ONESITE MONTH END PROCESS

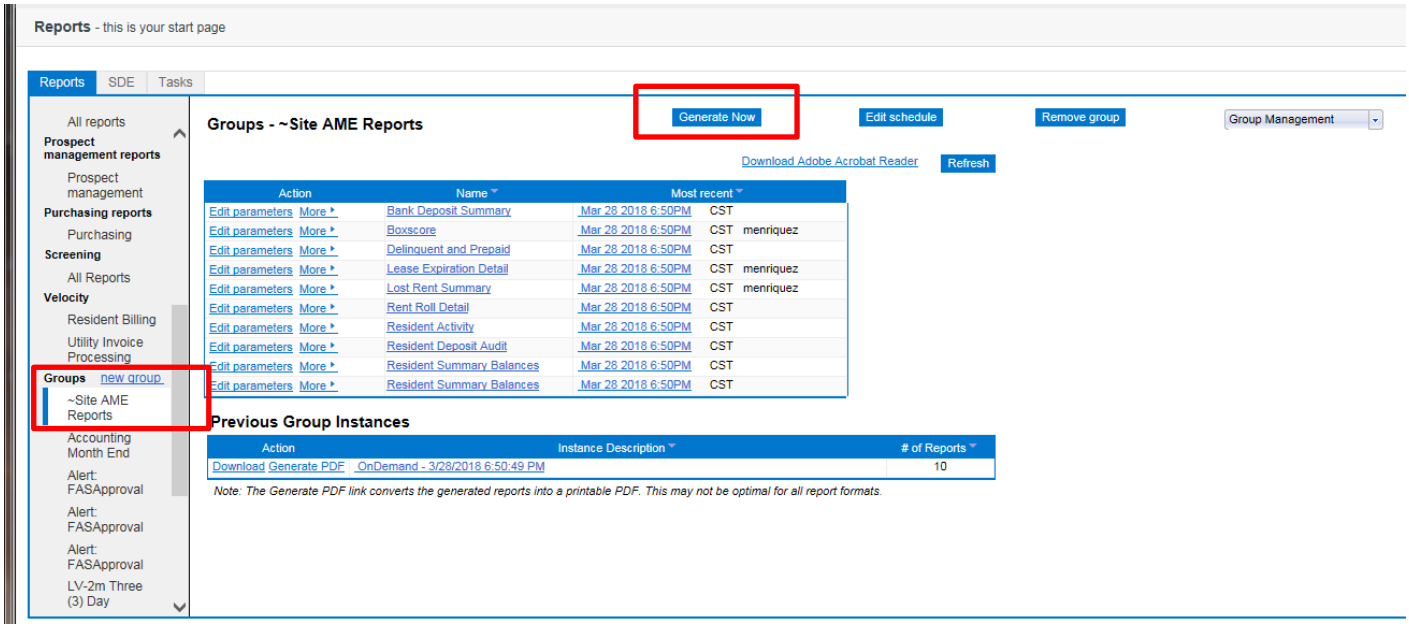
A Month End close will be completed on the 1st business day following the end of a month prior to forwarding the Onesite date to the 1st of the next month. Prior to beginning this process please double check all move-ins, move-outs, transfers, renewals, and deposits have been completed.

Before generating the reports listed below please complete a close period on your property by following the path below.

ADMINISTRATION→OTHER→MONTH END PROCESSING→CLICK ON CLOSE PERIOD

STEP ONE-GENERATING REPORTS

1. The first step in the pre-month end process is to generate the reports located in the ~Site AME Reports group. This group is located on the Reports, SDE and Tasks page under Groups.
2. Click on the Edit Parameters for the Lease Expiration Detail and ensure the start month is the current month being closed and the End month is 15 months out.
3. Click on the Edit Parameters for the Resident Activity Report and be sure the beginning activity date is the 1st of the month being closed and the ending activity date is the last day of the month being closed.
4. Once in the parameters have been verified click on the “Generate Now” button located towards the top center of the page.

