

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
Aug 30 2021 05:01 p.m.
Elizabeth A. Brown
Clerk of Supreme Court

Supreme Court Case No. 82174

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

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

VOLUME II

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

*Counsel for Respondents*¹

¹ Additional counsel for Respondents identified below.

<u>TAB</u>	<u>VOLUME</u>	<u>DOCUMENT</u>²	<u>DATE</u>	<u>PAGES</u>
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

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

<u>TAB</u>	<u>VOLUME</u>	<u>DOCUMENT</u>	<u>DATE</u>	<u>PAGES</u>
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

<u>TAB</u>	<u>VOLUME</u>	<u>DOCUMENT</u>	<u>DATE</u>	<u>PAGES</u>
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

<u>TAB</u>	<u>VOLUME</u>	<u>DOCUMENT</u>	<u>DATE</u>	<u>PAGES</u>
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 II)** to be delivered to the following counsel and parties:

VIA ELECTRONIC AND U.S. MAIL:

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

Leslie Bryan Hart, Esq.
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Joseph G. Went, Esq.
Lars K. Evensen, Esq.
Sydney R. Gambia, Esq.
Holland & Hart L.L.P.
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

Make Ready Budget Form Template

Property	Unit #		Vacant Date		Start Date		Complete Date
Liberty Village	1104						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	12	\$ 25.00	\$ 300.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each	1	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	435	\$ 2.85	\$ 1,239.75
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	207	\$ 1.21	\$ 250.47
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	192	\$ 1.50	\$ 288.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
List Item:	Other		OTHER	Each			\$ -
Grand Total							\$ 3,313.22

Obtain Area Manager Approval

Manager Budget Form

Westland000619

SA0201

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1106						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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., 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
Grand Total						\$ 2,681.21	

Obtain Area Manager Approval

Manager Budget Form

Westland000620
SA0202

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1110						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.		\$ 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		\$ 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	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	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
Grand Total						\$ 735.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1115						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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., 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
Grand Total						\$ 2,681.21	

Obtain Area Manager Approval

Manager Budget Form

Westland000622
SA0204

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1117						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.	1	\$ 1.21	\$ 1.21
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	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	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
Grand Total						\$ 996.21

Make Ready Budget Form Template

Property	Unit #		Vacant Date		Start Date		Complete Date
Liberty Village	1118						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	6	\$ 25.00	\$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each	1	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	435	\$ 2.85	\$ 1,239.75
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	207	\$ 1.21	\$ 250.47
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	192	\$ 1.50	\$ 288.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
List Item:	Other		OTHER	Each			\$ -
Grand Total							\$ 3,163.22

Obtain Area Manager Approval

Manager Budget Form

Westland000624

SA0206

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1120						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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	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
Grand Total						\$ 2,681.21

Obtain Area Manager Approval

Manager Budget Form

Westland000625
SA0207

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1121						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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., 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	1	\$ 346.00	\$ 346.00
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each	1	\$ 250.00	\$ 250.00
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 3,277.21	

Obtain Area Manager Approval

Manager Budget Form

Westland000626
SA0208

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1123						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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		\$ 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		\$ 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	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
Grand Total						\$ 2,381.21

Obtain Area Manager Approval

Manager Budget Form

Westland000627
SA0209

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1124						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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	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	1	\$ 250.00 \$ 250.00
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00 \$ 85.00	
Grand Total						\$ 3,903.21

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1126						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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
Grand Total						\$ 2,606.21	

Obtain Area Manager Approval

Manager Budget Form

Westland000629
SA0211

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1127						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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
Grand Total						\$ 2,891.21

Obtain Area Manager Approval

Manager Budget Form

Westland000630
SA0212

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1128						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.	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		\$ 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
Grand Total						\$ 1,669.91

Obtain Area Manager Approval

Manager Budget Form

Westland000631
SA0213

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1130						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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	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	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	5	\$ 30.00	\$ 150.00
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
Grand Total						\$ 3,071.21

Obtain Area Manager Approval

Manager Budget Form

Westland000632
SA0214

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1132						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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	1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 2,861.21	

Obtain Area Manager Approval

Manager Budget Form

Westland000633
SA0215

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1136						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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	10	\$ 30.00	\$ 300.00
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		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total							\$ 3,031.21

Obtain Area Manager Approval

Manager Budget Form

Westland000634
SA0216

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1160						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.	676	\$ 2.85	\$ 1,926.60
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	522	\$ 1.21	\$ 631.62
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	392	\$ 1.50	\$ 588.00
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		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 250.00	\$ 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	7	\$ 25.00	\$ 175.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each	1	\$ 205.00	\$ 205.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	1	\$ 80.00	\$ 80.00
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each	1	\$ 446.00	\$ 446.00
Stove-Gas	In House	CAPITAL		Each	1	\$ 346.00	\$ 346.00
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each	1	\$ 383.00	\$ 383.00
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each	1	\$ 414.00	\$ 414.00
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total							\$ 6,085.22

Obtain Area Manager Approval

Manager Budget Form

Westland000635
SA0217

Make Ready Budget Form Template

Property	Unit #		Vacant Date		Start Date		Complete Date
Liberty Village	1163						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	10	\$ 25.00	\$ 250.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each	1	\$ 205.00	\$ 205.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 250.00	\$ 250.00
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	2	\$ 75.00	\$ 150.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	2	\$ 180.00	\$ 360.00
Resurface - Shower walls	Vendor	EXPENSE		Each	2	\$ 160.00	\$ 320.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	676	\$ 2.85	\$ 1,926.60
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	513	\$ 1.21	\$ 620.73
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	296	\$ 1.50	\$ 444.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
List Item:	Other		OTHER	Each			\$ -
Grand Total						\$ 5,006.33	

Obtain Area Manager Approval

Manager Budget Form

Westland000636

SA0218

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1166						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.	676	\$ 2.85	\$ 1,926.60
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	522	\$ 1.21	\$ 631.62
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	392	\$ 1.50	\$ 588.00
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	4	\$ 30.00	\$ 120.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 250.00	\$ 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	6	\$ 25.00	\$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each	1	\$ 205.00	\$ 205.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	6	\$ 30.00	\$ 180.00
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	1	\$ 250.00	\$ 250.00
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 5,553.22	

Obtain Area Manager Approval

Manager Budget Form

Westland000637
SA0219

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1186						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.	676	\$ 2.85	\$ 1,926.60
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.	522	\$ 1.21	\$ 631.62
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot	392	\$ 1.50	\$ 588.00
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		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each	1	\$ 250.00	\$ 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		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each	5	\$ 205.00	\$ 1,025.00
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
Grand Total						\$ 5,622.22

Obtain Area Manager Approval

Manager Budget Form

Westland000638
SA0220

Make Ready Budget Form Template

Property	Unit #		Vacant Date		Start Date		Complete Date
\$4,034	1188						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.	554	396	296	1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name				2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	2	\$ 75.00	\$ 150.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00	\$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
List Item:	Other		OTHER	Each			\$ -
Grand Total							\$ 1,240.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1190						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.		\$ 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	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	1	\$ 30.00	\$ 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	1	\$ 80.00	\$ 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
Grand Total						\$ 1,350.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1191						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.	522	\$ 1.21	\$ 631.62
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	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	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
Grand Total						\$ 1,796.62

Obtain Area Manager Approval

Manager Budget Form

Westland000641
SA0223

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1193						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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
Grand Total						\$ 3,667.06

Obtain Area Manager Approval

Manager Budget Form

Westland000642
SA0224

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1195						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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	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
Grand Total						\$ 3,787.06

Obtain Area Manager Approval

Manager Budget Form

Westland000643
SA0225

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1197						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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		\$ 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	\$ 1.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	2	\$ 180.00	\$ 360.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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		\$ 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	1	\$ 250.00	\$ 250.00
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total							\$ 3,898.06

Obtain Area Manager Approval

Manager Budget Form

Westland000644
SA0226

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1199						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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		\$ 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		\$ 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	6	\$ 25.00	\$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each	1	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	1	\$ 80.00	\$ 80.00
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each	1	\$ 250.00	\$ 250.00
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 3,647.06	

Obtain Area Manager Approval

Manager Budget Form

Westland000645
SA0227

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE APARTMENTS	1203						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Approver Comments:	Area Managers Approval: Fill in Name <i>CARMEN B.</i>			2 Bedroom	\$535	\$1,938	\$4,207
				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (REPLACE IN KITCHEN , living room dinning area)	Vendor	CAPITAL	FLOORS	Sq. Ft.	676	\$ 2.85	\$ 1,926.60
Carpet- Contractor will install Carpet floor (heavy soil & urine odor)	Vendor	CAPITAL		Sq. Ft.	522	\$ 1.21	\$ 631.62
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards (Kitchen)	Vendor	CAPITAL		Linear Foot	392	\$ 1.50	\$ 588.00
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 (+ Bahtroom cabinets)	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers (MASTER BATH CABINET)	Vendor	EXPENSE		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	1	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each	1	\$ 30.00	\$ 30.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub (MASTER)	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls (+ SHOWER PAN)	Vendor	EXPENSE		Each	1	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					1	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows (DINING AREA)	Vendor	EXPENSE	WINDOWS & BLINDS	Each	1	\$ 80.00	\$ 80.00
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLANCES	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	1	\$ 250.00	\$ 250.00
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total							\$ 5,658.22

Obtain Area Manager Approval

Manager Budget Form

Westland000646
SA0228

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE APARTMENTS	1218		12/22/2018				
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Approver Comments:	CARMEN B.			2 Bedroom	\$535	\$1,938	\$4,207
				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (STEAM VINYL)	Vendor	CAPITAL	FLOORS	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning (DEEP CLEAN)	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each		\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only (+ BATHROOM CABINETS)	Vendor / In House	EXPENSE	CABINETS	Each	2	\$ 170.00	\$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major 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 (+SHOWER PAN)	Vendor	EXPENSE		Each	1	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					1	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows (PATIO DOOR)	Vendor	EXPENSE	WINDOWS & BLINDS	Each	1	\$ 80.00	\$ 80.00
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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 (DEEP CLEANING)	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total							\$ 1,355.00

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE APARTMENTS	1219						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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:	**** UNIT LOOKS TURNED RENT READY W/ MINOR DETAILS ****			3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		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 (+ BATHROOM CABINETS)	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00	\$ -
Resurface - Shower walls (+SHOWER PAN)	Vendor	EXPENSE		Each	1	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each		\$ 25.00	\$ -
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -
2 Bedroom Maintenance Materials						\$ 175.00	\$ -
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLANCES	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		\$ 85.00	\$ -
Grand Total							\$ 606.00

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date		Start Date		Complete Date	
LIBERTY VILLAGE APARTMENTS	1226						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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 (STEAM CLEAN)	Vendor	CAPITAL	FLOORS	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning (DEEP CLEAN ; STRETCH)	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only (+ Bathroom cabinets)	Vendor / In House	EXPENSE	CABINETS	Each	2	\$ 170.00	\$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00	\$ -
Resurface - Shower walls (+ SHOWER PAN)	Vendor	EXPENSE		Each	1	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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	\$ -
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -
2 Bedroom Maintenance Materials						\$ 175.00	\$ -
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
Grand Total						\$ 885.00	

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE APARTMENTS	1227						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Approver Comments:	Area Managers Approval: Fill in Name <i>CARMEN B.</i>			2 Bedroom	\$535	\$1,938	\$4,207
				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	\$ 2.85	\$ 1,578.90
Carpet- Contractor will install Carpet floor (+ Entry carpet)	Vendor	CAPITAL		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	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only (+ Bathroom cabinets)	Vendor / In House	EXPENSE	CABINETS	Each	2	\$ 170.00	\$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major pactching or drywall replacement (mold)	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 (+ SHOWER PAN)	Vendor	EXPENSE		Each	1	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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	\$ -
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -
2 Bedroom Maintenance Materials				1	\$ 175.00	\$ 175.00	
3 Bedroom Maintenance Materials					\$ 205.00	\$ -	
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
Grand Total							\$ 4,037.06

Obtain Area Manager Approval

Manager Budget Form

Westland000650
SA0232

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE APARTMENTS	1228						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Approver Comments:	Area Managers Approval: Fill in Name <i>CARMEN B.</i>			2 Bedroom	\$535	\$1,938	\$4,207
				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (<i>STEAM CLEAN</i>)	Vendor	CAPITAL	FLOORS	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	396	\$ 1.21	\$ 479.16
Carpet Cleaning (<i>DEEP CLEAN ; STRETCH</i>)	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 (+ Bathroom cabinets)	Vendor / In House	EXPENSE	CABINETS	Each	2	\$ 170.00	\$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00	\$ -
Resurface - Shower walls (+ <i>SHOWER PAN</i>)	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., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					1	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLANCES	Each		\$ 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
Grand Total							\$ 1,995.16

Obtain Area Manager Approval

Manager Budget Form

Westland000651
SA0233

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE APARTMENTS	1241						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Approver Comments:	Area Managers Approval: Fill in Name <i>CARMEN B.</i>			2 Bedroom	\$535	\$1,938	\$4,207
				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (LIVING ROOM REPAIRS)	Vendor	CAPITAL	FLOORS	Sq. Ft.	45	\$ 2.85	\$ 128.25
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning (DEEP CLEAN ; RED STAINS)	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	2	\$ 170.00	\$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00	\$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					1	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
Grand Total							\$ 1,438.25

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE APARTMENTS	1246						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Approver Comments:	Area Managers Approval: Fill in Name <i>CARMEN B.</i>			2 Bedroom	\$535	\$1,938	\$4,207
				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (WATER DAMAGE) + REPAIRS	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	\$ 2.85	\$ 1,578.90
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning (DEEP CLEAN ; RED STAINS)	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	2	\$ 170.00	\$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00	\$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					1	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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	1	\$ 250.00	\$ 250.00
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total							\$ 3,138.90

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE	1258		6/11/2019				
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
1x1	334	216	168	1 Bedroom	\$435	\$1,567	\$3,712
2x1	346	423	232	2 Bedroom	\$535	\$1,938	\$4,207
2x1 Large	402	324	208	3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (Vinyl Reapirs)	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 45.00	\$ 2.85	\$ 128.25
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning (Deep Clean ; Stretch)	Vendor	EXPENSE		Each	\$ 1.00	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE		Each	\$ 1.00	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	\$ 1.00	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 1.00	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 1.00	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House touch Ups	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Shower tub (Needs Caulking)	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00	\$ -
Resurface - Shower walls (shower pan)	Vendor	EXPENSE		Each	\$ 1.00	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Will trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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	\$ 4.00	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					\$ 1.00	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	\$ 5.00	\$ 30.00	\$ 150.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	\$ 1.00	\$ 85.00	\$ 85.00
Grand Total							\$ 1,578.25

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE	1291		11/26/2018				
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
1x1	334	216	168	1 Bedroom	\$435	\$1,567	\$3,712
2x1	346	423	232	2 Bedroom	\$535	\$1,938	\$4,207
2x1 Large	402	324	208	3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (STEAM CLEAN)	Vendor	CAPITAL	FLOORS	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor &	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning (DEEP CLEAN ; HEAVY SOIL & STRETCH)	Vendor	EXPENSE		Each	\$ 1.00	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE		Each	\$ 1.00	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	\$ 2.00	\$ 75.00	\$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 1.00	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 1.00	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House touch Ups	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Shower tub	Vendor	EXPENSE	RE-GLAZE	Each	\$ 1.00	\$ 180.00	\$ 180.00
Resurface - Shower walls + shower pan	Vendor	EXPENSE		Each	\$ 1.00	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Will trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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	\$ 4.00	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					\$ 1.00	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	\$ 1.00	\$ 85.00	\$ 85.00
Grand Total							\$ 1,555.00

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE	1293		11/30/2018				
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
1x1	334	216	168	1 Bedroom	\$435	\$1,567	\$3,712
2x1	346	423	232	2 Bedroom	\$535	\$1,938	\$4,207
2x1 Large	402	324	208	3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor			Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning (DEEP CLEAN ; STRETCH)	Vendor			Each	\$ 1.00	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor			Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor			Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE		Each	\$ 1.00	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	\$ 2.00	\$ 75.00	\$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 1.00	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 1.00	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture (Discloration above tub)	Vendor	EXPENSE		Each	\$ 2.00	\$ 30.00	\$ 60.00
In House touch Ups	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Shower tub (Needs Caulking)	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00	\$ -
Resurface - Shower walls (shower pan)	Vendor	EXPENSE		Each	\$ 1.00	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Will trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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	\$ 4.00	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -
2 Bedroom Maintenance Materials						\$ 175.00	\$ -
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	\$ 1.00	\$ 85.00	\$ 85.00
Grand Total							\$ 1,260.00

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE	1294		3/20/2019				
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
1x1	334	216	168	1 Bedroom	\$435	\$1,567	\$3,712
2x1	346	423	232	2 Bedroom	\$535	\$1,938	\$4,207
2x1 Large	402	324	208	3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (Vinyl Repair)	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 45.00	\$ 2.85	\$ 128.25
Carpet- Contractor will install Carpet floor (ENTRY/Patio Carpet)	Vendor	CAPITAL		Sq. Ft.	\$ 220.00	\$ 1.21	\$ 266.20
Carpet Cleaning (DEEP CLEAN ; STRETCH)	Vendor	EXPENSE		Each	\$ 1.00	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE		Each	\$ 1.00	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	\$ 2.00	\$ 75.00	\$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 1.00	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 1.00	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House touch Ups	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Shower tub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00	\$ -
Resurface - Shower walls (shower pan)	Vendor	EXPENSE		Each	\$ 1.00	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Will trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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	\$ 4.00	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					\$ 1.00	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each	\$ 1.00	\$ 383.00	\$ 383.00
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each	\$ 1.00	\$ 414.00	\$ 414.00
House Keeping	Vendor	EXPENSE		Each		\$ 85.00	\$ -
Grand Total							\$ 2,481.45

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE APARTMENTS	1298		5/29/2018				
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Approver Comments:	Area Managers Approval: Fill in Name <i>CARMEN B.</i>			2 Bedroom	\$535	\$1,938	\$4,207
				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (VINYL REPAIRS LIVING ROOM)	Vendor	CAPITAL	FLOORS	Sq. Ft.	45	\$ 2.85	\$ 128.25
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning (DEEP CLEAN)	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only (+ BATHROOM CABINETS)	Vendor / In House	EXPENSE	CABINETS	Each	2	\$ 170.00	\$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each	1	\$ 30.00	\$ 30.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00	\$ -
Resurface - Shower walls (+ SHOWER PAN)	Vendor	EXPENSE		Each	1	\$ 160.00	\$ 160.00
Resurface - Bathroom sink (DINNING AREA)	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., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					1	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
Grand Total							\$ 1,553.25

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE APARTMENTS	1299		3/14/2019				
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Approver Comments:	CARMEN B.			2 Bedroom	\$535	\$1,938	\$4,207
				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (VINYL REPAIR)	Vendor	CAPITAL	FLOORS	Sq. Ft.	45	\$ 2.85	\$ 128.25
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only (+ BATHROOM CABINETS)	Vendor / In House	EXPENSE	CABINETS	Each	2	\$ 170.00	\$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - (Kitchen Drywall / MB Ceiling Drywall)	Vendor	EXPENSE		Each	2	\$ 30.00	\$ 60.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00	\$ -
Resurface - Shower walls (SHOWER PAN)	Vendor	EXPENSE		Each	1	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					1	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	5	\$ 30.00	\$ 150.00
Fridge	In House	CAPITAL	APPLIANCES	Each	1	\$ 446.00	\$ 446.00
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total							\$ 2,179.25

Obtain Area Manager Approval

Manager Budget Form

Westland000659
SA0241

Make Ready Budget Form Template

Property	Unit #		Vacant Date		Start Date		Complete Date
Liberty Village	1303						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each	1	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each		\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00	\$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	\$ 2.85	\$ 1,578.90
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	396	\$ 1.21	\$ 479.16
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	296	\$ 1.50	\$ 444.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
List Item:	Other		OTHER	Each			\$ -
Grand Total							\$ 3,267.06

Obtain Area Manager Approval

Manager Budget Form

Westland000660

SA0242

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date		Start Date		Complete Date	
LIBERTY VILLAGE APARTMENTS	1307						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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		x		\$ 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 MAJOR REPAIR MOLD MISSING CEILING IN TUB	Vendor	EXPENSE		Each	120	\$ 30.00	\$ 3,600.00
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 - 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	\$ -
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -
2 Bedroom Maintenance Materials						\$ 175.00	\$ -
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$	3,685.00

Obtain Area Manager Approval

Manager Budget Form

Westland000661
SA0243

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1310						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	396	\$ 1.21	\$ 479.16
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	296	\$ 1.50	\$ 444.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each	1	\$ 500.00	\$ 500.00
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	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	2	\$ 180.00	\$ 360.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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	6	\$ 25.00	\$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each	1	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	2	\$ 30.00	\$ 60.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 2,938.16	

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1337						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.	435	\$ 2.85	\$ 1,239.75
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	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	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total							\$ 2,692.75

Obtain Area Manager Approval

Manager Budget Form

Westland000663
SA0245

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1345						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.		\$ 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	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		\$ 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	1	\$ 25.00	\$ 25.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each	2	\$ 125.00	\$ 250.00
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		\$ 85.00	\$ -
Grand Total						\$ 1,782.00

Obtain Area Manager Approval

Manager Budget Form

Westland000664
SA0246

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1346						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	6	\$ 25.00	\$ 150.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each	3	\$ 30.00	\$ 90.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each	1	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00	\$ 30.00
House Keeping	Vendor	EXPENSE		Each		\$ 85.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
List Item:	Other		OTHER	Each			\$ -
Grand Total						\$	1,495.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1347						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.		\$ 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	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	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	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	1	\$ 383.00	\$ 383.00
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each	1	\$ 414.00	\$ 414.00
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 2,734.00

Obtain Area Manager Approval

Manager Budget Form

Westland000666
SA0248

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1348						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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	25	\$ 30.00	\$ 750.00
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	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	1	\$ 250.00	\$ 250.00
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 4,508.21

Obtain Area Manager Approval

Manager Budget Form

Westland000667
SA0249

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1349						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.	416	\$ 2.85	\$ 1,185.60
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		\$ 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	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
Grand Total						\$ 3,467.51	

Obtain Area Manager Approval

Manager Budget Form

Westland000668
SA0250

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1350						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.		\$ 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	1	\$ 500.00	\$ 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	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	1	\$ 383.00	\$ 383.00
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each	1	\$ 414.00	\$ 414.00
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 2,392.00

Obtain Area Manager Approval

Manager Budget Form

Westland000669

SA0251

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1351						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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		\$ 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	5	\$ 25.00	\$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total							\$ 2,406.21

Obtain Area Manager Approval

Manager Budget Form

Westland000670
SA0252

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1353						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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		\$ 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	4	\$ 30.00	\$ 120.00
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	1	\$ 250.00	\$ 250.00
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 3,898.21

Obtain Area Manager Approval

Manager Budget Form

Westland000671
SA0253

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1354						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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	5	\$ 25.00 \$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	\$ 125.00 \$ 125.00
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	1	\$ 80.00 \$ 80.00
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00 \$ -
Fridge	In House	CAPITAL	APPLIANCES	Each	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	1	\$ 250.00 \$ 250.00
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each		\$ 85.00 \$ -
Grand Total						\$ 3,573.21

Obtain Area Manager Approval

Manager Budget Form

Westland000672
SA0254

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1356						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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	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	4	\$ 30.00	\$ 120.00
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
Grand Total						\$ 2,801.21

Obtain Area Manager Approval

Manager Budget Form

Westland000673
SA0255

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1358						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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	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
Grand Total						\$ 2,681.21

Obtain Area Manager Approval

Manager Budget Form

Westland000674
SA0256

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	1359						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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	6	\$ 30.00	\$ 180.00
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	8	\$ 25.00	\$ 200.00
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	4	\$ 30.00	\$ 120.00
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	1	\$ 250.00	\$ 250.00
Washer	In House	CAPITAL	Each	1	\$ 383.00	\$ 383.00
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each	1	\$ 414.00	\$ 414.00
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 4,754.21

Obtain Area Manager Approval

Manager Budget Form

Westland000675
SA0257

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Arcadia Palms	2009	10/28/19	11/19/19	11/27/19			
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.	331	192	208	1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name				2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category	Measure	QTY	Rate	Sub Totals	
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	331	\$ 2.85	\$ 943.35
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	192	\$ 1.21	\$ 232.32
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	208	\$ 1.50	\$ 312.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	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	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., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	8	\$ 25.00	\$ 200.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	2	\$ 30.00	\$ 60.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00	
Grand Total						\$ 2,812.67	

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2015						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.		\$ 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	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	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	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
Grand Total						\$ 1,400.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2021						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.		\$ 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	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	3	\$ 25.00	\$ 75.00
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
Grand Total						\$ 1,140.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2027						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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	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	5	\$ 25.00	\$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each	1	\$ 250.00	\$ 250.00
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 3,186.21	

Obtain Area Manager Approval

Manager Budget Form

Westland000679
SA0261

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2041						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.		\$ 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		\$ 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	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	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
Grand Total						\$ 930.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2042						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	4	\$ 30.00 \$ 120.00
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
Grand Total						\$ 2,726.21

Obtain Area Manager Approval

Manager Budget Form

Westland000681
SA0263

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2066						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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 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	1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 2,766.21	

Obtain Area Manager Approval

Manager Budget Form

Westland000682
SA0264

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2068						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.	\$ 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	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	\$ 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., 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	
Grand Total						\$ 965.00	

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2069						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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	8	\$ 30.00	\$ 240.00
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	10	\$ 25.00	\$ 250.00
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		x		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 3,857.21	

Obtain Area Manager Approval

Manager Budget Form

Westland000684
SA0266

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2070						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.	\$ 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	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	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials				Each	\$ 175.00	\$ -	
3 Bedroom Maintenance Materials				Each	\$ 205.00	\$ -	
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	\$ 80.00	\$ -	
Screens	Vendor	EXPENSE		Each	\$ 35.00	\$ -	
Blinds replacement	Vendor / In House	EXPENSE		Each	\$ 30.00	\$ -	
Fridge	In House	CAPITAL	APPLIANCES	Each	\$ 446.00	\$ -	
Stove-Gas	In House	CAPITAL		Each	\$ 346.00	\$ -	
Stove-Electrical	In House	CAPITAL		Each	\$ 326.00	\$ -	
Dish washer	In House	CAPITAL		Each	\$ 250.00	\$ -	
Washer	In House	CAPITAL		Each	\$ 383.00	\$ -	
Dryer-Electrical	In House	CAPITAL		Each	\$ 336.00	\$ -	
Dryer-Gas	In House	CAPITAL		Each	\$ 414.00	\$ -	
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 1,055.00	

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2073						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.		\$ 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		\$ 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	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
Grand Total						\$ 995.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2076						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 3,071.21

Obtain Area Manager Approval

Manager Budget Form

Westland000687
SA0269

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2077						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.		\$ 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	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		\$ 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	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
Grand Total							\$ 1,689.00

Obtain Area Manager Approval

Manager Budget Form

Westland000688
SA0270

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2079						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each	1	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each	1	\$ 250.00	\$ 250.00
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total							\$ 4,572.06

Obtain Area Manager Approval

Manager Budget Form

Westland000689
SA0271

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2081						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE	Each	1	\$ 75.00	\$ 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	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
Grand Total						\$ 1,539.00

Obtain Area Manager Approval

Manager Budget Form

Westland000690

SA0272

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2083						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.		\$ 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	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	3	\$ 25.00	\$ 75.00
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
Grand Total						\$ 1,020.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2090						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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		\$ 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
Grand Total							\$ 3,422.06

Obtain Area Manager Approval

Manager Budget Form

Westland000692
SA0274

Make Ready Budget Form Template

Property	Unit #		Vacant Date		Start Date		Complete Date
Liberty Village	2101						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.	418	171	192	1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name				2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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	\$ -
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	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	\$ 2.85	\$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	171	\$ 1.21	\$ 206.91
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	192	\$ 1.50	\$ 288.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
List Item:	Other		OTHER	Each			\$ -
Grand Total						\$	2,861.21

Obtain Area Manager Approval

Manager Budget Form

Westland000693

SA0275

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2105						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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		\$ 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	1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each	1	\$ 80.00	\$ 80.00
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	2	\$ 30.00	\$ 60.00
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
Grand Total						\$ 2,746.21

Obtain Area Manager Approval

Manager Budget Form

Westland000694
SA0276

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2108						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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	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	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
Grand Total						\$ 2,711.21

Obtain Area Manager Approval

Manager Budget Form

Westland000695
SA0277

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2111						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.	171	\$ 1.21	\$ 206.91
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	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		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 1,381.91

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2113						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.		\$ 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		\$ 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	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
Grand Total						\$ 335.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2117						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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		\$ 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
						\$ 2,861.21

Obtain Area Manager Approval

Manager Budget Form

Westland000698
SA0280

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2120						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.		\$ 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		\$ 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		\$ 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	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
Grand Total						\$ 770.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2121						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.	171	\$ 1.21	\$ 206.91
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		\$ 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	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
Grand Total						\$ 1,126.91

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2125						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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		\$ 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	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
Grand Total						\$ 2,186.21

Obtain Area Manager Approval

Manager Budget Form

Westland000701
SA0283

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2126						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.	171	\$ 1.21	\$ 206.91
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	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	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
Grand Total						\$ 1,021.91

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2129						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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	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
Grand Total						\$ 2,681.21

Obtain Area Manager Approval

Manager Budget Form

Westland000703
SA0285

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2130						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.	171	\$ 1.21	\$ 206.91
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	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		\$ 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	4	\$ 30.00	\$ 120.00
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
Grand Total						\$ 1,181.91

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2137						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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		\$ 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	8	\$ 25.00	\$ 200.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 3,121.21	

Obtain Area Manager Approval

Manager Budget Form

Westland000705
SA0287

Make Ready Budget Form Template

Property	Unit #		Vacant Date		Start Date		Complete Date
Liberty Village	2150						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	12	\$ 25.00	\$ 300.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each	1	\$ 205.00	\$ 205.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 250.00	\$ 250.00
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each	8	\$ 30.00	\$ 240.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Standard Kitchen Cabinet- Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	2	\$ 75.00	\$ 150.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	2	\$ 180.00	\$ 360.00
Resurface - Shower walls	Vendor	EXPENSE		Each	2	\$ 160.00	\$ 320.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	676	\$ 2.85	\$ 1,926.60
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	513	\$ 1.21	\$ 620.73
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	392	\$ 1.50	\$ 588.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
List Item:	Other		OTHER	Each			\$ -
Grand Total						\$	5,440.33

Obtain Area Manager Approval

Manager Budget Form

Westland000706

SA0288

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2151						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.	522	\$ 1.21	\$ 631.62
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	392	\$ 1.50	\$ 588.00
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		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 250.00	\$ 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	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	1	\$ 205.00	\$ 205.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 2,744.62	

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2161						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.	676	\$ 2.85	\$ 1,926.60
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	522	\$ 1.21	\$ 631.62
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	392	\$ 1.50	\$ 588.00
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		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 250.00	\$ 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	7	\$ 25.00	\$ 175.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each	1	\$ 205.00	\$ 205.00
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	1	\$ 250.00	\$ 250.00
Washer	In House	CAPITAL		Each	1	\$ 383.00	\$ 383.00
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each	1	\$ 414.00	\$ 414.00
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 6,305.22	

Obtain Area Manager Approval

Manager Budget Form

Westland000708
SA0290

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2165						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.	676	\$ 2.85	\$ 1,926.60
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.	522	\$ 1.21	\$ 631.62
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot	392	\$ 1.50	\$ 588.00
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		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each	1	\$ 250.00	\$ 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		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each	1	\$ 205.00	\$ 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
Grand Total						\$ 4,381.22

Obtain Area Manager Approval

Manager Budget Form

Westland000709
SA0291

Make Ready Budget Form Template

Property	Unit #		Vacant Date		Start Date		Complete Date
Liberty Village	2166						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	12	\$ 25.00	\$ 300.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each	1	\$ 205.00	\$ 205.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 250.00	\$ 250.00
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each	4	\$ 30.00	\$ 120.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	2	\$ 75.00	\$ 150.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	2	\$ 180.00	\$ 360.00
Resurface - Shower walls	Vendor	EXPENSE		Each	2	\$ 160.00	\$ 320.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	676	\$ 2.85	\$ 1,926.60
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	513	\$ 1.21	\$ 620.73
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	296	\$ 1.50	\$ 444.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
List Item:	Other		OTHER	Each			\$ -
Grand Total						\$	5,176.33

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #		Vacant Date		Start Date		Complete Date
Liberty Village Apts	2190						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.	554	396	296	1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name				2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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		\$ 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		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00	\$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	\$ 2.85	\$ 1,578.90
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	396	\$ 1.21	\$ 479.16
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	296	\$ 1.50	\$ 444.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
List Item:	Other		OTHER	Each			\$ -
Grand Total						\$	3,617.06

Obtain Area Manager Approval

Manager Budget Form

Westland000711

SA0293

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2192						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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		\$ 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	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	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		\$ 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	2	\$ 30.00	\$ 60.00
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
Grand Total						\$ 1,884.16

Obtain Area Manager Approval

Manager Budget Form

Westland000712
SA0294

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2193						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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		\$ 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	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	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
Grand Total						\$ 1,644.16

Obtain Area Manager Approval

Manager Budget Form

Westland000713
SA0295

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2195						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each	1	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 3,642.06	

Obtain Area Manager Approval

Manager Budget Form

Westland000714
SA0296

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2198						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	1	\$ 500.00	\$ 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	1	\$ 30.00	\$ 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	1	\$ 250.00	\$ 250.00
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 4,472.06

Obtain Area Manager Approval

Manager Budget Form

Westland000715
SA0297

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2199						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.	\$ 2.85	\$ -	
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	396	\$ 1.21	\$ 479.16
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	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	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each	1	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	1	\$ 80.00	\$ 80.00
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each	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	1	\$ 250.00	\$ 250.00
Washer	In House	CAPITAL		Each	1	\$ 383.00	\$ 383.00
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each	1	\$ 414.00	\$ 414.00
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 3,538.16	

Obtain Area Manager Approval

Manager Budget Form

Westland000716
SA0298

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE APARTMENTS	2208						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Approver Comments:	CARMEN B.			2 Bedroom	\$535	\$1,938	\$4,207
				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (STEAM CLEAN & VINYL REPAIR)	Vendor	CAPITAL	FLOORS	Sq. Ft.	45	\$ 2.85	\$ 128.25
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning (DEEP)	Vendor	EXPENSE		x	1	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only + BATHROOMS)	Vendor / In House	EXPENSE	CABINETS	Each	2	\$ 170.00	\$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 250.00	\$ 250.00
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	2	\$ 180.00	\$ 360.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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			\$ 125.00	\$ -
2 Bedroom Maintenance Materials						\$ 175.00	\$ -
3 Bedroom Maintenance Materials					1	\$ 205.00	\$ 205.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
Grand Total							\$ 1,843.25

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE APARTMENTS	2217		3/20/2019				
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Approver Comments:	CARMEN B.			2 Bedroom	\$535	\$1,938	\$4,207
				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (chipping) , guest bath repair)	Vendor	CAPITAL	FLOORS	Sq. Ft.	45	\$ 2.85	\$ 128.25
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	396	\$ 1.21	\$ 479.16
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only (+ BATHROOM CABINETS)	Vendor / In House	EXPENSE	CABINETS	Each	2	\$ 170.00	\$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major 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 (+SHOWER PAN)	Vendor	EXPENSE		Each	1	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					1	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping (DEEP CLEANING)	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total							\$ 2,182.41

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE APARTMENTS	2222						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Approver Comments:	Area Managers Approval: Fill in Name <i>CARMEN B.</i>			2 Bedroom	\$535	\$1,938	\$4,207
				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (<i>STEAM CLEAN</i>)	Vendor	CAPITAL	FLOORS	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	396	\$ 1.21	\$ 479.16
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only (+ Bathroom cabinets)	Vendor / In House	EXPENSE	CABINETS	Each	2	\$ 170.00	\$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00	\$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					1	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
Grand Total							\$ 1,714.16

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE APARTMENTS	2228		12/4/2018				
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Approver Comments:	CARMEN B.			2 Bedroom	\$535	\$1,938	\$4,207
				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (STEAM CLEAN)	Vendor	CAPITAL	FLOORS	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor (+ Entry carpet)	Vendor	CAPITAL		Sq. Ft.	396	\$ 1.21	\$ 479.16
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only (+ Bathroom cabinets)	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls (+ SHOWER PAN)	Vendor	EXPENSE		Each	1	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					1	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$	1,614.16

Obtain Area Manager Approval

Manager Budget Form

Westland000720
SA0302

Make Ready Budget Form Template

Property	Unit #		Vacant Date		Start Date		Complete Date
Liberty Village Apts	2241						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.	676	522	392	1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name				2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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		\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each	1	\$ 205.00	\$ 205.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 250.00	\$ 250.00
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	2	\$ 75.00	\$ 150.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00	\$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	676	\$ 2.85	\$ 1,926.60
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	522	\$ 1.21	\$ 631.62
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	392	\$ 1.50	\$ 588.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
List Item:	Other		OTHER	Each			\$ -
Grand Total						\$	4,381.22

Obtain Area Manager Approval

Manager Budget Form

Westland000721

SA0303

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE APARTMENTS	2243						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Approver Comments:	CARMEN B.			2 Bedroom	\$535	\$1,938	\$4,207
				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (DAMAGE) + REPAIRS	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	\$ 2.85	\$ 1,578.90
Carpet- Contractor will install Carpet floor (very bad , urine odor)	Vendor	CAPITAL		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	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	2	\$ 170.00	\$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 250.00	\$ 250.00
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	2	\$ 180.00	\$ 360.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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			\$ 125.00	\$ -
2 Bedroom Maintenance Materials						\$ 175.00	\$ -
3 Bedroom Maintenance Materials					1	\$ 205.00	\$ 205.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
Grand Total							\$ 4,142.06

Obtain Area Manager Approval

Manager Budget Form

Westland000722

SA0304

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date	
LIBERTY VILLAGE APARTMENTS	2244							
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard	
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712	
Approver Comments:	Area Managers Approval: Fill in Name			CARMEN B.	2 Bedroom	\$535	\$1,938	\$4,207
				3 Bedroom	\$665	\$2,156	\$4,901	
Average					\$545	\$1,887	\$4,273	
Item	Type	Category		Measure	QTY	Rate	Sub Totals	
Vinyl Plank- Contractor will install vinyl floor (steam Clean)	Vendor	CAPITAL	FLOORS	Sq. Ft.		\$ 2.85	\$ -	
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -	
Carpet Cleaning (deep celaning ; red dye)	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 + (bathroom cabinets)	Vendor / In House	EXPENSE	CABINETS	Each	2	\$ 170.00	\$ 340.00	
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -	
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -	
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -	
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 250.00	\$ 250.00	
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each	1	\$ 30.00	\$ 30.00	
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -	
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00	\$ -	
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -	
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -	
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling funs, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	\$ 25.00	\$ 100.00	
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -	
2 Bedroom Maintenance Materials						\$ 175.00	\$ -	
3 Bedroom Maintenance Materials				1	\$ 205.00	\$ 205.00		
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -	
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -	
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -	
Fridge	In House	CAPITAL	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	
Grand Total							\$ 1,085.00	

