

**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  
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Elizabeth A. Brown  
Clerk of Supreme Court

Supreme Court Case No. 82174

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

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**RESPONDENTS' SUPPLEMENTAL APPENDIX IN SUPPORT OF  
ANSWERING BRIEF**

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**VOLUME I**

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<b><u>TAB</u></b>	<b><u>VOLUME</u></b>	<b><u>DOCUMENT</u><sup>2</sup></b>	<b><u>DATE</u></b>	<b><u>PAGES</u></b>
15	4	Affidavit of Shimon Greenspan in Support of Counterclaimant's Motion for Temporary Restraining Order and Motion for Preliminary Injunction	September 18, 2020	SA0686-SA0691
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	SA0356-SA0364
12	4	Assumption Approval Letter for Liberty Village Apartments dated August 20, 2018 (Exhibit "J" to Motion for Preliminary Injunction)	September 1, 2020	SA0649-SA0658
13	4	Assumption Approval Letter for Village Square Apartments dated August 22, 2018 (Exhibit "K" to Motion for Preliminary Injunction)	September 1, 2020	SA0659-SA0668
10	4	Assumption Closing Statement for Liberty Village Apartments dated August 29, 2018 (Exhibit "H" to Motion for Preliminary Injunction)	September 1, 2020	SA0643-SA0645
11	4	Assumption Closing Statement for Liberty Village Apartments dated August 29, 2018 (Exhibit "I" to Motion for Preliminary Injunction)	September 1, 2020	SA0646-SA0648

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<sup>2</sup> 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.

<b><u>TAB</u></b>	<b><u>VOLUME</u></b>	<b><u>DOCUMENT</u></b>	<b><u>DATE</u></b>	<b><u>PAGES</u></b>
8	2 & 3	CBRE Property Condition Assessment Report for Liberty Village Apartments dated August 8, 2017 (Exhibit “D” to Motion for Preliminary Injunction)	September 1, 2020	SA0373-SA0420 (Vol. 2)  SA0421-SA0485 (Vol. 3)
9	3	CBRE Property Condition Assessment Report for Liberty Village Apartments dated August 8, 2017 (Exhibit “E” to Motion for Preliminary Injunction)	September 1, 2020	SA0486-SA0642
19	4	Declaration of James Noakes In Support of Plaintiff’s Reply In Support of Motion to Strike Defendants’ Demand for Jury Trial	December 3, 2020	SA0749-SA0779
23	6	Declaration of Nathan Kanute In Support of Plaintiff’s Opposition To Application On Order Shortening Time For Court To Hear Defendant’s Motion for (1) An Order of Immediate Plaintiff Compliance and (2) Accounting	May 5, 2021	SA1144-SA1160
17	4	Emails to Lenders Regarding Reserve Requests from Westland Liberty Village (Exhibit “5” to Reply In Support of Motion for Preliminary Injunction)	September 18, 2020	SA0697-SA0741
26	7	Federal Housing Finance Agency’s Conservator Approval Process for Fannie Mae and Freddie Mac Business Decisions	September 27, 2012	SA1231-SA1276
24	6	Grandbridge Real Estate Capital, LLC’s Opposition to Defendants’ Motion for (1) An Order for Immediate Plaintiff Compliance and (2) Accounting	May 5, 2021	SA1161-SA1180

<b><u>TAB</u></b>	<b><u>VOLUME</u></b>	<b><u>DOCUMENT</u></b>	<b><u>DATE</u></b>	<b><u>PAGES</u></b>
14	4	Lender's Counsel's Non-Waiver Letters dated February 19, 2020 (Exhibit "T" to Motion for Preliminary Injunction)	September 1, 2020	SA0669-SA0685
18	4	Letter of John Benedict to Robert Olson, Esq.	November 6, 2020	SA0742-SA0748
4	2	Letter of John Hofsaess dated December 23, 2019 (Exhibit "R" to Counterclaim)	August 31, 2020	SA0349-SA0352
5	2	Letter of John Hofsaess dated January 6, 2020 (Exhibit "S" to Counterclaim)	August 31, 2020	SA0353-SA0355
3	2	Letter of John Hofsaess dated November 13, 2019 (Exhibit "Q" to Counterclaim)	August 31, 2020	SA0343-SA0348
22	6	Notice of Entry of Order Regarding Order Shortening Time For Court To Hear Defendants' Motion for (1) An Order For Immediate Plaintiff Compliance and (2) Accounting	April 29, 2021	SA1056-SA1143
7	2	Nuisance Notice dated April 4, 2017 from Las Vegas Metropolitan Police Department (Exhibit "A" to Motion for Preliminary Injunction)	September 1, 2020	SA0365-SA0372
25	6	Opposition to Application On Order Shortening Time For Court To Hear Defendants' Motion for (1) Order for Immediate Plaintiff Compliance and (2) Accounting	May 5, 2021	SA1181-SA1230
1	1	Order Appointing Receiver (Exhibit "4" to Application for Receiver)	August 12, 2020	SA0001-SA0019

<b><u>TAB</u></b>	<b><u>VOLUME</u></b>	<b><u>DOCUMENT</u></b>	<b><u>DATE</u></b>	<b><u>PAGES</u></b>
27	7	Oversight by Fannie Mae and Freddie Mac of Compliance with Forbearance Requirements Under the CARES Act and Implementing Guidance by Mortgage Servicers	July 27, 2020	SA1277-SA1300
20	4	Property Condition Assessment for Liberty Village Apartments (4870 Nellis Oasis Lane, Las Vegas, Nevada 89115)	March 4-5, 2021	SA0821-SA0921
21	5	Property Condition Assessment for Village Square Apartments (5025 Nellis Oasis Lane, Las Vegas, Nevada 89115)	March 4-5, 2021	SA0922-SA1055
16	4	Supplemental Affidavit of Yakoov Greenspan in Support of Counterclaimant's Motion for Temporary Restraining Order and Motion for Preliminary Injunction	September 18, 2020	SA0692-SA0696
2	1 & 2	Westland Strategic Improvement Plan for Liberty Village and Village Square dated November 27, 2019 (Exhibit "N" to Counterclaim)	August 31, 2020	SA0020-SA0200 (Vol. 1)  SA0201-SA0342 (Vol. 2)

Respectfully submitted,

Dated: August 30, 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 30th day of August 2021, I caused true and correct copies of the foregoing **RESPONDENTS' SUPPLEMENTAL APPENDIX IN SUPPORT OF ANSWERING BRIEF (VOLUME I)** 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.  
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Lars K. Evensen, Esq.  
Sydney R. Gambia, Esq.  
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9555 Hillwood Drive, 2nd Floor  
Las Vegas, Nevada 89134

**VIA U.S. MAIL:**

The Honorable Mark Denton  
District Court Judge, Dept. XIII  
200 Lewis Avenue  
Las Vegas, Nevada 89155

/s/ **John Y Chong**

An Employee of Campbell & Williams

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# EXHIBIT 4 - Proposed Order Appointing Receiver

# EXHIBIT 4 - Proposed Order Appointing Receiver

SA0001

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*Attorneys for Plaintiff Federal National Mortgage Association*

**DISTRICT COURT**  
**CLARK COUNTY, NEVADA**

FEDERAL NATIONAL MORTGAGE  
ASSOCIATION,

Plaintiff,

vs.

WESTLAND LIBERTY VILLAGE, LLC,  
WESTLAND VILLAGE SQUARE, LLC,

Defendants.

Case No.

Dept No.

**ORDER APPOINTING RECEIVER**

Pursuant to the Application for Appointment of Receiver (“Motion”), Declaration of James Noakes in Support of Plaintiff’s Application for Appointment of Receiver (“Fannie Mae Declaration”), Declaration of Servicer in Support of Plaintiff’s Application for Appointment of Receiver (“Servicer Declaration”), the Verified Complaint (“Complaint”) of Plaintiff Federal National Mortgage Association (“Plaintiff” or “Fannie Mae”), the Court having reviewed the pleadings and papers on file herein, including any filed by Defendants Westland Liberty Village, LLC (“Liberty Village LLC”), Westland Village Square, LLC (“Village Square LLC”, collectively “Defendants”) and having heard the arguments presented by the parties at any hearing scheduled for this matter, and good cause appearing therefore:

**IT IS HEREBY ORDERED, ADJUDGED AND DECREED** that:

1. APPOINTMENT OF RECEIVER: The Madison Real Estate Group LLC, a Nevada limited-liability company, acting by and through Jacqueline Kimaz (“Receiver”) is hereby

1 appointed as receiver in this action, such appointment shall be effective upon the filing of this  
2 Order along with the filing by the Receiver of the Oath and Bond, as set forth below.

3 2. POSSESSION OF RECEIVER: The Receiver shall have and take possession  
4 of all the real and personal, tangible and intangible property (including, without limitation, all land,  
5 buildings and structures, leases, rents, fixtures and movable personal property) more specifically  
6 defined as the “Village Square Property” and “Liberty Village Property” in the Verified  
7 Complaint. The Village Square Property and Liberty Village Property are referred to collectively  
8 herein as the “Property.” The Property includes, without limitation, the interests of Plaintiff in any  
9 “Leases” and “Rents” and all other “Mortgaged Property” as identified in each “Multifamily Deed  
10 of Trust, Assignment of Leases and Rents, Security Agreement and Fixture Filing” (the “Deeds of  
11 Trust”) attached as Exhibits 3 and 8 to the Verified Complaint on file herein. Included within the  
12 Property is those certain apartment complex commonly known as “Village Square Apartments”  
13 and “Liberty Village Apartments” located in Las Vegas, NV and on the land more particularly  
14 described in the legal description attached as “Exhibit A” to each of the Deeds of Trust.

15 3. RECEIVER’S OATH AND BOND. Before performing her duties, the Receiver  
16 shall execute an Oath of Receiver. Within three days of this appointment, the Receiver shall also  
17 post a bond from an insurer in the sum of \$\_\_\_\_\_, conditioned upon the faithful performance  
18 of the Receiver’s duties. The Receiver’s Bond and the Oath of the Receiver may be filed by  
19 electronic transmission and this Order shall become effective upon the Court’s receipt of such  
20 electronic transmission provided, however, that the Receiver replace the facsimiles with originals  
21 within seven days of filing. The cost of the Receiver’s Bond shall be an expense of the receivership  
22 estate. Pursuant to NRS 32.275(3), the Receiver is authorized to act before posting the Receiver’s  
23 Bond.

24 4. NRS 32.305 INJUNCTION. Pursuant to NRS 32.305, the entry of this Order  
25 operates as a stay, applicable to all persons, of an act, action or proceeding: (a) to obtain possession  
26 of, exercise control over or enforce a judgment against the Property; and (b) to enforce a lien  
27 against the Property to the extent the lien secured a claim against the owner which arose before  
28 entry of this Order; provided, however, that this does not prohibit Plaintiff from proceeding to

1 foreclose or otherwise enforce its Deeds of Trust against the Property.

2 5. DUTIES, RIGHTS, AND POWERS OF RECEIVER: The Receiver is  
3 hereby granted the following duties, rights, and powers:

- 4 a. To enter on and take possession of the Property;
- 5 b. To give notice of the appointment of the Receiver to all known creditors of the  
6 Defendants in the manner described in NRS 32.335 (the “Receivership  
7 Notice”). The Receivership Notice must advise creditors of their right to file  
8 creditors’ claims within ninety (90) days following the date of the  
9 Receivership Notice. The Receiver is excused from publishing the  
10 Receivership Notice pursuant to NRS 32.335(1)(b);
- 11 c. Pursuant to NRS 32.295(3)(c), to immediately record a copy of this Order in  
12 the Office of the Recorder of Records for Clark County, Nevada and in any  
13 other jurisdiction where any portion of the Property is located;
- 14 d. To care for, preserve, and maintain the Property pending this Court’s  
15 determination of any issues relating to the ownership or title to such Property  
16 and for the duration of this receivership;
- 17 e. To incur all expenses necessary for the care, preservation, maintenance of the  
18 Property;
- 19 f. To lease the Property, or portions thereof;
- 20 g. To, with the consent of Plaintiff and pursuant to NRS 32.295(c) and 32.315(2),  
21 to market the Property for sale and pursue a private sale, and incur the  
22 reasonable expenses related thereto; provided, however, the closing of any sale  
23 of the Property requires prior Court approval;
- 24 h. To employ or terminate the employment of any Nevada licensed person or  
25 firm to perform maintenance and repairs on the improvements and buildings  
26 on or with respect to the Property and to manage such work with respect to the  
27 Property;
- 28

- i. To operate, manage, control and conduct the Property and its business and incur the expenses necessary in such operation, management, control, and conduct in the ordinary and usual course of business, and do all things and incur the risks and obligations ordinarily incurred by owners, managers, and operators of similar properties, and no such risks or obligations so incurred shall be the personal risk or obligation of Receiver, but shall be a risk or obligation of the receivership estate;
- j. To notify all local, state and federal governmental agencies, all vendors and suppliers, and any and all others who provide goods or services to the Property of his or her appointment as Receiver. No utility may terminate service to the Property as a result of non-payment of pre-receivership obligations without prior order of this Court. No insurance company may cancel its existing current-paid policy as a result of the appointment of the Receiver, without prior order of this Court;
- k. To either open new utility accounts or continue existing utility accounts for the Property at the Receiver's discretion in the name of the Receiver or the name of Plaintiff. In the event the Receiver continues existing utility accounts, the Receiver shall be entitled to maintain such accounts without providing any new deposit. In the event the Receiver opens new utility account, he shall be entitled to do so without paying any new deposit;
- l. To maintain adequate insurance over the Property to the same extent and in the same manner as it has heretofore been insured (including maintaining any current policies on the Property), or as in the judgment of Receiver may seem fit and proper, and to cause all presently existing policies to be amended by adding Receiver and the receivership estate as an additional insured within ten (10) days of the entry of this Order. If there is inadequate insurance or insufficient funds in the receivership estate to procure adequate insurance, Receiver is directed to immediately petition this Court for instructions. During

the period in which the Property is uninsured or underinsured, Receiver shall not be personally responsible for any claims arising therefore;

- m. To pay all necessary insurance premiums for such insurance and all taxes and assessments levied on the Property during the receivership;
- n. Subject to Plaintiff's rights under the Deeds of Trust, as to any insurance claims, to make proof of loss, intervene in, or assert a claim, to adjust and compromise any insurance claims, to collect, and to receive any insurance proceeds;
- o. To demand, collect and receive all rents derived from the Property, or any part thereof, including all proceeds in the possession of the Defendants or other third parties which are or were derived from the rents generated by the Property;
- p. To bring and prosecute all proper actions for the (i) collection of rents derived from the Property, (ii) removal from the Property of persons not entitled to entry thereon, (iii) protection of the Property, (iv) damage caused to the Property; and (v) recovery of possession of the Property;
- q. Any security or other deposits which tenants have paid to Defendants or their agents and which are not paid to the Receiver, and over which the Receiver has no control, shall be obligations of the Defendants and may not be rendered by the Receiver without further order of the Court. Any other security or other deposits which the tenants or other third parties have paid or may pay to the Receiver, if otherwise refundable under the terms of their leases or agreements with the Receiver, shall be expenses of the subject property and refunded by the Receiver in accordance with the leases or agreements;
- r. To hire, employ, retain, and/or terminate attorneys, certified public accountants, investigators, security guards, consultants, property management companies, brokers, construction management companies, brokers, appraisers, title companies, licensed construction control companies, and any other

personnel or employees which the Receiver deems necessary to assist her in the discharge of her duties;

- s. To retain environmental specialists to perform environmental inspections and assessments of the Property if deemed necessary and, if deemed necessary and advisable in the discretion of the Receiver, to remediate the Property or remove any dispose of contaminates, if any, affecting the Property;
- t. To, pursuant to NRS 32.320, utilize her discretion to continue in effect or reject any contracts presently existing and not in default relating to the Property. In exercising such discretion, the Receiver does not have an obligation to pay prior liabilities of Defendants to third parties or to continue any contract which the Receiver determines is not in the best interest of the Property;
- u. To utilize her discretion to enter into, exercise the powers, rights and remedies of the Defendants, and/or modify any and all contracts, agreements, or instruments affecting any part or all of the Property, including, without limitation, leases, property management agreements, property owner association agreements, or common area association agreements. In addition, the Receiver shall have the authority to immediately terminate any existing contract, agreement, or instrument which is not, in Receiver's sole discretion, deemed commercially reasonable or beneficial to the Property. The Receiver shall not be bound by any contract between any Defendant and any third party that the Receiver does not expressly assume in writing;
- v. To make any repairs to the Property that the Receiver, in her discretion deems necessary or appropriate;
- w. To pay and discharge out of the funds coming into her possession all the expenses of the receivership and the costs and expenses of operation and maintenance of the Property, including all Receiver's and related fees and expenses as well as taxes, governmental assessments, and other charges lawfully imposed upon the Property;

- x. To have the power to advance funds to keep current any liens, if any, taxes and assessments encumbering the Property which are senior to any lien arising under the Deeds of Trust;
- y. To expend funds to purchase merchandise, construction and other materials, supplies and services as the Receiver deems necessary and advisable to assist her in performing her duties hereunder and to pay therefore the ordinary and usual rates and prices out of the funds that may come into the possession of the Receiver;
- z. To apply, obtain and pay any reasonable fees for any lawful license, permit or other governmental approval relating to the Property or the operation thereof; confirm the existence of and, to the extent permitted by law, exercise the privileges of any existing license or permit or the operation thereof, and do all things necessary to protect and maintain such licenses, permits and approvals;
- aa. To open and utilize bank accounts for receivership funds. Defendants shall provide to the Receiver their taxpayer identification number. As to any existing accounts relating to the Property, the Receiver shall be entitled to manage and modify such accounts, including, without limitation, the ability to change existing signature cards to identify the Receiver as the authorized party for such accounts, limit the use of such accounts by others, and/or to close such accounts as the Receiver deems appropriate. The Receiver shall manage any accounts to avoid overdrawn checks;
- bb. To present for payment any checks, money orders or other forms of payment made payable to the Defendants which constitute rents of the Property, endorse same and collect the proceeds thereof, such proceeds to be used and maintained as elsewhere provided herein;
- cc. After expending the necessary funds to operate the Property and pay all reasonable and necessary costs and expenses associated with such operation, the Receiver shall maintain any remaining funds for distribution to Plaintiff,



1 and, upon request of Plaintiff, may distribute to Plaintiff during the  
2 receivership any excess funds which Receiver, in his or her discretion,  
3 determines are not necessary for the receivership. The Receiver shall identify  
4 any interim distributions made to Plaintiff in its monthly report submitted to  
5 the Court;

6 dd. Pursuant to NRS 32.325, any lawsuit or claims filed against the Receiver or  
7 the Property in the receivership estate shall be resolved by this Court. The  
8 Receiver shall be entitled to file an appropriate pleading or motion in any other  
9 action to effectuate the consolidation or transfer of such other matters into this  
10 case;

11 ee. To have the status of a lien creditor pursuant to NRS 32.280;

12 ff. Pursuant to *Commodities Futures Trading Commission v. Weintraub*, 471 U.S.  
13 343 (1985), and *United States v. Plache*, 913 F.2d 1375, 1381 (9th Cir. 1990)  
14 (holding a receiver may waive the attorney-client privilege), to waive the  
15 attorney-client privilege and other privileges held by Defendants;

16 gg. To generally do such other things as may be necessary or incidental to the  
17 foregoing specific powers, directions and general authorities and take actions  
18 relating to the Property beyond the scope contemplated by the provisions set  
19 forth above, provided the Receiver obtains prior court approval for any actions  
20 beyond the scope contemplated herein; and

21 hh. Nothing provided for herein shall entitle the Receiver to have *ex parte*  
22 communications with the Court.

23 6. DUTIES OF DEFENDANT: Defendants, including without limitation,  
24 Defendants' agents, affiliates, representatives, officers, managers, directors, shareholders,  
25 members, partners, trustees and other persons exercising or having control over the affairs of the  
26 Defendants shall, pursuant to NRS 32.300:

27 a. Assist and cooperate with the Receiver in the administration of the  
28 receivership and the discharge of the Receiver's duties;

- b. Preserve and turn over to the Receiver all receivership property in their possession, custody or control as specified in Section 2;
- c. Identify all records and other information relating to the receivership property, including a password, authorization or other information needed to obtain or maintain access to or control of the receivership property, and make available to the receiver the records and information in their possession, custody or control;
- d. On subpoena, submit to examination under oath by the receiver concerning the acts, conduct, property, liabilities and financial condition of the owner or any matter relating to the Property or the receivership; and
- e. Perform any other duty imposed by this Order, any other order issued by the Court or any law of this State.

7. NON-INTERFERENCE WITH RECEIVER: Defendants, including, without limitation, Defendants' agents, affiliates, representatives, officers, managers, directors, shareholders, members, partners, trustees and other persons exercising or having control over the affairs of the Defendants, are enjoined from the following:

- a. Interfering with the Receiver, directly or indirectly, in the management and operation of the Property;
- b. Interfering with the Receiver, directly or indirectly, in the collection of rents derived from the Property;
- c. Collecting or attempting to collect the rents derived from the Property;
- d. Extending, dispersing, transferring, assigning, selling, conveying, devising, pledging, mortgaging, creating a security interest in or disposing of the whole or any part of the Property (including the rents thereof) without the prior written consent of the Receiver;
- e. Terminating any existing insurance policies relating to the Property;
- f. Negotiating any modifications to any liens against the Property;
- g. Selling or attempting to purchase, sell or negotiate the sale of any liens against

the Property; and

- h. Doing any act which will, or which will tend to, impair, defeat, divert, prevent or prejudice the preservation of the Property (including the leases and rents thereof) or the interest of Plaintiff in the Property and in said leases and rents.

8. TURNOVER: Defendants and their partners, agents, affiliates, representatives, officers, managers, directors, shareholders, members, partners, trustees, property managers, architects, contractors, subcontractors, and employees, and all other persons with actual or constructive knowledge of this Order and its agents and employees shall use commercially reasonable efforts to do the following:

- a. Turn over to the Receiver the possession of the Property, including all keys to all locks on the Property, and the records, books of account, ledgers and all business records for the Property (including, without limitation, construction contracts and subcontracts, the plans, specifications and drawings relating to or pertaining to any part or all of the Property), wherever located in and whatever mode maintained (including, without limitation, information contained on computers and any and all passwords to any software, if any, relating thereto as well as all banking records, statements and canceled checks);
- b. Turn over to the Receiver all documents which constitute or pertain to all licenses, permits or governmental approvals relating to the Property;
- c. Turn over to the Receiver all documents which constitute or pertain to insurance policies, whether currently in effect or lapsed which relate to the Property;
- d. Turn over to the Receiver all contracts, leases and subleases, royalty agreements, licenses, assignments or other agreements of any kind whatsoever, whether currently in effect or lapsed, which relate to any interest in the Property;
- e. Turn over to the Receiver all documents pertaining to past, present or future construction of any type with respect to all or any part of the Property;
- f. Turn over to the Receiver all documents of any kind pertaining to any and all toxic chemicals or hazardous material, if any, ever brought, used and/or

- remaining upon the Property, including, without limitation, all reports, surveys, inspections, checklists, proposals, orders, citations, fines, warnings and notices;
- g. Turn over to the Receiver all rents derived from the Property (including, without limitation, all security deposits, advances, prepaid rents, storage fees, and parking fees) wherever and whatsoever mode maintained;
- h. Turn over to the Receiver all mail relating to the Property. The Receiver is further authorized and empowered to take any and all steps necessary to receive, collect and review all mail addressed to Defendants including, but not limited to, mail addressed to any post office boxes held in the name of Defendants, and the Receiver is authorized to instruct the U.S. Postmaster to reroute, hold, and or release said mail to said Receiver. Mail reviewed by the Receiver in the performance of his or her duties will promptly be forwarded to Defendants after review by the Receiver; and
- i. Use commercially reasonable efforts to effectuate the turnover of the Property to the Receiver.

