

E & E Capital Management, LLC

Property Management Report

Each Month

Made For:

YOU!



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This report includes the following properties:

(All of your properties will be listed here!)

1	1234 Street	City	GA	Zip
2	5678 Road	City	GA	Zip
3	987 Drive	City	GA	Zip
4	1050 Lane	City	GA	Zip
5	653 Circle	City	GA	Zip

Property portfolio occupancy rate: 83.33%- 6 rentals/ 5 occupied / 1 vacant

New Purchases

In the month of _____ the following properties were purchased:

Address	City	State	Zip
635 Boulevard	City	GA	Zip
8373 Parkway	City	GA	Zip
7292 Terrace	City	GA	Zip

The total expected renovation cost for the new purchases in the month of _____ is: **\$5,866.77**

The total renovation cost for the whole portfolio at this time is: **\$8,366.77**

Executive Summary

Operational Issues:

There was 1 major repair:

- 5678 Road: insulation was needed in attic; it was less than half of what the code is. The AC, which is new, was not able to keep the house cool, the tenant was complaining and saying she would have to move because they were overheated, the baby was uncomfortable and the electric bill was too high.
 - o It cost \$250.00

Total repair/maintenance cost for _____: \$ 312.31

Leasing Summary:

Rental income expected in _____: \$2,670.00

Rental income received in _____: \$2,070.00

Late Fee income received in _____: \$120.00

Non-Refundable Pet Deposit income received in _____: \$200.00

Total received: \$2,390.00

Balance Due: \$600.00

Total net income to be distributed to YOU: **\$978.02**

Total management fee to be distributed to E & E Capital Management, LLC: **\$299.00**

Total commission from first months rent to be distributed to E & E Capital Management, LLC: **\$450.00**

Arrears:

There was one arrear in the month of _____, and 1 issue:

Arrears:

1. 5678 Road - John and Jane Doe

-They paid \$500, but still owe \$600 – rent: \$825 and late fees: \$120 for month of _____

-They say they will pay it in 2 weeks approximately.

Issues:

1. 987 Drive– Mary Smith

-There was a mess up in the accounting department at her workplace and they forgot to send \$200 via direct deposit. They are supposed to pay us \$50 extra each month to make up for it.

Evictions:

No evictions this month!

Leasing / Vacancy Status

Rent Roll

Unit	Name	Lease Start	Lease End	Amount Paid		Previous Balance	Balance Due
				Rent	Deposits/Other		
1234 Street							
1	Sue Simpson	3/1/2013	2/28/2014	\$900.00	\$200.00	\$0.00	(\$1100.00)
1234 Street				\$900.00	\$200.00	\$0.00	(\$1100.00)
5678 Road							
1	John and Jane Doe	2/24/2013	1/31/2014	\$1100.00	\$0.00	\$0.00	\$0.00
5678 Road				\$1100.00	\$0.00	\$0.00	\$0.00
987 Drive							
1	Mary Smith	1/18/2013	12/31/2013	\$670.00	\$120.00	\$0.00	-\$600.00
987 Drive				\$670.00	\$120.00	\$0.00	-\$600.00

Summary by property:

Property	No. of Units	Occupancy		
		Vacant	Occupied	% Occupied
1234 Street	1	0	1	100.00%
5678 Road	1	0	1	100.00%
987 Drive	1	0	1	100.00%
635 Boulevard	1	1	0	0.00%
8373 Parkway	1	1	0	0.00%
7292 Terrace	1	1	0	0.00%
Totals and averages	6	3	3	50.00%

* these columns can be customized to only show you the information you want to see. Formatting may be different on actual report due to new system.

Newly Rented Units

Unit	List Date	Delist Date	Available Date	Bed/Bath	size	Rent
1234 Street						
	--/--/--	--/--/--	--/--/--	3+2		\$900.00
Total of 1 listing for 1234 Street						\$900.00

Vacant Units under Renovation

Unit	List Date	Delist Date	Available Date	Bed/Bath	Size	Rent
635 Boulevard						
	--/--/--	--/--/--	--/--/--	3 Bed/ 2 Bath		\$725.00
Total of 1 listing for 635 Boulevard						\$725.00
8373 Parkway						
	--/--/--	--/--/--	--/--/--	3 Bed/ 1 Bath		\$700.00
Total of 1 listing for 8373 Parkway						\$700.00

Vacant Units Rent Ready

Unit	List Date	Delist Date	Available Date	Bed/Bath	Size	Rent
7292 Terrace						
	5--/--/--	--/--/--	--/--/--	2 Bed/1.5 Bath	1,088	\$775.00
Total of 1 listing for 7292 Terrace						\$775.00

** these columns can be customized to only show you the information you want to see. Formatting may be different on actual report due to new system.