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE APARTMENTS	2245						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Approver Comments:	Area Managers Approval: Fill in Name <i>CARMEN B.</i>			2 Bedroom	\$535	\$1,938	\$4,207
				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (Minor Clean)	Vendor	CAPITAL	FLOORS	Sq. Ft.	45	\$ 2.85	\$ 128.25
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning (deep celaning ; red dye)	Vendor	EXPENSE		x	1	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only + (bathroom cabinets)	Vendor / In House	EXPENSE	CABINETS	Each	2	\$ 170.00	\$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 250.00	\$ 250.00
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 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., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -
2 Bedroom Maintenance Materials						\$ 175.00	\$ -
3 Bedroom Maintenance Materials					1	\$ 205.00	\$ 205.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
Grand Total							\$ 1,483.25

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE APARTMENTS	2249						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Approver Comments:	Area Managers Approval: Fill in Name <i>CARMEN B.</i>			2 Bedroom	\$535	\$1,938	\$4,207
				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (Steam Clean)	Vendor	CAPITAL	FLOORS	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning (deep celaning ; red dye)	Vendor	EXPENSE		x	1	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only + (bathroom cabinets)	Vendor / In House	EXPENSE	CABINETS	Each	2	\$ 170.00	\$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 250.00	\$ 250.00
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each	1	\$ 30.00	\$ 30.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	2	\$ 180.00	\$ 360.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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			\$ 125.00	\$ -
2 Bedroom Maintenance Materials						\$ 175.00	\$ -
3 Bedroom Maintenance Materials					1	\$ 205.00	\$ 205.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total							\$ 1,745.00

Obtain Area Manager Approval

Manager Budget Form

Westland000725
SA0307

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE APARTMENTS	2251						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Approver Comments:	CARMEN B.			2 Bedroom	\$535	\$1,938	\$4,207
				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (Steam Clean)	Vendor	CAPITAL	FLOORS	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning (deep celaning ; red dye)	Vendor	EXPENSE		x	1	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	2	\$ 75.00	\$ 150.00
Standard Kitchen Cabinet-Paint only + (bathroom cabinets)	Vendor / In House	EXPENSE	CABINETS	Each	2	\$ 170.00	\$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		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 (LVRM)	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 - 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., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -
2 Bedroom Maintenance Materials						\$ 175.00	\$ -
3 Bedroom Maintenance Materials					1	\$ 205.00	\$ 205.00
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	5	\$ 30.00	\$ 150.00
Fridge	In House	CAPITAL	APPLANCES	Each	1	\$ 446.00	\$ 446.00
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total							\$ 1,806.00

Obtain Area Manager Approval

Manager Budget Form

Westland000726
SA0308

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE	2266		6/30/2019				
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
1x1	334	216	168	1 Bedroom	\$435	\$1,567	\$3,712
2x1	346	423	232	2 Bedroom	\$535	\$1,938	\$4,207
2x1 Large	402	324	208	3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor (Carpet Entry)	Vendor	CAPITAL		Sq. Ft.	\$ 128.00	\$ 1.21	\$ 154.88
Carpet Cleaning (Deep Clean ; Stretch)	Vendor	EXPENSE		Each	\$ 1.00	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE		Each	\$ 1.00	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	\$ 2.00	\$ 75.00	\$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 1.00	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 1.00	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House touch Ups	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Shower tub	Vendor	EXPENSE	RE-GLAZE	Each	\$ 1.00	\$ 180.00	\$ 180.00
Resurface - Shower walls (shower pan)	Vendor	EXPENSE		Each	\$ 1.00	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Will trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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	\$ 4.00	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					\$ 1.00	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	\$ 1.00	\$ 85.00	\$ 85.00
Grand Total							\$ 1,709.88

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE	2269		3/12/2019				
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
1x1	334	216	168	1 Bedroom	\$435	\$1,567	\$3,712
2x1	346	423	232	2 Bedroom	\$535	\$1,938	\$4,207
2x1 Large	402	324	208	3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (Vinyl Lifting Dining Rm)	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 45.00	\$ 2.85	\$ 128.25
Carpet- Contractor will install Carpet floor (Carpet Enterance)	Vendor	CAPITAL		Sq. Ft.	\$ 128.00	\$ 1.21	\$ 154.88
Carpet Cleaning (Deep Clean ; Stretch)	Vendor	EXPENSE		Each	\$ 1.00	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE		Each	\$ 1.00	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	\$ 2.00	\$ 75.00	\$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 1.00	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 1.00	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House touch Ups	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Shower tub	Vendor	EXPENSE	RE-GLAZE	Each	\$ 1.00	\$ 180.00	\$ 180.00
Resurface - Shower walls (shower pan)	Vendor	EXPENSE		Each	\$ 1.00	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Will trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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	\$ 4.00	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					\$ 1.00	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each	\$ 1.00	\$ 446.00	\$ 446.00
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	\$ 1.00	\$ 85.00	\$ 85.00
Grand Total							\$ 2,284.13

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE	2271		7/9/2019				
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
1x1	334	216	168	1 Bedroom	\$435	\$1,567	\$3,712
2x1	346	423	232	2 Bedroom	\$535	\$1,938	\$4,207
2x1 Large	402	324	208	3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (CAT URINE)	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 296.00	\$ 2.85	\$ 843.60
Carpet- Contractor will install Carpet floor (CAT URINE)	Vendor			Sq. Ft.	\$ 396.00	\$ 1.21	\$ 479.16
Carpet Cleaning	Vendor			Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor			Linear Foot	\$ 554.00	\$ 1.50	\$ 831.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor			Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE		Each	\$ 1.00	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	\$ 2.00	\$ 75.00	\$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 1.00	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers (Cabinet Door Missing)	Vendor	EXPENSE		Each	\$ 1.00	\$ 30.00	\$ 30.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture	Vendor	EXPENSE		Each	\$ 6.00	\$ 30.00	\$ 180.00
In House touch Ups	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Shower tub	Vendor	EXPENSE	RE-GLAZE	Each	\$ 1.00	\$ 180.00	\$ 180.00
Resurface - Shower walls (SHOWER PAN)	Vendor	EXPENSE		Each	\$ 1.00	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Will trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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	\$ 4.00	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					\$ 1.00	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	\$ 1.00	\$ 85.00	\$ 85.00
Grand Total							\$ 3,608.76

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE	2273		7/6/2019				
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
1x1	334	216	168	1 Bedroom	\$435	\$1,567	\$3,712
2x1	346	423	232	2 Bedroom	\$535	\$1,938	\$4,207
2x1 Large	402	324	208	3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (Dinning Vinyl Repair)	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 45.00	\$ 2.85	\$ 128.25
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	\$ 396.00	\$ 1.21	\$ 479.16
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE		Each	\$ 1.00	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	\$ 2.00	\$ 75.00	\$ 150.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 1.00	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 1.00	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture	Vendor	EXPENSE		Each	\$ 2.00	\$ 30.00	\$ 60.00
In House touch Ups	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Shower tub	Vendor	EXPENSE	RE-GLAZE	Each	\$ 1.00	\$ 180.00	\$ 180.00
Resurface - Shower walls (SHOWER PAN)	Vendor	EXPENSE		Each	\$ 1.00	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Will trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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	\$ 4.00	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					\$ 1.00	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	\$ 5.00	\$ 30.00	\$ 150.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	\$ 1.00	\$ 85.00	\$ 85.00
Grand Total							\$ 2,297.41

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE	2278		2/28/2019				
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
1x1	334	216	168	1 Bedroom	\$435	\$1,567	\$3,712
2x1	346	423	232	2 Bedroom	\$535	\$1,938	\$4,207
2x1 Large	402	324	208	3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (STEAM CLEAN)	Vendor	CAPITAL	FLOORS	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor & (Carpet Entry)	Vendor			Sq. Ft.	\$ 396.00	\$ 1.21	\$ 479.16
Carpet Cleaning (Deep Clean ; Stretch)	Vendor			Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor			Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor			Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE		Each		\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 1.00	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 1.00	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture	Vendor	EXPENSE		Each	\$ 2.00	\$ 30.00	\$ 60.00
In House touch Ups	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Shower tub (Needs Caulking)	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00	\$ -
Resurface - Shower walls (shower pan)	Vendor	EXPENSE		Each	\$ 1.00	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Will trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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	\$ 4.00	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					\$ 1.00	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	\$ 5.00	\$ 30.00	\$ 150.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each		\$ 85.00	\$ -
Grand Total							\$ 1,529.16

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE	2294		12/11/2018				
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
1x1	334	216	168	1 Bedroom	\$435	\$1,567	\$3,712
2x1	346	423	232	2 Bedroom	\$535	\$1,938	\$4,207
2x1 Large	402	324	208	3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (Vinyl Repair Kit)	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 45.00	\$ 2.85	\$ 128.25
Carpet- Contractor will install Carpet floor (ENTRY/Patio Carpet)	Vendor	CAPITAL		Sq. Ft.	\$ 220.00	\$ 1.21	\$ 266.20
Carpet Cleaning (DEEP CLEAN ; STRETCH)	Vendor	EXPENSE		Each	\$ 1.00	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE		Each	\$ 1.00	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	\$ 1.00	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 1.00	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 1.00	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House touch Ups	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Shower tub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00	\$ -
Resurface - Shower walls (shower pan)	Vendor	EXPENSE		Each	\$ 1.00	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Will trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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	\$ 4.00	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					\$ 1.00	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	\$ 5.00	\$ 30.00	\$ 150.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each		\$ 85.00	\$ -
Grand Total							\$ 1,759.45

