

Property Management Weekly Report Template

NAME OF PROPERTY		LOCATION	
OWNER NAME		PHYSICAL ADDRESS	UNIT ADDRESS
PHONE			
FAX			
EMAIL			
Year	Month	Status Report for:	
1.1 PROPERTY MANAGEMENT CHECKLIST			
	ITEM TO REVIEW / CONFIRM	COMMENTS	
1.12 MARKETING			
	Weekly marketing plan (prepared/submitted)		
	Print advertising: publications, banners, "FOR RENT" signs, marketing collateral. (prepared/submitted)		
	Rental listings (prepared/submitted)		
	Social media plan/listings (prepared/submitted)		
	Update virtual walkthrough of property		
	Weekly high and low rental rate trends, Update rental standards (filed)		
	Call-center screenings of prospective tenants		
	ITEM TO REVIEW / CONFIRM	COMMENTS	
1.13 TENANTS			
	Completed credit, criminal, and background checks of prospective tenants		
	Contact previous landlords, employers, references		
	Schedule lease signing meeting, Set move in date		
	Release work order procedure for tenant complaints		
	Release work order procedure for tenant repairs		
	Monthly Tenant occupation patterns updated/filed	(Update weekly)	
	ITEM TO REVIEW / CONFIRM	COMMENTS	
1.14 MAINTENANCE & CLEANING			
	Repair/Maintenance works undertaken and Billed		
	Repair / Maintenance Bill payment status filed		
	Repair follow-ups pending/required filed	(Update daily)	
	Weekly check of Firefighting system, Plumbing, Heating/Cooling/Electrical/Water installations		
	ITEM TO REVIEW / CONFIRM	COMMENTS	
1.15 LEASE / RENTALS			
	Weekly Lease / Rental Agreements (prepared/filed)		
	Security Deposit Receipts filed		
	Lease/Rent Payments received and receipts filed		
	Tenant notices for the week dispatched		
	Vacant/Occupied/Available properties list (prepared/submitted)		

	ITEM TO REVIEW / CONFIRM	COMMENTS
1.16	BUDGETS & ACCOUNTING	
	Weekly Property Management Budget prepared/approved by CEO/Owner	
	Weekly Property Management Account sheet prepared/submitted to CEO/Owner	
	Cash Reserves for the week filed	
	Total Rental/Lease payments receivable for the week	
	Total Rental/Lease payments received to date	(Update daily)
	Insurance payments due this week collected/submitted	
	List of weekly accounts payable prepared	
	Weekly Operating statement – monthly vs. budget (prepared/Filed)	
	Tax payment status for the Project/Tenants updated and filed	
	ITEM TO REVIEW / CONFIRM	COMMENTS
1.17	PROPERTY UNIT STATUS	
	Demand for New Units (status filed)	
	Apartments Vacant(tenants moved out) (status filed)	
	Apartments occupied (status filed)	
	New Apartments/Units available (status filed)	
	Apartments on Notice (Move out date) (status filed)	
	Occupancy loss (if any) for the month	(Update weekly)
	ITEM TO REVIEW / CONFIRM	COMMENTS
1.18	LEGAL NOTICES (IF ANY) (status filed)	
	Legal notices to Tenants (if any) (status filed)	
	Legal notices to Company (if any) (status filed)	
	Legal notices to PMC (if any) (status filed)	
1.2	OTHER RELEVANT PARAMETERS	
	ITEM TO REVIEW / CONFIRM	COMMENTS
1.21	Environmental clearances (prepared/Filed)	

Entered By:

Verified By:

Date:

Date: