IN THE SUPREME COURT OF THE STATE OF NEVADA

FEDERAL NATIONAL MORTGAGE ASSOCIATION,

Appellant,

vs.

WESTLAND LIBERTY VILLAGE, LLC, a Nevada Limited Liability Company; and WESTLAND VILLAGE SQUARE, LLC, a Nevada Limited Liability Company,

Respondents.

Electronically Filed
Jan 29 2021 02:31 p.m.
Elizabeth A. Brown
Clerk of Supreme Court

Supreme Court Case No. 82174

Dist. Court Case No. A-20-819412-B

RESPONDENTS' SUPPLEMENTAL APPENDIX IN SUPPORT OF OPPOSITION TO EXPEDITED MOTION TO STAY

VOLUME II

J. Colby Williams, Esq. (#5549)
Philip R. Erwin, Esq. (#11563)
CAMPBELL & WILLIAMS
700 South Seventh Street
Las Vegas, Nevada 89101
Telephone: (702) 382-5222

Counsel for Respondents[1]

[1] Additional counsel for Respondents identified below.

TAB	VOLUME	DOCUMENT[2]	DATE	PAGES
15	5	Affidavit of Shimon Greenspan in Support of Counterclaimant's Motion for Temporary Restraining Order and Motion for Preliminary Injunction	September 18, 2020	SA686 – SA691
6	2	Affidavit of Yakoov Greenspan in Opposition to Application to Appoint Receiver and In Support of Defendant's Motion for Temporary Restraining Order and Motion for Preliminary Injunction	August 31, 2020	SA356 – SA364
12	5	Assumption Approval Letter for Liberty Village Apartments dated August 20, 2018 (Exhibit "J" to Motion for Preliminary Injunction)	September 1, 2020	SA649 – SA658
13	5	Assumption Approval Letter for Village Square Apartments dated August 22, 2018 (Exhibit "K" to Motion for Preliminary Injunction)	September 1, 2020	SA659 – SA668
10	5	Assumption Closing Statement for Liberty Village Apartments dated August 29, 2018 (Exhibit "H" to Motion for Preliminary Injunction)	September 1, 2020	SA643 – SA645
11	5	Assumption Closing Statement for Liberty Village Apartments dated August 29, 2018 (Exhibit "I" to Motion for Preliminary Injunction)	September 1, 2020	SA646 – SA648
8	3	CBRE Property Condition Assessment Report for Liberty Village Apartments dated August 8, 2017 (Exhibit "D" to Motion for Preliminary Injunction)	September 1, 2020	SA373 – SA485

[2] For brevity, Westland did not include the voluminous filings to which the identified exhibits were attached in its Supplemental Appendix, *see* NRAP 30(b), but will do so should the Court request it.

TAB	VOLUME	DOCUMENT	DATE	PAGES
9	4	CBRE Property Condition Assessment Report for Liberty Village Apartments dated August 8, 2017 (Exhibit "E" to Motion for Preliminary Injunction)	September 1, 2020	SA486 – SA642
17	5	Emails to Lenders Regarding Reserve Requests from Westland Liberty Village (Exhibit "5" to Reply In Support of Motion for Preliminary Injunction)	September 18, 2020	SA697 – SA741
14	5	Lender's Counsel's Non-Waiver Letters dated February 19, 2020 (Exhibit "T" to Motion for Preliminary Injunction)	September 1, 2020	SA669 – SA685
18	5	Letter of John Benedict to Robert Olson, Esq.	November 6, 2020	SA742 – SA748
4	2	Letter of John Hofsaess dated December 23, 2019 (Exhibit "R" to Counterclaim)	August 31, 2020	SA349 – SA352
5	2	Letter of John Hofsaess dated January 6, 2020 (Exhibit "S" to Counterclaim)	August 31, 2020	SA353 – SA355
3	2	Letter of John Hofsaess dated November 13, 2019 (Exhibit "Q" to Counterclaim)	August 31, 2020	SA343 – SA348
7	2	Nuisance Notice dated April 4, 2017 from Las Vegas Metropolitan Police Department (Exhibit "A" to Motion for Preliminary Injunction)	September 1, 2020	SA365 – SA372
1	1	Order Appointing Receiver (Exhibit "4" to Application for Receiver)	August 12, 2020	SA001 – SA019
16	5	Supplemental Affidavit of Yakoov Greenspan in Support of Counterclaimant's Motion for Temporary Restraining Order and Motion for Preliminary Injunction	September 18, 2020	SA692 – SA696

TAB	VOLUME	DOCUMENT	DATE	PAGES
2	1	Westland Strategic Improvement Plan for Liberty Village and Village Square dated November 27, 2019 (Exhibit "N" to Counterclaim)	August 31, 2020	SA020 – SA200
2	2	Westland Strategic Improvement Plan for Liberty Village and Village Square dated November 27, 2019 (Exhibit "N" to Counterclaim)	August 31, 2020	SA201 – SA342

Respectfully submitted,

Dated: January 29, 2021

CAMPBELL & WILLIAMS

By /s/ ***J. Colby Williams***

J. COLBY WILLIAMS, ESQ. (5549)
PHILIP R. ERWIN, ESQ. (11563)

JOHN BENEDICT, ESQ. (5581)
The Law Offices of John Benedict

JOHN W. HOFSAESS, ESQ.
(pro hac vice)
Westland Real Estate Group

Attorneys for Respondents

CERTIFICATE OF SERVICE

Pursuant to NRAP 25, I hereby certify that, in accordance therewith and on this 29th day of January 2021, I caused true and correct copies of the foregoing **RESPONDENTS' SUPPLEMENTAL APPENDIX IN SUPPORT OF OPPOSITION TO EXPEDITED MOTION TO STAY (VOLUME II)** to be delivered to the following counsel and parties:

VIA ELECTRONIC AND U.S. MAIL:

Kelly H. Dove, Esq.
Nathan G. Kanute, Esq.
Bob L. Olson, Esq.
Snell & Wilmer L.L.P.
3883 Howard Hughes Parkway, Suite 110
Las Vegas, Nevada 89169

Joseph G. Went, Esq.
Lars K. Evensen, Esq.
Sydney R. Gambee, Esq.
Holland & Hart L.L.P.
9555 Hillwood Drive, 2nd Floor
Las Vegas, Nevada 89134

/s/ ***John Y Chong***
An Employee of Campbell & Williams

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1104			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	12	$ 25.00	$ 300.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials				Each		$ 175.00	$ -
3 Bedroom Maintenance Materials				Each		$ 205.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	435	$ 2.85	$ 1,239.75
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	207	$ 1.21	$ 250.47
Carpet Cleaning	Vendor	EXPENSE		Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	192	$ 1.50	$ 288.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
List Item:	Other		OTHER	Each			$ -
						Grand Total	$ 3,313.22

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1106			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,681.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1110			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour	2	$ 25.00	$ 50.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 735.00**

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1115			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,681.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1117			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	1	$ 1.21	$ 1.21
Carpet Cleaning	Vendor	EXPENSE		Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE		Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials				Each		$ 175.00	$ -
3 Bedroom Maintenance Materials				Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 996.21**

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1118			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	6	$ 25.00	$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials				Each		$ 175.00	$ -
3 Bedroom Maintenance Materials				Each		$ 205.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	435	$ 2.85	$ 1,239.75
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	207	$ 1.21	$ 250.47
Carpet Cleaning	Vendor	EXPENSE		Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	192	$ 1.50	$ 288.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
List Item:	Other		OTHER	Each			$ -
						Grand Total	$ 3,163.22

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1120			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,681.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1121			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each	1	$ 346.00	$ 346.00
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each	1	$ 250.00	$ 250.00
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,277.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1123			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 225.00	$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,381.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1124			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each	1	$ 446.00	$ 446.00
Stove-Gas	In House	CAPITAL	APPLIANCES	Each	1	$ 346.00	$ 346.00
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each	1	$ 250.00	$ 250.00
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,903.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1126			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,606.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1127			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each	1	$ 30.00	$ 30.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,891.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1128			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,669.91**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1130			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 30.00	$ 60.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each	5	$ 30.00	$ 150.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,071.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1132			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,861.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1136			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each	10	$ 30.00	$ 300.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	6	$ 25.00	$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,031.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1160			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	676	$ 2.85	$ 1,926.60
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	522	$ 1.21	$ 631.62
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	392	$ 1.50	$ 588.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 250.00	$ 250.00
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	7	$ 25.00	$ 175.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 205.00	$ 205.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	1	$ 80.00	$ 80.00
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each	1	$ 446.00	$ 446.00
Stove-Gas	In House	CAPITAL	APPLIANCES	Each	1	$ 346.00	$ 346.00
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each	1	$ 383.00	$ 383.00
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each	1	$ 414.00	$ 414.00
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 6,085.22**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1163			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	10	$ 25.00	$ 250.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials				Each		$ 175.00	$ -
3 Bedroom Maintenance Materials				Each	1	$ 205.00	$ 205.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	$ 250.00	$ 250.00
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	2	$ 75.00	$ 150.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	2	$ 180.00	$ 360.00
Resurface - Shower walls	Vendor	EXPENSE		Each	2	$ 160.00	$ 320.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	676	$ 2.85	$ 1,926.60
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	513	$ 1.21	$ 620.73
Carpet Cleaning	Vendor	EXPENSE		Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	296	$ 1.50	$ 444.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
List Item:	Other		OTHER	Each			$ -
						Grand Total	**$ 5,006.33**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1166			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	676	$ 2.85	$ 1,926.60
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	522	$ 1.21	$ 631.62
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	392	$ 1.50	$ 588.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each	4	$ 30.00	$ 120.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 250.00	$ 250.00
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	6	$ 25.00	$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 205.00	$ 205.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each	6	$ 30.00	$ 180.00
Fridge	In House	CAPITAL	APPLIANCES	Each	1	$ 446.00	$ 446.00
Stove-Gas	In House	CAPITAL	APPLIANCES	Each	1	$ 346.00	$ 346.00
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each	1	$ 250.00	$ 250.00
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 5,553.22**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1186			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	676	$ 2.85	$ 1,926.60
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	522	$ 1.21	$ 631.62
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	392	$ 1.50	$ 588.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 250.00	$ 250.00
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	5	$ 25.00	$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	5	$ 205.00	$ 1,025.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each	1	$ 446.00	$ 446.00
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 5,622.22**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
$4,034	1188			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	554	396	296	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	5	$ 25.00	$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials				Each	1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials				Each		$ 205.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	2	$ 75.00	$ 150.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
List Item:	Other		OTHER	Each			$ -
						Grand Total	**$ 1,240.00**

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1190			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each	1	$ 30.00	$ 30.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	5	$ 25.00	$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	1	$ 80.00	$ 80.00
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,350.00**

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1191			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	522	$ 1.21	$ 631.62
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	5	$ 25.00	$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,796.62**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1193			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	$ 2.85	$ 1,578.90
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	296	$ 1.50	$ 444.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	5	$ 25.00	$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,667.06**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1195			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	$ 2.85	$ 1,578.90
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	296	$ 1.50	$ 444.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each	4	$ 30.00	$ 120.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	5	$ 25.00	$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,787.06**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1197			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	$ 2.85	$ 1,578.90
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	296	$ 1.50	$ 444.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each	4	$ 30.00	$ 1.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	2	$ 180.00	$ 360.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	6	$ 25.00	$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each	1	$ 250.00	$ 250.00
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,898.06**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1199			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	$ 2.85	$ 1,578.90
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	296	$ 1.50	$ 444.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 225.00	$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	6	$ 25.00	$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	1	$ 80.00	$ 80.00
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each	1	$ 250.00	$ 250.00
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,647.06**

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	1203			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **(REPLACE IN KITCHEN , living room dinning area)**	Vendor	CAPITAL	FLOORS	Sq. Ft.	676	$ 2.85	$ 1,926.60
Carpet- Contractor will install Carpet floor **(heavy soil & urine odor)**	Vendor	CAPITAL	FLOORS	Sq. Ft.	522	$ 1.21	$ 631.62
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards **(Kitchen)**	Vendor	CAPITAL	FLOORS	Linear Foot	392	$ 1.50	$ 588.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE	Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only **(+ Bahtroom cabinets)**	Vendor / In House	EXPENSE	CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers **(MASTER BATH CABINET)**	Vendor	EXPENSE	CABINETS	Each	1	$ 30.00	$ 30.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each	1	$ 30.00	$ 30.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub **(MASTER)**	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls **(+ SHOWER PAN)**	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS		1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 205.00	$ -
Windows (DIINING AREA)	Vendor	EXPENSE	WINDOWS & BLINDS	Each	1	$ 80.00	$ 80.00
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each	1	$ 446.00	$ 446.00
Stove-Gas	In House	CAPITAL	APPLIANCES	Each	1	$ 346.00	$ 346.00
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each	1	$ 250.00	$ 250.00
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 5,658.22**