9. CLAIM PROCEEDINGS. Pursuant to NRS 32.335, creditors and claimants holding claims against Defendant that arose prior to the entry of this Order shall file submit their claims to the Court and the Receiver in writing and upon oath within ninety (90) days after the date of the Receivership Notice required under Section 5(b) of this Order. Creditors and claimants failing to do so within ninety (90) days from the date of the Receivership Notice shall by the discretion of the court be barred from participating in the distribution of the assets of the company. The procedures for all claims submitted to the Receiver shall be governed by NRS 32.335.

10. RECEIVERSHIP REPORTS.

- a. The Receiver shall prepare, as soon as practicable but not more than thirty (30) days after the entry of this order, an initial receivership report (the “Initial Report”) describing all the: (1) real property in the receivership estate; (2) personal property in the receivership estate; (3) all cash accounts and other liquid assets of the receivership estate; (4) all known claims secured by the Property,

1 such as consensual deeds of trust and tax liens, the identity of the creditors  
2 holding those secured claims and the amount of those claims; (5) if applicable,  
3 the identity of any real estate broker engaged by the Receiver to market the  
4 Property; (6) if applicable, the terms upon which the real estate broker will be  
5 engaged; and (7) any other matter the Receiver believes is relevant to the  
6 performance of her duties under this Order.

7 b. Pursuant to NRS 32.330, the Receiver shall prepare interim monthly reports (the  
8 “Interim Reports”), by no later than five (5) business days after the end of each  
9 month, so long as the Property shall remain in her possession or care, a report  
10 setting forth: (1) the activities of the Receiver since the filing of the last  
11 receiver’s report, including a summary of Receiver’s efforts to market and sell  
12 the Property, if any; (2) all receipts, disbursements, and cash flow; (3) changes  
13 in the assets in her charge; (4) claims against the assets in her charge; (5) the  
14 fees and expenses of the Receiver, including payment of any professional fees  
15 incurred by the Receiver, along with the request for payment; and (6) other  
16 relevant operational issues that have occurred during the preceding calendar  
17 quarter.

18 c. Upon completion of the Receiver’s duties under this Order, the Receiver shall  
19 also prepare a Final Report (the “Final Report”) in compliance with NRS 32.350  
20 which sets forth: (1) a description of the activities of the Receiver in the conduct  
21 of the Receivership; (2) A list of the receivership property at the commencement  
22 of the receivership and any receivership property received during the  
23 receivership; (3) a list of disbursements, including payments to professionals  
24 engaged by the receiver; (4) a list of dispositions of the receivership property;  
25 (5) a list of distributions make or proposed to be made from the receivership for  
26 creditor claims; (6) if not filed separately, a request for approval of the payment  
27 of fees and expenses of the Receiver, including payment of any professional fees  
28 incurred by the Receiver; and (7) any other information the Court may later

1 require. The Receiver shall mail a copy of the monthly reports and the Final  
2 Report to the attorneys of record for the parties, for any party not represented by  
3 any attorney to the address set forth in the notice provision contained in the  
4 Deeds of Trust, and to any other interested parties who make a written request  
5 to the Receiver for such reports. The Final Report shall be filed with the Court,  
6 served on the parties, and served on any other interested party who makes a  
7 written request for the Final Report to the Receiver.

8 11. RECEIVER COMPENSATION AND FUNDING FOR THE RECEIVERSHIP:

9 The Receiver shall be compensated, and the receivership shall be entitled to funding as follows:

- 10 a. The Receiver shall charge the rates and/or fees: (1) a one-time “Setup Fee” of  
11 \$8,000.00; plus (2) a “Monthly Property Management Fee” of the greater of  
12 (i) 3.5% of monthly revenues or (ii) \$15/unit. The Receiver, her management  
13 company, her consultants, agents, employees, legal counsel, and professionals  
14 shall be paid on a monthly basis. To be paid on a monthly basis, the Receiver  
15 must file the Interim Reports with the Court and serve a copy on all parties  
16 each month for the time and expenses incurred in the preceding calendar  
17 month. If no objection thereto is filed and served on or within ten (10) days  
18 following service thereof, such fees and expenses set out in the Interim Reports  
19 may be paid. If an objection is timely filed and served, such fees set out in the  
20 Interim Reports shall not be paid absent further order of the Court. In the event  
21 objections are timely made to fees and expenses, those specific fees and  
22 expenses objected to will be paid within ten (10) days of an agreement among  
23 the parties or the entry of an order by this Court adjudicating the matter. In  
24 the event there are any additional fees, expenses, or claims for compensation  
25 claimed by the Receiver which are not set forth herein, then the Receiver shall  
26 request approval for such amounts by filing a motion with this Court;
- 27 b. At Plaintiff’s request or upon order of the Court, the Receiver shall prepare  
28 and deliver to Plaintiff a comprehensive monthly budget (the “Budget”)

1 providing for all fees and costs expected to be incurred by the Receiver in the  
2 performance of her duties prescribed herein, as well as income expected to be  
3 generated from operation of the Property. The Receiver shall revise the budget  
4 from time to time or upon request from Plaintiff. The Receiver shall  
5 immediately inform Plaintiff if monthly fees and costs are expected to exceed  
6 the budgeted amount, or if income from operations will be insufficient to  
7 compensate the Receiver for fees and costs incurred;

8 c. Notwithstanding anything in this Order to the contrary, the Receiver shall not  
9 expend or disburse more than \$10,000.00 of the monthly amount set forth in  
10 the Budget without obtaining prior written approval of Plaintiff and filing a  
11 notice of additional expenditure with this Court, to be served on all parties. If  
12 Defendants do not file an objection to the additional expenditure within five  
13 (5) business days of service of the notice of additional expenditure, then the  
14 Receiver may expend the additional funds. Provided, however, that if the  
15 additional expenditure is required on an emergency basis, and the process  
16 outlined in this section cannot be reasonably followed without endangering the  
17 lives or safety of persons on the Property, then the Receiver may expend or  
18 disburse more than \$10,000.00 without following the process outlined herein;  
19 and

20 d. Prior to the termination of the receivership, the Receiver shall file her Final  
21 Report. If an objection is timely filed and served, such fees and costs that the  
22 Receiver has requested approval of in the Final Report shall not be paid absent  
23 further order of the Court. In the event objections are timely made to such fees  
24 and expenses, those specific fees and expenses objected to will be paid within  
25 ten (10) days of an agreement among the parties or the entry of an order by  
26 this Court adjudicating the matter.

27 12. RECEIVERSHIP CERTIFICATES. To the extent that the net rents or other monies  
28 derived from the Property are insufficient to satisfy the costs and expenses of the receivership, the

Receiver shall have the right to request and borrow such additional funds from Plaintiff as may be necessary to satisfy such costs and expenses in accordance with the terms of the Deeds of Trust. The decision to lend additional monies for the costs and expenses of the Receivership shall be within the sole discretion of Plaintiff. If in its sole discretion, Plaintiff lends additional monies to the receivership estate, such loans shall be deemed secured advances to be added to Plaintiff's loan and secured by the Deeds of Trust. The Deeds of Trust encumbering the Property shall retain their lien priority as to the entire loans, including said advances, notwithstanding the fact that said advances shall increase the outstanding indebtedness of Plaintiff's loan. The Receiver is further authorized to issue and execute such documents as may be necessary to evidence the obligation to repay the advances, including but not limited to, the issuance of a receiver's "Certificates of Indebtedness" or "Receivership Certificates" evidencing the obligation of the receivership estate (and not the Receiver individually) to repay such sums. The principal sum of each such certificate or document, together with reasonable interest thereon, shall be payable out of the next available funds which constitute rents. In the event any funds advanced to the Receiver by the Plaintiff remain at the termination of the receivership, such funds shall be returned to Plaintiff.

13. DEFENSES AND IMMUNITIES OF RECEIVER. The Receiver is entitled to all defenses and immunities provided by the law of this State other than NRS 32.100 to 32.370, inclusive, for an act or omission within the scope of the Receiver's appointment. The Receiver may be sued personally for an act or omission in administering receivership property only with approval of this Court.

14. DISCHARGE OF RECEIVER AND DISMISSAL OF CASE: Without further order of this Court, upon the occurrence of any of the following events, the Receiver shall relinquish possession and control of the Property to the appropriate person or entity: (a) upon written notice from Plaintiff that Defendants have cured the defaults existing under Plaintiff's loan documents; (b) reinstatement of the loans secured by the Deeds of Trust as evidenced by written proof of payment from Plaintiff; (c) the completion of the valid trustee's sale of the Property by Plaintiff or any assignee as evidenced by a recorded trustee's sale deed; (d) the completion of a sale of the Property by the Receiver pursuant to an order of this Court; or (e) the acquisition of the



Property by Plaintiff or any assignee as evidenced by a written deed in lieu of foreclosure. Upon relinquishment or possession and control of the Property, the Receiver shall be relieved of any further duties, liabilities and responsibilities relating to the Property set forth in this Order. As soon as practicable after the Receiver relinquishes possession and control of the Property, the Receiver shall serve on all parties, their successors in interest as applicable, or any other party entitled to notice and file with this Court the Receiver's Final Report and Final Statement of Account relating to the receivership. Upon the Court's review of the Final Report and Final Statement of Account and any objections thereto, the Court shall enter an appropriate order which closes out the receivership and dismisses this receivership action. Nothing contained herein shall prevent application of NRS 32.345 in appropriate circumstances.

15. BANKRUPTCY. If Defendants, or either of them, files a bankruptcy case during the receivership, Plaintiff shall give notice of the bankruptcy case to the Court, to all parties, and to the Receiver. If the Receiver receives notice that the bankruptcy has been filed and part of the bankruptcy estate includes property that is the subject of this Order, the Receiver shall have the following duties:

- a. The Receiver shall immediately contact the party who obtained the appointment of the Receiver and determine whether that party intends to move in the bankruptcy court for an order for (1) relief from the automatic stay, and/or (2) relief from the Receiver's obligation to turn over the Property (11 U.S.C. § 543). If the party has no intention to make such a motion, the Receiver shall immediately turn over the property to the appropriate entity – either to the trustee in bankruptcy if one has been appointed or, if not, to the debtor in possession – and otherwise comply with 11 U.S.C. § 543.
- b. Unless otherwise ordered by the Bankruptcy Court, remain in possession pending resolution. If the party who obtained the receivership intends to seek relief immediately from both the automatic stay and the Receiver's obligation to turn over the Property, the Receiver may remain in possession and preserve the Property pending the ruling on those motions (11 U.S.C. § 543(a)). The

Receiver's authority to preserve the Property shall be limited as follows: (1) the Receiver may continue to collect Rents and other income; (2) the Receiver may make only those disbursements necessary to preserve and protect the Property; (3) the Receiver shall not execute any new leases or other long-term contracts; and; (4) the Receiver shall do nothing that would effect a material change in the circumstances of the Property.

c. Turn over the Property, if no motion for relief is filed within thirty (30) court days after notice of the Bankruptcy. If the party who obtained the receivership fails to file a motion within thirty (30) court days after his or her receipt of notice of the bankruptcy filing, the receiver shall immediately turn over the Property to the appropriate entity (either to the trustee in bankruptcy if one has been appointed or, if not, to the debtor in possession) and otherwise comply with 11 U.S.C. § 543.

d. Retain bankruptcy counsel. The Receiver may petition the court to retain legal counsel to assist the receiver with issues arising out of the bankruptcy proceedings that affect the receivership.

