SITE MANAGEMENT REPORT

DATE: _____ **FOR THE PERIOD OF** *(insert date range)*: _____

PART 1: FINANCIAL REPORT

A. INCOME

Rental income (including assistance payments) $ _____

Late charges and penalties _____

Ancillary income _____

Other income _____

TOTAL GROSS INCOME **$** _____

B. OPERATING EXPENSES

Payroll:

- Salaries $ _____
- Commissions _____
- Bonuses _____

Renting:

- Advertising $ _____
- Turnover _____
- Other _____

Repairs & Maintenance:

- Maintenance personnel $ _____
- Plumbing repairs _____
- HVAC repairs _____
- Electrical repairs _____
- Routine maintenance _____
- Other _____

Services:

- Utilities (if paid by site) $ _____
- Groundskeeping _____
- Trash collection _____
- Pest control _____
- Security _____
- Other _____

Administration:

- HUD program compliance and certification expenses $ _____
- Auditing and legal fees _____
- Telephone and Internet _____
- Insurance _____
- Taxes _____
- Other _____

TOTAL OPERATING EXPENSES **$** _____

NET OPERATING INCOME **$** _____

PART 2: OCCUPANCY REPORT

A. LEASING

of leases signed _____

B. WAITING LIST BY UNIT SIZE

Efficiency _____

1 BR _____

2 BR _____

3 BR _____

C. VACANCY REPORT

of vacancies _____

# of rent delinquencies _____

# of evictions _____

Economic vacancy rate _____

PART 3: MARKETING REPORT

A. TRAFFIC *See attached Traffic Summary Report*

B. ELIGIBILITY

Percentage of program-eligible applicants _____

PART 4: NARRATIVE REPORT

A. CHANGES IN INCOME & EXPENSES

_____

_____

B. HAP CONTRACT STATUS

Expiration date _____

Status of contract renewal _____

C. AUDITS AND INSPECTIONS

_____

_____

_____

D. MARKET CHANGES

_____

_____

_____

E. CAPITAL IMPROVEMENTS & MAJOR REPAIRS

_____

_____

_____

F. OTHER

_____

_____

_____