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE	2296		11/30/2018				
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
1x1	334	216	168	1 Bedroom	\$435	\$1,567	\$3,712
2x1	346	423	232	2 Bedroom	\$535	\$1,938	\$4,207
2x1 Large	402	324	208	3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor (Entry Carpet)	Vendor	CAPITAL		Sq. Ft.	\$ 128.00	\$ 1.21	\$ 154.88
Carpet Cleaning (Deep Clean ; Stretch)	Vendor	EXPENSE		Each	\$ 1.00	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop (Repair)	Vendor	EXPENSE		Each	\$ 1.00	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 1.00	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 1.00	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House touch Ups	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Shower tub (Needs Caulking)	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00	\$ -
Resurface - Shower walls (shower pan)	Vendor	EXPENSE		Each	\$ 1.00	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Will trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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	\$ 4.00	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					\$ 1.00	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	\$ 1.00	\$ 85.00	\$ 85.00
Grand Total							\$ 1,379.88

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE APARTMENTS	2297		3/14/2019				
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Approver Comments:	CARMEN B.			2 Bedroom	\$535	\$1,938	\$4,207
				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (VINYL REPAIR)	Vendor	CAPITAL	FLOORS	Sq. Ft.	45	\$ 2.85	\$ 128.25
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only (+ BATHROOM CABINETS)	Vendor / In House	EXPENSE	CABINETS	Each	2	\$ 170.00	\$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major 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 (SHOWER PAN)	Vendor	EXPENSE		Each	1	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					1	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total							\$ 1,678.25

Obtain Area Manager Approval

Manager Budget Form

Westland000734
SA0316

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE APARTMENTS	2298		12/13/2018				
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Approver Comments:	CARMEN B.			2 Bedroom	\$535	\$1,938	\$4,207
				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor (VINYL REPAIRS)	Vendor	CAPITAL	FLOORS	Sq. Ft.	45	\$ 2.85	\$ 128.25
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning (DEEP CLEAN)	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each		\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only (+ BATHROOM CABINETS)	Vendor / In House	EXPENSE	CABINETS	Each	2	\$ 170.00	\$ 340.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	1	\$ 235.00	\$ 235.00
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00	\$ -
Resurface - Shower walls (+ SHOWER PAN)	Vendor	EXPENSE		Each	1	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					1	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
Grand Total							\$ 1,298.25

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE APARTMENTS	2301						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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:	UNIT NEEDS POWER			3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	\$ 2.85	\$ 1,578.90
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	396	\$ 1.21	\$ 479.16
Carpet Cleaning	Vendor	EXPENSE		x		\$ 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	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 pactching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub + TUB REPAIR	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., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each		\$ 25.00	\$ -
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -
2 Bedroom Maintenance Materials						\$ 175.00	\$ -
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLANCES	Each	1	\$ 446.00	\$ 446.00
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total							\$ 3,673.06

Obtain Area Manager Approval

Manager Budget Form

Westland000736
SA0318

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date		Start Date		Complete Date	
LIBERTY VILLAGE APARTMENTS	2304						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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:	UNIT MADE READY			3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE		x	1	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each		\$ 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 + TUB REPAIR	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00	\$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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			\$ 125.00	\$ -
2 Bedroom Maintenance Materials						\$ 175.00	\$ -
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	4	\$ 80.00	\$ 320.00
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
Grand Total							\$ 480.00

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE APARTMENTS	2305						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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:	W/D IN UNIT			3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	\$ 2.85	\$ 1,578.90
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	396	\$ 1.21	\$ 479.16
Carpet Cleaning	Vendor	EXPENSE		x		\$ 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	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 pactching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00	\$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					1	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
Grand Total							\$ 3,397.06

Obtain Area Manager Approval

Manager Budget Form

Westland000738

SA0320

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date		Start Date		Complete Date	
LIBERTY VILLAGE APARTMENTS	2306						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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:	UNIT NEEDS POWER			3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	554	\$ 2.85	\$ 1,578.90
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	396	\$ 1.21	\$ 479.16
Carpet Cleaning	Vendor	EXPENSE		x		\$ 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	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 pactching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each	1	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Maintenance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling 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	\$ -
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -
2 Bedroom Maintenance Materials						\$ 175.00	\$ -
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLANCES	Each	1	\$ 446.00	\$ 446.00
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$	3,673.06

Obtain Area Manager Approval

Manager Budget Form

Westland000739

SA0321

BUDGET -MAKE READY TURN

Property	Unit #	Vacant Date		Start Date		Complete Date	
LIBERTY VILLAGE APARTMENTS	2313						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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 KITCH, DINING ,BATHROOM	Vendor	CAPITAL	FLOORS	Sq. Ft.	418	\$ 2.85	\$ 1,191.30
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE		x		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards KITCH, DINING , BATHROOM	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		\$ 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 - 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., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS		1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials					\$ 175.00	\$ -	
3 Bedroom Maintenance Materials					\$ 205.00	\$ -	
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
Grand Total							\$ 1,789.30

Obtain Area Manager Approval

BUDGET -MAKE READY TURN

Property	Unit #		Vacant Date		Start Date		Complete Date
LIBERTY VILLAGE APARTMENTS	2316						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Approver Comments:	Area Managers Approval: Fill in Name <i>CARMEN B.</i>			2 Bedroom	\$535	\$1,938	\$4,207
				3 Bedroom	\$665	\$2,156	\$4,901
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		x		\$ 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		\$ 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 (MISSING KITCH CABINETS)	Vendor	EXPENSE		Each	5	\$ 30.00	\$ 150.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		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 - 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., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors,	In House	EXPENSE	MAINTENANCE LABOR	Each	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS			\$ 125.00	\$ -
2 Bedroom Maintenance Materials					1	\$ 175.00	\$ 175.00
3 Bedroom Maintenance Materials						\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	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
Grand Total							\$ 3,012.06

Obtain Area Manager Approval

Manager Budget Form

Westland000741
SA0323

Make Ready Budget Form Template

Property	Unit #		Vacant Date		Start Date		Complete Date
Liberty Village	2325						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
List Item:	Other		OTHER	Each			\$ -
Grand Total						\$	1,250.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2328						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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	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	5	\$ 30.00	\$ 150.00
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
Grand Total						\$ 1,390.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2329						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.	435	\$ 2.85	\$ 1,239.75
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		\$ 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	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	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	5	\$ 30.00	\$ 150.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 3,159.66	

Obtain Area Manager Approval

Manager Budget Form

Westland000744
SA0326

Make Ready Budget Form Template

Property	Unit #		Vacant Date		Start Date		Complete Date
Liberty Village	2332						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	5	\$ 25.00	\$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Standard Kitchen Cabinet -Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each	1	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	376	\$ 2.85	\$ 1,071.60
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
House Keeping	Vendor	EXPENSE		Each		\$ 85.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
List Item:	Other		OTHER	Each			\$ -
Grand Total							\$ 2,421.60

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2334						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.	435	\$ 2.85	\$ 1,239.75
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		\$ 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	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	5	\$ 30.00	\$ 150.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 3,049.66	

Obtain Area Manager Approval

Manager Budget Form

Westland000746
SA0328

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2336						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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	3	\$ 25.00	\$ 75.00
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	5	\$ 30.00	\$ 150.00
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
Grand Total						\$ 1,365.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2343						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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., 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
\$ 2,681.21							

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2344						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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., 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
Grand Total							\$ 2,681.21

Obtain Area Manager Approval

Manager Budget Form

Westland000749
SA0331

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2345						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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	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	2	\$ 30.00	\$ 60.00
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
Grand Total						\$ 2,741.21

Obtain Area Manager Approval

Manager Budget Form

Westland000750
SA0332

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2346						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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		\$ 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	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
Grand Total						\$ 2,456.21

Obtain Area Manager Approval

Manager Budget Form

Westland000751
SA0333

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2349						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.	171	\$ 1.21	\$ 206.91
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	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	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	2	\$ 30.00	\$ 60.00
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
Grand Total						\$ 1,311.91

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2350						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.		\$ 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	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	5	\$ 25.00 \$ 125.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	\$ 125.00 \$ 125.00
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	2	\$ 30.00 \$ 60.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 2,346.30

Obtain Area Manager Approval

Manager Budget Form

Westland000753
SA0335

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2352						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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	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	4	\$ 30.00	\$ 120.00
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
Grand Total						\$ 2,826.21

Obtain Area Manager Approval

Manager Budget Form

Westland000754
SA0336

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2353						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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	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
Grand Total						\$ 2,681.21

Obtain Area Manager Approval

Manager Budget Form

Westland000755
SA0337

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2354						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.	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		\$ 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 pactching 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., linstall 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
Grand Total						\$ 1,264.91

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2355						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	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	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	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
Grand Total						\$ 3,006.21

Obtain Area Manager Approval

Manager Budget Form

Westland000757
SA0339

Make Ready Budget Form Template

Property	Unit #		Vacant Date		Start Date		Complete Date
Liberty Village	2356						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	OTHER	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each	1	\$ 160.00	\$ 160.00
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
List Item:	Other		OTHER	Each			\$ -
Grand Total						\$	1,410.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2357						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.	\$ 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	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	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	1	\$ 125.00	\$ 125.00
2 Bedroom Maintenance Materials				Each	\$ 175.00	\$ -	
3 Bedroom Maintenance Materials				Each	\$ 205.00	\$ -	
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	\$ 80.00	\$ -	
Screens	Vendor	EXPENSE		Each	\$ 35.00	\$ -	
Blinds replacement	Vendor / In House	EXPENSE		Each	\$ 30.00	\$ -	
Fridge	In House	CAPITAL	APPLIANCES	Each	1	\$ 446.00	\$ 446.00
Stove-Gas	In House	CAPITAL		Each	\$ 346.00	\$ -	
Stove-Electrical	In House	CAPITAL		Each	\$ 326.00	\$ -	
Dish washer	In House	CAPITAL		Each	\$ 250.00	\$ -	
Washer	In House	CAPITAL		Each	\$ 383.00	\$ -	
Dryer-Electrical	In House	CAPITAL		Each	\$ 336.00	\$ -	
Dryer-Gas	In House	CAPITAL		Each	\$ 414.00	\$ -	
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 1,576.00	

