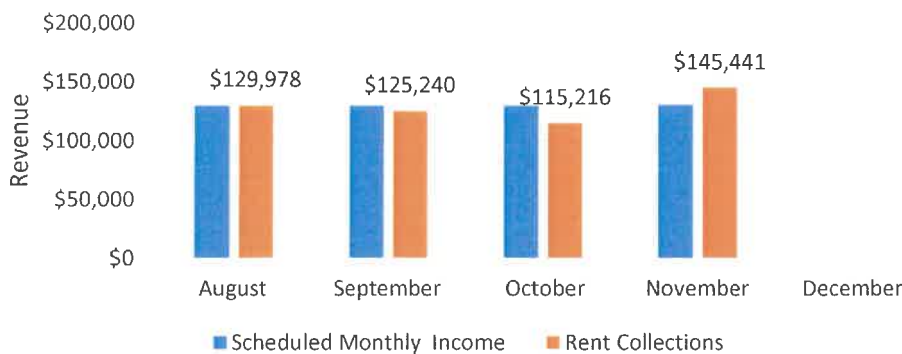
Lease Income Key West Bight - Upland Only



Projected Income – \$130,679

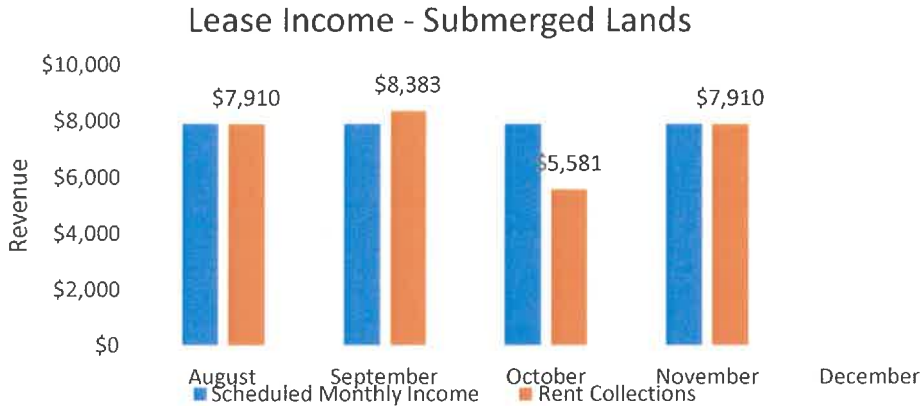
Collected - \$145,551*

Lease Income - General Fund



*Overage from October rents collected in November. Note: tables have not included percentage rent estimates from percentage rent vs. base rent paying tenants.

Projected Income – \$7,910* Collected – \$7,910



*Projected for Aug/September adjusted down after addition error in original calcs. Does not include overage rent for wet slips.

Leases Renewed/Executed	0
Records Request/Research	2
Yardi database Import	8
Gross Sales data entry to Yardi	9
Leases/Licenses drafted	3
Leases Reviewed	16
Rent Collected	See tables
Default Notices/Collection Calls	2/3
Tenant meetings	3
Tenant Complaints received	2
Property Maintenance requested	4 (From site inspections)
Lease Language Modifications	1
Public Notices Published	0