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	1218	12/22/2018		

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **(STEAM VINYL)**	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		$ 1.21	$ -
Carpet Cleaning (DEEP CLEAN)	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each		$ 225.00	$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only **(+ BATHROOM CABINETS)**	Vendor / In House	EXPENSE	CABINETS	Each	2	$ 170.00	$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each	1	$ 30.00	$ 30.00
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls **(+SHOWER PAN)**	Vendor	EXPENSE		Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials					1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials						$ 205.00	$ -
Windows (PATIO DOOR)	Vendor	EXPENSE	WINDOWS & BLINDS	Each	1	$ 80.00	$ 80.00
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
House Keeping (DEEP CLEANING)	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,355.00**

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	1219			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments: **** UNIT LOOKS TURNED RENT READY W/ MINOR DETAILS ***				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each		$ 225.00	$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE	Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only **(+ BATHROOM CABINETS)**	Vendor / In House	EXPENSE	CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls **(+SHOWER PAN)**	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each		$ 25.00	$ -
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each	1	$ 446.00	$ 446.00
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each		$ 85.00	$ -
						Grand Total	**$ 606.00**

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	1226			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **(STEAM CLEAN)**	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		$ 1.21	$ -
Carpet Cleaning (DEEP CLEAN ; STRETCH)	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only **(+ Bathroom cabinets)**	Vendor / In House	EXPENSE	CABINETS	Each	2	$ 170.00	$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls **(+ SHOWER PAN)**	Vendor	EXPENSE		Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each		$ 25.00	$ -
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials						$ 175.00	$ -
3 Bedroom Maintenance Materials						$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 885.00**

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	1227			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	$ 2.85	$ 1,578.90
Carpet- Contractor will install Carpet floor **(+ Entry carpet)**	Vendor	CAPITAL	FLOORS	Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	296	$ 1.50	$ 444.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only **(+ Bathroom cabinets)**	Vendor / In House	EXPENSE	CABINETS	Each	2	$ 170.00	$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement **(mold)**	Vendor	EXPENSE	PAINT	Each	2	$ 30.00	$ 60.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls **(+ SHOWER PAN)**	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each		$ 25.00	$ -
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS		1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 4,037.06**

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	1228			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **(STEAM CLEAN)**	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning (DEEP CLEAN ; STRETCH)	Vendor	EXPENSE	FLOORS	Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each		$ 225.00	$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE	Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only **(+ Bathroom cabinets)**	Vendor / In House	EXPENSE	CABINETS	Each	2	$ 170.00	$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls **(+ SHOWER PAN)**	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS		1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each	1	$ 346.00	$ 346.00
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,995.16**

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	1241			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **(LIVING ROOM REPAIRS)**	Vendor	CAPITAL	FLOORS	Sq. Ft.	45	$ 2.85	$ 128.25
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning (DEEP CLEAN ; RED STAINS)	Vendor	EXPENSE	FLOORS	Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	2	$ 170.00	$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS		1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,438.25**

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	1246			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **(WATER DAMAGE) + REPAIRS**	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	$ 2.85	$ 1,578.90
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		$ 1.21	$ -
Carpet Cleaning (DEEP CLEAN ; RED STAINS)	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	2	$ 170.00	$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials					1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials						$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each	1	$ 250.00	$ 250.00
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,138.90**

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE	1258	6/11/2019		

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
1x1	334	216	168	1 Bedroom	$435	$1,567	$3,712
2x1	346	423	232	2 Bedroom	$535	$1,938	$4,207
2x1 Large	402	324	208	3 Bedroom	$665	$2,156	$4,901
				Average	**$545**	**$1,887**	**$4,273**

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **(Vinyl Reapirs)**	Vendor	CAPITAL	FLOORS	Sq. Ft.	$ 45.00	$ 2.85	$ 128.25
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		$ 1.21	$ -
Carpet Cleaning (Deep Clean ; Stretch)	Vendor	EXPENSE		Each	$ 1.00	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE		Each	$ 1.00	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	$ 1.00	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	$ 1.00	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	$ 1.00	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture	Vendor	EXPENSE		Each		$ 30.00	$ -
In House touch Ups	In House	EXPENSE		Hour		$ 25.00	$ -
Resurface - Shower tub **(Needs Caulking)**	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls **(shower pan)**	Vendor	EXPENSE		Each	$ 1.00	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Will trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE-LABOR	Each	$ 4.00	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials					$ 1.00	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials						$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	$ 5.00	$ 30.00	$ 150.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	$ 1.00	$ 85.00	$ 85.00
						Grand Total	**$ 1,578.25**

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE	1291	11/26/2018		

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
1x1	334	216	168	1 Bedroom	$435	$1,567	$3,712
2x1	346	423	232	2 Bedroom	$535	$1,938	$4,207
2x1 Large	402	324	208	3 Bedroom	$665	$2,156	$4,901
				Average	**$545**	**$1,887**	**$4,273**

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **(STEAM CLEAN)**	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor &	Vendor	CAPITAL		Sq. Ft.		$ 1.21	$ -
Carpet Cleaning (DEEP CLEAN ; HEAVY SOIL & STRETCH)	Vendor	EXPENSE		Each	$ 1.00	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE		Each	$ 1.00	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	$ 2.00	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	$ 1.00	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	$ 1.00	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture	Vendor	EXPENSE		Each		$ 30.00	$ -
In House touch Ups	In House	EXPENSE		Hour		$ 25.00	$ -
Resurface - Shower tub	Vendor	EXPENSE	RE-GLAZE	Each	$ 1.00	$ 180.00	$ 180.00
Resurface - Shower walls **+ shower pan**	Vendor	EXPENSE		Each	$ 1.00	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Will trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE-LABOR	Each	$ 4.00	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials					$ 1.00	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials						$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	$ 1.00	$ 85.00	$ 85.00
						Grand Total	**$ 1,555.00**

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE	1293	11/30/2018		

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
1x1	334	216	168	1 Bedroom	$435	$1,567	$3,712
2x1	346	423	232	2 Bedroom	$535	$1,938	$4,207
2x1 Large	402	324	208	3 Bedroom	$665	$2,156	$4,901
				Average	**$545**	**$1,887**	**$4,273**

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning (DEEP CLEAN ; STRETCH)	Vendor	EXPENSE	FLOORS	Each	$ 1.00	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE		Each	$ 1.00	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	$ 2.00	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	$ 1.00	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	$ 1.00	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture (Discloration above tub)	Vendor	EXPENSE	PAINT	Each	$ 2.00	$ 30.00	$ 60.00
In House touch Ups	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Shower tub **(Needs Caulking)**	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls **(shower pan)**	Vendor	EXPENSE	RE-GLAZE	Each	$ 1.00	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Will trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE-LABOR	Each	$ 4.00	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	$ 1.00	$ 85.00	$ 85.00
						Grand Total	**$ 1,260.00**

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE	1294	3/20/2019		

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
1x1	334	216	168	1 Bedroom	$435	$1,567	$3,712
2x1	346	423	232	2 Bedroom	$535	$1,938	$4,207
2x1 Large	402	324	208	3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **(Vinyl Repair)**	Vendor	CAPITAL	FLOORS	Sq. Ft.	$ 45.00	$ 2.85	$ 128.25
Carpet- Contractor will install Carpet floor **(ENTRY/Patio Carpet)**	Vendor	CAPITAL		Sq. Ft.	$ 220.00	$ 1.21	$ 266.20
Carpet Cleaning (DEEP CLEAN ; STRETCH)	Vendor	EXPENSE		Each	$ 1.00	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE		Each	$ 1.00	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	$ 2.00	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	$ 1.00	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	$ 1.00	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture	Vendor	EXPENSE		Each		$ 30.00	$ -
In House touch Ups	In House	EXPENSE		Hour		$ 25.00	$ -
Resurface - Shower tub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls **(shower pan)**	Vendor	EXPENSE		Each	$ 1.00	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Will trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE-LABOR	Each	$ 4.00	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials					$ 1.00	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials						$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each	$ 1.00	$ 383.00	$ 383.00
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each	$ 1.00	$ 414.00	$ 414.00
House Keeping	Vendor	EXPENSE		Each		$ 85.00	$ -
						Grand Total	**$ 2,481.45**

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	1298	5/29/2018		

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (VINYL REPAIRS LIVING ROOM)	Vendor	CAPITAL	FLOORS	Sq. Ft.	45	$ 2.85	$ 128.25
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning (DEEP CLEAN)	Vendor	EXPENSE	FLOORS	Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE	Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only (+ BATHROOM CABINETS)	Vendor / In House	EXPENSE	CABINETS	Each	2	$ 170.00	$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each	1	$ 30.00	$ 30.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls (+ SHOWER PAN)	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink **(DINNING AREA)**	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS		1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,553.25**

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	1299	3/14/2019		

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (VINYL REPAIR)	Vendor	CAPITAL	FLOORS	Sq. Ft.	45	$ 2.85	$ 128.25
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE		Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only (+ BATHROOM CABINETS)	Vendor / In House	EXPENSE	CABINETS	Each	2	$ 170.00	$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - (Kitchen Drywall / MB Ceiling Drywall)	Vendor	EXPENSE		Each	2	$ 30.00	$ 60.00
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls (SHOWER PAN)	Vendor	EXPENSE		Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials					1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials						$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	5	$ 30.00	$ 150.00
Fridge	In House	CAPITAL	APPLIANCES	Each	1	$ 446.00	$ 446.00
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,179.25**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1303			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials				Each	1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials				Each		$ 205.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each		$ 225.00	$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		$ 75.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	$ 2.85	$ 1,578.90
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE		Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	296	$ 1.50	$ 444.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
List Item:	Other		OTHER	Each			$ -
						Grand Total	$ 3,267.06

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	1307			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE	FLOORS	x		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each		$ 225.00	$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE	Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement **MAJOR REPAIR MOLD MISSING CEILING IN TUB**	Vendor	EXPENSE	PAINT	Each	120	$ 30.00	$ 3,600.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each		$ 25.00	$ -
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,685.00**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1310			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE		Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	296	$ 1.50	$ 444.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each	1	$ 500.00	$ 500.00
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE		Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	2	$ 180.00	$ 360.00
Resurface - Shower walls	Vendor	EXPENSE		Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	6	$ 25.00	$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials				Each	1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials				Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	2	$ 30.00	$ 60.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,938.16**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1337			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	359	153	173	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	435	$ 2.85	$ 1,239.75
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,692.75**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1345			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE		Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE		Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each	1	$ 30.00	$ 30.00
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	1	$ 25.00	$ 25.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	2	$ 125.00	$ 250.00
2 Bedroom Maintenance Materials				Each		$ 175.00	$ -
3 Bedroom Maintenance Materials				Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each	1	$ 446.00	$ 446.00
Stove-Gas	In House	CAPITAL		Each	1	$ 346.00	$ 346.00
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each		$ 85.00	$ -
						Grand Total	**$ 1,782.00**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1346			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	6	$ 25.00	$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials				Each		$ 175.00	$ -
3 Bedroom Maintenance Materials				Each		$ 205.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each	3	$ 30.00	$ 90.00
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	$ 30.00	$ 30.00
House Keeping	Vendor	EXPENSE		Each		$ 85.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
List Item:	Other		OTHER	Each			$ -
						Grand Total	$ 1,495.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1347			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	2	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE		Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials				Each		$ 175.00	$ -
3 Bedroom Maintenance Materials				Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each	1	$ 446.00	$ 446.00
Stove-Gas	In House	CAPITAL		Each	1	$ 346.00	$ 346.00
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each	1	$ 383.00	$ 383.00
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each	1	$ 414.00	$ 414.00
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,734.00**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1348			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each	25	$ 30.00	$ 750.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	5	$ 25.00	$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each	1	$ 446.00	$ 446.00
Stove-Gas	In House	CAPITAL	APPLIANCES	Each	1	$ 346.00	$ 346.00
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each	1	$ 250.00	$ 250.00
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 4,508.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1349			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	416	$ 2.85	$ 1,185.60
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each	1	$ 446.00	$ 446.00
Stove-Gas	In House	CAPITAL	APPLIANCES	Each	1	$ 346.00	$ 346.00
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,467.51**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1350			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each	1	$ 500.00	$ 500.00
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	5	$ 25.00	$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each	1	$ 383.00	$ 383.00
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each	1	$ 414.00	$ 414.00
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,392.00**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1351			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	**$545**	**$1,887**	**$4,273**

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 225.00	$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	5	$ 25.00	$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,406.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1353			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 30.00	$ 30.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	5	$ 25.00	$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each	4	$ 30.00	$ 120.00
Fridge	In House	CAPITAL	APPLIANCES	Each	1	$ 446.00	$ 446.00
Stove-Gas	In House	CAPITAL	APPLIANCES	Each	1	$ 346.00	$ 346.00
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each	1	$ 250.00	$ 250.00
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,898.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1354			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	5	$ 25.00	$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	1	$ 80.00	$ 80.00
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each	1	$ 446.00	$ 446.00
Stove-Gas	In House	CAPITAL	APPLIANCES	Each	1	$ 346.00	$ 346.00
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each	1	$ 250.00	$ 250.00
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each		$ 85.00	$ -
						Grand Total	**$ 3,573.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1356			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each	4	$ 30.00	$ 120.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,801.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1358			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,681.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	1359			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each	6	$ 30.00	$ 180.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	8	$ 25.00	$ 200.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each	4	$ 30.00	$ 120.00
Fridge	In House	CAPITAL	APPLIANCES	Each	1	$ 446.00	$ 446.00
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each	1	$ 250.00	$ 250.00
Washer	In House	CAPITAL	APPLIANCES	Each	1	$ 383.00	$ 383.00
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each	1	$ 414.00	$ 414.00
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 4,754.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Arcadia Palms	2009	10/28/19	11/19/19	11/27/19

