

Give Owners the Information They Need in Comprehensive Management Report

This model form includes the four main sections that all management reports should have: financial information, occupancy information, marketing information, and a narrative. Compare your reports with our model form to determine if yours are missing something important. If so, add it, along with any information that the owner requires you to report and that's not included here.

SITE MANAGEMENT REPORT

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:

- Tax credit program monitoring and certification expenses: _____
- Auditing and legal fees: _____
- Telephone & internet: _____
- Insurance: _____
- Taxes: _____
- Other: _____

TOTAL OPERATING EXPENSES _____

NET OPERATING INCOME _____

PART 2 – OCCUPANCY REPORT

A. Leasing

of leases signed: _____

B. Tax Credit Leasing Compliance [See attached Next Available Unit Rental Tracking Log]

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. Compliance with Tax Credit Program Requirements

C. Audits & Inspections

D. Market Changes

E. Capital Improvements & Major Repairs

F. Other