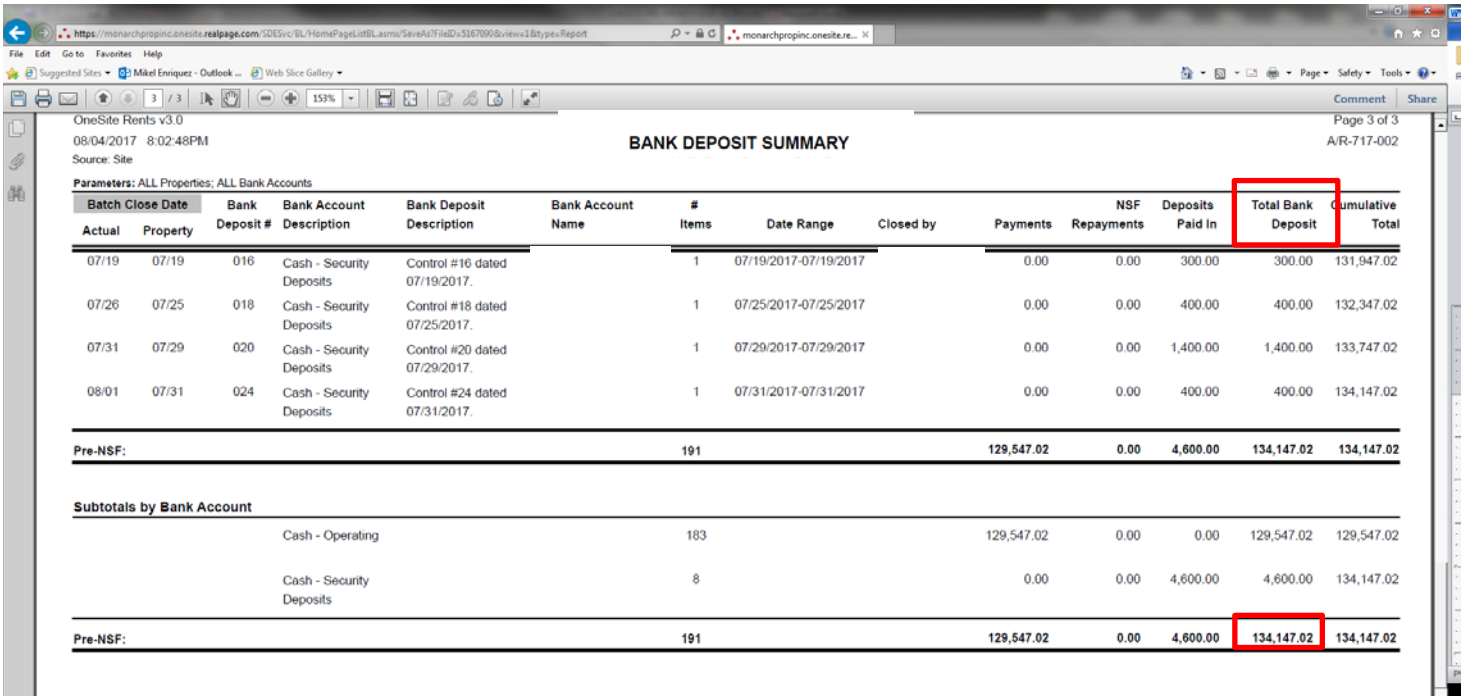


STEP TWO-REVIEWING REPORTS

The next step is to review each of the reports for accuracy. Please see below for a description of what needs to be done on each report

BANK DEPOSIT SUMMARY:

1. Run a calculator tape on all your deposit slips, direct deposit e-mails from your bookkeeper, NSF checks e-mailed by your bookkeeper, and all 400 batches the system created.
2. Looking at the last page of the report the “Total Bank Deposit” amount must match your calculator tape.



OneSite Rents v3.0 — Page 3 of 3
08/04/2017 8:02:48PM — A/R-717-002
Source: Site

BANK DEPOSIT SUMMARY

Parameters: ALL Properties; ALL Bank Accounts

Batch Close Date Actual	Batch Close Date Property	Bank Deposit #	Bank Account Description	Bank Deposit Description	Bank Account Name	# Items	Date Range	Closed by	Payments	NSF Repayments	Deposits Paid In	Total Bank Deposit	Cumulative Total
07/19	07/19	016	Cash - Security Deposits	Control #16 dated 07/19/2017.		1	07/19/2017-07/19/2017		0.00	0.00	300.00	300.00	131,947.02
07/26	07/25	018	Cash - Security Deposits	Control #18 dated 07/25/2017.		1	07/25/2017-07/25/2017		0.00	0.00	400.00	400.00	132,347.02
07/31	07/29	020	Cash - Security Deposits	Control #20 dated 07/29/2017.		1	07/29/2017-07/29/2017		0.00	0.00	1,400.00	1,400.00	133,747.02
08/01	07/31	024	Cash - Security Deposits	Control #24 dated 07/31/2017.		1	07/31/2017-07/31/2017		0.00	0.00	400.00	400.00	134,147.02
Pre-NSF:						**191**			**129,547.02**	**0.00**	**4,600.00**	**134,147.02**	**134,147.02**
Subtotals by Bank Account													
			Cash - Operating			183			129,547.02	0.00	0.00	129,547.02	129,547.02
			Cash - Security Deposits			8			0.00	0.00	4,600.00	4,600.00	134,147.02
Pre-NSF:						**191**			**129,547.02**	**0.00**	**4,600.00**	**134,147.02**	**134,147.02**

LOST RENT SUMMARY:

1. Review the Loss/ (Gain) and Loss/ (Gain) Recap columns and provide an explanation of any amount greater than $20.00.
    a. A Loss is when the Rent Charged is less than the Market Rent. This should also be the same amount as the difference between the Market and Lease Rents.
    b. A Gain is when the Rent Charged is greater than the Market Rent. This should also be the same amount as the difference between the Market and Lease Rents.

Parameter: Property: All Subproperties; Show Lost Rent Only: No;

Bldg-Unit	Name	From/ To	Market Rent	Lease Rent	Rent Charged	Concession + Misc Credits	Loss/ (Gain)	Loss/(Gain) Recap	Non Revenue	Vacancy Loss	Vacancy Recap	Lost Rent
		04/01/2018 04/30/2018	990.00	975.00	975.00	0.00	15.00	0.00	0.00	0.00	0.00	0.00
		04/01/2018 04/30/2018	990.00	985.00	985.00	985.00	5.00	0.00	0.00	0.00	0.00	0.00
		04/01/2018 04/30/2018	990.00	990.00	990.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		04/01/2018 04/30/2018	990.00	990.00	990.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		04/01/2018 04/30/2018	990.00	990.00	990.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

2. Review the From/To column units showing an amount in the Vacancy Loss & Vacancy Recap columns and ensure they reflect the vacancy time frames correctly.