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	331	192	208	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	331	$ 2.85	$ 943.35
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	192	$ 1.21	$ 232.32
Carpet Cleaning	Vendor	EXPENSE		Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	208	$ 1.50	$ 312.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE		Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	8	$ 25.00	$ 200.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials				Each		$ 175.00	$ -
3 Bedroom Maintenance Materials				Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	2	$ 30.00	$ 60.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,812.67**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2015			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 30.00	$ 30.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each	4	$ 30.00	$ 120.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,400.00**

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2021			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	$ 25.00	$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,140.00**

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2027			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each	2	$ 30.00	$ 60.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	5	$ 25.00	$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each	1	$ 250.00	$ 250.00
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,186.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2041			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE		Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour	2	$ 25.00	$ 50.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	5	$ 25.00	$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials				Each		$ 175.00	$ -
3 Bedroom Maintenance Materials				Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 930.00**

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2042			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each	4	$ 30.00	$ 120.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,726.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2066			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 30.00	$ 60.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	5	$ 25.00	$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,766.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2068			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 30.00	$ 60.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour	2	$ 25.00	$ 50.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 965.00**

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2069			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each	8	$ 30.00	$ 240.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	10	$ 25.00	$ 250.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each	1	$ 446.00	$ 446.00
Stove-Gas	In House	CAPITAL	APPLIANCES	x		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,857.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2070			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each	2	$ 30.00	$ 60.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,055.00**

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2073			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE		Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials				Each		$ 175.00	$ -
3 Bedroom Maintenance Materials				Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 995.00**

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2076			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	6	$ 25.00	$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,071.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2077			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	296	$ 1.50	$ 444.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each	1	$ 30.00	$ 30.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,689.00**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2079			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	$ 2.85	$ 1,578.90
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	296	$ 1.50	$ 444.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	2	$ 180.00	$ 360.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each	2	$ 160.00	$ 320.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each	1	$ 250.00	$ 250.00
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 4,572.06**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2081			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	296	$ 1.50	$ 444.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	6	$ 25.00	$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,539.00**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2083			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	$ 25.00	$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,020.00**

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2090			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	$ 2.85	$ 1,578.90
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	296	$ 1.50	$ 444.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	5	$ 25.00	$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,422.06**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2101			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	418	171	192	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials				Each		$ 175.00	$ -
3 Bedroom Maintenance Materials				Each		$ 205.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE		Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	192	$ 1.50	$ 288.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
List Item:	Other		OTHER	Each			$ -
						Grand Total	**$ 2,861.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2105			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	1	$ 80.00	$ 80.00
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each	2	$ 30.00	$ 60.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,746.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2108			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each	1	$ 30.00	$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,711.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2111			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,381.91**

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2113			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 225.00	$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE		Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	2	$ 25.00	$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials				Each		$ 175.00	$ -
3 Bedroom Maintenance Materials				Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 335.00**

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2117			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	**$545**	**$1,887**	**$4,273**

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
							$ 2,861.21

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2120			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 225.00	$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 770.00**

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2121			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,126.91**

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2125			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	**$545**	**$1,887**	**$4,273**

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 225.00	
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	$ 25.00	$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,186.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2126			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 225.00	$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each	4	$ 30.00	$ 120.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,021.91**

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2129			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,681.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2130			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 30.00	$ 30.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each	4	$ 30.00	$ 120.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,181.91**

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2137			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	359	153	173	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	8	$ 25.00	$ 200.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,121.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2150			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	12	$ 25.00	$ 300.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials				Each		$ 175.00	$ -
3 Bedroom Maintenance Materials				Each	1	$ 205.00	$ 205.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	$ 250.00	$ 250.00
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each	8	$ 30.00	$ 240.00
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	2	$ 75.00	$ 150.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	2	$ 180.00	$ 360.00
Resurface - Shower walls	Vendor	EXPENSE		Each	2	$ 160.00	$ 320.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	676	$ 2.85	$ 1,926.60
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	513	$ 1.21	$ 620.73
Carpet Cleaning	Vendor	EXPENSE		Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	392	$ 1.50	$ 588.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
List Item:	Other		OTHER	Each			$ -
						Grand Total	$ 5,440.33

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2151			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	359	153	173	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	522	$ 1.21	$ 631.62
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	392	$ 1.50	$ 588.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 250.00	$ 250.00
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 205.00	$ 205.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,744.62**

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2161			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	676	$ 2.85	$ 1,926.60
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	522	$ 1.21	$ 631.62
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	392	$ 1.50	$ 588.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 250.00	$ 250.00
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each	2	$ 30.00	$ 60.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	7	$ 25.00	$ 175.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 205.00	$ 205.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each	1	$ 446.00	$ 446.00
Stove-Gas	In House	CAPITAL	APPLIANCES	Each	1	$ 346.00	$ 346.00
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each	1	$ 250.00	$ 250.00
Washer	In House	CAPITAL	APPLIANCES	Each	1	$ 383.00	$ 383.00
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each	1	$ 414.00	$ 414.00
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 6,305.22**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2165			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	676	$ 2.85	$ 1,926.60
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	522	$ 1.21	$ 631.62
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	392	$ 1.50	$ 588.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 250.00	$ 250.00
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	6	$ 25.00	$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 205.00	$ 205.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 4,381.22**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2166			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	12	$ 25.00	$ 300.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials				Each		$ 175.00	$ -
3 Bedroom Maintenance Materials				Each	1	$ 205.00	$ 205.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	$ 250.00	$ 250.00
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each	4	$ 30.00	$ 120.00
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	2	$ 75.00	$ 150.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	2	$ 180.00	$ 360.00
Resurface - Shower walls	Vendor	EXPENSE		Each	2	$ 160.00	$ 320.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	676	$ 2.85	$ 1,926.60
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	513	$ 1.21	$ 620.73
Carpet Cleaning	Vendor	EXPENSE		Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	296	$ 1.50	$ 444.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
List Item:	Other		OTHER	Each			$ -
						Grand Total	**$ 5,176.33**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village Apts	2190			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	554	396	296	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	6	$ 25.00	$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials				Each	1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials				Each		$ 205.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	$ 2.85	$ 1,578.90
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE		Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	296	$ 1.50	$ 444.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
List Item:	Other		OTHER	Each			$ -
						Grand Total	**$ 3,617.06**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2192			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	5	$ 25.00	$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each	2	$ 30.00	$ 60.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,884.16**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2193			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	5	$ 25.00	$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,644.16**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2195			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	$ 2.85	$ 1,578.90
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	296	$ 1.50	$ 444.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,642.06**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2198			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	$ 2.85	$ 1,578.90
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	296	$ 1.50	$ 444.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each	1	$ 500.00	$ 500.00
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 30.00	$ 30.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	6	$ 25.00	$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each	1	$ 250.00	$ 250.00
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 4,472.06**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2199			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	1	$ 80.00	$ 80.00
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each	1	$ 446.00	$ 446.00
Stove-Gas	In House	CAPITAL	APPLIANCES	Each	1	$ 346.00	$ 346.00
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each	1	$ 250.00	$ 250.00
Washer	In House	CAPITAL	APPLIANCES	Each	1	$ 383.00	$ 383.00
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each	1	$ 414.00	$ 414.00
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,538.16**

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	2208			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **(STEAM CLEAN & VINYL REPAIR)**	Vendor	CAPITAL	FLOORS	Sq. Ft.	45	$ 2.85	$ 128.25
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		$ 1.21	$ -
Carpet Cleaning (DEEP)	Vendor	EXPENSE		x	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only **+ BATHROOMS)**	Vendor / In House	EXPENSE	CABINETS	Each	2	$ 170.00	$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	$ 250.00	$ 250.00
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	2	$ 180.00	$ 360.00
Resurface - Shower walls	Vendor	EXPENSE		Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials						$ 175.00	$ -
3 Bedroom Maintenance Materials					1	$ 205.00	$ 205.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,843.25**

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	2217	3/20/2019		

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **(chipping) , guest bath repair)**	Vendor	CAPITAL	FLOORS	Sq. Ft.	45	$ 2.85	$ 128.25
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only **(+ BATHROOM CABINETS)**	Vendor / In House	EXPENSE	CABINETS	Each	2	$ 170.00	$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls **(+SHOWER PAN)**	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS		1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping (DEEP CLEANING)	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,182.41**

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	2222			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **(STEAM CLEAN)**	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE		Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only **(+ Bathroom cabinets)**	Vendor / In House	EXPENSE	CABINETS	Each	2	$ 170.00	$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials					1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials						$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,714.16**

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	2228	12/4/2018		

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **(STEAM CLEAN)**	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor **(+ Entry carpet)**	Vendor	CAPITAL		Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE		Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only **(+ Bathroom cabinets)**	Vendor / In House	EXPENSE	CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls **(+ SHOWER PAN)**	Vendor	EXPENSE		Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each		$ 25.00	$ -
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials					1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials						$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,614.16**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village Apts	2241			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	676	522	392	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	6	$ 25.00	$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 125.00	$ -
2 Bedroom Maintenance Materials				Each		$ 175.00	$ -
3 Bedroom Maintenance Materials				Each	1	$ 205.00	$ 205.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	$ 250.00	$ 250.00
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	2	$ 75.00	$ 150.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	676	$ 2.85	$ 1,926.60
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	522	$ 1.21	$ 631.62
Carpet Cleaning	Vendor	EXPENSE		Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	392	$ 1.50	$ 588.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
List Item:	Other		OTHER	Each			$ -
						Grand Total	$ 4,381.22

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	2243			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **(DAMAGE) + REPAIRS**	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	$ 2.85	$ 1,578.90
Carpet- Contractor will install Carpet floor **(very bad , urine odor)**	Vendor	CAPITAL	FLOORS	Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	296	$ 1.50	$ 444.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	2	$ 170.00	$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 250.00	$ 250.00
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	2	$ 180.00	$ 360.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS		1	$ 205.00	$ 205.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 4,142.06**

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	2244			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **(steam Clean)**	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning (deep celaning ; red dye)	Vendor	EXPENSE	FLOORS	Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each		$ 225.00	$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE	Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only + **(bathroom cabinets)**	Vendor / In House	EXPENSE	CABINETS	Each	2	$ 170.00	$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 250.00	$ 250.00
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each	1	$ 30.00	$ 30.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS		1	$ 205.00	$ 205.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,085.00**

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	2245			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **(Minor Clean)**	Vendor	CAPITAL	FLOORS	Sq. Ft.	45	$ 2.85	$ 128.25
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning (deep celaning ; red dye)	Vendor	EXPENSE	FLOORS	x	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only + **(bathroom cabinets)**	Vendor / In House	EXPENSE	CABINETS	Each	2	$ 170.00	$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 250.00	$ 250.00
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS		1	$ 205.00	$ 205.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,483.25**

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	2249			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **(Steam Clean)**	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning (deep celaning ; red dye)	Vendor	EXPENSE	FLOORS	x	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only + **(bathroom cabinets)**	Vendor / In House	EXPENSE	CABINETS	Each	2	$ 170.00	$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 250.00	$ 250.00
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each	1	$ 30.00	$ 30.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	2	$ 180.00	$ 360.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS		1	$ 205.00	$ 205.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,745.00**

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	2251			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **(Steam Clean)**	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning (deep celaning ; red dye)	Vendor	EXPENSE	FLOORS	x	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE	Each	2	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only + **(bathroom cabinets)**	Vendor / In House	EXPENSE	CABINETS	Each	2	$ 170.00	$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement **(LVRM)**	Vendor	EXPENSE	PAINT	Each	1	$ 30.00	$ 30.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS		1	$ 205.00	$ 205.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each	5	$ 30.00	$ 150.00
Fridge	In House	CAPITAL	APPLIANCES	Each	1	$ 446.00	$ 446.00
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,806.00**

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE	2266	6/30/2019		

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
1x1	334	216	168	1 Bedroom	$435	$1,567	$3,712
2x1	346	423	232	2 Bedroom	$535	$1,938	$4,207
2x1 Large	402	324	208	3 Bedroom	$665	$2,156	$4,901
				Average	**$545**	**$1,887**	**$4,273**

