

# 2010 BUDGET PREPARATION WORKSHEET

**Return completed Worksheet to your Property Manager by September 22, 2008.**

COMPLEX NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

MANAGER NAME: \_\_\_\_\_

## TURNOVER EXPENSES

Approximate the amount of units that vacate each month (average): \_\_\_\_\_

Average length of down-time before unit is ready for re-rent: \_\_\_\_\_

List the typical costs for painting, cleaning and carpet cleaning:

	Painting	Cleaning	Carpet Cleaning
Studio:	_____	_____	_____
1 Bedroom:	_____	_____	_____
2 Bedroom:	_____	_____	_____
3 Bedroom:	_____	_____	_____

## ON SITE STAFF

List on-site staff payroll amounts and note if hourly or salary:

Manager:	\$ _____	<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary
Asst. Manager:	\$ _____	<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary
Maintenance:	\$ _____	<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary
Landscaper:	\$ _____	<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary
Other:	\$ _____	_____	_____

List any apartment values offered to on-site staff:

Manager: \_\_\_\_\_

Asst. Manager: \_\_\_\_\_

Other: \_\_\_\_\_

Note any staff additions, deletions or changes that you would recommend:

**MAINTENANCE**

List below any services that are contracted out and specify name of company and current payment.

	<u>NAME</u>	<u>CURRENT PAYMENT / COST</u>
Garbage:	_____	\$ _____
Carpet Cleaning:	_____	\$ _____
Landscaping:	_____	\$ _____
Apt. Cleaning:	_____	\$ _____
Apt. Painting:	_____	\$ _____
Elevator:	_____	\$ _____
Window Coverings:	_____	\$ _____
Screen Replacements:	_____	\$ _____
Other:	_____	\$ _____
Other Comments:		

Is there any deferred maintenance that should be budgeted for 2009?     YES     NO

If YES, please specify and estimate cost involved (i.e.- dry rot, gutters, fences, decks, curbs, landscape (barkdust), exterior painting, etc.): (ATTACH ESTIMATES)

List any capital improvement items that need to be done in 2006 (i.e.- parking lot pavement, roof, new carpets, furniture, equipment purchase, etc.): (ATTACH ESTIMATES)

**INCOME**

List current rent ranges at your complex:

Studio \_\_\_\_\_  
2 Bdrm \_\_\_\_\_  
3 Bdrm \_\_\_\_\_

1 Bdrm \_\_\_\_\_  
2/2 Bdrm \_\_\_\_\_  
Other: \_\_\_\_\_

Project rents for 2009 increases:

Studio \_\_\_\_\_  
2 Bdrm \_\_\_\_\_  
3 Bdrm \_\_\_\_\_

1 Bdrm \_\_\_\_\_  
2/2 Bdrm \_\_\_\_\_  
Other: \_\_\_\_\_

What month would be best for a rent increase?

\_\_\_\_\_

When was your last rent increase? \_\_\_\_\_ How much (range)? \_\_\_\_\_

What are current rent rates for the following?

Garage \_\_\_\_\_  
Storage \_\_\_\_\_  
Cable TV \_\_\_\_\_

Carport \_\_\_\_\_  
RV Storage \_\_\_\_\_  
Other: \_\_\_\_\_

How many garages/carports vacate each month?

\_\_\_\_\_

Approximate average downtime for re-renting:

\_\_\_\_\_

What is current late fee?

\$ \_\_\_\_\_

What is average monthly collection of late fees?

\$ \_\_\_\_\_

What is current charge for non-refundable move-in fee?

\$ \_\_\_\_\_

**MARKETING**

List recommendations for additional marketing improvements (such as new signage, minor unit interior upgrade, curb appeal, etc.) (ATTACH ESTIMATES / GIVE COSTS):

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