16. CONTACTING THE RECEIVER: Individuals or entities interested in the Property, including, without limitation, tenants may contact the Receiver directly by and through the following individual: Jacqueline Kimaz, c/o The Madison Real Estate Group, 16250 Ventura Boulevard, Suite 265, Los Angeles, CA 91436; Telephone: 213-620-1010.

17. MOTIONS FOR INSTRUCTIONS. The Receiver, Plaintiff, or any other party who maintains an interest in any property subject to this receivership, may at any time apply to this court for any further or other instructions and powers necessary to enable the Receiver to perform its duties properly and/or modify this order as to such property.

**IT IS SO ORDERED.**

Dated: \_\_\_\_\_, 2020

\_\_\_\_\_  
DISTRICT COURT JUDGE

1 Respectfully submitted,

2 SNELL & WILMER L.L.P.

3 

4  
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11 *Attorneys for Plaintiff Federal National Mortgage Association*

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# EXHIBIT “N”

Westland Strategic Improvement Plan for Liberty Village and Village Square, dated  
November 27, 2019

Westland 000439 – Westland 000760

# EXHIBIT “N”

## *Westland Strategic Improvement Plan for Liberty Village & Village Square*

On August 29, 2019, upon the purchase of 4870 Nellis Oasis Lane, Las Vegas, NV 89115 (“Liberty Village Apartment Homes”) and 5025 Nellis Oasis Lane, Las Vegas, NV 89115 (“Village Square Apartment Homes” or in combination the “Properties”) it was determined that the condition of the Properties was unstable and the Properties were poorly managed. This Strategic Improvement Plan (the “Plan”) lays a framework for attaining the goals of improving the onsite conditions at the communities and profitability of the Properties. This Plan establishes a framework for effective management at the Properties with targeted strategic improvements, and a documented focus for the substantial influx of financial capital and hands-on work.

### **INITIAL ASSESSMENT & EXECUTIVE SUMMARY**

To develop this Plan, due to limitations imposed in the due diligence process, the Properties were subject to an initial assessment during an evaluation period after the purchase of the Properties. The assessment included:

- an evaluation of the onsite conditions;
- data gathering to assess the true financial condition and level of delinquencies at the Properties;
- a marketing assessment to better target a viable resident base;
- a human resource evaluation to develop a staff required to properly manage the properties; and
- an assessment of electronic, equipment and documentary resources.

Based on the needs derived from the initial assessment, it was determined that Westland would need to engage in a multi-stage plan. Phase One involved a test period for gathering and analyzing data, deploying new staff to the property, and removal of hazardous conditions in need of abatement at the property. Phase Two is to implement stabilizing processes, make wide-scale physical improvements of areas at the property in need of imminent improvements, upgrade electronic resources and equipment to allow for effective management, and execute an initial marketing plan to increase occupancy at the Properties with a viable resident base. Phase Three is to maximize profitability once the property is fully stabilized through targeted unit upgrades and cooperative agreements with local businesses.

## MISSION STATEMENT

Westland provides spaces where people can reach their true potential by providing quality residential services and seeking to make a positive impact on each community we serve.

## SWOT ANALYSIS

Strengths	Weaknesses
<ul style="list-style-type: none"><li>• Large floorplans compared to the market</li><li>• Down units expected to return online have more desirable unit floor plans</li><li>• Laundry hookups available in some floorplans</li><li>• Large open green spaces</li><li>• Existing onsite amenities are richer than competition</li><li>• Space in old leasing office can be converted into a new amenity</li><li>• High concentration of 3 bedroom units (a draw for families)</li></ul>	<ul style="list-style-type: none"><li>• Inaccurate historical data for property before acquisition</li><li>• Current demographics of tenant base is not strong</li><li>• High current concentration of studio and one bedroom units that are leased</li><li>• High vacancy</li><li>• Need to overcome property's long-standing poor reputation</li></ul>
Opportunities	Threats
<ul style="list-style-type: none"><li>• Low expected inventory in the local sub-market</li><li>• Growing Las Vegas residential market</li><li>• Nellis Air Force Base expansion</li><li>• Able to remove draw of adjacent property to negative elements</li><li>• Technological improvements for lease payments and vendor portal not utilized</li><li>• Rapidly increasing rent rates &amp; historically low loan rates</li><li>• Limited taxation and employment regulations</li></ul>	<ul style="list-style-type: none"><li>• Current market pricing is low</li><li>• High crime potential area</li><li>• Changing political climate in Nevada favoring greater tenant protections, and increased hurdles for evictions</li><li>• Changing customer expectations for repair times not aligned with short-term maintenance needs</li><li>• High employee turnover rates in Las Vegas market</li></ul>

## **GOALS/KEY PERFORMANCE INDICATORS**

- Obtain rental occupancy of 94% within 5 years, and 87% within 1 year
- Increase renewals about 50%
- Reduce, or maintain, evictions at their current level (10 or less/month; under 10%)
- Increase online reputation ratings to at least 3.5 out of 5.0
- Decrease annual apartment turnover to under 35%
- Restore all vacant units by the end of 2020
- Revitalize athletic and recreational amenities during Q1 & Q2 2020

## **TARGET CUSTOMERS**

While the Properties have unit sizes and styles that are suitable for a broad range of potential residents, consistent with the above SWOT analysis, the additional units coming online are larger floorplans. The natural target market for such units are families with income in the \$25,000 to \$65,000 range.

Two local employment segments have high concentrations of potential residents who meet the target criteria: Nellis Air Force Base and nearby warehouse facilities. Short-term specialty concessions have been offered to employees of the local warehouse facilities, and will be provided to Air Force base housing in order to capitalize on those markets.

Onsite several changes in amenities can be made to increase the appeal of the Properties to those target markets. First, renovation of onsite amenities can focus on recreational opportunities that add value and appeal to families. Specifically, the current tennis court renovation project will convert the amenity to a splash pad, soccer field and playground, and the old leasing office can be converted into an onsite gym. Finally, the prior fire damaged units can be reconstructed with increased size floor plans and in unit laundry capabilities, which are critical selling point to families, result in an increased rental rate, and decrease unit turnover.

## **COMPETITIVE ANALYSIS & OPERATIONS PLAN**

### **Phase One**

The initial step taken at the property was a thorough evaluation of the onsite staff. Prior to acquisition all members of the staff were interviewed. Prior management had employed approximately 20 staff members onsite. However, Westland was only able to retain 2 employees, based on numerous staff members lacking proper qualifications and others having engaged in past ethical breaches, and at the present time not one of those individuals remains with Westland. Ultimately, Westland determined that the optimal number of employees needed to efficiently operate the Properties was 32 staff members. By the end of Q2 2019, Westland had the property fully staffed and properly trained.



Second, prior to acquisition, the Properties were cited as in need of abatement of a dangerous condition. The notice of abatement required the owner of the Properties to take action to decrease the rate of crime onsite, as local law enforcement deemed the level of crime at the Properties a dangerous condition. A portion of the physical improvements required by the notice of abatement had been performed by the date of the change in ownership, but the “improvements” nearly immediately failed as a result of substandard work, and the rate of criminal activity at the Properties remained unchanged. As such, during the initial phase, four actions were taken to displace the criminal element from the Properties and create a safe environment. Those actions were: 1) repairing and replacing the defective security measures, 2) working cooperative with law enforcement to increase the police presence onsite and restore the onsite “shotspotter” gunshot detection system, 3) evict tenants when cited for criminal violations, and 4) hiring a new onsite security vendor. By the end of Q2 2019, the actions had successfully reduced criminal activity onsite, and the notice of abatement was rescinded.

Finally, throughout due diligence, the seller of the Properties imposed numerous restrictions on inspections and data gathering. Upon the purchase of the property through the end of the fourth quarter of 2018, Westland engaged in extensive data gathering and analysis, which revealed the true condition of the property.

For instance, based on the data received from Seller, the property was allegedly 86% occupied at the time of purchase. However, upon assuming management of the Properties, we found that to be untrue. Specifically, those “occupied” units included numerous tenants, amounting to approximately 8.3% of the residents onsite, who had been served with a five-day notice to pay rent or quit, remained non-compliant for several months, and who had no legal action taken against them. Those tenants should have been evicted prior to acquisition, but were not. Similarly, none of the tenants appear to have been submitted to appropriately rigorous background checks<sup>1</sup>, because an enormous percentage of the tenants that moved into the property within a year prior to Westland’s acquisition defaulted on their rental obligations and had to be evicted, primarily for the non-payment of rent. Specifically, since the purchase, Westland had to evict 32% of the occupied units, or a total of 311 tenants, who were individuals that moved into the Properties from August 29, 2017 to August 29, 2018. Those tenant evictions resulted in a 27.5% decrease in occupancy at the Properties, and stressed the need for more stringent rental criteria. Ultimately, in large part due to those evictions, the Properties reached its lowest level of occupancy, with only 44% of the units occupied, in July 2019.

## **Phase Two**

By August of 2019, the rate of crime at the Properties had been reduced and defaults resulting in evictions had slowed to a level consistent with other well managed properties.

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<sup>1</sup> Westland substituted the best in class rental criteria that it utilizes at other properties. The criteria requires that the applicant meet not only defined credit based scores, but also requires a verifiable residential history, verifiable employment or source(s) of income, lack of criminal history that would be detrimental to the community (positive results are subject to individual review), and a lack of evictions. These criteria attract more stable tenants, and result in lower turnover, lower eviction rates, and lower rates of crime.

Westland Strategic Improvement Plan  
Liberty Village-Village Square

At that point, we were able to refocus our management efforts on our Phase Two goal of stabilizing the Properties and increasing its occupancy with the quality tenants that were reluctant to relocate to the Properties during Phase One. During Q1 of 2019, Westland had already begun to shift personnel from other Westland communities who were part of our leasing and maintenance turn teams, in an effort to jump start an increase in occupancy and rehabilitation of vacant units. To date, utilizing our own employees from other sites has resulted, and is expected to continue to result in, a reduction of the normally high Las Vegas employee turnover rate, which is necessary to create a further environment of stability at the Properties. By August 2019, those efforts resulted in a steady increase in the number of rent ready units, and the number of those units that were re-let.

Specifically, the Properties' number of rent ready units and occupancy have increased by approximately 2% each month (slightly over 20 units), and has pushed towards increasing by 3% monthly (to over 30 units, or more than an additional net unit per day). Essentially, we have increased the number of rent ready units and quality move-ins, which has reduced the number of evictions and move outs, and resulted in the following occupancy trend:

45% in August  
47% in September  
49% in October and  
Estimated to be at 52% by the end of November

Notably, the strong November increases are being made at a time of year when new leasing traditionally slows. As such, we estimate that we are on track to move in 40+ new Residents monthly by Q1 2020. In order to accomplish that estimate, we will be turning 10-12 units per week, depending on the severity of damage in the vacant unit. However, as can be seen by recent results, our trained leasing agents and professional turn team are working diligently to ensure those results.