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor **(Carpet Entry)**	Vendor	CAPITAL	FLOORS	Sq. Ft.	$ 128.00	$ 1.21	$ 154.88
Carpet Cleaning (Deep Clean ; Stretch)	Vendor	EXPENSE	FLOORS	Each	$ 1.00	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE		Each	$ 1.00	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	$ 2.00	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	$ 1.00	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	$ 1.00	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House touch Ups	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Shower tub	Vendor	EXPENSE	RE-GLAZE	Each	$ 1.00	$ 180.00	$ 180.00
Resurface - Shower walls **(shower pan)**	Vendor	EXPENSE	RE-GLAZE	Each	$ 1.00	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Will trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE-LABOR	Each	$ 4.00	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS		$ 1.00	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	$ 1.00	$ 85.00	$ 85.00
						Grand Total	**$ 1,709.88**

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE	2269	3/12/2019		

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
1x1	334	216	168	1 Bedroom	$435	$1,567	$3,712
2x1	346	423	232	2 Bedroom	$535	$1,938	$4,207
2x1 Large	402	324	208	3 Bedroom	$665	$2,156	$4,901
				Average	**$545**	**$1,887**	**$4,273**

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **(Vinyl Lifting Dinning Rm)**	Vendor	CAPITAL	FLOORS	Sq. Ft.	$ 45.00	$ 2.85	$ 128.25
Carpet- Contractor will install Carpet floor **(Carpet Enternace)**	Vendor	CAPITAL		Sq. Ft.	$ 128.00	$ 1.21	$ 154.88
Carpet Cleaning (Deep Clean ; Stretch)	Vendor	EXPENSE		Each	$ 1.00	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE		Each	$ 1.00	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	$ 2.00	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	$ 1.00	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	$ 1.00	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture	Vendor	EXPENSE		Each		$ 30.00	$ -
In House touch Ups	In House	EXPENSE		Hour		$ 25.00	$ -
Resurface - Shower tub	Vendor	EXPENSE	RE-GLAZE	Each	$ 1.00	$ 180.00	$ 180.00
Resurface - Shower walls **(shower pan)**	Vendor	EXPENSE		Each	$ 1.00	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Will trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE-LABOR	Each	$ 4.00	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials					$ 1.00	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials						$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each	$ 1.00	$ 446.00	$ 446.00
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	$ 1.00	$ 85.00	$ 85.00
						Grand Total	**$ 2,284.13**

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE	2271	7/9/2019		

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
1x1	334	216	168	1 Bedroom	$435	$1,567	$3,712
2x1	346	423	232	2 Bedroom	$535	$1,938	$4,207
2x1 Large	402	324	208	3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **(CAT URINE)**	Vendor	CAPITAL	FLOORS	Sq. Ft.	$ 296.00	$ 2.85	$ 843.60
Carpet- Contractor will install Carpet floor **(CAT URINE)**	Vendor	CAPITAL	FLOORS	Sq. Ft.	$ 396.00	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	$ 554.00	$ 1.50	$ 831.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE		Each	$ 1.00	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	$ 2.00	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	$ 1.00	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers **(Cabinet Door Missing)**	Vendor	EXPENSE	CABINETS	Each	$ 1.00	$ 30.00	$ 30.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture	Vendor	EXPENSE	PAINT	Each	$ 6.00	$ 30.00	$ 180.00
In House touch Ups	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Shower tub	Vendor	EXPENSE	RE-GLAZE	Each	$ 1.00	$ 180.00	$ 180.00
Resurface - Shower walls **(SHOWER PAN)**	Vendor	EXPENSE	RE-GLAZE	Each	$ 1.00	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Will trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE-LABOR	Each	$ 4.00	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS		$ 1.00	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	$ 1.00	$ 85.00	$ 85.00
						Grand Total	**$ 3,608.76**

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE	2273	7/6/2019		

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
1x1	334	216	168	1 Bedroom	$435	$1,567	$3,712
2x1	346	423	232	2 Bedroom	$535	$1,938	$4,207
2x1 Large	402	324	208	3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **(Dinning Vinyl Repair)**	Vendor	CAPITAL	FLOORS	Sq. Ft.	$ 45.00	$ 2.85	$ 128.25
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	$ 396.00	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE		Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE		Each	$ 1.00	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	$ 2.00	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	$ 1.00	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	$ 1.00	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture	Vendor	EXPENSE		Each	$ 2.00	$ 30.00	$ 60.00
In House touch Ups	In House	EXPENSE		Hour		$ 25.00	$ -
Resurface - Shower tub	Vendor	EXPENSE	RE-GLAZE	Each	$ 1.00	$ 180.00	$ 180.00
Resurface - Shower walls **(SHOWER PAN)**	Vendor	EXPENSE		Each	$ 1.00	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Will trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE-LABOR	Each	$ 4.00	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials					$ 1.00	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials						$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	$ 5.00	$ 30.00	$ 150.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	$ 1.00	$ 85.00	$ 85.00
						Grand Total	**$ 2,297.41**

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE	2278	2/28/2019		

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
1x1	334	216	168	1 Bedroom	$435	$1,567	$3,712
2x1	346	423	232	2 Bedroom	$535	$1,938	$4,207
2x1 Large	402	324	208	3 Bedroom	$665	$2,156	$4,901
				Average	**$545**	**$1,887**	**$4,273**

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **(STEAM CLEAN)**	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor & **(Carpet Entry)**	Vendor	CAPITAL		Sq. Ft.	$ 396.00	$ 1.21	$ 479.16
Carpet Cleaning (Deep Clean ; Stretch)	Vendor	EXPENSE		Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE		Each		$ 225.00	$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	$ 1.00	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	$ 1.00	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture	Vendor	EXPENSE		Each	$ 2.00	$ 30.00	$ 60.00
In House touch Ups	In House	EXPENSE		Hour		$ 25.00	$ -
Resurface - Shower tub **(Needs Caulking)**	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls **(shower pan)**	Vendor	EXPENSE		Each	$ 1.00	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Will trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE-LABOR	Each	$ 4.00	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials					$ 1.00	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials						$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	$ 5.00	$ 30.00	$ 150.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each		$ 85.00	$ -
						Grand Total	**$ 1,529.16**

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE	2294	12/11/2018		

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
1x1	334	216	168	1 Bedroom	$435	$1,567	$3,712
2x1	346	423	232	2 Bedroom	$535	$1,938	$4,207
2x1 Large	402	324	208	3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **(Vinyl Repair Kit)**	Vendor	CAPITAL	FLOORS	Sq. Ft.	$ 45.00	$ 2.85	$ 128.25
Carpet- Contractor will install Carpet floor **(ENTRY/Patio Carpet)**	Vendor	CAPITAL		Sq. Ft.	$ 220.00	$ 1.21	$ 266.20
Carpet Cleaning (DEEP CLEAN ; STRETCH)	Vendor	EXPENSE		Each	$ 1.00	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE		Each	$ 1.00	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	$ 1.00	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	$ 1.00	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	$ 1.00	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture	Vendor	EXPENSE		Each		$ 30.00	$ -
In House touch Ups	In House	EXPENSE		Hour		$ 25.00	$ -
Resurface - Shower tub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls **(shower pan)**	Vendor	EXPENSE		Each	$ 1.00	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Will trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE-LABOR	Each	$ 4.00	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials					$ 1.00	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials						$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	$ 5.00	$ 30.00	$ 150.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each		$ 85.00	$ -
						Grand Total	**$ 1,759.45**

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE	2296	11/30/2018		

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
1x1	334	216	168	1 Bedroom	$435	$1,567	$3,712
2x1	346	423	232	2 Bedroom	$535	$1,938	$4,207
2x1 Large	402	324	208	3 Bedroom	$665	$2,156	$4,901
				Average	**$545**	**$1,887**	**$4,273**

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor **(Entry Carpet)**	Vendor	CAPITAL	FLOORS	Sq. Ft.	$ 128.00	$ 1.21	$ 154.88
Carpet Cleaning (Deep Clean ; Stretch)	Vendor	EXPENSE	FLOORS	Each	$ 1.00	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop (Reapir)	Vendor	EXPENSE		Each	$ 1.00	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	$ 1.00	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	$ 1.00	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House touch Ups	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Shower tub **(Needs Caulking)**	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls ***(shower pan)***	Vendor	EXPENSE	RE-GLAZE	Each	$ 1.00	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Will trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE-LABOR	Each	$ 4.00	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS		$ 1.00	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	$ 1.00	$ 85.00	$ 85.00
						Grand Total	**$ 1,379.88**

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	2297	3/14/2019		

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (VINYL REPAIR)	Vendor	CAPITAL	FLOORS	Sq. Ft.	45	$ 2.85	$ 128.25
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only (+ BATHROOM CABINETS)	Vendor / In House	EXPENSE	CABINETS	Each	2	$ 170.00	$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls (SHOWER PAN)	Vendor	EXPENSE		Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each		$ 25.00	$ -
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials					1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials						$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,678.25**

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	2298	12/13/2018		

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (VINYL REPAIRS)	Vendor	CAPITAL	FLOORS	Sq. Ft.	45	$ 2.85	$ 128.25
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning (DEEP CLEAN)	Vendor	EXPENSE	FLOORS	Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each		$ 225.00	$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE	Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only (+ BATHROOM CABINETS)	Vendor / In House	EXPENSE	CABINETS	Each	2	$ 170.00	$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls (+ SHOWER PAN)	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS		1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,298.25**

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	2301			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:			UNIT NEEDS POWER	3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	$ 2.85	$ 1,578.90
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE	FLOORS	x		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	296	$ 1.50	$ 444.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub **+ TUB REPAIR**	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each		$ 25.00	$ -
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each	1	$ 446.00	$ 446.00
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,673.06**

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	2304			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:			UNIT MADE READY	3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE	FLOORS	x	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each		$ 225.00	$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE	Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub **+ TUB REPAIR**	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each		$ 25.00	$ -
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	4	$ 80.00	$ 320.00
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 480.00**

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	2305			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:			W/D IN UNIT	3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	$ 2.85	$ 1,578.90
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE	FLOORS	x		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	296	$ 1.50	$ 444.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS		1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,397.06**

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	2306			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:			UNIT NEEDS POWER	3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	$ 2.85	$ 1,578.90
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE	FLOORS	x		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	296	$ 1.50	$ 444.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each		$ 25.00	$ -
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each	1	$ 446.00	$ 446.00
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,673.06**

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	2313			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor **KITCH, DINING ,BATHROOM**	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE	FLOORS	x		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards **KITCH, DINING , BATHROOM**	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each		$ 225.00	$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE	Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS		1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,789.30**

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date	Start Date	Complete Date
LIBERTY VILLAGE APARTMENTS	2316			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name	CARMEN B.			2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	$ 2.85	$ 1,578.90
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	396	$ 1.21	$ 479.16
Carpet Cleaning	Vendor	EXPENSE	FLOORS	x		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	296	$ 1.50	$ 444.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each		$ 225.00	$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE	Each		$ 75.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers **(MISSING KITCH CABINETS)**	Vendor	EXPENSE	CABINETS	Each	5	$ 30.00	$ 150.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 125.00	$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS		1	$ 175.00	$ 175.00
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,012.06**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2325			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials				Each		$ 175.00	$ -
3 Bedroom Maintenance Materials				Each		$ 205.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
List Item:	Other		OTHER	Each			$ -
						Grand Total	**$ 1,250.00**

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2328			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	359	153	173	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each	5	$ 30.00	$ 150.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,390.00**

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2329			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	359	153	173	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	435	$ 2.85	$ 1,239.75
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each	2	$ 30.00	$ 60.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	6	$ 25.00	$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each	5	$ 30.00	$ 150.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,159.66**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2332			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	5	$ 25.00	$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials				Each		$ 175.00	$ -
3 Bedroom Maintenance Materials				Each		$ 205.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	376	$ 2.85	$ 1,071.60
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
House Keeping	Vendor	EXPENSE		Each		$ 85.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
List Item:	Other		OTHER	Each			$ -
						Grand Total	**$ 2,421.60**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2334			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	359	153	173	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	**$545**	**$1,887**	**$4,273**

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	435	$ 2.85	$ 1,239.75
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each	5	$ 30.00	$ 150.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,049.66**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2336			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	359	153	173	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each		$ 170.00	$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	$ 25.00	$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each	5	$ 30.00	$ 150.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,365.00**

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2343			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
							$ 2,681.21

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2344			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,681.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2345			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each	2	$ 30.00	$ 60.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,741.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2346			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 225.00	$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,456.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2349			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	6	$ 25.00	$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each	2	$ 30.00	$ 60.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,311.91**

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2350			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	5	$ 25.00	$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each	2	$ 30.00	$ 60.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,346.30**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2352			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	5	$ 25.00	$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each	4	$ 30.00	$ 120.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,826.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2353			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 2,681.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2354			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 225.00	$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,264.91**