Obtain Area Manager Approval

Manager Budget Form

Westland000759
SA0341

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
Liberty Village	2363						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in 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.		\$ 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	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	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	4	\$ 125.00	\$ 500.00
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
Grand Total						\$ 1,720.00

Obtain Area Manager Approval

Manager Budget Form

Westland000760
SA0342

3

EXHIBIT “Q”

Letter of John Hofsaess, dated November 13, 2019

Westland 000810 – Westland 000814

EXHIBIT “Q”



WESTLAND

Real Estate Group

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

November 13, 2019

VIA EMAIL & FIRST CLASS MAIL

Michael Woolf
Cohen Financial
227 West Monroe Street, Suite 1000
Chicago, IL 60606
mwoolf@cohenfinancial.com

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

Dear Mr. Woolf:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

were already in the midst of construction. However, instead of noting that the work was already in process, the PCA consultant made recommendations that disingenuously inflated the amount of work required at the properties by including the need to perform that same work. Such actions were not taken in good faith, as servicer is now improperly insisting on reserve payments for those amounts despite that the Additional Lender Repairs or Additional Lender Replacements reflected by that work had never previously been identified to Westland. Further, based on Servicer's past practices, Borrower has no confidence that if deposited those funds would be released. It is especially telling that all of the so called Demand is for repair reserves⁵ (which based on the loan documents Servicer is not required to pay interest upon) and that the Loan Agreements contain a disbursement exclusion that states "Lender shall not disburse from the Repair Escrow Account the costs of routine maintenance." (Section 13.02(a)(5)(B).) Based on the nature of many of the items cited in the PCAs as routine maintenance, Servicer is essentially obtaining an interest free loan of over a \$1 million from Borrower related to "reserve" funds that current Borrower would have no ability to retrieve. In effect, Servicer's "Demand" is a scam.

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

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

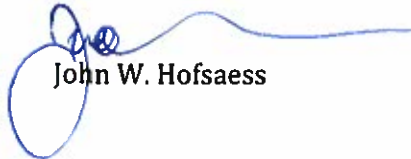
⁵ In a showing of benevolence, Servicer will allow up to 75% of the reserves held as Replacement Reserves to be shifted to meet the Additional Lender Repairs requirement. Doing so would in effect shift the reserves from an interest paying escrow account to one that does not.

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

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

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

Very truly yours,



John W. Hofsaess

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

4

EXHIBIT “R”

Letter of John Hofsaess, dated December 23, 2019

Westland 000815 – Westland 000817

EXHIBIT “R”



WESTLAND

Real Estate Group

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John W. Hofsaess

Legal Counsel

Tel: (310) 438-5147

John.H@WestlandREG.com

December 23, 2019

VIA EMAIL & FIRST CLASS MAIL

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

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

Dear Ms. Shavinsky:

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

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

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

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

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

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

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

Very truly yours,


John W. Hofsaess

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

Letter to M. Shavinsky
December 23, 2019
Page 3 of 3

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

5

EXHIBIT “S”

Letter of John Hofsaess, dated January 6, 2020

Westland 000818 – Westland 000819

EXHIBIT “S”



WESTLAND

Real Estate Group

INVEST ► DEVELOP ► MANAGE

John W. Hofsaess

Legal Counsel

Tel: (310) 438-5147

John.H@WestlandREG.com

January 6, 2020

VIA EMAIL & FIRST CLASS MAIL

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

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

Dear Ms. Shavinsky:

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

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

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

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

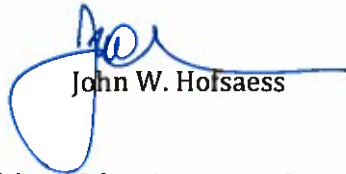
Letter to M. Shavinsky

January 6, 2020

Page 2 of 2

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

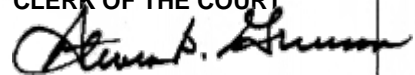
Very truly yours,



John W. Holsaess

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

6



AFF

JOHN BENEDICT, ESQ.
Nevada Bar No. 005581
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*Attorneys for Defendants/Counterclaimants/
Third Party Plaintiffs Westland Liberty Village,
LLC & Westland Village Square LLC*

EIGHTH JUDICIAL DISTRICT COURT

CLARK COUNTY, NEVADA

FEDERAL NATIONAL MORTGAGE
ASSOCIATION,

Plaintiff,

vs.

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

Defendants.

CASE NO. A-20-819412-C

DEPT NO. 4

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

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

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

Counterclaimants,

vs.

FEDERAL NATIONAL MORTGAGE
ASSOCIATION, a federally-charted
corporation,

Counter-Defendant.

1 WESTLAND LIBERTY VILLAGE, LLC, a
2 Nevada Limited Liability Company; and
3 WESTLAND VILLAGE SQUARE, LLC, a
4 Nevada Limited Liability Company

5 Third Party Plaintiffs,

6 vs.

7 FEDERAL NATIONAL MORTGAGE
8 ASSOCIATION, a federally-charted
9 corporation,

10 Counter-Defendant.

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

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

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

20 3. I am familiar with Westland's records regarding the two Multifamily Loan and
21 Security Agreements entered into on August 29, 2018, (the "Loan Agreements") by and between
22 Westland as the assuming borrower, Federal National Mortgage Association ("Fannie Mae") as
23 lender, and Grandbridge Capital Real Estate LLC (who was known as Cohen Financial and
24 SunTrust Bank at the time the loan was signed, and hereinafter referred to as "Grandbridge" and
25 together with Fannie Mae, "Lenders") as lender/loan servicer, as well as the facts and
26 circumstances giving rise to this lawsuit. As such, I am knowledgeable of the facts contained
27 herein and am competent to testify thereto.
28

1 **Background**

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

5 5. Liberty LLC and Square LLC are entities affiliated with Westland Real Estate
6 Group, which has 50 years of multi-family housing experience and is one of the most
7 experienced housing providers in Nevada, with over 10,000 apartment units in 38 apartment
8 communities the Las Vegas area, and more than 500 employees. To my knowledge, during its
9 50-year history, Westland Real Estate Group has never had a Notice of Default and Election to
10 Sell filed against one of the properties in its portfolio.

11 **The Purchase/Loan Assumption**

12 6. On August 29, 2018, Liberty LLC and Square LLC purchased the two Properties
13 located at 4870 Nellis Oasis Lane, Las Vegas, NV 89115 [Assessor's Parcel Nos. 140-08-710-
14 161, 140-08-711-273 and 140-08-712-289] and 5025 Nellis Oasis Lane, Las Vegas, NV 89115
15 [Assessor's Parcel Nos. 140-08-702-002 and 140-08-702-003] (the "Properties") from sellers
16 Shamrock Properties VI LLV and Shamrock Properties VII LLC (collectively the "Shamrock
17 Entities").

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

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

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

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

4 11. Since February 2020, out of an abundance of caution, rather than the base amount
5 due of approximately \$162,000, Liberty LLC has forwarded \$180,621.79 each month for its
6 Property, and rather than the base amount of approximately \$52,000, Square LLC has forwarded
7 \$58,471.94 each month for its Property.

8 **The Notice of Demand and Purported Default**

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

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

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

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

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

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

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

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

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

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

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

3 **The Current Status of the Properties**

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

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

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

19 24. Westland has only been able to achieve those results because Westland employs
20 leasing, management, maintenance, accounting and administrative staff in Las Vegas, including
21 32 employees onsite at the Properties. These employees have been trained for these Properties,
22 and more importantly, have invested in relationships with tenants and local officials to create
23 communities at the Properties. These 32 employees, who we are proud to say we were able to
24 keep employed during the Pandemic, would be needlessly terminated if the Court appoints a
25 receiver. I do not believe that any offsite property manager, including a bank-appointed receiver,
26 who would cause the Properties much higher costs, including related to paying subcontractors,
27 would be able to duplicate the positive momentum we have built up at the Properties for at least
28 several months, if ever. Based on my experience, and prior proposals to purchase the Properties,

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

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

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


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

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

27 29. This Affidavit is made in good faith and not for purposes of delay.
28

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

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

4
5
6 By: 
7 Yakoov Greenspan, Trustee of
8 Manager to Westland Liberty Village, LLC and
9 Westland Village Square LLC
10
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ACKNOWLEDGMENT

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

State of California
County of Los Angeles

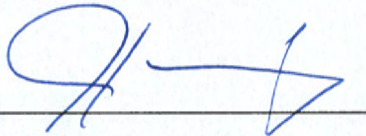
On August 31, 2020 before me, Jerry Don King Jr, Notary Public
(insert name and title of the officer)

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

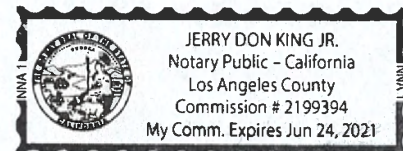
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____



(Seal)



7

EXHIBIT “A”

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

Westland 000001- Westland 000007

EXHIBIT “A”

NOTICE AND DECLARATION OF CHRONIC NUISANCE

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

April 4, 2017

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

and

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

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

WHY ARE YOU RECEIVING THIS NOTICE?

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

WHAT IS A CHRONIC NUISANCE?

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

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

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

* * *

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

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

- (1) Criminal activity;

* * *

- (6) Violations of building codes, housing codes or any other codes regulating the health or safety of occupants of real property;
- (7) Any act or omission which injures or endangers the life, safety, health, or property of the general public or the occupants of the property upon which the structure or condition is located, or in any way annoys or endangers the comfort or repose of a considerable number of persons; or
- (8) Any act or omission which violates an ordinance, rule or regulation regulating health and safety enacted, adopted or passed by the county, the violation of which is designated as a nuisance in the ordinance, rule or regulation.