Parameter: Property: All Subproperties; Show Lost Rent Only: No;

Bldg-Unit	Name	From/ To	Market Rent	Lease Rent	Rent Charged	Concession + Misc Credits	Loss/ (Gain)	Loss/(Gain) Recap	Non Revenue	Vacancy Loss	Vacancy Recap	Lost Rent
		04/01/2018 04/30/2018	990.00	975.00	975.00	0.00	15.00	0.00	0.00	0.00	0.00	0.00
		04/01/2018 04/30/2018	990.00	985.00	985.00	985.00	5.00	0.00	0.00	0.00	0.00	0.00
		04/01/2018 04/30/2018	990.00	990.00	990.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		04/01/2018 04/30/2018	990.00	990.00	990.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		04/01/2018 04/30/2018	990.00	990.00	990.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

BOXSCORE:

1. Locate the Property Totals for the Occupancy Percentage and Net Leased Percent and circle them.

Unit Status - 4/4/2018

Floor Plan Group	Floor Plan	Units	Vacant					Occupied							
			Total Vacant	Not Leased	Leased	Model/ Admin	Down	Total Occupied	No NTV	NTV-NL	NTV-L	Occupancy Percent	Avg Market Rent	Avg Leased Rent	Net Leased Percent
1x1															
	1x1A	20	5	4	1	0	0	15	15	0	0	75.00	800.00	786.67	80.00
	1x1AII	4	1	0	1	0	0	3	3	0	0	75.00	750.00	711.67	100.00
	1x1B	20	7	6	1	0	0	13	13	0	0	65.00	800.00	803.31	70.00
	1x1BII	4	0	0	0	0	0	4	4	0	0	100.00	750.00	740.00	100.00
Total 1x1:		**48**	**13**	**10**	**3**	**0**	**0**	**35**	**35**	**0**	**0**	**72.92**	**791.67**	**781.09**	**79.17**
2x1															
	2x1A	10	3	1	2	0	0	7	7	0	0	70.00	950.00	899.86	90.00
	2x1AII	4	0	0	0	0	0	4	4	0	0	100.00	830.00	820.00	100.00
	2x1B	10	5	4	1	0	0	5	5	0	0	50.00	950.00	904.80	60.00
	2x1BII	4	0	0	0	0	0	4	4	0	0	100.00	830.00	822.50	100.00
Total 2x1:		**28**	**8**	**5**	**3**	**0**	**0**	**20**	**20**	**0**	**0**	**71.43**	**915.71**	**869.65**	**82.14**
2x2															
	2x2A	8	0	0	0	0	0	8	7	0	1	100.00	990.00	981.25	100.00
	2x2B	8	0	0	0	0	0	8	8	0	0	100.00	990.00	983.75	100.00
Total 2x2:		**16**	**0**	**0**	**0**	**0**	**0**	**16**	**15**	**0**	**1**	**100.00**	**990.00**	**982.50**	**100.00**
3x1															
	3x1AII	2	1	1	0	0	0	1	1	0	0	50.00	1,075.00	1,060.00	50.00
	3x1BII	2	0	0	0	0	0	2	2	0	0	100.00	1,075.00	1,010.00	100.00
Total 3x1:		**4**	**1**	**1**	**0**	**0**	**0**	**3**	**3**	**0**	**0**	**75.00**	**1,075.00**	**1,026.67**	**75.00**
3x2															
	3x1.5	25	4	4	0	0	0	21	21	0	0	84.00	1,250.00	1,246.90	84.00
Total 3x2:		**25**	**4**	**4**	**0**	**0**	**0**	**21**	**21**	**0**	**0**	**84.00**	**1,250.00**	**1,246.90**	**84.00**
Not Specified															
	3x15TH XL	1	0	0	0	0	0	1	0	1	0	100.00	1,350.00	1,350.00	0.00
Total Not Specified:		**1**	**0**	**0**	**0**	**0**	**0**	**1**	**0**	**1**	**0**	**100.00**	**1,350.00**	**1,350.00**	**0.00**
Property Totals:		**122**	**26**	**20**	**6**	**0**	**0**	**96**	**94**	**1**	**1**	**78.69**	**953.93**	**948.60**	**82.79**
			Total Vacant: 26					Total Occupied: 96							

2. Locate the Made Ready and Not Made Ready numbers and circle them.

Availability/Exposure - 04/04/2018

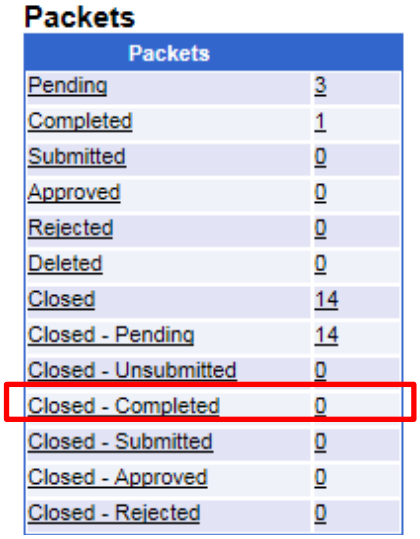
Status	Number	%
Total Vacant Units:	26	21.31
Vacant Units Leased:	(6)	4.92
Occupied On Notice:	2	1.64
Occupied On Notice Preleased:	(1)	0.82
Net Exposure:	21	17.21
Model/Admin:	0	0.00
Down:	0	0.00
Controllable Availability:	21	17.21

