

PROPERTY # & NAME _____ MANAGER _____

PERIOD (MON) _____ THRU (SUN) _____ PR MANAGER _____ PAGE _____ OF _____

VACANCIES AS OF SUNDAY

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
APARTMENT #										
# OF BEDROOMS / PLAN TYPE										
RE-RENT RATE										
DATE VACATED										
DATE READY TO RENT										
DATE TO BE OCCUPIED										
APP PENDING / ACCEPTED (Circle One)	[Pending] [Accepted]	[Pending] [Accepted]	[Pending] [Accepted]	[Pending] [Accepted]	[Pending] [Accepted]	[Pending] [Accepted]	[Pending] [Accepted]	[Pending] [Accepted]	[Pending] [Accepted]	[Pending] [Accepted]

NOTICE TO MOVE (LIST ALL NOTICES TO MOVE THAT YOU PRESENTLY KNOW ABOUT)

APT. #	NAME	# OF BDRM	CURRENT RENT	M/O DATE	REASON FOR LEAVING	PRE RENT?	NEW RES M/I DATE	NEW RENT
						Y / N		
						Y / N		
						Y / N		
						Y / N		
						Y / N		
						Y / N		

MOVE OUTS THIS WEEK

APT. #	NAME	Move-Out Date
APT. #	NAME	Move-Out Date
APT. #	NAME	Move-Out Date
APT. #	NAME	Move-Out Date
APT. #	NAME	Move-Out Date
APT. #	NAME	Move-Out Date

OCCUPANCY

Vacancies _____

(+) Notices _____

(-) Pending/Accepted Applications _____

= Net to Rent _____

MOVE INS THIS WEEK

APT. #	NAME	DATE CREDIT CHECK DONE	DATE SMOKE ALARM CHECKED	DATE UTILITIES NOTIFIED	MONTHLY RENTAL RATE	MOVE IN DATE	MOVE-IN SPECIALS

PAST DUE RENTS AS OF THE 8TH

APT. #	NAME	\$\$ AMOUNT	ACTION TAKEN