The occupancy trend is perhaps most clearly seen by examining the numbers from November 2019. Currently, we have an inventory of 59 units ready for move in, after already moving in 62 new residents during November 2019, and having another 3 applicants who are confirmed for move in before the end of November 2019. For this month, we currently have only 8 residents on eviction status. These numbers support our expected 52% occupancy rate by the end of November. Additionally we have 46 pending applications in various stages of the approval process.

Thereafter, we expect that increases of at least 3% additional occupancy each month are sustainable throughout the remainder of Phase Two by continuing to utilize our internal marketing plan (some of which is incorporated in this document), which is attached as Appendix A. Specifically, that plan includes additional customer outreach via follow-up calls after maintenance requests, and during the 90-120 day period after beginning residency is a key method of gauging customer satisfaction. Importantly, based on the limited supply of available units of similar size and quality, Westland expects to be able

Westland Strategic Improvement Plan  
Liberty Village-Village Square

to continue the projected occupancy rate increases while also simultaneously implementing a pricing increase.

In relation to onsite costs associated with vacancies, based on our experience in actually restoring units, Westland has determined that the recent Property Condition Assessment (“PCA”) commissioned by Lender is inflated. The costs are known to be inflated because the identified repair costs for vacant units contained estimated amounts that are much higher than the amount Westland actually pays for specific items that have fixed prices based on pricing agreements with pre-approved vendors.

The costs related to many of the individual units listed in the PCA are addressed within the attached report (Appendix B), in which Westland addresses the actual pricing it has secured related to the PCA commissioned by Lender. Importantly, there are a substantial number of the units where repairs are stated to be required in the PCA but have already been completed, and many of those units are already occupied. No individual budget has been provided related to those units. The number of units where such work was performed are:

	Completed	Occupied
Liberty Village	139	103
Village Square	43	33
Total	182	136

As such, for Appendix B, Westland prepared a sample of 164 budgets at Liberty Village and 142 at Village Square. Our area manager and property manager walked each of these units and filled out a budget form (attached) for each unit.

Of the Liberty Village sample, 145 units had budgets prepared by F3.

Sample size	Westland Prepared Budgets	F3 prepared budgets	Difference
145	\$383,051.83	\$542,065.00	\$ 159,013.17
Average cost	\$2,641.74	\$3,738.38	42%

An additional 19 units had no F3 budgets associated.

Sample size	Westland Prepared Budgets
19	\$42,719.06
Average cost	\$2,248.37

Westland Strategic Improvement Plan  
Liberty Village-Village Square

Of the Village Square sample, 115 units had budgets prepared by F3.

Sample size	Westland Prepared Budgets	F3 prepared budgets	Difference
115	\$173,761.00	\$400,675.00	\$226,914.00
Average cost	\$1,510.97	\$3,484.13	131%

An additional 27 units had no F3 budgets associated.

Sample size	Westland Prepared Budgets
27	\$31,926.80
Average cost	\$1,182.47

Further, the summary below reflects the difference between the PCA's estimated cost per unit and Westland's estimated cost per unit.

	F3 PCA	Westland Budget <sup>2</sup>	Difference (\$)	Difference (%)
Liberty Village	\$1,197,545.00	\$911,399.18	\$286,145.82	23.89%
Village Square	\$711,215.00	\$306,725.94	\$404,489.06	56.87%
Total	\$1,908,760.00	\$1,218,125.12	\$690,634.88	40.44%

Again, details on individual units that have already been reviewed by our maintenance turn team are addressed in Appendix B.

Aside from individual unit improvements, our recent capital expenditures have also increased tenant retention during Phase Two, based on wide-scale physical improvements to areas at the property in need of imminent improvements, upgrades to electronic resources and equipment to allow for effective management at the property. A summary of the capital expenditures that have already been made, that are in process, and that are on hold/planned for Q1 & Q2 2020, in relation to the Property Condition Assessment commissioned by the lender (including substantiating details showing the cost of work done or bid amounts) are shown below:

<sup>2</sup> The summary uses the average per unit cost multiplied by the number of Vacant/Down units outlined in the PCAs, and does not take into account the 182 units Westland has already been made rent ready.

## Westland Strategic Improvement Plan Liberty Village-Village Square

	Liberty Village Required Repairs	Status	Estimated Completion	Notes	Amount
1	Sidewalks	Completed		Contract & pictures attached	\$15,072.00
2	Stairways	Completed		Stairways Contract & pictures attached	\$21,160.00
4	Roofs	Completed		Contract attached	\$107,850.00
8	Moisture Management Plan #1017	Completed		Invoice attached	\$4,800.00
12	Building Cladding (stucco)	Completed		Done in-house, pictures attached	
14	Sunken Areas	Completed		Contract attached	\$4,935.00
9 (a)	Moisture Management Plan #1063	Completed		Invoice attached	\$5,500.00
9 (b)	Moisture Management Plan #1064	Completed		Invoice attached	\$1,800.00
				<b>Total paid for completed work</b>	<b>\$161,117.00</b>
				Smoke Alarms & CO have been purchased & will be installed at turn. Invoices attached that include shared cost for Liberty & Village Square	
3	Smoke and CO Detectors (Vacant Units)	In Progress	Q4 2020		\$35,209.69
6	Laundry Facilities	In Progress			
8	Vacant and Down Apartments	In Progress	Q4 2020	Working on units (see alternate report)	
10	Pest Management (pigeons)	In Progress	Q1 2020	Received estimates, expect to sign and commence in 30 days; **Bid amount for annual service	\$12,720.00
11	Carports	In Progress	Q2 2020	Waiting on additional estimates; to be done by 1st quarter 2020; **First estimate received	\$12,789.00
10 (a)	Pest Management (pigeons exclusion)	In Progress	Q1 2020	Received estimates, expect to sign and commence in 30 days	\$40,284.00
2 (a)	Landings	In progress	Q4 2020	Concurrent with unit turnover	\$100.00
2 (b)	Patios	In progress	Q4 2020	Obtaining bids as needed at time of turn over, per unit cost varies	\$200 - \$300
2 (c)	Balconies	In progress	Q4 2020	Obtaining bids as needed at time of turn over, per unit cost varies	\$400 - \$600
6 (a)	SW Laundry room Roof	In Progress	Q1 2020	Bid attached, scheduled start date 11/22/2019	\$3,458.00
6 (b)	SW Laundry room vandalized walls/ceiling	In Progress	Q2 2020	Obtaining bids	
6 (c)	SW Laundry room flooring	In Progress	Q2 2020	Obtaining bids	
5	Swimming Pools	On Hold	Q2 2020	Will obtain bids and have it repaired by May of 2020	
7	Fitness Center	On Hold	Q4 2020	Being used as storage unit until optimum occupancy reached	
13	Sports Court (cracked surface)	On Hold	Q3 2020	Will obtain estimates for alternate design planned by end of Q2 2020	
	<b>Village Square Required Repairs</b>	<b>Status</b>		<b>Notes</b>	
1	Building Roofs	Completed		Contract and pictures attached	\$46,200.00
4	Moisture Management Plan #095	Completed		Invoice attached	\$5,500.00
4 (a)	Moisture Management Plan #183	Completed		Invoice attached	\$5,500.00
				<b>Total paid for completed work</b>	<b>\$57,200.00</b>
2	Vacant and Down Apartments	In Progress	Q4 2020	Working on units (see alternate report)	
5	Pest Management (pigeons)	In Progress	Q1 2020	Received estimates, expect to sign and commence in 30 days; **Bid amount for annual service	\$9,600.00
6	Amenities/Sports Court (surface damaged)	In Progress	Q1 2020	Obtaining bids	
3	Central Domestic Boilers / Water Heaters	On Hold	See note	Will replace boilers as needed, not needed at this time	
				<b>Combined Total Expended on Completed Items</b>	<b>\$218,317.00</b>

In reviewing this summary chart, please note that additional capital expenditures have also already been made, which total \$1.8 million. Further, the combined total expenditure amount listed above in this summary only includes projects that have been completed. However, as the summary details, payments have already been made on a portion of the expenses listed as work in progress, which is not reflected in the combined total expenditures on completed items.

In addition to these expenditures, retention has increased because the overall tenant service experience has been enhanced during Phase Two by the addition of the mobile maintenance orders at the Properties (a process that pushes work orders to the maintenance employee's mobile device and reduces processing delays). Additionally, during Phase Two, online application processing was made available for the Properties, which has enhanced the availing leasing options. Finally, online payment processing has

created a convenient bill payment option for tenants that decreased accounts receivable handling times.

The overall condition of the Properties will also be improved, because two buildings that were destroyed by fire are in the process of being restored with completion dates anticipated to occur within the next month. Specifically, two buildings, Buildings 3517 and 3426, were fire damaged at the time of purchase, and under construction at the time of the inspection. One of those buildings (8 units) will be completed and rent ready in December 2019, and the other building's (8 units) scheduled completion date in Q1 2020.

### **Phase Three**

Based on our experience in the local community and the trends at these Properties we anticipate being able to sustain 3% occupancy increases until we reach 87% occupancy, which should occur during Q1 2021. At that time, Westland will shift its processes and policies to focus on increasing profitability.

First, due to the substantial size of the properties, with a combined 1129 units, we will be able to create a segmented premium customer base by improving vacant units with Westland's standardized premium unit upgrades. Doing so requires an additional expenditure of \$3,000 to \$5,000 per unit (depending on unit size), but allows for the ability to charge an additional \$100.00 per month for such units, resulting in a payback period of 30 to 50 months for the additional expenditure. Coupled with a lower turn rate for such units, premium upgraded units have an average 18.71% expected return on investment, even in the unlikely event that the premium upgrades are fully depreciated in five (5) years. Long term, Westland believes it would be most efficient for 25-30% of the units to be upgraded to premium units.

Second, past owners have been unsuccessful in establishing a contractual placement relationship with Nellis Air Force Base's local on-base housing office. In the past, the primary impediments have been the dilapidated physical condition of the property and the number of citations issued by law enforcement being regarded as unacceptable for use as safe off-base housing. Westland has already established contacts with onbase housing, which have been productive, and upon no later than reaching Phase Three, Westland believes that off-base housing will be receptive to a marketing presentation to place service members at the Properties. Due to government budgetary considerations, non-upgraded units are likely to be most acceptable to the off-base housing offices. Filling units with that potential tenant population would have the effect of maximizing stability at the property by creating a stable baseline population, lower eviction rates, enable the Properties to rely on rent payments effectively backed by federal government guaranties, and minimize turnover costs.

Westland is in the process of capitalizing upon a significant off-site opportunity related to a site adjacent to the property, which purchase is expected to be completed by the end of the current year. Currently, the site is occupied by a liquor store and bar that have been identified as a draw to an undesirable segment of the local population. Through a

Westland Strategic Improvement Plan  
Liberty Village-Village Square

separate entity, Westland would purchase the site, run out the leases, and redevelop the space. Westland has gauged interest from local government for use as a police substation and from non-profit organizations as a childcare facility, and has received positive responses expressing interest in and the need for such spaces at that location. Such a repurposed space would be expected to further increase the value of these Properties by creating an even stronger police presence to deter a return of crime and/or by adding local services consistent with Westland's long-term strategic plan of establishing a family-oriented resident base. The purchase, redevelopment and leasing of that adjacent site is anticipated to be completed in the long-term range of three to five years.