Vacant Units Make Ready Status - 04/04/2018

Status	Number	%	Total Leased	Admin/Down	Total Available
Made Ready:	14	53.85	4	0	10
Not Made Ready:	12	46.15	2	0	10
Total Vacant Units:	**26**	**100.00**	**6**	**0**	**20**

RESIDENT ACTIVITY:

1. Review this report to ensure all Move-Ins, Transfers, Renewal, and Move Outs are listed correctly.
2. Once all items on this report are accurate. Please verify that you have uploaded the entire lease for the Transfers, Move-Ins, and Renewals for the month.
3. From the today page find your “PACKETS” box and click on the “CLOSED-COMPLETED” status.



Packets

Packets	
Pending	3
Completed	1
Submitted	0
Approved	0
Rejected	0
Deleted	0
Closed	14
Closed - Pending	14
Closed - Unsubmitted	0
Closed - Completed	0
Closed - Submitted	0
Closed - Approved	0
Closed - Rejected	0

4. In the next screen that comes up set the following Search Criteria and click on Find:
    a) Last modified = 30days
    b) Process = Move Out
    c) Packet Status = Closed-Completed
    d) Lease Status = All
5. On the list that populates be sure all the move outs listed in the Move Out section of the report are listed on this screen. If a move out is missing please look for the move out packet in the system and complete the packet.

RENT ROLL DETAIL:

1. Ask you Bookkeeper what your Gross Potential Rent amount is and keep it on hand to verify the total at the bottom of the Market + Addl column which is the Gross Rent Potential.

OneSite Rents v3.0 Page 9 of 11

08/04/2017 8:02:44PM **RENT ROLL DETAIL** mgt-521-003

Parameters: Properties - ALL;Show All Unit Designations or Filter by - ALL;Subjournals - ALL;Exclude Formers? - Yes;Sort by - Unit;Report Type - Details + Summary;Show Unit Rent as - Market + Addl.;