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2355			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	$ 2.85	$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	171	$ 1.21	$ 206.91
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each		$ 75.00	$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot	192	$ 1.50	$ 288.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each	4	$ 30.00	$ 120.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	5	$ 25.00	$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 3,006.21**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2356			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.				1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., Iinstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials				Each		$ 175.00	$ -
3 Bedroom Maintenance Materials				Each		$ 205.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE		Hour		$ 25.00	$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		$ 30.00	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each	1	$ 160.00	$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		$ 65.00	$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE		Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		$ 1.50	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE		Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		$ 30.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL		Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL		Each		$ 326.00	$ -
Dish washer	In House	CAPITAL		Each		$ 250.00	$ -
Washer	In House	CAPITAL		Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL		Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL		Each		$ 414.00	$ -
List Item:	Other		OTHER	Each			$ -
						Grand Total	$ 1,410.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2357			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 75.00	$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 215.00	$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 235.00	$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each	2	$ 30.00	$ 60.00
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		$ 180.00	$ -
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	$ 125.00	$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each	1	$ 446.00	$ 446.00
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,576.00**

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Liberty Village	2363			

Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squre Feet ONLY if flooring replacement is needed.	428	351	264	1 Bedroom	$435	$1,567	$3,712
Area Managers Approval: Fill in Name				2 Bedroom	$535	$1,938	$4,207
Approver Comments:				3 Bedroom	$665	$2,156	$4,901
				Average	$545	$1,887	$4,273

Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 2.85	$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		$ 1.21	$ -
Carpet Cleaning	Vendor	EXPENSE	FLOORS	Each	1	$ 75.00	$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	FLOORS	Linear Foot		$ 1.50	$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	FLOORS	Each		$ 500.00	$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	$ 225.00	$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	2	$ 75.00	$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	RESURFACE CABINETS	Each	1	$ 170.00	$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	RESURFACE CABINETS	Each		$ 30.00	$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 215.00	$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	$ 235.00	$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		$ 250.00	$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE	PAINT	Each		$ 30.00	$ -
In House Touch Up Paint	In House	EXPENSE	PAINT	Hour		$ 25.00	$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	$ 180.00	$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	RE-GLAZE	Each		$ 160.00	$ -
Resurface - Bathroom sink	Vendor	EXPENSE	RE-GLAZE	Each		$ 65.00	$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	$ 25.00	$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	4	$ 125.00	$ 500.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 175.00	$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		$ 205.00	$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 80.00	$ -
Screens	Vendor	EXPENSE	WINDOWS & BLINDS	Each		$ 35.00	$ -
Blinds replacement	Vendor / In House	EXPENSE	WINDOWS & BLINDS	Each		$ 30.00	$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		$ 446.00	$ -
Stove-Gas	In House	CAPITAL	APPLIANCES	Each		$ 346.00	$ -
Stove-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 326.00	$ -
Dish washer	In House	CAPITAL	APPLIANCES	Each		$ 250.00	$ -
Washer	In House	CAPITAL	APPLIANCES	Each		$ 383.00	$ -
Dryer-Electrical	In House	CAPITAL	APPLIANCES	Each		$ 336.00	$ -
Dryer-Gas	In House	CAPITAL	APPLIANCES	Each		$ 414.00	$ -
House Keeping	Vendor	EXPENSE		Each	1	$ 85.00	$ 85.00
						Grand Total	**$ 1,720.00**

Obtain Area Manager Approval

3

EXHIBIT “Q”

Letter of John Hofsaess, dated November 13, 2019

Westland 000810 – Westland 000814

EXHIBIT “Q”

WESTLAND
Real Estate Group
INVEST ▸ DEVELOP ▸ MANAGE

John W. Hofsaess
Legal Counsel
Tel: (310) 438-5147
John.H@WestlandREG.com

November 13, 2019

VIA EMAIL & FIRST CLASS MAIL
Michael Woolf
Cohen Financial
227 West Monroe Street, Suite 1000
Chicago, IL 60606
mwoolf@cohenfinancial.com

Re: Liberty Village Apartments – Servicer Loan No. 330455178 ("Liberty Loan")
Village Square Apartments – Service Loan No. 330455177 ("Square Loan")

Dear Mr. Woolf:

I write on behalf of Westland Liberty Village LLC and Westland Village Square LLC (in combination "Westland"), the owners of the property located at 4870 Nellis Oasis Lane, Las Vegas, NV and 5025 Nellis Oasis Lane, Las Vegas, NV (the "Properties"), and the borrower on the loan listed above in response to your October 18, 2019 Notice of Demand letters ("Notices"). Westland's position is that your Notices rely on incorrect factual assessments, knowingly false property condition assessment calculations, and improper loan servicing procedures to seek the payment of unconscionable additional lender demand amounts.

As recognized in your letter the total value for the Liberty Loan is $29,000,000, and the total value of the Square Loan is $9,366,000. Your letter demands Additional Lender Replacement and Additional Lender Repair deposits of $1,507,098.00 and $1,199,052.00 respectively, for a combined demand of $2,706,150.00. Those amounts equate to additional deposits of over 5% of the loan value at Liberty Village and nearly 13% of the loan at Village Square, or *over 7% of the combined loan amount*, without any justifiable basis. Notably, these *additional* lender reserves are in sharp contrast to the currently held reserves that would be supplemented, which were initially $123,632.78 (Liberty Village - $39375 repair, $84,257.03 replacement) and $48,546.33 (Village Square - $0 repair, $48,546.33 replacement) or a total of $172,178.40 that was deposited in August 2018, and that amounted to 0.4% of the combined loan amount.

Simply stated, making repeated attempts to require ever-increasing reserves, after the signing of the loan agreement, that would not be reasonably foreseeable to any borrower upon signature of the loan documents, and that equate to a significant percentage of the underlying loan amount is unreasonable, not consistent with industry practices, and appears to be an improper loan servicing practice in breach of your obligation to act in good faith. As such, Westland objects to the "Demand Amount" you have sought in both of your October 18, 2019 letters.

Moreover, the Notices appear to be based on the following factual and legal misconceptions:

First, both of the Notices misstate the facts by asserting "that Borrower has failed to maintain the Mortgaged Property" and the demand is being made for "Borrower to correct ***its***

failure to maintain the Mortgaged Property." (Notice of Demand Letters of M. Woolf, dated October 18, 2019 [emphasis added].) Nothing could be farther from the truth. The truth is that the properties when purchased were dilapidated, current Borrower has only owned the property for a little over a year (August 29, 2018), and the current Borrower has continuously pumped copious funds, amounting to approximately $1.8 million, into physically rehabilitating what were once two distressed properties, under threat of abatement from the local government at the time of purchase, and are now recovering assets.

Second, it seems clear that you knew or had reason to know the properties were dilapidated at that time of the August 29, 2018 loan assumption. During 2017 and again at the time of the loan assumption, Servicer obtained property condition assessment reports ("PCAs"), but at the time of those reports never imposed the same onerous reserve requirements on the prior Borrower.[1] Seemingly, at that time Servicer did not require the deposit of the types of expenses presently sought as Additional Lender Replacement and Additional Lender Repair reserves due to a variance in the internal standard used. As such, at the time of the loan assumption approximately one year ago, by presenting the loan documents to current Borrower for signature your office misrepresented the level of loan reserves that would be required during the servicing of this loan, and the current Borrower relied upon the reserve standard being used when entering into the loan agreement. Further, for the instant PCA inspection, Servicer switched to a different out-of-state vendor to conduct the inspection, which also caused a variance in the PCA report, as the vendor seems to have used a different standard than that used by the vendor actually from the local area.[2] Based on the foregoing, after the physical condition of the property has improved, Servicer is disingenuously seeking additional reserves, in reliance upon a PCA report that was obtained improperly (as will be addressed below) and that uses a varying standard.[3]

Third, while Servicer purports to include any item it sees fit as a basis for an additional reserve deposit as either an Additional Lender Replacement or an Additional Lender Repair, doing so is not consistent with the underlying Loan Agreement. Specifically, the term "Additional Lender Repairs" is defined in Schedule 1 to mean, "repairs *of the type listed* on the Required Repair Schedule but not otherwise identified thereon . . . to keep the Mortgaged Property in good order and repair (*ordinary wear and tear excepted*)." (Schedule 1, page 1 [emphasis added].) Similarly, the term "Additional Lender Replacements" is defined in Schedule 1 to mean, "*replacements of the type*

---

[1] Based on the standard that Cohen Financial ("Servicer") now seeks to apply, it is questionable whether Servicer should have offered any loan to the prior Owner at all, based on Fannie Mae's DUS guidelines, because the condition of the property clearly did not deteriorate in the amount of $2.7 million over the past year (ignoring the roughly $1.8 million in physical improvements that Borrower has also invested in the property during that same time period).

[2] Tellingly, Cohen Financial ("Servicer") has refused to provide a copy of the 2018 PCA report unless Westland signs a waiver in favor of Cohen Financial and lender.

[3] Notably, as a Servicer holding a stake in the loan, requiring and holding such a substantial additional deposit directly benefits the financial position of your office. Based on your current Demand Notice letters, Westland believes that there is a substantial likelihood of litigation between Westland and Services Cohen Financial. As such, Westland demands that you preserve all documents related to this loan, including all PCA reports and communications you may have engaged in with Westland's predecessor.

listed on the Required Replacement Schedule but not otherwise identified thereon . . . to keep the Mortgaged Property in good order and repair (*ordinary wear and tear excepted*)." (Schedule 1, page 1 [emphasis added].) Tellingly, each definition provides that "ordinary wear and tear [is] excepted." However, the vast majority of the items Servicer seeks a deposit for are items related to "ordinary wear and tear" within vacant units, which is precluded by the definition of Additional Lender Repair or Additional Lender Replacement. Moreover, Servicer's demand is clearly misplaced, because the definitions are limited to repairs or replacements "*of the type listed*" on the two schedules attached to the Loan Agreement. However, the initial amount in those schedules totaled $172,178.40, or 0.4% of the loan balance, and Servicer now seeks to increase the reserves to $2,706,150.00 or 7.05% of the loan balance. Essentially, Servicer seeks to tie up current Borrower's funds despite that current Borrower has substantially improved the condition of the properties, and that the requested amounts are based on dissimilar costs. These discrepancies will be brought to the attention of any reviewing court to the extent that litigation is necessary, and it will be noted that it is troubling that you utilized the Schedules in effect at the time of assumption to induce this borrower into assuming the loans of a distressed borrower and misrepresent the reserve requirements for this loan.

Fourth, even Servicer's request for a PCA report at this time was improper. Both of the Loan Agreements only provide that Lender or its agents may enter upon and inspect the properties "in connection with any Replacement or Repair or to conduct any Environmental Inspection." (Section 6.02(d).) However, none of the Additional Lender Repairs or Additional Lender Replacements were noted prior to that inspection, and thus could not properly be a Replacement or Repair included for purposes of such an inspection. Further, the right to inspect the property did not in the first instance include any right to conduct a PCA, and was in excess of an evaluation of the existing Replacements and Repairs that Borrower provided authority to inspect. Moreover, upon receiving a copy of the PCA reports generated as a result of entering upon the properties, it became clear to Borrower that Servicer's agent exceeded the scope of the requested inspection by using the inspection as an attempt to identify Additional Lender Replacements and Additional Lender Repairs. The impropriety of Servicer's tactics is clear, because Section 6.03(c) clearly provides that it is only after it has been determined "in connection with any inspection . . . that the condition of the Mortgaged Property has deteriorated (ordinary wear and tear excepted) *since the Effective Date*" that a PCA may be obtained. (*Id.* [emphasis added].) However, here *the condition of the property has not deteriorated and instead has improved*, so Servicer had no ability to seek a PCA in this instance.[4]

Fifth, both of the Property Condition Assessment ("PCA") reports misstate the factual basis for any demand, because those reports are overstated. At the time of the September 2019 PCAs, numerous projects were actually in the midst of repairs at the time of the inspection. The status of the work in progress was apparent, because several of the photographs within the PCA report show areas marked for work that was already contracted to be performed, and areas of the property that

---

[4] Having a PCA conducted is even more tenuous related to the current loan, because the Loan Agreement clearly contemplates that routine PCA inspections may only typically be performed and relied upon to adjust reserve deposits when a loan term is for over ten years, however, the loans at issue have a seven year term. (Section 13.02(a)(3); Schedule B, Page 4.) However, even in the case of a ten year loan, the PCA is not conducted until between the sixth and ninth month of the tenth year, unless it is an affordable housing loan, which this is not.

were already in the midst of construction. However, instead of noting that the work was already in process, the PCA consultant made recommendations that disingenuously inflated the amount of work required at the properties by including the need to perform that same work. Such actions were not taken in good faith, as servicer is now improperly insisting on reserve payments for those amounts despite that the Additional Lender Repairs or Additional Lender Replacements reflected by that work had never previously been identified to Westland. Further, based on Servicer's past practices, Borrower has no confidence that if deposited those funds would be released. It is especially telling that all of the so called Demand is for repair reserves[5] (which based on the loan documents Servicer is not required to pay interest upon) and that the Loan Agreements contain a disbursement exclusion that states "Lender shall not disburse from the Repair Escrow Account the costs of routine maintenance." (Section 13.02(a)(5)(B).) Based on the nature of many of the items cited in the PCAs as routine maintenance, Servicer is essentially obtaining an interest free loan of over a $1 million from Borrower related to "reserve" funds that current Borrower would have no ability to retrieve. In effect, Servicer's "Demand" is a scam.