# APPENDIX

## A



# Liberty Village-Village Square

## 2020 Marketing Plan

### 2020 Property Goals

- Obtain rental occupancy of 94% within 5 years, and 87% within 1 year
- Increase renewals about 50%
- Reduce, or maintain, evictions at their current level (10 or less/month; under 10%)
- Increase online reputation ratings to at least 3.5 out of 5.0

### SWOT Analysis For Properties

Strength	Weakness
<ul style="list-style-type: none"><li>• Large floorplans compared to the market; down units expected to return online have more desirable unit floor plans</li><li>• Large open green spaces</li><li>• Laundry hookups available in some floorplans</li><li>• Existing onsite amenities are richer than competition</li><li>• Space in old leasing office can be converted into a new amenity</li><li>• High concentration of 3 bedroom units (a draw for families)</li></ul>	<ul style="list-style-type: none"><li>• Inaccurate historical data for property prior to acquisition</li><li>• Current demographics of tenant base is not strong</li><li>• High current concentration of studio and one bedroom units that are leased</li><li>• High vacancy</li><li>• Need to overcome property's long-standing poor reputation</li></ul>
Opportunities	Threats
<ul style="list-style-type: none"><li>• Low expected inventory in the local market</li><li>• Growing Las Vegas residential market</li><li>• Nellis Air Force Base expansion</li><li>• Able to remove draw of adjacent property to negative elements</li><li>• Technological improvements for</li></ul>	<ul style="list-style-type: none"><li>• Current market pricing is low</li><li>• High crime potential area</li><li>• Changing political climate in Nevada favoring greater tenant protections, and increased hurdles for evictions</li><li>• Changing customer expectations for repair times not aligned with</li></ul>

lease payments and vendor portal not previously utilized <ul style="list-style-type: none"><li>• Rapidly increasing rental rates &amp; historically low loan rates</li><li>• Limited taxation and employment regulations</li></ul>	short-term maintenance needs <ul style="list-style-type: none"><li>• High employee turnover rates in Las Vegas market</li></ul>
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## Target audience

Liberty has a wide range of unit sizes and styles, which are suitable for a broad range of audiences. (Ages: 18-65+, Family Income: 25k- 65K, Family size: 1 up to 7)

Two specific employer bases have been identified to target: military and warehouse workers Both have a specialty concession for based on their employer

## Marketing Factor Analysis

### Product

Suggested product changes designed to attract the target audience include:

- Change out the old leasing office into a desired amenity for the residents, an onsite gym
- Increase floor plans with in-unit laundry hookup/laundry rentals

### Price

To support the goal of creating a strong and durable tenant base, only moderate pricing increases are being considered at this time.

Currently implemented YTD average monthly base rent increases have been:

	AVG asking rent	AVG occupied rent	AVG \$ Differential
Jan 2019	\$720	\$646	\$74
Nov 2019	\$775	\$736	\$39
Change YTD	%8 growth	%12 growth	
2020 Recommended	\$800	\$775	\$25

The currently implemented YTD price increases have not caused a material change in demand elasticity at either property. Further, our leasing agents have been able to shrink the differential between the average rent sought and average occupied rent. As such, additional price minor rental price increases are appropriate, and will continue through 2020 while the properties work towards achieving an optimal occupancy rate.

## Placement

Currently monthly traffic sits between 340- 450 unique applicant prospects, which has been generated by a current monthly ad spend of \$4200.

### *Current ad sites:*

- Apartment guide
- Apartments.com
- Zillow
- Zumper
- Geo targeted google ads

We expect to be able to reduce our advertising budget as occupancy increases through 2020, as improvements at the community and tenant referrals begin to attract increased numbers of applicant prospects without the need for advertising spending. At that point, a portion of the reduction can be expected to be shifted to promotions, including tenant referral incentives.

## Promotions

For 2020, we do not plan to provide heavy cash concessions for move ins (outside of the current campaigns targeting specific employers). Concessions will be set more in line with the overall market, which may slow down leasing (that can be expected to be offset by tenant referrals), but in our experience it will even further reduce turnover and ensure the stability of new residents at the communities (offering large move-in concessions is an effective way to fill up a building quickly, but the same concession also attracts tenants that are less stable leading to higher turnover rates). Further, now that the rate of crime has decreased at the Properties, we believe it is now the time to emphasize referral concessions with our current resident base.

## People

The current onsite staff has shown that they are capable of effectively leasing and converting the applicant traffic they have received from applicants into residents, so we believe that we

have a proper staff in place. However, due to the significant turnover in the Las Vegas market, we still must focus on consistently engaging staff with ongoing training opportunities

## Process

Traditionally, these properties have had a hard time keeping residents, even though that trend has begun to turn around. People are less likely to move if they have strong bonds with neighbors, and property managers are the resource that help to knit the apartment community together. A show of appreciation to a long-time resident at renewal time, or any time for that matter, doesn't have to be over the top.

One way to decrease turnover is to increase the ways the leasing staff interact and support the residents.

### Recommendations for 2020

1. Ensure follow up phone calls are made after a maintenance calls within a reasonable time.
2. Have leasing staff call or visit residents who have moved in 90 and 120 days after move-in for feedback on the leasing process, to check in on their level of satisfaction, to drive process improvement, and implement new marketing initiatives.
3. Have quarterly renewal parties in the extra office until a new amenity is created (MTM included).
4. Host events/participate in sponsoring resident functions in local community.
5. Make sure staff is walking the property and greeting residents every day.
6. Complete implementation of online resident portal.

## Physical Evidence

### 2019 Google Reviews:

Current score	Target score
2.0	3.5

The overwhelming nature of the reviews currently posted have to do with maintenance and cleanliness at the property. There is also a data legacy problem due to the poor reputation created by pre-acquisition management.

### **Recommendations to Increase Review Scores for 2020**

1. Ensure that employees are asking residents for reviews from satisfied customers when maintenance requests are completed or a renewal is completed, in order to specifically counter any poor reviews. We should employ an additional monthly incentive for the maintenance staff member and leasing agent with the highest number of positive reviews.
2. Have an “I love resident” party in February. At the event, place information on how residents can leave positive reviews on key sites to encourage reviews.
3. Improve portering services with specific training on storage of large trash items, which have been found to take up garbage space, and lead to reviews regarding poor cleanliness at the Properties.

### **Additional Training Recommendations:**

All staff at this location need to be at best practices with regards to work orders and renewals

### **Packaging**

Signage was not replaced when we took over the properties in 2018. There is currently no need for any changes, other than new banners on a quarterly basis.

# APPENDIX

## B

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date		Complete Date		
4035 Village Square	11						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs Power 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.	\$ 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	120	\$ 1.50	\$ 180.00
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	\$ 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		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		Each	\$ 235.00	\$ -	
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 250.00	\$ -	
Drywall Patches / Texture - Major patching 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 fans, 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	\$ 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
<b>Grand Total</b>						<b>\$ 375.00</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	16						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.	120	\$ 1.21	\$ 145.20
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		\$ 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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 480.20</b>



## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	17						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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	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 patching 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 1,820.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000458  
**SA0040**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	19						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
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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		\$ 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		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
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Drywall Patches / Texture - Major patching 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	1	\$ 180.00 \$ 180.00
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Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
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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	1	\$ 35.00 \$ 35.00
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 1,810.40</b>

Obtain Area Manager Approval

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	20						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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
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Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00 \$ 170.00
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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 \$ -
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Drywall Patches / Texture - Major patching 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 \$ -
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Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
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1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 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	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLANCES	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	
<b>Grand Total</b>						<b>\$ 1,825.40</b>

Obtain Area Manager Approval

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	24						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 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		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 patching 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		\$ 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 fans, 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				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each	1	\$ 35.00 \$ 35.00
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLANCES	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	
<b>Grand Total</b>						<b>\$ 1,780.40</b>

Obtain Area Manager Approval

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date		Complete Date		
4035 Village Square	27						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	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	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		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	5	\$ 30.00	\$ 150.00
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	\$ 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 fans, 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				Each	\$ 175.00	\$ -	
3 Bedroom Maintenance Materials				Each	\$ 205.00	\$ -	
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	\$ 80.00	\$ -	
Screens	Vendor	EXPENSE		Each	1	\$ 35.00	\$ 35.00
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00	\$ 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
<b>Grand Total</b>						<b>\$ 1,130.00</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date		Complete Date		
4035 Village Square	32						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		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 patching 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 fans, 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	\$ 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	1	\$ 30.00	\$ 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
<b>Grand Total</b>						<b>\$ 215.00</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date		Complete Date		
4035 Village Square	33						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
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	REPLACE 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	\$ -
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 patching or drywall replacement	Vendor	EXPENSE		Each	3	\$ 30.00	\$ 90.00
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		\$ 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 fans, 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		\$ 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	1	\$ 30.00	\$ 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
<b>Grand Total</b>						\$ 2,280.40	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	34						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	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	\$ -
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 patching 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 fans, 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		\$ 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	1	\$ 30.00	\$ 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
<b>Grand Total</b>						<b>\$ 850.00</b>	



## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	37						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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	REPLACE 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 \$ -
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 patching 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		\$ 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 fans, 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		\$ 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	1	\$ 30.00 \$ 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	
<b>Grand Total</b>						<b>\$ 1,890.40</b>

Obtain Area Manager Approval

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	39						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	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	14	\$ 30.00	\$ 420.00
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 patching 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	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00	\$ 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
<b>Grand Total</b>						\$ 1,505.00	

Obtain Area Manager Approval

Manager Budget Form

Westland000467  
**SA0049**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	44						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 75.00 \$ -
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 \$ -
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 patching 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 1,765.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000468  
**SA0050**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	45						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		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 fans, 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				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	1 \$ 30.00	\$ 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
<b>Grand Total</b>						<b>\$ 405.00</b>

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	46						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 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 patching 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 1,865.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000470  
**SA0052**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	47						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		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	1	\$ 180.00	\$ 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 fans, 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				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	1	\$ 30.00	\$ 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
<b>Grand Total</b>						<b>\$ 370.00</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	48						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 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 patching or drywall replacement	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	1	\$ 180.00 \$ 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 2,105.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000472  
**SA0054**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date		Complete Date		
4035 Village Square	63						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	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	1	\$ 30.00	\$ 30.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 2,075.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000473  
**SA0055**



## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	64						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 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		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 patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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		\$ 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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 1,720.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000474  
**SA0056**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	66						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		Sq. Ft.	100	\$ 1.21	\$ 121.00
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	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	\$ 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	\$ 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 fans, 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	\$ 50.00	
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	\$ 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	1	\$ 30.00	\$ 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	
<b>Grand Total</b>						<b>\$ 681.00</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date		Complete Date		
4035 Village Square	67						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs <del>Power in Unit</del>				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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 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		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 patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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		\$ 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	
<b>Grand Total</b>						<b>\$ 1,690.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000476  
**SA0058**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	68						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs Power 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,510.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000477  
**SA0059**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	72						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs Power 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.	\$ 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	Each	\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		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	4 \$ 30.00	\$ 120.00
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	\$ 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 fans, 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	\$ 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
<b>Grand Total</b>						<b>\$ 650.00</b>

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	73						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs Power 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each	14	\$ 30.00 \$ 420.00
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 patching or drywall replacement	Vendor	EXPENSE		Each	3	\$ 30.00 \$ 90.00
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		\$ 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 fans, GFCI's, and garbage disposal., install 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		\$ 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
<b>Grand Total</b>						<b>\$ 2,500.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000479  
**SA0061**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	76						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs Power 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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	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 patching or drywall replacement	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	1	\$ 180.00 \$ 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 fans, GFCI's, and garbage disposal., install 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				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
<b>Grand Total</b>						<b>\$ 2,245.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000480  
**SA0062**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	78						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs Power 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.	\$ 2.85	\$ -	
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	120	\$ 1.21	\$ 145.20
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	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		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		\$ 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 fans, 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		\$ 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
<b>Grand Total</b>						\$ 675.20	



## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	80						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs Power 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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	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 patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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				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
<b>Grand Total</b>						<b>\$ 2,185.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000482  
**SA0064**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	81						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs Power 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	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	14	\$ 30.00	\$ 420.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	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 patching or drywall replacement	Vendor	EXPENSE	Each	3	\$ 30.00	\$ 90.00
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 2,695.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000483  
**SA0065**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	82						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs Power 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.	\$ 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	Each	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		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		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 fans, 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				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
<b>Grand Total</b>						<b>\$ 215.00</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	85						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs Power 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
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	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	Each	14	\$ 30.00	\$ 420.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 2,135.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000485  
**SA0067**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	86						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs Power 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 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 patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 2,045.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000486  
**SA0068**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	87						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs Power 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		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		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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				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
<b>Grand Total</b>						<b>\$ 2,045.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000487  
**SA0069**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	88						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs Power 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.	\$ 2.85	\$ -	
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	100	\$ 1.21	\$ 121.00
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	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		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	\$ 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 fans, 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	\$ 75.00	
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	\$ 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	1	\$ 30.00	\$ 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
<b>Grand Total</b>						<b>\$ 541.00</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	93						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs Power 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 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		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 patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 1,745.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000489  
**SA0071**



## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	95						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs <del>Power in Unit</del>				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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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	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 patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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		\$ 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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 2,240.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000490  
**SA0072**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	97						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs Power 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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	1	\$ 170.00 \$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each	14	\$ 30.00 \$ 420.00
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 patching or drywall replacement	Vendor	EXPENSE		Each	3	\$ 30.00 \$ 90.00
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		\$ 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 fans, GFCI's, and garbage disposal., install 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		\$ 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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 2,750.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000491  
**SA0073**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	98						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs Power 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each	1	\$ 500.00 \$ 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	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 patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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		\$ 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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 2,740.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000492  
**SA0074**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	100						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs <del>Power in Unit</del>				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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 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 patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 2,045.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000493  
**SA0075**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	101						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs Power 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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	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 patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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		\$ 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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 2,240.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000494  
**SA0076**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	102						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		Sq. Ft.	100	\$ 1.21	\$ 121.00
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	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		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		\$ 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 fans, 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				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	1	\$ 30.00	\$ 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	
<b>Grand Total</b>						\$ 706.00	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	104						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs <del>Power in Unit</del>				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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 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 patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 2,045.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000496  
**SA0078**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	105						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		Sq. Ft.	\$ 1.21	\$ -	
Carpet Cleaning	Vendor	EXPENSE		Each	\$ 75.00	\$ -	
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50	\$ 180.00
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	1	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		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		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	5	\$ 30.00	\$ 150.00
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	\$ 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 fans, 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				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	1	\$ 30.00	\$ 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
<b>Grand Total</b>						<b>\$ 1,445.00</b>	



## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	107						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	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	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	\$ 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 fans, 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				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	1	\$ 30.00	\$ 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	
<b>Grand Total</b>						<b>\$ 885.00</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	114						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs <del>Power in Unit</del>				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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 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		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 patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00 \$ 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	
<b>Grand Total</b>						\$ 1,745.40

Obtain Area Manager Approval

Manager Budget Form

Westland000499  
**SA0081**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	122						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs Power 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.	\$ 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	120	\$ 1.50	\$ 180.00
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	\$ 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		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 fans, 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				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	1	\$ 30.00	\$ 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
<b>Grand Total</b>						<b>\$ 370.00</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	123						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: Needs Power 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.	344	\$ 2.85 \$ 980.40
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	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	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 patching 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	1	\$ 180.00 \$ 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00 \$ 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	
<b>Grand Total</b>						<b>\$ 1,895.40</b>

Obtain Area Manager Approval

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	132						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each	1	\$ 500.00 \$ 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		\$ 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 patching 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 fans, GFCI's, and garbage disposal., install 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		\$ 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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 2,390.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000502  
**SA0084**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	135						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,845.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000503  
**SA0085**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	137						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 2,070.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000504  
**SA0086**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	142						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 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		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 patching or drywall replacement	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	1	\$ 180.00 \$ 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 fans, GFCI's, and garbage disposal., install 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		\$ 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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 1,830.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000505  
**SA0087**



## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	144						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,745.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000506  
**SA0088**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	148						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each	3	\$ 30.00 \$ 90.00
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 patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 2,135.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000507  
**SA0089**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	150						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		Sq. Ft.	100	\$ 1.21	\$ 121.00
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50	\$ 180.00
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		\$ 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		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	\$ 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	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	\$ 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 fans, 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	\$ 75.00	
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	\$ 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	1	\$ 30.00	\$ 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
<b>Grand Total</b>						<b>\$ 946.00</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	153						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,565.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000509  
**SA0091**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date		Complete Date		
4035 Village Square	156						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
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	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 patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00	\$ 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
<b>Grand Total</b>							<b>\$ 2,215.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000510  
**SA0092**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	157						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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	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 patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 2,215.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000511  
**SA0093**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	159						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	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	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 patching or drywall replacement	Vendor	EXPENSE	Each	2	\$ 30.00	\$ 60.00
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 2,275.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000512  
**SA0094**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	162						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		Sq. Ft.	100	\$ 1.21	\$ 121.00
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	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	\$ 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	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	\$ 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 fans, 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	\$ 75.00	
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	\$ 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	1	\$ 30.00	\$ 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
<b>Grand Total</b>						<b>\$ 766.00</b>	



## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	166						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		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		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	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	1	\$ 180.00 \$ 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 2,135.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000514  
**SA0096**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	170						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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	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 patching or drywall replacement	Vendor	EXPENSE		Each	3	\$ 30.00 \$ 90.00
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		\$ 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 2,305.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000515  
**SA0097**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	171						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,745.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000516  
**SA0098**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	174						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,745.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000517  
**SA0099**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	175						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		Each	\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	\$ 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 fans, 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	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	\$ 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	\$ 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	\$ 85.00	\$ 85.00
<b>Grand Total</b>						<b>\$ 405.00</b>

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	176						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each	1	\$ 500.00 \$ 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		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		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		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	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	1	\$ 180.00 \$ 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 2,665.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000519  
**SA0101**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	177						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		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 fans, 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				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	1 \$ 30.00	\$ 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
<b>Grand Total</b>						<b>\$ 405.00</b>

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	179						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	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	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 fans, 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				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	1	\$ 30.00	\$ 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
<b>Grand Total</b>						<b>\$ 705.00</b>	



## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	180	11.1.19					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 75.00 \$ -
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 \$ -
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 patching 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		\$ 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 fans, 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		\$ 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	1	\$ 30.00 \$ 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
<b>Grand Total</b>					\$	1,890.40

Obtain Area Manager Approval

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	181						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,590.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000523  
**SA0105**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	184						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 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 patching or drywall replacement	Vendor	EXPENSE		Each	3	\$ 30.00 \$ 90.00
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 fans, GFCI's, and garbage disposal., install 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		\$ 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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 1,980.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000524  
**SA0106**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	185						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 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 patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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		\$ 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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 2,070.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000525  
**SA0107**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	186						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	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	1	\$ 30.00	\$ 30.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 2,245.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000526  
**SA0108**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	191						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,745.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000527  
**SA0109**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	192						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		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 patching 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00	\$ 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
<b>Grand Total</b>						<b>\$ 190.00</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	193						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 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 patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 2,045.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000529  
**SA0111**



## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	200						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		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 patching 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00	\$ 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	
<b>Grand Total</b>						<b>\$ 265.00</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	204						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		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 patching 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	\$ 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 fans, GFCI's, and garbage disposal., install 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				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	1 \$ 30.00	\$ 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
<b>Grand Total</b>						<b>\$ 585.00</b>

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	218						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 585.00</b>

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	219						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	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 \$ -
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 patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 2,035.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000533  
**SA0115**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	222						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,865.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000534  
**SA0116**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	228						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.	100	\$ 1.21	\$ 121.00
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		\$ 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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 526.00</b>

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	229						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,865.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000536  
**SA0118**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	230						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		Each	2	\$ 30.00	\$ 60.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	\$ 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 patching 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00	\$ 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	
<b>Grand Total</b>						\$ 465.00	



## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	231						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 2,045.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000538  
**SA0120**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	232						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.	100	\$ 1.21	\$ 121.00
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		\$ 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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 706.00</b>

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date		Complete Date		
4035 Village Square	236	10.11.19					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		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 patching 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	\$ 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 fans, GFCI's, and garbage disposal., install 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	\$ 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	
<b>Grand Total</b>						<b>\$ 315.00</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	240	2.26.19					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		Sq. Ft.	\$ 1.21	\$ -	
Carpet Cleaning	Vendor	EXPENSE		Each	\$ 75.00	\$ -	
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50	\$ 180.00
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	\$ 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 patching 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 fans, GFCI's, and garbage disposal., install 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	\$ 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	1	\$ 30.00	\$ 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	
<b>Grand Total</b>						<b>\$ 910.00</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	247						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 2,215.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000542  
**SA0124**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	249						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,865.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000543  
**SA0125**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	251						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		Sq. Ft.	\$ 1.21	\$ -	
Carpet Cleaning	Vendor	EXPENSE		Each	\$ 75.00	\$ -	
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each	1	\$ 500.00	\$ 500.00
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		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 patching or drywall replacement	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	\$ 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00	\$ 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
<b>Grand Total</b>						<b>\$ 1,110.00</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	252						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	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	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 patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 1,865.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000545  
**SA0127**



## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	253						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,565.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000546  
**SA0128**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date		Complete Date		
4035 Village Square	256	5.12.18					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
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		\$ 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 patching 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 fans, GFCI's, and garbage disposal., install 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	Each		\$ 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
<b>Grand Total</b>							\$ 1,545.40

Obtain Area Manager Approval

Manager Budget Form

Westland000547  
**SA0129**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	257						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 2,045.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000548  
**SA0130**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	258	6.30.19					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 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 patching 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 fans, GFCI's, and garbage disposal., install 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		\$ 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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 1,840.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000549  
**SA0131**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	265						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	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	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 patching 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	\$ 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00	\$ 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	
<b>Grand Total</b>						<b>\$ 885.00</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	272						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		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 patching 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	\$ 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00	\$ 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
<b>Grand Total</b>						<b>\$ 370.00</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	273	10.21.19					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		Sq. Ft.	162	\$ 1.21	\$ 196.02
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	RESURFAC	Each	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	\$ 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 patching 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	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	\$ 25.00	\$ 50.00	
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	\$ 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	APPLANCES	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
<b>Grand Total</b>						<b>\$ 801.02</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date		Complete Date		
4035 Village Square	274	10.17.19					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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		\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		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 patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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		\$ 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
<b>Grand Total</b>							<b>\$ 530.00</b>



## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	277						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	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	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 patching or drywall replacement	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	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00	\$ 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
<b>Grand Total</b>						<b>\$ 945.00</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	279						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 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 patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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		\$ 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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 2,070.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000555  
**SA0137**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date		Complete Date		
4035 Village Square	292	4.8.19					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,810.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000556  
**SA0138**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	298	7.5.19					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,510.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000557  
**SA0139**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	300	3.14.19					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials			Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 650.00</b>

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	307						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,745.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000559  
**SA0141**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	312	11.5.18					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,720.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000560  
**SA0142**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	313						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,745.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000561  
**SA0143**



## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	314	7.15.19					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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: has no power 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 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 patching 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 fans, GFCI's, and garbage disposal., install 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		\$ 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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 1,890.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000562  
**SA0144**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	315						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		Each	\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	\$ 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 patching 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	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	\$ 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	\$ 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	\$ 85.00	\$ 85.00
<b>Grand Total</b>						<b>\$ 585.00</b>