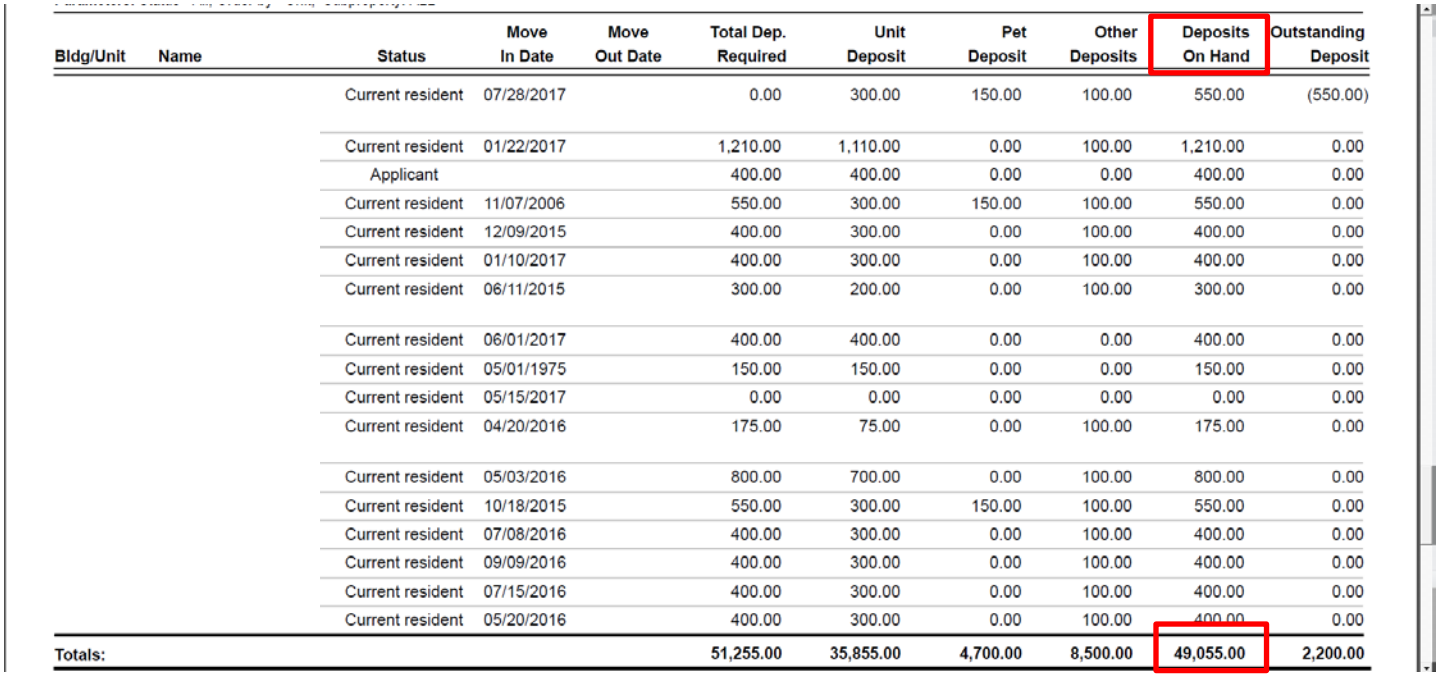
Details

Unit	Floorplan	Unit Designation	SQFT	Unit/Lease Status	Name	Move-In Move-Out	Lease Start	Lease End	Market + Addl.	Sub Journal	Trans Code	Lease Rent	Other Charges/ Credits	Total Billing	Dep On Hand	Balance
		N/A	750	Occupied		06/11/2015	07/01/2017	06/30/2018	750.00	RESIDENT	RENT	720.00	0.00	815.00	300.00	(815.00)
										RESIDENT	UTILITY	0.00	95.00			
		N/A	750	Occupied		06/01/2017	06/01/2017	05/31/2018	760.00	RESIDENT	RENT	760.00	0.00	855.00	400.00	(850.00)
										RESIDENT	UTILITY	0.00	95.00			
		N/A	750	Occupied		05/01/1975	04/01/2017	03/31/2018	750.00	RESIDENT	PETRENT	0.00	10.00	820.00	150.00	0.04
										RESIDENT	RENT	685.00	0.00			
										RESIDENT	STORAGE	0.00	20.00			
										RESIDENT	UTILITY	0.00	105.00			
		N/A	750	Occupied		05/15/2017	05/15/2017	05/31/2018	760.00	RESIDENT	RENT	760.00	0.00	760.00	0.00	(760.00)
		N/A	750	Occupied		04/20/2016	04/20/2016	07/31/2017	750.00	RESIDENT	RENT	680.00	0.00	775.00	175.00	0.00
										RESIDENT	UTILITY	0.00	95.00			
		N/A	750	Occupied		05/03/2016	05/01/2017	04/30/2018	760.00	RESIDENT	RENT	730.00	0.00	730.00	800.00	(1,110.20)
		N/A	950	Occupied-NTV		08/22/2016 07/31/2017	08/22/2016	07/31/2017	850.00	RESIDENT	RENT	800.00	0.00	915.00	0.00	0.00
										RESIDENT	UTILITY	0.00	115.00			
		N/A	950	Occupied		10/18/2015	07/01/2016	05/31/2017	860.00	RESIDENT	MTOM	0.00	75.00	1,010.00	550.00	(0.02)
										RESIDENT	PETRENT	0.00	20.00			
										RESIDENT	RENT	800.00	0.00			
										RESIDENT	UTILITY	0.00	115.00			
		N/A	950	Occupied		07/08/2016	07/08/2016	07/31/2017	850.00	RESIDENT	RENT	780.00	0.00	895.00	400.00	(895.00)
										RESIDENT	UTILITY	0.00	115.00			
		N/A	950	Occupied		09/09/2016	09/09/2016	08/31/2017	860.00	RESIDENT	RENT	810.00	0.00	915.00	400.00	0.00
										RESIDENT	UTILITY	0.00	105.00			
		N/A	1150	Occupied		07/15/2016	07/15/2016	08/31/2017	1,075.00	RESIDENT	RENT	1,030.00	0.00	1,145.00	400.00	(60.00)
										RESIDENT	UTILITY	0.00	115.00			
		N/A	1150	Occupied		05/20/2016	05/20/2016	05/31/2017	1,085.00	RESIDENT	RENT	980.00	0.00	1,105.00	400.00	(1,105.00)
										RESIDENT	UTILITY	0.00	125.00			
Totals:									**123,960.00**			**102,364.00**	**10,277.00**	**112,641.00**	**49,055.00**	

2. Verify all units are showing the correct occupancy status.

RESIDENT DEPOSIT AUDIT:

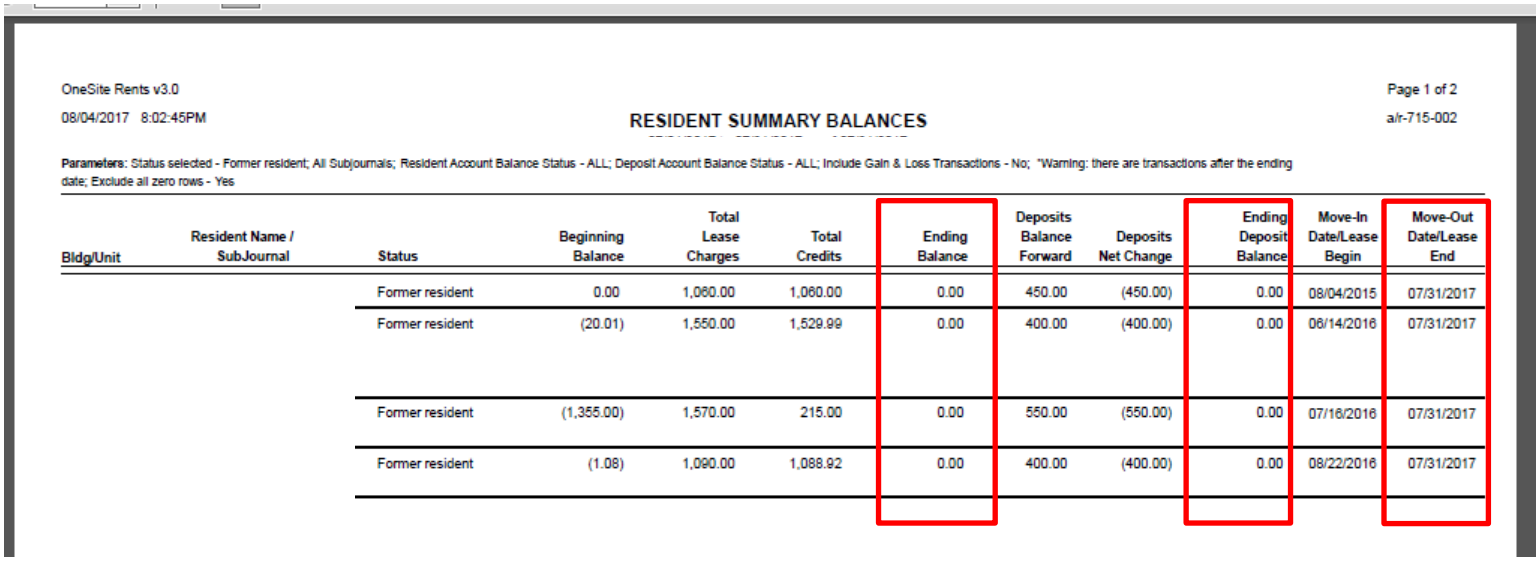
1. Review the reports "Outstanding Deposit" column and make sure all current residents are showing a $0.00 balance in this column. If they are not:
   a. Compare the Lease and Pet Addendum to the "Total Dep. Required" column for that resident to determine if the correct amount was entered here.
      i. If the Total Dep. Required is correct Collect the balance owed or let your Supervisor know the credit needs to be applied to the resident ledger.
      ii. If the Total Dep. Required is not correct, e-mail a copy of the lease with the Pre-Month End Reports to your Supervisor and ask them to correct it.
2. On the last page find the total of the "Deposit on Hand" column and circle the total.



Bldg/Unit	Name	Status	Move In Date	Move Out Date	Total Dep. Required	Unit Deposit	Pet Deposit	Other Deposits	Deposits On Hand	Outstanding Deposit
		Current resident	07/28/2017		0.00	300.00	150.00	100.00	550.00	(550.00)
		Current resident	01/22/2017		1,210.00	1,110.00	0.00	100.00	1,210.00	0.00
		Applicant			400.00	400.00	0.00	0.00	400.00	0.00
		Current resident	11/07/2006		550.00	300.00	150.00	100.00	550.00	0.00
		Current resident	12/09/2015		400.00	300.00	0.00	100.00	400.00	0.00
		Current resident	01/10/2017		400.00	300.00	0.00	100.00	400.00	0.00
		Current resident	06/11/2015		300.00	200.00	0.00	100.00	300.00	0.00
		Current resident	06/01/2017		400.00	400.00	0.00	0.00	400.00	0.00
		Current resident	05/01/1975		150.00	150.00	0.00	0.00	150.00	0.00
		Current resident	05/15/2017		0.00	0.00	0.00	0.00	0.00	0.00
		Current resident	04/20/2016		175.00	75.00	0.00	100.00	175.00	0.00
		Current resident	05/03/2016		800.00	700.00	0.00	100.00	800.00	0.00
		Current resident	10/18/2015		550.00	300.00	150.00	100.00	550.00	0.00
		Current resident	07/08/2016		400.00	300.00	0.00	100.00	400.00	0.00
		Current resident	09/09/2016		400.00	300.00	0.00	100.00	400.00	0.00
		Current resident	07/15/2016		400.00	300.00	0.00	100.00	400.00	0.00
		Current resident	05/20/2016		400.00	300.00	0.00	100.00	400.00	0.00
Totals:					**51,255.00**	**35,855.00**	**4,700.00**	**8,500.00**	**49,055.00**	**2,200.00**

RESIDENT SUMMARY BALANCES (FORMERS):

1. Review the former residents listed on this report and ensure all FAS's that are further out than 10 calendar days have been completed and are showing a 0.00 in the Ending Balance and Ending Deposit Balance columns.
2. If there is an ending balance on the resident or deposit ledgers and the move out is further out than 10 calendar days the FAS will need to be completed before moving on.



OneSite Rents v3.0 Page 1 of 2

08/04/2017 8:02:45PM **RESIDENT SUMMARY BALANCES** a/r-715-002

Parameters: Status selected - Former resident; All Subjournals; Resident Account Balance Status - ALL; Deposit Account Balance Status - ALL; Include Gain & Loss Transactions - No; *Warning: there are transactions after the ending date; Exclude all zero rows - Yes

Bldg/Unit	Resident Name / SubJournal	Status	Beginning Balance	Total Lease Charges	Total Credits	Ending Balance	Deposits Balance Forward	Deposits Net Change	Ending Deposit Balance	Move-In Date/Lease Begin	Move-Out Date/Lease End
		Former resident	0.00	1,060.00	1,060.00	0.00	450.00	(450.00)	0.00	08/04/2015	07/31/2017
		Former resident	(20.01)	1,550.00	1,529.99	0.00	400.00	(400.00)	0.00	06/14/2016	07/31/2017
		Former resident	(1,355.00)	1,570.00	215.00	0.00	550.00	(550.00)	0.00	07/16/2016	07/31/2017
		Former resident	(1.08)	1,090.00	1,088.92	0.00	400.00	(400.00)	0.00	08/22/2016	07/31/2017

RESIDENT SUMMARY BALANCES:

1. Review this report which shows all resident status's ending balances both prepaid and delinquent. You should be reviewing the Ending Balance Column for each resident and each subjournal (resident, subsidy, city, and county) and verifying you agree with the balance/credit.
2. On the last page find the "Prepaid Portion", "Delinquent Portion", and "Ending Deposit Balance" amounts and circle them.