Sixth, the Loan Agreements seem to clearly contemplate that Servicer must demand for work to be performed related to Additional Lender Replacements and Additional Lender Repairs prior to seeking an increased reserve amount. The Loan Agreement states that, "Lender may require . . . upon written notice to Borrower, that Borrower make Additional Lender Replacements or Additional Lender Repairs." (Section 13.02(a)(9)(B).) Further, the Loan Agreements provide that "with respect to Additional Lender Repairs . . . promptly following Lender's written notice of such Additional Lender Repairs . . . [Borrower shall] commence any such Additional Lender Repairs in accordance with Lender's timelines, or if no timelines are provided, as soon as practical." (Section 6.02(b)(3)(B).) However, prior to so designating the purported condition as an "Additional Lender Replacement" or "Additional Lender Repair," Borrower would not have known that the lender is purporting that any particular item is such a condition. As such, if that repair was in process or being completed prior to receipt of the Demand based on an inaccurate PCA that failed to identify the work being performed on the property, it would be impossible for the Lender to make its required determination that the amounts on deposit are insufficient to cover the costs of such repairs to be valid. Such a result could have been avoided by Servicer simply communicating with the Borrower, so that it could first designate the Additional Lender Repairs and Additional Lender Replacements, and if not promptly repaired then make a reserve demand. However, Servicer did not. Now, even if Westland were to agree to provide some additional deposit, it will need to reach an agreement with Servicer on an amount that accounts for the work already performed.[6]

Finally, Servicer includes repairs to occupied units within its Additional Lender Repair demand, but doing so does not conform to industry practice and is duplicative of any request for an increase in the Monthly Replacement Reserve Deposit that would seemingly account for such an assessment. Simply stated, a request for an additional lender deposit and contemporaneous

---

[5] In a showing of benevolence, Servicer will allow up to 75% of the reserves held as Replacement Reserves to be shifted to meet the Additional Lender Repairs requirement. Doing so would in effect shift the reserves from an interest paying escrow account to one that does not.

[6] A substantial hurdle to reaching agreement on any Additional Lender Repair or Additional Lender Replacement is imposed by the failure of the PCA reports to sufficiently differentiate the designated common areas where it is asserted that the repairs are needed.

www.westlandrealestategroup.com

520 West Willow Street Long Beach, CA 90806 | P. (310) 639-7130 F. (310) 639-7210 | info@westlandreg.com
WESTLAND Real Estate Group

increase in the Monthly Replacement Reserve Deposit does not make commonsense, because if the purported defects have been corrected, then the future reserve allocations should be lower. Moreover, the Loan Agreement appears to set up safeguards to guard against such *duplicative requests* by disjunctively permitting a servicer to "require an additional deposit(s) . . . or an increase in the amount of the Monthly Replacement Reserve Deposit." (Section 13.02(a)(4).) Doing both would seemingly amount to an attempt to unreasonably drain any capital available for improvements from the properties. Notably, Servicer has provided no details or support for the amounts it seeks as purported Monthly Replacement Reserve Deposit.

For the foregoing reasons, Borrower requests that Servicer withdraw its improper additional lender reserve and monthly replacement reserve deposit demands. We look forward to your response, and engaging in an open dialogue to obtain the same. We are open to engaging in a call to permit the parties to do so, please advise me of a time that would work for yourself (and if required a representative of Fannie Mae).

Very truly yours,

John W. Hofsaess

cc: Joey Davenport, Fannie Mae (via email – joey_davenport@fanniemae.com)
Joe E. Greenhaw, Jr., SunTrust Bank (via email – joe.greenhaw@suntrust.com)
Jason Silvey (via email – jsilvey@cohenfinancial.com)

4

EXHIBIT "R"

Letter of John Hofsaess, dated December 23, 2019

Westland 000815 – Westland 000817

EXHIBIT "R"

WESTLAND
Real Estate Group
INVEST ▸ DEVELOP ▸ MANAGE

John W. Hofsaess
Legal Counsel
Tel: (310) 438-5147
John.H@WestlandREG.com

December 23, 2019

VIA EMAIL & FIRST CLASS MAIL
Mandy Shavinsky
Snell & Wilmer
3883 Howard Hughes Parkway, Suite 1100
Las Vegas, NV 89169-5958
mshavinsky@swlaw.com

Re: Liberty Village Apartments – Servicer Loan No. 330455178 ("Liberty Loan")
Village Square Apartments – Service Loan No. 330455177 ("Square Loan")

Dear Ms. Shavinsky:

I write on behalf of Westland Liberty Village LLC and Westland Village Square LLC (in combination "Westland"), the owners of the property located at 4870 Nellis Oasis Lane, Las Vegas, NV and 5025 Nellis Oasis Lane, Las Vegas, NV (the "Properties"), in response to the default letters you sent, dated December 17, 2019 and received December 20, 2019. Both letters are identical and assert two defaults under the Loan Documents. Those purported defaults are "Borrower's (i) failure to maintain the Mortgage Property in accordance with Article 6 of the Loan Agreement and (ii) failure to comply with Lender's request to increase the Replacement Reserve Account in accordance with Section 13.02(a)(4) of the Loan Agreement." Consistent with Westland's prior letter to Michael Woolf of Cohen Financial, dated November 13, 2019, another copy of which is attached hereto, Westland reiterates that it disputes that any default occurred or exists. Notwithstanding the foregoing, by this letter, Westland advises you of its intent to take reasonable actions consistent with your letter in order to alleviate any purported default, and seeks further information to clarify what is required to do so.

First, Westland seeks clarification on purported default (i) related to Article 6 of the Loan Agreement. Your letter fails to sufficiently identify the basis for any default that could be considered adequate notice of a violation of a provision of the Loan Agreement. Without further detail on the purported default, Westland is unable to determine what, if anything, needs to be done to cure. Tellingly, Article 6 of the Loan Agreement spans six (6) pages, and contains several subsections that impose numerous obligations. As such, in order to enable Westland to determine how to "remedy" the first purported default, Westland requests that you identify it by at a minimum the specific subsection number and other identifying information related to the factual circumstances to adequately evaluate lender's position.

Second, Westland is writing to confirm that it will act consistent with your request in your letter related to the second purported default. As requested in your letter, going forward rents that borrower receives "shall be received and held by borrower in trust for the benefit of Fannie Mae [and] . . . such rents shall be applied only to bona fide current operating expenses to third parties in connection with the operation of the property with excess paid to Fannie Mae, to be applied in accordance with the loan documents." Letter of Shavinsky, dated December 17, 2019 (font

normalized). However, in relation to implementation of a policy for the use of such rents borrower seeks clarification on the expenses that would be considered "current operating expenses to third parties."[1] Please advise.

Additionally, Westland notes that the timing of this letter is somewhat unexpected, and that Fannie Mae does not seem to have complied with the procedural requirements of the loan documents and/or local law. It has been nearly a month since any communication from Fannie Mae, and Fannie Mae is now requesting some imprecise immediate action to cure a default without any defined time period for doing so. In contrast, in November 2019, during Westland's last communication with Cohen Financial, Cohen represented that while the matter would be in Fannie's hands, Cohen stated that if Westland had submitted a plan for addressing the physical condition of the property it would have been able to avoid the designation of an event of default. Based on that statement, during November 2019, as a show of good faith, Westland provided Cohen and Fannie Mae with just such a strategic business plan, since it had not been provided any other guidance in attempting to alleviate the conflict. However, no response to Westland's plan was received, and despite Westland's good faith efforts it now seems Westland is being presented with a moving target.

Notably, the attachments to the plan showed that the condition of the property is substantially different than represented in the improper property condition assessment report, so at a minimum, some rebalancing of lender's demand should have been performed prior to further action if Fannie Mae was acting in good faith. Westland believed that such a rebalancing evaluation was occurring, and that was likely the reason for the substantial delay in the receipt of a pre-negotiation letter (Fannie Mae represented via email, on November 19, 2019, such a letter would be forwarded so that the parties could attempt to work out a resolution). However, astonishingly despite that Westland has not had any financial default (the only purported default seems clearly manufactured to cover for prior incompetence in writing the original loan), neither a pre-negotiation letter nor any response accounting for the additional information provided was ever received. Instead, Westland was simply sent a vague default form letter, without any consideration of the factual basis or any apparent effort to work towards an amicable resolution. Please advise whether Westland should expect the pre-negotiation letter, or whether Cohen Financial and Fannie Mae have simply changed their position and no longer wish to make any attempt at resolution.

We look forward to your response, and remain open to engaging in a call to permit the parties to engage in an open dialogue to resolve this matter. Please advise me of a time that would work for yourself (and if required a representative of Fannie Mae, who Cohen Financial advised would now be the party with authority for dealing with this matter).

Very truly yours,

John W. Hofsaess

[1] Please note that it is not anticipated that any excess will be available to be forwarded to Fannie Mae. The Properties have operated at a shortfall, and an additional cash infusion has been needed nearly every month since the purchase. Still, Borrower has and continues to fund all operating expenses, capital expenses, and debt service payments - well in excess of the rents collected at the property. Essentially, the Properties are losing money, but Westland has met and will continue to meet its obligation, because it sees these properties as a long-term investment.

520 West Willow Street Long Beach, CA 90806 | P. (310) 639-7130 F. (310) 639-7210 | info@westlandreg.com
WESTLAND

cc: Carol King, Fannie Mae (via email – carol_king@fanniemae.com)
Rodney Roe, Fannie Mae (via email – rodney_g_roe@fanniemae.com)
Joey Davenport, Fannie Mae (via email – joey_davenport@fanniemae.com)
Joe E. Greenhaw, Jr., SunTrust Bank (via email – joe.greenhaw@suntrust.com)
Jason Silvey (via email – jsilvey@cohenfinancial.com)
Michael Woolf (via email – mwoolf@cohenfinancial.com)

5

EXHIBIT “S”

Letter of John Hofsaess, dated January 6, 2020

Westland 000818 – Westland 000819

EXHIBIT “S”

WESTLAND
Real Estate Group
INVEST ▸ DEVELOP ▸ MANAGE

John W. Hofsaess
Legal Counsel
Tel: (310) 438-5147
John.H@WestlandREG.com

January 6, 2020

VIA EMAIL & FIRST CLASS MAIL
Mandy Shavinsky
Snell & Wilmer
3883 Howard Hughes Parkway, Suite 1100
Las Vegas, NV 89169-5958
mshavinsky@swlaw.com

Re: **Second Letter in Response to Default Letters**
Liberty Village Apartments – Servicer Loan No. 330455178 ("Liberty Loan")
Village Square Apartments – Service Loan No. 330455177 ("Square Loan")

Dear Ms. Shavinsky:

I write further on behalf of Westland Liberty Village LLC and Westland Village Square LLC (in combination "Westland"), the owners of the property located at 4870 Nellis Oasis Lane, Las Vegas, NV and 5025 Nellis Oasis Lane, Las Vegas, NV (the "Properties"), in response to the default letters you sent, dated December 17, 2019 and received December 20, 2019. Again, Westland disputes that any default occurred or exists, but is willing to take any reasonable action to alleviate a purported default. However, in the two weeks since I forwarded a letter to you on December 23, 2019, Westland has not been provided with further information to clarify what is required to do so.

Specifically, no assertion of the purported default in failing to maintain the Mortgage Property related to Article 6 of the Loan Agreement was identified, and without such information it is not possible for Westland to cure any purported default. **Please identify the purported default by the specific subsection number and other identifying information related to the factual circumstances to adequately evaluate lender's position**, which information is needed to enable Westland to cure.

Second, as stated in my prior letter, Westland is confirming that as of December 20, 2019, it began holding any rents received in trust for the benefit of Fannie Mae. However, again, Westland **seeks clarification on the expenses that would be considered "current operating expenses to third parties"** consistent with your letter.

Third, Westland again notes that it has not received any response to Westland's strategic business plan for the property, or the expected pre-negotiation letter. However, Westland notes that based on Westland's efforts, the Properties continue to recover, with an occupancy rate that has increased from approximately 53% at the end of November to approximately 57% at present, which is consistent with the rate anticipated in Westland's plan. As such, Westland repeats that Fannie Mae should rebalance any reserve calculation to account for the over 10% increase in occupancy rate, and concomitant increase in rent ready units, since the PCA was conducted in September 2019.

Again, Westland looks forward to your response, and remains open to engaging in a call to permit the parties to engage in an open dialogue to resolve this matter. Please advise me of a time that would work for yourself and any representative of Fannie Mae (or Cohen Financial) who is required to be included.

