MO-6 Weekly Occupancy Report

THE CUT OFF DATE FOR THE WEEKLY OCCUPANCY REPORTS IS MONDAY AT 12:00 P.M. It is to be faxed no later than 10 a.m. every TUESDAY to the home office, (HINT: Do the report on the Friday before, when it's less hectic, then you only have to adjust for changes on Monday). For those properties without fax machines, managers must have them faxed by a service company.

This form is used to keep the home office updated on the property's occupancy and collections. The following instructions are given in relation to each heading on the form.

PROPERTY UNIT SCHEDULE

Unit type
> In each column, enter the number of bedrooms. (Example: 1bdrm, 2bdrm, etc.)

Square footage
> Enter the square footage of each unit type. In the "Totals" column, enter the total square footage for all units.

Rent per unit
> Enter gross rent potential for each unit type. In the "Totals" column, enter the total gross monthly rent potential.

Total units
> Enter the total number of units for each unit type. In the "Totals" column enter the total number of units of the property. The sum of all unit types should equal the total number of units of the property.

OCCUPIED UNITS

Residents
> Enter the number of units occupied by residents according to unit type.

Employees
> Enter the number of units occupied by employees according to unit type.

The "Totals" column should equal the total number of occupied units. The total "residents" units plus the total "employees" units should equal the total number of occupied units for the week.

VACANT

Out of service
> Enter the number of vacant units under reconstruction or any units that are not rentable according to unit type.

Making ready
> Enter the number of vacant units in the process of making ready to lease according to unit type. (Note: If a move in occurs the same week that unit is made ready, DO NOT show unit as a ready to lease unit.)

The total "out of service" units plus the total "making ready" units plus the total "ready to lease" units should equal the total number of vacancies for the week.

Total occupied plus total vacant units should equal the total number of property units.

LEASES PENDING

Security deposits pending previous week
> Forward the number from total leases pending with deposit from previous report. This is deposits paid the previous week before move in.

Security deposits paid this week
> Enter the number of deposits paid this week, including unit transfers or deposits paid this week before move in.

Less: move ins
> Enter the number of move ins this week.

Applications rejected/canceled
> Enter the number of applicants who have paid a deposit before moving in, but were subsequently rejected or canceled.

Total leases pending with deposit
> This number is the result of the math formula of the above entries. It is the number of deposits pending before move in.

Units ready to lease
> Enter only the number of units ready to lease that are still vacant. This number is the same as total "ready to lease" units as reported in vacant section.

Units ready last report
> Forward the number from units ready to lease from previous report.

Move ins this week
> Enter the number of move ins this week.

Made ready this week
> This number is the result of the math formula of the above entries. It is the number of units made ready this week.

OCCUPANCY

Units occupied last week
> Forward the number from units occupied this week from previous report.

Move ins this week
> Enter the number of move ins this week.

Move outs this week
> Enter the number of move outs this week.

Units occupied this week
> This number is the result of the math formula of the above entries. This number is equivalent to the total number of occupied units listed above.

Percent occupied
> This percent is the result of dividing occupied units by total property units. Round off to the nearest whole number.

PRE-LEASE POSITION

Notices to move out
> Enter the number of notices to move out.

Pending with deposit
> Enter the number of deposits paid before move in. This is equivalent to the number of total leases pending with deposit.

LEASING EFFECTIVENESS
Apartments shown
> Enter the number of vacant apartments shown this week.

Security deposits paid
> Enter the number of deposits paid this week, including deposits paid before move in and unit transfer deposits.

Closing % (leased/shown)
> This percent is the result of dividing the number security deposits paid by the number of apartments shown. Enter %. If the number shown is less than the number of deposits paid, enter 100%+.

COLLECTION ANALYSIS
Copies of the Resident's Notices to move shall be attached to this report for each move-out listed for the week. If the resident did not give notice, the manager must write an explanation. In either case, the manager should ask departing residents the following and note the answers on the move-out notice:
- **Why are they leaving?**
- **Where are they going to?**
- **What will their new rent be?**
- **Did they have any problems with our property?**
- **Would they rent here again?**

Balance Due as of last month end
> This is the amount due from your residents on the last month end report.

Rent Charged 1st of Month
> (All Occupied Units) - Enter the **tenant's share** of the rent for all residents that are in the units **on the 1st of the month.**

New Move-Ins Rent Charged MTD.
> Consolidate and enter all rents charged to new move ins **since the first of the month.** Do not include any rents tabulated in "Rent charged 1st of month".

Move-outs Rent Credit MTD
> Consolidate and enter all rent credits for move-outs since the first of the month.

All Other Charges
> Consolidate and enter all other charges since the first of the month.
Total Charges
> This amount is the result of the math formula of above entries.

Total Monies Deposited
        This is all the money collected and deposited month to date. This amount is on the total deposited MTD column of your batch transmittal.

Current A/R Balance
        This amount is the result of the math formula of above entries. It is the amount you have **not collected** from your residents.

Percent Collected
        Divide "Total Monies Deposited MTD" by "Total Charges" and you will get the percentage of monies you have collected month to date.

TRAFFIC REPORT:

Fill in the number of applications that were completed and returned to the office for each bedroom size. Add the number of applications returned for each bedroom size and enter the total under "TOTAL".