



# Monthly Property Management Department Report

**To:** Todd Stoughton, City Manager

**Date:** January 2, 2024

**From:** Gary Moreira, Senior Property Manager

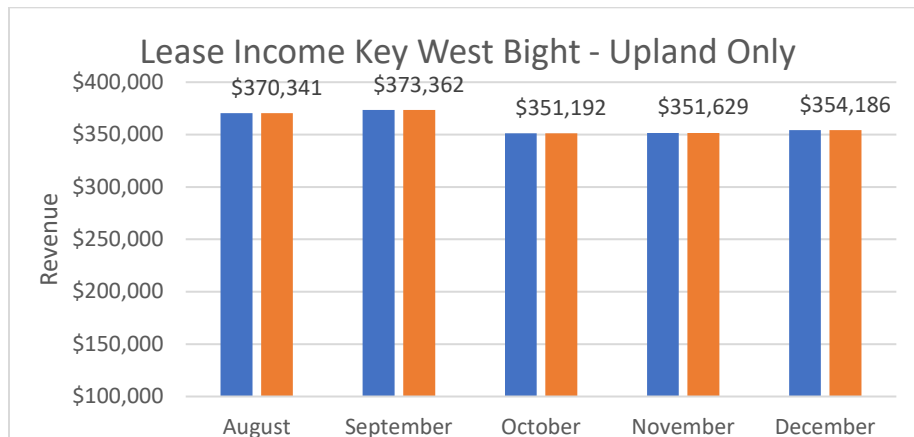
**Subject:** December 2024

## Property Management

Rent Collections –

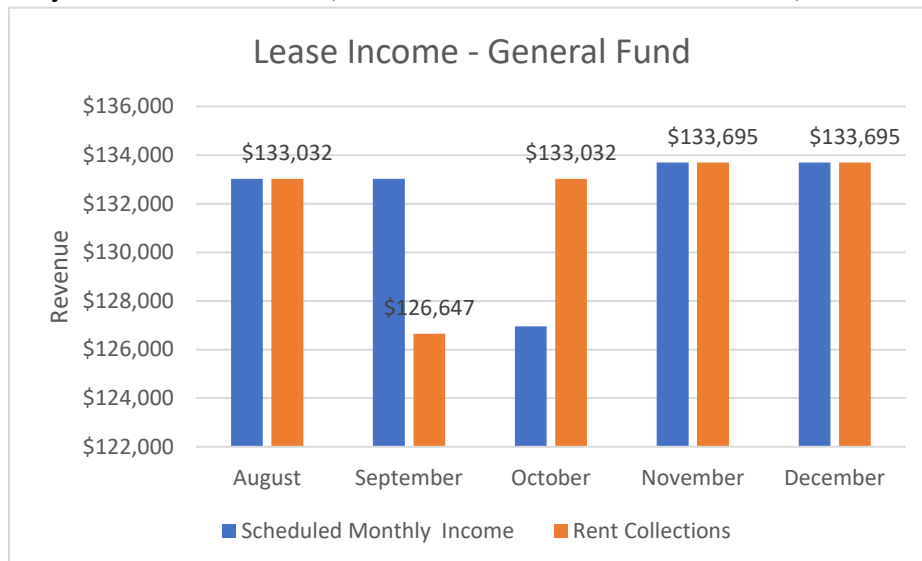
Projected Income - \$354,186

Collected - \$354,186



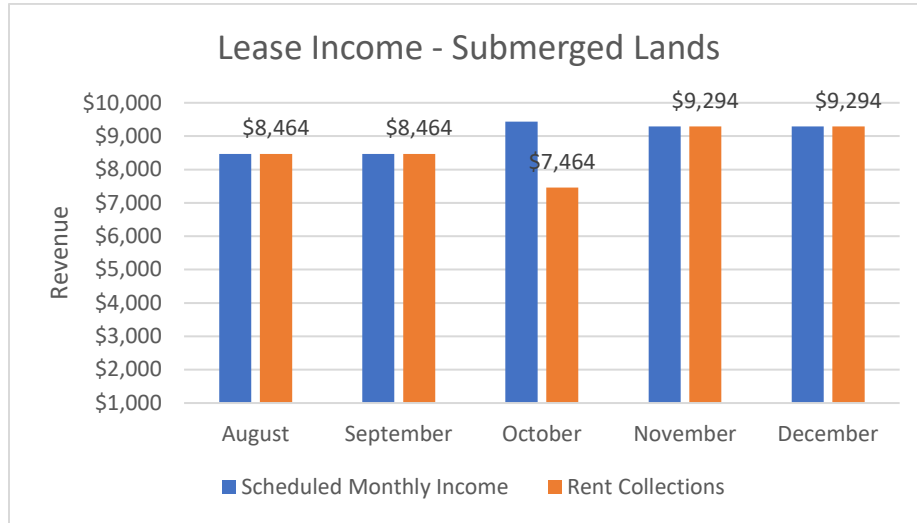
Projected Income – \$133,695

Collected - \$133,695



Projected Income – \$9,294

Collected – \$9,294



Leases/Licenses Renewed, Amendments/Executed	4
Records Request/Research	1
Yardi & Maintain X database Import	12
Gross Sales data entry to Yardi	4
Leases/Licenses drafted	5
Leases/Agreements Reviewed	13
Rent Collected	See tables
Default Notices/Collection Calls	3
Tenant meetings	4
Tenant Complaints received	2
Property Maintenance requested	4
Lease Language Modifications	7
Public Notices Published	0
RFP Selection	0