Very truly yours,

John W. Holsaess

cc: Carol King, Fannie Mae (via email – carol_king@fanniemae.com)
Rodney Roe, Fannie Mae (via email – rodney_g_roe@fanniemae.com)
Joey Davenport, Fannie Mae (via email – joey_davenport@fanniemae.com)
Joe E. Greenhaw, Jr., SunTrust Bank (via email – joe.greenhaw@suntrust.com)
Jason Silvey (via email – jsilvey@cohenfinancial.com)
Michael Woolf (via email – mwoolf@cohenfinancial.com)

6

Electronically Filed
8/31/2020 5:25 PM
Steven D. Grierson
CLERK OF THE COURT

AFF
JOHN BENEDICT, ESQ.
Nevada Bar No. 005581
LAW OFFICES OF JOHN BENEDICT
2190 E. Pebble Road, Suite 260
Las Vegas, NV 89123
Telephone: (702) 333-3770
Facsimile: (702) 361-3685
E-Mail: John@BenedictLaw.com

Attorneys for Defendants/Counterclaimants/ Third Party Plaintiffs Westland Liberty Village, LLC & Westland Village Square LLC

EIGHTH JUDICIAL DISTRICT COURT

CLARK COUNTY, NEVADA

FEDERAL NATIONAL MORTGAGE ASSOCIATION,

Plaintiff,

vs.

WESTLAND LIBERTY VILLAGE, LLC, a Nevada Limited Liability Company; and WESTLAND VILLAGE SQUARE, LLC, a Nevada Limited Liability Company

Defendants.

WESTLAND LIBERTY VILLAGE, LLC, a Nevada Limited Liability Company; and WESTLAND VILLAGE SQUARE, LLC, a Nevada Limited Liability Company

Counterclaimants,

vs.

FEDERAL NATIONAL MORTGAGE ASSOCIATION, a federally-charted corporation,

Counter-Defendant.

CASE NO. A-20-819412-C

DEPT NO. 4

AFFIDAVIT OF YAKOOV GREENSPAN IN OPPOSITION TO APPLICATION TO APPOINT RECEIVER AND IN SUPPORT OF DEFENDANT'S MOTION FOR TEMPORARY RESTRAINING ORDER AND MOTION FOR PRELIMINARY INJUNCTION

Hearing Date: September 22, 2020
Hearing Time: 9:00 AM

WESTLAND LIBERTY VILLAGE, LLC, a Nevada Limited Liability Company; and WESTLAND VILLAGE SQUARE, LLC, a Nevada Limited Liability Company

Third Party Plaintiffs,

vs.

FEDERAL NATIONAL MORTGAGE ASSOCIATION, a federally-charted corporation,

Counter-Defendant.

Yakoov Greenspan, being duly sworn, deposes and says that:

1. I am over the age of eighteen (18) years of age, and I have personal knowledge of the matters contained herein, except for those matters stated upon information and belief, and as to those matters, I believe them to be true. If called as a witness, I would competently and truthfully testify to all_statements made herein of my firsthand knowledge or business records, except to those matters stated on information and belief. As to those, I believe them to be true.

2. I am the President of Westland Real Estate Group, and a trustee for the family trusts that own Plaintiffs Westland Liberty Village, LLC ("Liberty LLC") and Westland Village Square, LLC (individually "Square LLC," or in combination with Liberty LLC, "Westland").

3. I am familiar with Westland's records regarding the two Multifamily Loan and Security Agreements entered into on August 29, 2018, (the "Loan Agreements") by and between Westland as the assuming borrower, Federal National Mortgage Association ("Fannie Mae") as lender, and Grandbridge Capital Real Estate LLC (who was known as Cohen Financial and SunTrust Bank at the time the loan was signed, and hereinafter referred to as "Grandbridge" and together with Fannie Mae, "Lenders") as lender/loan servicer, as well as the facts and circumstances giving rise to this lawsuit. As such, I am knowledgeable of the facts contained herein and am competent to testify thereto.

Background

4. Liberty LLC and Square LLC are single-purpose entities that each hold title to one of the two Properties owned at 4870 Nellis Oasis Lane and 5025 Nellis Oasis Lane, which are adjoining multi-family apartment communities, located in Las Vegas, Nevada.

5. Liberty LLC and Square LLC are entities affiliated with Westland Real Estate Group, which has 50 years of multi-family housing experience and is one of the most experienced housing providers in Nevada, with over 10,000 apartment units in 38 apartment communities the Las Vegas area, and more than 500 employees. To my knowledge, during its 50-year history, Westland Real Estate Group has never had a Notice of Default and Election to Sell filed against one of the properties in its portfolio.

The Purchase/Loan Assumption

6. On August 29, 2018, Liberty LLC and Square LLC purchased the two Properties located at 4870 Nellis Oasis Lane, Las Vegas, NV 89115 [Assessor's Parcel Nos. 140-08-710-161, 140-08-711-273 and 140-08-712-289] and 5025 Nellis Oasis Lane, Las Vegas, NV 89115 [Assessor's Parcel Nos. 140-08-702-002 and 140-08-702-003] (the "Properties") from sellers Shamrock Properties VI LLV and Shamrock Properties VII LLC (collectively the "Shamrock Entities").

7. To purchase the Properties, Liberty LLC and Square LLC assumed the two Loan Agreements from the Shamrock Entities in the amount of $29,000,000 and $9,366,000, respectively (the "Loans") that were issued by Grandbridge (the successor to SunTrust Bank) in August 2018. Westland paid the remainder of the combined $60.3 million purchase price in cash, which resulted in Westland establishing over $20 million in equity in the Properties.

8. Pursuant to the Loan Agreements, Westland was responsible for a monthly debt service obligation of approximately $162,000 for the Liberty Property, and $52,000 for the Village Property, which includes taxes, insurance, and a replacement reserve escrow deposit.

9. As of the date of this Affidavit, and at all prior points in time, Liberty LLC and Square LLC have been current in the payment of its monthly debt service obligations related to the Liberty Property and the Square Property.

10. Even when Lenders stopped withdrawing the automatic ACH payments and refused payment from Westland, Westland began overnighting check payments each and every month. I have seen correspondence showing that Lenders admit to receiving those payments.

11. Since February 2020, out of an abundance of caution, rather than the base amount due of approximately $162,000, Liberty LLC has forwarded $180,621.79 each month for its Property, and rather than the base amount of approximately $52,000, Square LLC has forwarded $58,471.94 each month for its Property.

The Notice of Demand and Purported Default

12. Upon taking over the two Properties, Westland almost immediately began to repair and remediate them. In September 2019, f3 Inc., I believe at Grandbridge's request, prepared a property condition assessment. Grandbridge relied upon this report to issue Westland a Notice of Demand ostensibly based on the September 2019 property condition assessment of f3, Inc. Thereafter, just as Westland had done prior to that assessment, it continued to engage in ongoing repair and remediation of the Properties, including, but not limited to, the issues identified in the f3 report. Presently, Westland has made most, if not all, of these repairs.

13. Westland continued making repairs despite Lenders' refusal to honor its contractual obligations to release money from the Reserve Accounts to fund the work. Instead, the repairs were funded out of an additional infusion of Westland's own cash. Thus, all the Replacement Reserve Account funds have been preserved as further security for Lenders.

14. Despite the passage of over a year since the September 2019 property condition assessment was performed, Lenders never re-inspected the Properties.

15. After Lenders declared a default under the Loan Agreements in October 2019, I sought to have that default addressed with the Lenders. However, when Westland contacted Grandbridge, the Lenders refused to engage in any discussions by stating the matter had already been assigned to counsel.

16. I received a letter in December 2019, by which Lenders stated they were accelerating Westland's loan balance and wanted to deprive Westland of the ability to collect rents.

17. By mid-February 2020, it came to my attention that Lenders stopped withdrawing the monthly ACH payments, even though I had not received any notice that they would no longer be withdrawing those payments consistent with their practice from the time Westland assumed the Loans. Lenders seemingly tried to manufacture a financial loan default, where none had previously existed.

18. Notwithstanding Lender's unilateral change in payment method, Westland kept making its monthly debt payments. Next, Lenders failed to provide Westland any loan payment billing statements. So, to be conservative and to ensure there was no financial default under the Loans, Westland's management required the accounting department to forward an additional 10% on top of the monthly payment. Due to those overpayments, Westland has paid Lenders at least an extra $150,000 more than what is required by the Loan Agreements.

19. It is my understanding that Fannie Mae, through its counsel, has agreed to meet with Westland, but several conditions were placed on that meeting, including that Westland pay all the costs associated with the non-existent defaults Grandbridge had created, such as the f3 PCA report, which it was previously represented Westland would not need to pay for as long as Westland provided Lenders access to the Properties, and all attorney's fees. The Lenders demanding those costs just to talk about resolution, we believed was not good faith, so Westland advised Fannie Mae that it was unable to participate in settlement discussions until those unreasonable conditions were eliminated. Westland continues to be ready, willing, and able to engage in good faith settlement discussions without unreasonable preconditions.

20. Westland has continued to make efforts to resolve this dispute with Fannie Mae, because it was disruptive to our business, as Westland's entities were no longer able to easily refinance our loans due to having these two significant loans, we believe, improperly placed into default status, and due to the Notice of Default that was filed against our Properties.

21. Westland does not dispute it has obligations under the Loan Agreements, but Westland has met those obligations, improved the conditions at the Properties, and continues to timely pay its loan obligation never missing a single payment to date, so I am at a complete loss as to what Westland could have done to prevent Lenders from asserting this default, other than

just let Grandbridge hold $2.7 million of Westland's cash just because they thought they could force that demand on us.

The Current Status of the Properties

22. In November 2019, Westland provided Lenders a strategic report, which outlined Westland's plan for continuing to make improvements at the Properties.

23. In the nine (9) months since the November 2019 strategic report, Westland has met its benchmarks, including that Westland has:

- improved the physical condition of the Properties,
- repaired virtually all of the vacant units in need of repairs,
- maintained crime at a small fraction of the amount of the prior owner,
- increased occupancy from 52% to over 80% consistent with Westland's strategic estimates (which in itself means that many of the previously vacant units have been renovated),
- achieved an occupancy rate exceeding the real occupancy rate at the Properties at the time the loans were assumed from Westland's predecessor,
- implemented its more stringent rental criteria, and
- improved the profitability of the Properties through sustainable rent increases while continuing to serve local hardworking families.

24. Westland has only been able to achieve those results because Westland employs leasing, management, maintenance, accounting and administrative staff in Las Vegas, including 32 employees onsite at the Properties. These employees have been trained for these Properties, and more importantly, have invested in relationships with tenants and local officials to create communities at the Properties. These 32 employees, who we are proud to say we were able to keep employed during the Pandemic, would be needlessly terminated if the Court appoints a receiver. I do not believe that any offsite property manager, including a bank-appointed receiver, who would cause the Properties much higher costs, including related to paying subcontractors, would be able to duplicate the positive momentum we have built up at the Properties for at least several months, if ever. Based on my experience, and prior proposals to purchase the Properties,

I know that they were previously listed at an REO sale in 2014, and were dilapidated with a major criminal presence at that time.

25. During Westland's ownership of the Properties, it invested $1.8 million in the Properties prior to the f3, Inc. PCA, and we invested $3.5 million in capital expenditures in the Properties to date and have spent an additional $1,573,000 in security costs.

26. Westland has not obtained reimbursement from Lenders for reserve funds Lenders obtained from joint checks of approximately one million dollars ($1,000,000.00) that Lenders deposited related to fire insurance claims. Lenders refuse to give that money over to Westland even though the funds were earmarked for the construction of two buildings at the Liberty Property. Those two buildings have been completely rebuilt, with substantial upgrades, all of which was completed with cash fronted by Westland. I am aware that the loan's servicer, Grandbridge, has failed to respond to Westland's reimbursement requests for release of its funds.

27. As opposed to most property management companies, it should also be noted that Westland makes a concerted effort to stabilize the local community. At the Liberty Village and Village Square properties, the need for local community services, such as a closer law enforcement presence and family support services, was apparent. Such resources are important to attract the working class families that serve as backbones of the communities that Westland owns and manages.

28. As such, Westland's efforts to build a positive community for the residents of Liberty Village and Village Square did not stop at the boundaries of the Properties. On that basis, when onsite management reported that a liquor store and bar located on a largely undeveloped parcel adjacent to the Square Property, at 3435 North Nellis Boulevard, Las Vegas (the "Parcel"), were attracting a criminal element to the neighborhood, Westland contacted the prior owners of that Parcel and purchased it. By doing so, Westland was able to more actively manage the Parcel then the prior owners had done, and is presently working with the Office of the County Commissioner to develop community based services in the open areas of the Parcel.

29. This Affidavit is made in good faith and not for purposes of delay.

In accordance with NRS 53.045(2), I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct.

Executed this 31st day of August 2020 at Long Beach, California.

By: _____

Yakoov Greenspan, Trustee of
Manager to Westland Liberty Village, LLC and
Westland Village Square LLC

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Los Angeles)

On August 31, 2020 before me, Jerry Don King Jr, Notary Public
(insert name and title of the officer)

personally appeared Yaakov Greenspan,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

JERRY DON KING JR.
Notary Public - California
Los Angeles County
Commission # 2199394
My Comm. Expires Jun 24, 2021

Signature _____ **(Seal)**

7

EXHIBIT “A”

LVMPD Correspondence “The Nuisance Notice” dated April 4, 2017

Westland 000001- Westland 000007

EXHIBIT “A”

****NOTICE AND DECLARATION OF CHRONIC NUISANCE****

Via Certified Mail, Return Receipt Requested and Electronic Mail to Ellen Weinstein, weinstein@shamrock-communities.com

April 4, 2017

Chronic Nuisance Locations: Liberty Village Apartments
4870 N. Nellis Oasis Ln.
Las Vegas, NV

and

Village Square Apartment Homes
5025 N. Nellis Oasis Ln.
Las Vegas, NV

Owner's Name and Address: Shamrock Properties VII, LLC
44 Hawthorne St. N.
Greenwich, CT 06831

WHY ARE YOU RECEIVING THIS NOTICE?

