

## January Monthly Manager Report Tip

Monthly Manager Report (C312 XX)		<a href="#">Add help text</a>		
		Transfer from Current	For Month Ending: 1/31/2014	
		PREVIOUS MONTH	CURRENT MONTH	YEAR-TO-DATE
OCCUPANCY	First of the Month Occupied Units	144	144	Not Applicable
	Move-Ins During the Month	4	2	43
	Move-Outs During the Month	4	2	44
	End of the Month Occupied Units	144	144	Not Applicable
APPLICATIONS	Applications Received	11	8	90
	Applications Cancelled	8	3	43
RENT INCREASES/NOTICES	Total Move-Out Notices Received (due to rent increase)	3 (0)	3 (0)	44 (0)
	Rent Increase Notices Distributed (Combined Value)	0 (0)	0 (0)	79 (2670)
REPAIRS	Apartment Turnovers Completed	6	2	39
	Maintenance Requests Completed	56	45	669
PM	Preventive Maintenance Inspections Completed	2	5	101
	Preventive Maintenance Follow-Up Service Completed	2	4	100

Pay close attention to the "Year-To-Date" column on your January Monthly Manager Report

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		Transfer from Current	For Month Ending: 1/31/2014	
		PREVIOUS MONTH	CURRENT MONTH	YEAR-TO-DATE
OCCUPANCY	First of the Month Occupied Units	144	144	Not Applicable
	Move-Ins During the Month	4	2	2
	Move-Outs During the Month	4	2	2
	End of the Month Occupied Units	144	144	Not Applicable
APPLICATIONS	Applications Received	11	8	8
	Applications Cancelled	8	3	3
RENT INCREASES/NOTICES	Total Move-Out Notices Received (due to rent increase)	3 (0)	3 (0)	3 (0)
	Rent Increase Notices Distributed (Combined Value)	0 (0)	0 (0)	0 (0)
REPAIRS	Apartment Turnovers Completed	6	2	2
	Maintenance Requests Completed	56	45	45
PM	Preventive Maintenance Inspections Completed	2	5	5
	Preventive Maintenance Follow-Up Service Completed	2	4	4

Remember to clear out all of the 2013 information and include only the "Current Month" January 2014 information