Financial Reports

Income and Expense Report:

Active and inactive accounts:

	<u>Income</u>		<u>Expense</u>													Total	Net
	Rental Income	Security Deposit	Late Fees	Pet Deposit	Insurance Expense	Property Taxes	Sanitation Taxes	Bank Service Charges	Eviction/Filing Fees	Buildium	HOA	Repairs and Maintenance	Utilities	Management Fee	1st month rent commission	Expense	Income
1234 street	900.00			200	51.65	40.00								110.00	450	651.65	448.35
5678 road	500.00				47.22	59.74						250.00		122.00		478.96	21.04
987 drive	670.00		120		54.79	72.27						62.31		67.00		256.37	533.63
635 Boulevard	0.00															0.00	0.00
8373 Parkway	0.00															0.00	0.00
7292 Terrace	0.00															0.00	0.00
General	0.00				0.00	0.00		0.00		25.00						25.00	-25.00
Total	2070	0.00	120	200	153.66	172.01	0.00	0.00	0.00	25.00	0.00	312.31	0.00	299.00	450.00	1411.98	978.02

- The numbers above are based on the insurance and taxes being **amortized**.

Balance Sheet:

	<u>1411 Lane</u>	<u>1459 Circle</u>	<u>2875 Drive</u>	<u>4383 Road</u>	<u>45 Street</u>	<u>General</u>	<u>TOTAL</u>
ASSETS							
Current Assets							
Checking/Savings							
"Bank" Security Deposit	0.00	0.00	1,100.00	0.00	1,312.50	0.00	2,412.50
Your - Chase Account	0.00	9,071.50	-8,644.43	5,860.88	5,359.23	-11,756.29	2,389.67
Total Checking/Savings	<u>0.00</u>	<u>9,071.50</u>	<u>-7,544.43</u>	<u>5,860.88</u>	<u>6,671.73</u>	<u>-11,756.29</u>	<u>4,802.17</u>
Total Current Assets	<u>0.00</u>	<u>9,071.50</u>	<u>-7,544.43</u>	<u>5,860.88</u>	<u>6,671.73</u>	<u>-11,756.29</u>	<u>4,802.17</u>
TOTAL ASSETS	<u>0.00</u>	<u>9,071.50</u>	<u>-7,544.43</u>	<u>5,860.88</u>	<u>6,671.73</u>	<u>-11,756.29</u>	<u>4,802.17</u>
LIABILITIES & EQUITY							
Liabilities							
Current Liabilities							
Other Current Liabilities							
Security Deposit	0.00	0.00	1,100.00	0.00	1,312.50	0.00	2,412.50
Total Other Current Liabilities	<u>0.00</u>	<u>0.00</u>	<u>1,100.00</u>	<u>0.00</u>	<u>1,312.50</u>	<u>0.00</u>	<u>2,412.50</u>
Total Current Liabilities	<u>0.00</u>	<u>0.00</u>	<u>1,100.00</u>	<u>0.00</u>	<u>1,312.50</u>	<u>0.00</u>	<u>2,412.50</u>
Total Liabilities	0.00	0.00	1,100.00	0.00	1,312.50	0.00	2,412.50
Equity							
Members Draw	0.00	0.00	0.00	0.00	0.00	-11,598.67	-11,598.67
Members Equity	0.00	1,143.33	-2,008.88	635.11	0.00	538.50	569.25
Net Income	0.00	7,928.17	-6,635.55	5,225.77	5,359.23	-696.12	13,419.09
Total Equity	<u>0.00</u>	<u>9,071.50</u>	<u>-8,644.43</u>	<u>5,860.88</u>	<u>5,359.23</u>	<u>-11,756.29</u>	<u>2,389.67</u>
TOTAL LIABILITIES & EQUITY	<u>0.00</u>	<u>9,071.50</u>	<u>-7,544.43</u>	<u>5,860.88</u>	<u>6,671.73</u>	<u>-11,756.29</u>	<u>4,802.17</u>