You are hereby notified as owner of the property located at and commonly known as Liberty Village and Village Square, 4870 N. Nellis Oasis Ln. and 5025 N. Nellis Oasis Ln., Las Vegas, Nevada (hereinafter "the Property"), that the Las Vegas Metropolitan Police Department ("LVMPD") declares the existence of a chronic nuisance at the Property.

WHAT IS A CHRONIC NUISANCE?

Pursuant to Clark County Code § 11.07.020, **"chronic nuisance"** means the existence of any of the following conditions [with emphasis added]:

(a) Three or more instances of **nuisance activities** exist or have occurred during any ninety-day period on the property;

(b) A person associated with the property has engaged in three or more instances of **nuisance activities** during any ninety-day period on the property or within one hundred feet of the property;

* * *

(d) A building or place is used for the purpose of unlawfully selling, serving, storing, keeping, manufacturing, using or giving away a controlled substance, immediate precursor as defined in NRS 453.086 or controlled substance analog as defined in NRS 453.043;...

For purposes of the above, and pursuant to Clark County Code § 11.07.010(b), "nuisance activity" means:

(1) **Criminal activity**;

* * *

(6) Violations of building codes, housing codes or any other codes regulating the health or safety of occupants of real property;

(7) Any act or omission which injures or **endangers the life, safety, health**, or property of the general public or the occupants of the property upon which the structure or condition is located, or in any way annoys or endangers the comfort or repose of a considerable number of persons; or

(8) Any act or omission which violates an ordinance, rule or regulation regulating health and safety enacted, adopted or passed by the county, the violation of which is designated as a nuisance in the ordinance, rule or regulation.

WHAT DID LVMPD IDENTIFY FROM YOUR PROPERTY THAT CONSTITUTES THE CHRONIC NUISANCE?

LVMPD has identified the following conditions which constitute nuisance activities:

In the period between September 28, 2017 and now, there have been over **1000 calls for service** at the Property. Of these, there were dozens of disturbances, fights, assaults, batteries, and illegal shootings. Drugs, gangs, and sexual predators are also prevalent at the Property.

Particularly alarming, to my understanding, there have been many instances in which your security company, ACME Security, has been involved in activity that is either outright illegal, or that at least endangers the life, safety, and health of the general public and the occupants of the Property. ACME Security officers have reportedly been involved in illegal shootings and even obstructing criminal investigations.

Below is a sample of recent events that qualify as nuisance activities, including events involving ACME Security:

	Date	Description	Event #
1	8/17/17[1]	Narcotics-related arrest warrant. Officers obtained a warrant to search a unit at the Property based on a prior investigation into drug activity. Marijuana plants were found at the unit.	170817-3795 170817-3393
	10/23/17	Illegal shooting. LVMPD officers heard multiple rounds, then saw 3-4 juveniles running through the complex. One of the juveniles threw a firearm as he was fleeing. Arrest made.	171023-3146
	10/29/17	Illegal shooting. Resident reported hearing shots outside her door. Seven shell casings found.	1711029-2359
	11/3/17	A convicted felon was arrested for possessing a stolen firearm and cocaine. The firearm was loaded and was discovered after a fight with security.	171103-3331
	11/5/17	Assault/Battery. Female stabs male. Arrest made.	171105-0191
	11/16/17	Illegal shooting detected by Shot Spotter. Casings located.	171116-3982
	11/23/17	Illegal shooting detected by Shot Spotter. Upon investigation, LVMPD determined that an ACME Security guard fired the shots at a vehicle. When LVMPD was attempting to investigate the event, ACME Security guards acted evasively, ignored the officers, and effectively inhibited the investigation. The guard that fired the shots was terminated, but his supervisor, who had been attempting to inhibit the investigation, was not terminated.	171123-2747
	11/25/17	Illegal shooting detected by Shot Spotter. Bullet fragment recovered.	171125-3254
	12/5/17	Illegal shooting detected by Shot Spotter. Officers found shell casings.	171205-4455
	12/6/17	Illegal shooting detected by Shot Spotter. Casings and impacts located.	171206-0529
	12/7/17	Illegal shooting detected by Shot Spotter. Seven rounds detectecd.	171207-0020
	12/8/17	Narcotics and outstanding warrants. A person was arrested for possessing methamphetamine and on multiple felony warrants.	171208-4251
	12/9/17	Illegal shooting detected by Shot Spotter. Casings, impacts, and handgun recovered.	171209-2822
	12/15/17	A resident asserted that ACME Security used excessive force in detaining the resident's guest	171215-4397

[1] Pursuant to Clark County Code, drug-related events do not need to fall within a ninety-day period to qualify as nuisance activities.

		and then lost the keys to the vehicle that the resident and guest drove to the Property.	
	12/15/17	Officers responded to a call of a fight where someone was threatening to use a firearm. One person ran as officers arrived, dropping a stolen firearm along the way.	171215-2897
	12/19/17	Illegal shooting detected by Shot Spotter. Sixteen rounds detected. Casings and impacts recovered. Victim located.	171219-4223
	12/19/17	ACME Security reportedly detained a guest of a resident for no apparent reason.	171219-4116
	12/23/17	Illegal shooting detected by Shot Spotter. Five rounds detected.	171223-5309
	1/1/18	Illegal shooting detected by Shot Spotter.	
	1/3/18	Child molestation. Suspect approached nine-year boy playing in the courtyard, pulled down the boy's pants, then groped him.[2]	180103-3360
	1/8/18	Illegal shooting detected by Shot Spotter. ACME Security guards were at the location of the shooting when LVMPD officers arrived.	180108-3378
	1/10/18	LVMPD's Community-Oriented Policing Division received a report from Clark County Commissioner Marilyn Kirkpatrick that a roof had caved in due to rain. Commissioner Kirkpatrick and other partners relocated the affected family. Property management and ACME Security were uncooperative.	n/a
	1/24/18	Illegal shooting detected by Shot Spotter. Four rounds detected. Casings recovered.	180124-0552
	1/30/18	Resident arrested on outstanding warrants. Officers obtained a search warrant to recover property related to another event.	180130-0559
	2/4/18	Gang feud errupts in gunfire.	180204-2198
	2/15/18	Illegal shooting detected by Shot Spotter. 11 rounds fired. A dispute over rent led to a physical altercation and then a threat that the subject would "air the place out." An hour later, the shooting occurred.	180215-3743
	2/28/18	Multiple officers from both LVMPD and Nevada Parole and Probation visited the Property to check on multiple residents who were on parole. As a result of this visit, one person was arrested for outstanding warrants. While on the operation,	n/a

[2] Around this time, there were four (4) sex offenders living at the Property, including two (2) who had assaulted children.

		officers witnessed a person attempting to kick down a door to an apartment. This person was arrested, along with the person who dropped him off at the Property.	
	3/13/18	Suspect arranged a drug deal for the purpose of conducting a robbery. Suspect shot victims. Suspect arrested.	180313-5011
	3/14/18	ACME Security officer refused to comply with the directions of a LVMPD officer, who was conducting an investigation. His vehicle was parked in the crime scene and he physically tried to go past LVMPD officers. He also made derogatory comments towards LVMPD officers. The security officer was apparently fired.	n/a
	3/18/18	Illegal shooting detected by Shot Spotter.	180320-1315
	3/25/18	Large scale fight occurred in the complex between two competing sets of residents. Multiple officers were required to maintain order.	180325-2217
	4/01/18	Resident who was being evicted arrived at his apartment to find the lock changed. He kicked in the door and found someone he knew inside. This person stabbed him with a screwdriver.	180401-0618

Notably, there are other events that have not been listed here.

Based on these and other circumstances, both Clark County and LVMPD have attempted to elicit your cooperation in making necessary changes to the way the Property is managed. In particular, the Captain at LVMPD's Northeast Area Command sent you a letter as early as September 9, 2017 alerting you that crime was heading in the wrong direction at the Property.

Efforts to engage you and ACME Security intensified in 2018. On January 22, 2018, you and your security company met with various officials at the Clark County Government Center. My understanding is that at that meeting, you promised to make needed changes.

Thereafter, LVMPD met with your property manager and security company on multiple occasions. These have included multiple on-site visits. LVMPD has made multiple suggestions on how to improve safety at the Property. LVMPD has also noted several concerns regarding inoperative security cameras, an inadequate number of security personnel, inadequate perimeter barriers, and inadequate training. These various meetings have taken place on February 1, 2018, February 22, 2018, March 15, 2018, and March 19, 2018.

At every turn, troubling issues continue to surface. On March 9, 2018, Commissioner Kirkpatrick was attending a fair organized at the Property. She and Captain Splinter conducted community surveys. While they were there, two fresh door kicks were discovered.

The situation has become so alarming that on March 21, 2018, an Assistant Sheriff, Deputy Chief, and others accompanied Captain Splinter on a tour of the Property. They asked your property manager for more cooperation to ensure the safety of the residents and the community in general. The property manager apparently called you to advise that she was not happy about the tour. When you called Captain Splinter, you and she arranged another meeting for April 9, 2018.

In sum, violent crime has been a continual problem at the Property. The lack of cooperation from management and security is also a continual problem. This Notice is being sent because the Property easily qualifies as a "chronic nuisance" which must be abated.

WHAT DO YOU NEED TO DO NEXT?

The reoccurrence of chronic nuisance activities needs to be abated by **May 4, 2018 (30 days from now)** in order to prevent the matter from being submitted to the Clark County District Attorney for legal action. This means you will desist, remedy, and prevent persons on the Property from continuing the nuisance activities described above.

I strongly encourage you to attend the meeting scheduled for April 9, 2018 and to redouble your efforts thereafter to take whatever steps necessary to abate. Officials at LVMPD and Clark County have made, and can continue to make, recommendations about how to curb crime, but ultimately the management of the Property is the owner's responsibility.

CAN YOU OBJECT TO THIS NOTICE AND DECLARATION OF CHRONIC NUISANCE?

Yes. You have the opportunity for a hearing before the district court. The procedures for either you or LVMPD to obtain a hearing before the Eighth Judicial District Court, Clark County, are outlined in Clark County Code § 11.07.050, which are stated herein verbatim:

(a) When served with a notice and declaration of chronic nuisance, the owner may request a hearing by filing in district court a complaint for declaratory or injunctive relief. Service of the complaint shall be effectuated in accordance with the Nevada Rules of Civil Procedure. The complaint must be filed and served prior to the abatement date specified in the notice. The date specified in the notice is tolled for the period during which the owner requests a hearing and receives a decision.

(b) When served with a notice and the owner fails to abate the chronic nuisance by the date specified in the notice and fails to request a hearing in district court prior to the date specified in the notice, the sheriff or authorized agent may request the district attorney to file a complaint in district court.

(c) If the court finds that a chronic nuisance exists and action is necessary to avoid serious threat to the public welfare or the safety or health of the occupants of the property, the court may order the county to secure and close the property until the nuisance is abated.

(d) In addition, if the court finds that a chronic nuisance exists, the court may:

(1) Impose a civil penalty of not more than five hundred dollars per day for each day that the chronic nuisance was not abated after the date specified in the notice by which the owner was required to abate the condition;

(2) Order the owner to pay the county for the cost incurred by the county in abating the condition; and

(3) Order any other appropriate relief.

WHAT WILL HAPPEN IF YOU FAIL TO TAKE STEPS TO ABATE THE CHRONIC NUISANCE?

LVMPD is committed to working closely and aggressively with Clark County to identify and correct problems in this community that lead to crime. We are also committed to assisting homeowners, business owners, and citizens of Las Vegas to achieve a higher quality of living. We strive to make Las Vegas the "Safest City in America." Therefore, we are committed to helping you through this process and will continue to commit reasonable resources to help you create a safe environment.

With that said, failure to abate the Chronic Nuisance by May 4, 2018 (30 days from now), may result in LVMPD requesting the Clark County District Attorney to file an abatement action against you, as outlined above. This may result in the closure of the Property, the abatement of the Property in some other way, and/or the imposition of fines and/or abatement costs.

Sincerely,

JOSPEPH LOMBARDO, Sheriff

By *___/s/ Matthew J. Christian*
Matthew J. Christian, Esq.
ASSISTANT GENERAL COUNSEL

cc: Marilyn Kirkpatrick, Commissioner, Clark County
Capt. Nichole Splinter, Northeast Area Command
Sgt. Steve Reese, Northeast Area Command, Community Oriented Policing
Ofr. Jeremy Vance, Central Intelligence Unit
Steven Sweikert, Esq., Deputy District Attorney, Clark County