



Daily Asset Manager Briefing - John Doe

1 message

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John Doe,

Good morning, and welcome to your daily asset management briefing, courtesy of anathan@sylvanroad.com. Today is Mon Feb 13, 2023, and a lot is going on in Market 1, Market 2, Market 3. Let's get started.

In the past 7 days, 17 work orders have been created in Market 1, Market 2, Market 3. This includes 4 open and unapproved work orders, of which 6 are for turnovers. Across the same time period, 4 approved maintenance work orders were completed, at a cost of \$13,000. There were 3 turns completed in this time period, costing \$8,000.

In the last seven days, 8 assets have stabilized. There have been a total of 4 move-ins (excluding illegal occupants) with an average contract rent of \$1,500,

There are 14 assets on the marketing wall in your markets. 3 of these assets are not published to the marketing wall. This figure could include recent handoffs, off-market assets, and assets with draft leases. 7 leases are expiring in the next 7 days.

In addition, base rent collections are a team priority. Please review the data below at your convenience.

Base Rent Collections

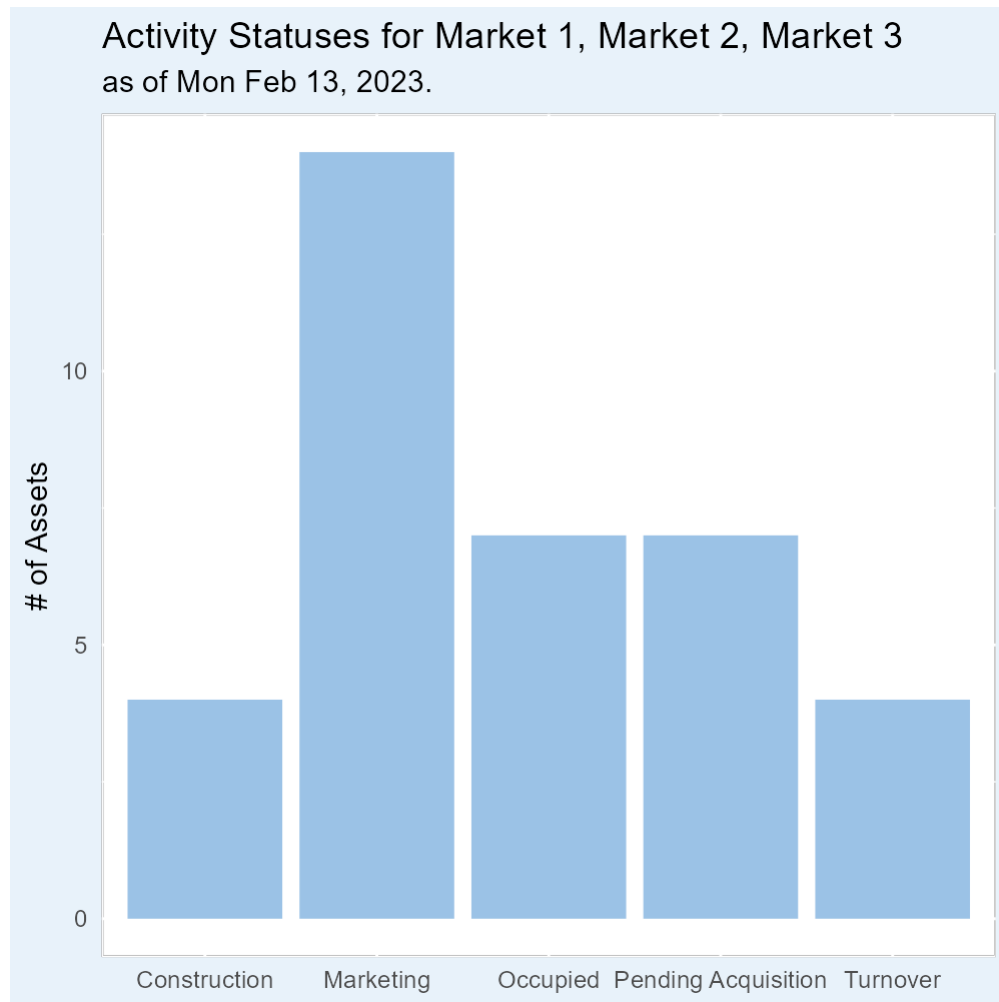
Month	Market	Gross Charges	0-30 days	CTD
Dec 2022	Market 1	\$10,000	95%	100%
Jan 2023	Market 1	\$10,500	95%	100%
Feb 2023	Market 1	\$11,000	87%	87%
Dec 2022	Market 2	\$8,000	92%	95%
Jan 2023	Market 2	\$7,900	93%	97%
Feb 2023	Market 2	\$8,200	84%	84%
Dec 2022	Market 3	\$15,000	100%	100%
Jan 2023	Market 3	\$15,000	100%	100%
Feb 2023	Market 3	\$17,950	95%	95%

It is important to clear our backlog in turns and reno, as these are a major drag on our portfolio occupancy rates. In your markets, there are 0 turn work orders that have aged

more than 45 days. The most aged of these work orders (WO# 12345) has been open for 25 days and has an estimated cost of \$6,250.

On the renovation front, there are 4 open jobs in your markets. These can be found on the Construction Wall and will not have an Acceptance Date. The most aged renovation has been on the wall for 65 days. This project, associated with the Property Id 100004, has incurred 32000 in approved costs.

Finally, the big picture is very important. Where are your assets? Is my portfolio growing? Is there a backlog in renovation? This chart should provide some context.



Have a great day,

Alec A. Nathan