OneSite Rents v3.0 Page 8 of 8
08/04/2017 8:02:45PM **RESIDENT SUMMARY BALANCES** a/r-715-002

Parameters: Status selected - ALL; All Subjournals; Resident Account Balance Status - ALL; Deposit Account Balance Status - ALL; Include Gain & Loss Transactions - No; *Warning: there are transactions after the ending date; Exclude all zero rows - Yes

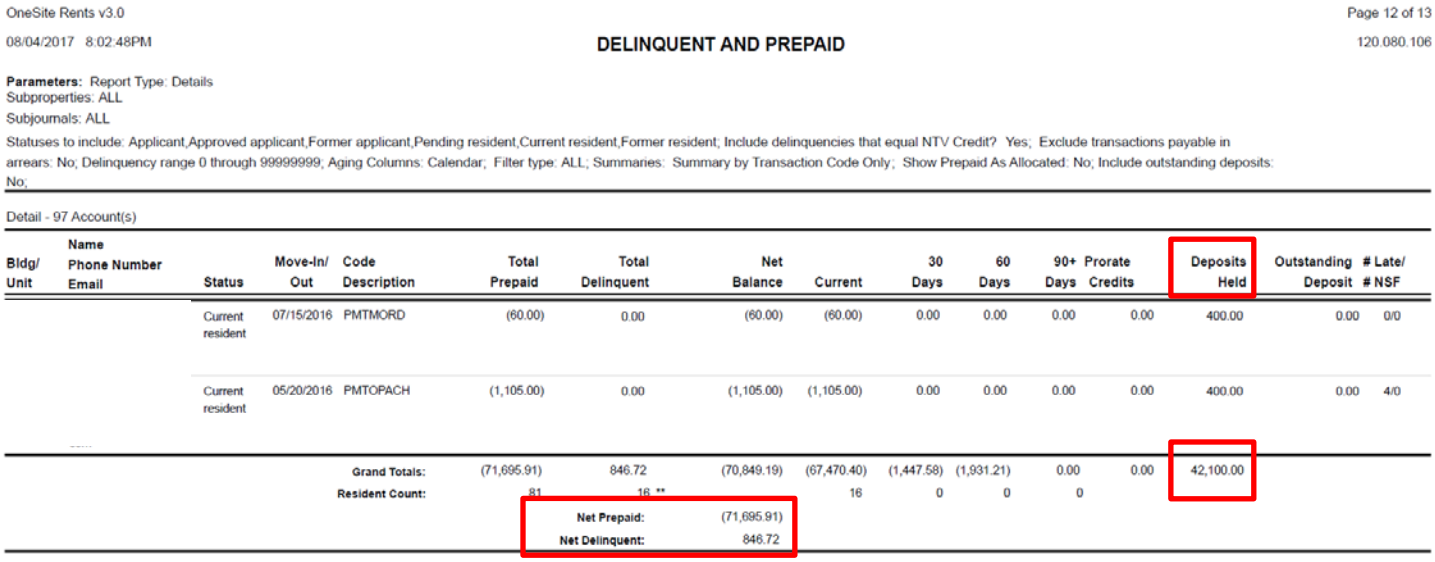
Bldg/Unit	Resident Name / SubJournal	Status	Beginning Balance	Total Lease Charges	Total Credits	Ending Balance	Deposits Balance Forward	Deposits Net Change	Ending Deposit Balance	Move-In Date/Lease Begin	Move-Out Date/Lease End
Sub-totaled by SubJournal		** **Note:** Delinquent and Prepaid applies only to the Beginning Balance and Ending Balance columns									
			Delinquent Prepaid	**Net Amounts**	**Net Amounts**	**Delinquent Prepaid**	**Net Amounts**	**Net Amounts**	**Net Amounts**		
	RESIDENT	Delinquent	158.60	107,915.17	127,250.93	846.72	47,255.00	1,800.00	49,055.00		
		Prepaid	(51,672.03)			(71,695.91)					
Totals - 121 Residents:			**(51,513.43)**	**107,915.17**	**127,250.93**	**(70,849.19)**	**47,255.00**	**1,800.00**	**49,055.00**		
		Prepaid Portion:	**(51,672.03)**			**(71,695.91)**		**Dep In:**	**4,600.00**		
		Delinquent Portion:	**158.60**			**846.72**		**Dep Out:**	**3,940.00**		
								Prepaids Moved to Deposit Ledger:	**1,140.00**		

*These amounts may consist of multiple receivable accounts but are totaled by resident ledger on this report. See the Resident Balances by Fiscal Period report for a breakout by receivable account (which also ties to the Monthly Transaction Summary report).