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	318	1.4.19					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 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 patching 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 fans, GFCI's, and garbage disposal., install 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		\$ 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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 1,840.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000564  
**SA0146**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	321						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		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 patching 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	1 \$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install 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				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	1 \$ 30.00	\$ 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
<b>Grand Total</b>						<b>\$ 615.00</b>

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	323						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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	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 patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 2,215.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000566  
**SA0148**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	324	9.2.18					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
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	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	Each	4	\$ 30.00	\$ 120.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	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 patching or drywall replacement	Vendor	EXPENSE	Each	4	\$ 30.00	\$ 120.00
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,780.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000567  
**SA0149**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	326	1.22.19					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
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		\$ 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 patching 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 fans, GFCI's, and garbage disposal., install 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		\$ 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	1	\$ 30.00	\$ 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
<b>Grand Total</b>							<b>\$ 1,840.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000568  
**SA0150**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date		Complete Date		
4035 Village Square	328	10.16.18					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						\$ 1,980.40

Obtain Area Manager Approval

Manager Budget Form

Westland000569

SA0151



## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	329						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,745.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000570  
**SA0152**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	331						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,865.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000571  
**SA0153**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	332	5.15.19					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	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	2	\$ 30.00	\$ 60.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,900.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000572  
**SA0154**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	333						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		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 patching 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	\$ 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 fans, GFCI's, and garbage disposal., install 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				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	1 \$ 30.00	\$ 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	
<b>Grand Total</b>						<b>\$ 585.00</b>

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	337						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 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 patching 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00 \$ 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	
<b>Grand Total</b>						<b>\$ 1,865.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000574  
**SA0156**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	348	1.22.19					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,690.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000575  
**SA0157**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	352	1.22.19					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,810.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000576  
**SA0158**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	354	8.6.18					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each	4	\$ 30.00	\$ 120.00
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 950.00</b>



## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	356	10.1.19					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	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	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	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	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 patching or drywall replacement	Vendor	EXPENSE	Each	3	\$ 30.00	\$ 90.00
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,100.00</b>

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date
Village Square	359	6/21/2019		
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size
Fill In Squire Feet ONLY if flooring replacement is needed.				1 Bedroom
Area Managers Approval: Fill in Name	Carmen B.			2 Bedroom
Approver Comments:				3 Bedroom
			Average	
			\$545	\$1,887
			\$4,273	

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	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 Kltchen Countertop	Vendor	EXPENSE	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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.	In House	EXPENSE	Each	4	\$ 25.00	\$ 100.00
Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install	In House	EXPENSE	Each			
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each	1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	Each		\$ 445.00	\$ -
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
<b>Grand Total</b>					\$	<b>1,075.00</b>

\$ 1175.00

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	362	2.5.19					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 880.00</b>

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date					
4035 Village Square	363								
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard		
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,640.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000581  
**SA0163**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	364	11.19.18					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 135.00</b>

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	365						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 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		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 patching or drywall replacement	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	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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 1,625.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000583  
**SA0165**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date		Complete Date		
4035 Village Square	369						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,745.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000584  
**SA0166**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	370	7.1.19					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		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		Each	\$ 235.00	\$ -	
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 250.00	\$ -	
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each	\$ 30.00	\$ -	
In House Touch Up Paint	In House	EXPENSE		Hour	1	\$ 25.00	\$ 25.00
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	\$ -	
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 fans, GFCI's, and garbage disposal., install 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	\$ 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	
<b>Grand Total</b>						<b>\$ 370.00</b>	



## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	377						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85 \$ 980.40
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	120	\$ 1.50 \$ 180.00
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		\$ 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		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 patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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		\$ 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	1	\$ 30.00 \$ 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
<b>Grand Total</b>						<b>\$ 1,555.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000586  
**SA0168**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	379						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		Sq. Ft.	\$ 1.21	\$ -	
Carpet Cleaning	Vendor	EXPENSE		Each	\$ 75.00	\$ -	
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	122	\$ 1.50	\$ 183.00
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	\$ 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		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 patching 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	\$ 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 fans, GFCI's, and garbage disposal., install 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	\$ 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	1	\$ 30.00	\$ 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	
<b>Grand Total</b>						<b>\$ 793.00</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	387						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
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		\$ 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		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 patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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		\$ 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	1	\$ 30.00	\$ 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
<b>Grand Total</b>							<b>\$ 1,770.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000588  
**SA0170**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	389						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		Each	\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	\$ 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 patching or drywall replacement	Vendor	EXPENSE		Each	\$ 30.00	\$ 60.00
In House Touch Up Paint	In House	EXPENSE		Hour	\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	\$ 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	\$ 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	\$ 85.00	\$ 85.00	
<b>Grand Total</b>						<b>\$ 670.00</b>

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	390						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		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		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 patching 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 fans, GFCI's, and garbage disposal., install 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	\$ 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	1	\$ 30.00	\$ 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
<b>Grand Total</b>						\$ 215.00	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	392						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.	344	\$ 2.85	\$ 980.40
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	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 2,045.40</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000591  
**SA0173**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	396						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		Sq. Ft.	\$ 1.21	\$ -	
Carpet Cleaning	Vendor	EXPENSE		Each	\$ 75.00	\$ -	
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50	\$ 180.00
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	1	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		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		Each	\$ 235.00	\$ -	
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 250.00	\$ -	
Drywall Patches / Texture - Major patching 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	\$ 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 fans, GFCI's, and garbage disposal., install 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				Each	\$ 175.00	\$ -	
3 Bedroom Maintenance Materials				Each	\$ 205.00	\$ -	
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	1	\$ 80.00	\$ 80.00
Screens	Vendor	EXPENSE		Each	\$ 35.00	\$ -	
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00	\$ 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	
<b>Grand Total</b>						<b>\$ 1,345.00</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	399						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	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	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 patching 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	\$ 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 fans, GFCI's, and garbage disposal., install 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				Each	\$ 175.00	\$ -	
3 Bedroom Maintenance Materials				Each	\$ 205.00	\$ -	
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	1	\$ 80.00	\$ 80.00
Screens	Vendor	EXPENSE		Each	\$ 35.00	\$ -	
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00	\$ 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
<b>Grand Total</b>						\$ 965.00	



## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	402						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		Sq. Ft.	100	\$ 1.21	\$ 121.00
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	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	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		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching 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		\$ 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 fans, GFCI's, and garbage disposal., install 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				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	1	\$ 80.00	\$ 80.00
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00	\$ 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	
<b>Grand Total</b>						\$ 1,116.00	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	405						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		Sq. Ft.	\$ 1.21	\$ -	
Carpet Cleaning	Vendor	EXPENSE		Each	\$ 75.00	\$ -	
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50	\$ 180.00
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	\$ 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		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 patching 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00	\$ 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	
<b>Grand Total</b>						<b>\$ 585.00</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	407						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	120	\$ 1.50	\$ 180.00
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	\$ 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		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 patching 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	\$ 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 fans, GFCI's, and garbage disposal., install 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				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	1	\$ 30.00	\$ 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	
<b>Grand Total</b>						<b>\$ 840.00</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1009						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	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 patching 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	1	\$ 160.00	\$ 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 fans, GFCI's, and garbage disposal., install 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	\$ 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	
<b>Grand Total</b>						<b>\$ 1,315.00</b>	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1019						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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		\$ 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		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 patching 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 - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install 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
<b>Grand Total</b>							<b>\$ 1,115.00</b>

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1020						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	Sq. Ft.		\$ 2.85	\$ -
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
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	Each	1	\$ 225.00	\$ 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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	5	\$ 25.00	\$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each	1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,449.91</b>

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1029						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each	1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,030.00</b>

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1034						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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	192	\$ 1.50	\$ 288.00
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		\$ 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 patching 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 - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install 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
<b>Grand Total</b>						\$ 1,478.00	



## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1035						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	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
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	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	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 patching 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	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each	1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 2,891.21</b>

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1042						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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
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	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	\$ -
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 patching 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 fans, GFCI's, and garbage disposal., install 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
<b>Grand Total</b>							<b>\$ 2,606.21</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000603  
**SA0185**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1045						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFAC	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	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 patching 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 fans, GFCI's, and garbage disposal., install 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	APPLANCES	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
<b>Grand Total</b>						<b>\$ 3,021.21</b>

Obtain Area Manager Approval

# Make Ready Budget Form Template

Property	Unit #		Vacant Date		Start Date		Complete Date
\$4,034	1061						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	20	\$ 25.00	\$ 500.00
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 patching or drywall replacement	Vendor	EXPENSE		Each	20	\$ 30.00	\$ 600.00
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	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.	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	269	\$ 1.50	\$ 403.50
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						\$	4,971.56

Obtain Area Manager Approval

Manager Budget Form

Westland000605  
SA0187

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1065						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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
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	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 patching or drywall replacement	Vendor	EXPENSE		Each	4	\$ 30.00 \$ 120.00
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		\$ 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 fans, GFCI's, and garbage disposal., install 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 \$ -
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
<b>Grand Total</b>						<b>\$ 3,031.21</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000606  
**SA0188**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1070						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	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
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	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 - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	6	\$ 25.00	\$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each	1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 3,517.21</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000607  
**SA0189**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1072						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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
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	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	\$ -
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 patching 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 fans, GFCI's, and garbage disposal., install 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
<b>Grand Total</b>						\$ 1,414.91	

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1073						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each	1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,696.00</b>



## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1074						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	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
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	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	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 patching or drywall replacement	Vendor	EXPENSE	Each	2	\$ 30.00	\$ 60.00
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	6	\$ 25.00	\$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each	1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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	1	\$ 85.00	\$ 85.00
<b>Grand Total</b>						<b>\$ 3,508.21</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000610  
**SA0192**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1075						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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
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	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	\$ -
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 patching or drywall replacement	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	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 fans, GFCI's, and garbage disposal., install 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	\$ -
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	1	\$ 85.00	\$ 85.00
<b>Grand Total</b>						\$ 3,508.21	

Obtain Area Manager Approval

Manager Budget Form

Westland000611  
**SA0193**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1077						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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		\$ 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
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	\$ -
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 patching 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	2	\$ 180.00	\$ 360.00
Resurface - Shower walls	Vendor	EXPENSE		Each	2	\$ 160.00	\$ 320.00
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 fans, GFCI's, and garbage disposal., install 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	\$ -
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
<b>Grand Total</b>							<b>\$ 4,377.06</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000612  
**SA0194**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1080						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	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		\$ 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	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	6	\$ 25.00	\$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each	1	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 1,738.16</b>

Obtain Area Manager Approval

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1081						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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		\$ 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
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		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 patching 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 fans, GFCI's, and garbage disposal., install 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	\$ -
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
<b>Grand Total</b>							<b>\$ 3,497.06</b>

Obtain Area Manager Approval

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1082						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	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
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	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		\$ 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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	5	\$ 25.00	\$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each	1	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 3,497.06</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000615  
**SA0197**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1085						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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		\$ 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
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	\$ -
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 patching 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 fans, GFCI's, and garbage disposal., install 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		\$ 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		\$ 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
<b>Grand Total</b>							<b>\$ 3,742.06</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000616  
**SA0198**

## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1086						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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		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		\$ 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
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		Each	10	\$ 30.00	\$ 300.00
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 patching or drywall replacement	Vendor	EXPENSE		Each	20	\$ 30.00	\$ 600.00
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 fans, GFCI's, and garbage disposal., install 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	\$ -
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
<b>Grand Total</b>						\$ 4,397.06	

Obtain Area Manager Approval

Manager Budget Form

Westland000617  
**SA0199**



## Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1096						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire 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	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
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	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	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 patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	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 fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	6	\$ 25.00	\$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each	1	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
<b>Grand Total</b>						<b>\$ 3,692.06</b>

Obtain Area Manager Approval

Manager Budget Form

Westland000618  
**SA0200**