3. Compare the Ending Deposit Balance amount to the Resident Deposit Audit Total Deposits On Hand amount that was circled previously.
   a. If these amounts match you are ok to move on.
   b. If they do not match then compare the Resident Deposit Audit amounts in the Deposits On Hand Column to the Ending Deposit Balance Column of the Resident Summary Balance Report to find the discrepancies and report them to your Supervisor.

DELINQUENT & PREPAID:

1. On the last page of this report find the “Net Prepaid”, “Net Delinquent”, and “Deposits Held” totals and circle them.



OneSite Rents v3.0 Page 12 of 13

08/04/2017 8:02:48PM **DELINQUENT AND PREPAID** 120.080.106

Parameters: Report Type: Details
Subproperties: ALL
Subjournals: ALL
Statuses to include: Applicant,Approved applicant,Former applicant,Pending resident,Current resident,Former resident; Include delinquencies that equal NTV Credit? Yes; Exclude transactions payable in arrears: No; Delinquency range 0 through 99999999; Aging Columns: Calendar; Filter type: ALL; Summaries: Summary by Transaction Code Only; Show Prepaid As Allocated: No; Include outstanding deposits: No;

Detail - 97 Account(s)

Bldg/ Unit	Name Phone Number Email	Status	Move-In/ Out	Code Description	Total Prepaid	Total Delinquent	Net Balance	Current	30 Days	60 Days	90+ Days	Prorate Credits	Deposits Held	Outstanding Deposit	# Late/ # NSF
		Current resident	07/15/2016	PMTMORD	(60.00)	0.00	(60.00)	(60.00)	0.00	0.00	0.00	0.00	400.00	0.00	0/0
		Current resident	05/20/2016	PMTOPACH	(1,105.00)	0.00	(1,105.00)	(1,105.00)	0.00	0.00	0.00	0.00	400.00	0.00	4/0
				Grand Totals:	(71,695.91)	846.72	(70,849.19)	(67,470.40)	(1,447.58)	(1,931.21)	0.00	0.00	42,100.00		
				Resident Count:	81	16 **		16	0	0	0				
						Net Prepaid:	(71,695.91)								
						Net Delinquent:	846.72								

2. Compare the Delinquents, Prepaids, and Deposits Held lines on the Delinquent & Prepaid report to the corresponding lines for the Resident Summary Balances report
   a. If they match put a check mark by them.
   b. If they do not match notify your Supervisor as the open balances/credits will need to be cleared up.
3. Then look through the report and see if there are residents showing both a prepaid and delinquent amount and put a mark next to them on the report.

Lease Expiration Detail:

1. Review the list of leases that are MTM, 30, 60, and 90 days from expiration.
2. In the Other Charges column verify the MTM Fee is being charged if applicable.

Bldg/Unit	Floorplan	SQFT	Name Phone/email	Term	Lease End	Move-In	Expected Move-out	Do Not Renew	Late/ NSF	Last Rent Change	Last Rent Change Amt	Market Rent	Lease Rent	Other Charges	Other Credits	Total Billing	Balance
MTM																	
8-098	3x1.5	1300		MTM	05/31/2017	04/08/2016		☐	5/0	01/01/2018	50.00	1,250.00	1,250.00	265.00	0.00	1,515.00	0.00
				nail.com													
6-067	1x1A	750		MTM	11/30/2017	08/04/2016		☐	1/0	12/01/2017	25.00	800.00	800.00	0.00	125.00	675.00	192.50
7-096	3x1.5	1300		MTM	11/30/2017	11/20/2017		☐	0/0			1,250.00	1,250.00	0.00	1,250.00	0.00	166.06
1-004	2x2B	1050		MTM	02/28/2018	07/22/2016		☐	0/0	03/01/2018	25.00	990.00	990.00	100.00	0.00	1,090.00	(1.67)
6-075	2x1A	950		MTM	02/28/2018	04/08/2015		☐	0/0	03/01/2018	70.00	950.00	950.00	120.00	0.00	1,070.00	0.00
				ed.us													
7-090	3x1.5	1300		MTM	03/31/2018	12/10/2016		☐	8/2	04/01/2018	40.00	1,250.00	1,250.00	265.00	0.00	1,515.00	640.00
Total MTM/Expired leases: 6												**6,490.00**	**6,490.00**	**750.00**	**1,375.00**	**5,865.00**	
April 2018																	
5-051	1x1A	750		6	04/30/2018	10/13/2017		☐	0/0			800.00	800.00	140.00	24.00	916.00	0.00
7-086	3x1.5	1300		6	04/30/2018	03/17/2016		☐	0/0	11/01/2017	60.00	1,250.00	1,310.00	145.00	0.00	1,455.00	(85.00)
Total leases expiring in April 2018: 2												**2,050.00**	**2,110.00**	**285.00**	**24.00**	**2,371.00**	

Once all reports have been generated and reviewed please scan and e-mail them to your Supervisor and copy your Bookkeeper. In the body of the e-mail please outline any items that stood out and reflect the notes on the reports so they can be reviewed and corrected by the Corporate Office. Once the e-mail has been sent please forward your property date to the 1st of the following month.