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

LVMPD has identified the following conditions which constitute nuisance activities:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

WHAT DO YOU NEED TO DO NEXT?

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

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

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

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

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

- (c) If the court finds that a chronic nuisance exists and action is necessary to avoid serious threat to the public welfare or the safety or health of the occupants of the property, the court may order the county to secure and close the property until the nuisance is abated.
- (d) In addition, if the court finds that a chronic nuisance exists, the court may:
 - (1) Impose a civil penalty of not more than five hundred dollars per day for each day that the chronic nuisance was not abated after the date specified in the notice by which the owner was required to abate the condition;
 - (2) Order the owner to pay the county for the cost incurred by the county in abating the condition; and
 - (3) Order any other appropriate relief.

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

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

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

Sincerely,

JOSPEPH LOMBARDO, Sheriff

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

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

8

EXHIBIT “D”

CBRE Property Condition Assessment Report for Liberty Village Apartments, dated
August 8, 2017

Westland 000021- Westland 000132

EXHIBIT “D”

Property Condition Report for Mortgage Financing Purposes

Liberty Village Apartments
4870 East Nellis Oasis Lane
Las Vegas, NV 89115
CBRE Project No.: PC70736713-102

Prepared For:
Suntrust Bank

www.cbre.com/Assessment

CBRE



55 West Red Oak Lane
White Plains, New York 10604
914.694.9600 Tel
914.694.1335 Fax

August 8, 2017

Mr. Tyler Paul
Deputy Chief Underwriter
Pillar Financial, a Division of SunTrust Bank
5757 Main Street, Suite 202
Frisco, Texas 75034
469.403.2127 Phone
tyler.paul@pillarfinance.com

Re: Property Condition Assessment for Mortgage Financing Purposes
Liberty Village Apartments
4870 East Nellis Oasis Lane
Las Vegas, NV 89115
Project No. PC70736713-102

Dear Mr. Paul:

Attached is our PCA outlining the general physical conditions observed on August 2 and 3, 2017 during our walk-through survey, complete with our Modified Capital Reserve Schedule. The scope of this assignment, methodology, protocol, and limiting conditions are outlined within this PCA.

Sincerely,

CBRE, Inc. – Assessment and Consulting Services

A handwritten signature in cursive script, appearing to read "Daphne Douglas".

Daphne Douglas
Property Condition Assessor

A handwritten signature in cursive script, appearing to read "Greg Beste".

Reviewed By: Greg Beste
Director, Property Condition Assessment

DD/gb/jj

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Acronyms and Definitions

TABLES

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Additional Appendices

1. EXECUTIVE SUMMARY

1.1. Summation of PCA Findings

At the request of <Suntrust Bank>, CBRE, Inc. ("CBRE") performed a Property Condition Assessment (PCA) on the below noted property. The purpose of this PCA is to assess the overall physical condition of the Property and was performed in accordance with the Fannie Mae Instructions for Performing a Property Condition Assessment (Form 4099 – Version 2.2 dated 7/16). This PCA does not contain additional Modules.

Item	Description
CBRE Project No.:	PC70736713-102
Date of Assessment:	August 2 and 3, 2017
Property Name:	Liberty Village Apartments
Street Address:	4870 East Nellis Oasis Lane
City, State, and Zip:	Las Vegas, NC 89115
Primary Use:	Multi-Family
Building Age / Age of Phases:	1986 and 1987–30 and 31 years old
Year Renovated:	N/A
Reported Site Area:	45.23 acres
Parcel configuration:	Contiguous
Rentable Square Feet:	684,216 SFG
Number of Units:	720 UNITS
Number of Apartment Buildings:	90
Number of Ancillary Buildings:	One single story leasing office, a maintenance shop, three pool buildings that include laundry facilities, toilet rooms and fitness center.
Number of Stories:	Two
Age of Roofs:	31 and two years old
CBRE Field Observers:	Daphne Douglas
Site Contact/Escort(s):	Alisa Fuller

Section 1: Executive Summary

Section 1.2: Summary of Recommended Repairs and Replacement Cost Estimates

Summary of Recommended Repairs and Replacement Cost Estimates		
	Cost	Reference
Immediate Repairs: Life Safety Items (may impact health or safety)	\$0	See Table 1.4
Immediate Repairs: Critical Items (Recommend Completion within 6 months)	\$41,100	See Table 1.4
Immediate Repairs: Deferred Maintenance (Recommended Completion with 12 months)	\$95,008	See Table 1.4
Total of Immediate Repairs	\$136,108	See Table 1.4
Replacement of Capital Items (Uninflated per unit / per annum)	\$300	See Table 1.5
Replacement of Capital Items (Inflated per unit/ per annum)	\$353	See Table 1.5
Inflation Rate:	3.0%	

1.3. Red flag Checklist

System/Component		Yes	No	NA	Report Section
Are any buildings/improvements in a SFHA Flood Zone?			X		5.1.2.1
Is aluminum branch circuit wiring present at the property?			X		3.3.5
Are apartment unit fuse boxes present?			X		3.3.5
Is the apartment unit main disconnect breaker <u>less than</u> 60 Amps?			X		3.3.5
Is Galvanized or Polybutylene Piping present?			X		3.3.1
Are there centralized boilers for heat?			X		3.3.3
If yes, are the centralized boilers high pressure, regulated?				X	3.3.3
Are there centralized hot water heaters?			X		3.3.1
If yes, are the hot water heaters high pressure & regulated?				X	3.3.1
Is HVAC centralized?			X		3.3.3
If yes indicate # of buildings affected	NA				3.3.3
Seismic Analysis – Does the PGA exceed 0.15g or 15%?			X (0.13g)		5.1.1

Section 1: Executive Summary
Section 1.4: Immediate Repairs

Assessment Date(s):	August 2 & August 3, 2017
Year Built:	1986 and 1987
Age(s):	30 and 31 years old
Total Net Rentable SF:	684216
No. Dwelling Units:	720
Inflation Rate	3.00%
Estimated Annual Unit Turnover:	0.00%

Life Safety: Items that may impact the health or safety of residents, employees or visitors						
Item	Quantity	Unit	Unit Cost	Total Cost	Brief Description	Section Reference
None				\$ -		
Subtotal: Life Safety				\$ -		
Critical Repair: Items recommended for completion within the next six months.						
Down units 1014 & 1219 due to fire damage	2	Each	\$12,000.00	\$ 24,000	Bring down, unrentable units damaged by fire back online	3.4.3
Façade, major stucco repairs	10	Bldg	\$750.00	\$ 7,500	Chipped, cracked and damaged stucco cladding was noted on the sidewalls. This condition was observed at Unit 2032, 1032, 1055, 2162, 1316, 1333, 1350, at the fitness center, Unit 2240, 1222, 2188 (balcony guardrail), 1143, on the apartment building located directly across from the laundry room and pool. Repair and restucco	3.2.3
Balconies, Stairs, Upper level walkways	12	Bldg	\$800.00	\$ 9,600	Remediate damaged, wood exterior components as needed. Dry rot noted on stair system handrails. This condition was noted at Unit 1055, 2162, 2176, 2169, 2243, 2222, 2188 and throughout.	3.2.5
Subtotal: Critical Repair				\$ 41,100		

Deferred Maintenance: Non-recurring capital items typically recommended for completion within 12 months.						
Asphalt Pavement Remediation	443800	SF	\$0.16	\$	71,008	Remediate fatigued pavement via sealing, slurry, crack seal, and sectional replacements as needed 3.1.4.1
Amenities	2	LS	\$1,500.00	\$	3,000	Two of the four pools failed inspections for defective pumps. Repair or replacement is warranted. 3.2.7
Fencing	1	LS	\$3,600.00	\$	3,600	Steel and CMU fencing system surrounding the dog park was observed with graffiti, missing and broken concrete masonry units. CMU perimeter fencing system chipped and damaged. Repair is warranted. 3.1.5
Miscellaneous Concrete Repairs & Tennis/Basketball Courts	1	LS	\$7,500.00	\$	7,500	Miscellaneous area of concrete flatwork repairs are required. Also, tennis courts and basketball court needs resurfacing, chainlink fencing at basketball court needs repairs 3.2.7
Laundry Room	3	LS	\$3,300.00	\$	9,900	Composite floor tiles missing and damaged, and damaged drywall. 3.2.8
Subtotal: Deferred Maintenance			\$ 95,008			

Total Immediate Repairs		\$ 136,108		
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Items of Note

Items of Note: Non-Life Safety, typically have an aggregate cost less than \$3,000 (\$1,000 or less for Small Mortgage Loans) and can be addressed by on-site staff.		
Item	Brief Description	Section Reference
Toilet Room Drywall	Holes in the drywall walls in the toilet room at the pool area/laundry room near building 4755	3.2.8
Overgrown Landscape	Numerous trees observed in contact with buildings throughout. Immediate repairs are warranted consisting of trimming, pruning, and other remedial efforts throughout. In addition, excessive weed growth was noted in foundation beds.	3.1.2.1
Miscellaneous Damage	Minor damage to mail box units and stucco wall needs to be cleaned, window near Unit 2023 has aluminum foil covering, window under Unit 2023 has plywood covering, broken gable louver at endwall of Building 5040 and missing gable louver at endwall near Unit 2022. Repair/Replace as required.	Varies
Windows	Replace broken windows at laundry facility 1345, Unit 1330, 1333, 1342, and 1346.	3.2.6.2
Roof	Missing Spanish tiles on the roof near Unit 1342 need to be replaced	3.2.4.1

Section 1: Executive Summary
Section 1.5 Replacement of Capital Items Schedule

Assessment Date(s):	August 2 & August 3, 2017
Year Built:	1986 and 1987
Age(s):	30 and 31 years old
Total Net Rentable SF:	684216
No. Dwelling Units:	720
Inflation Rate	3.00%
Estimated Annual Unit Turnover:	0.00%
Years in Term:	12

Replacement of Capital Items

Section No	Item	Capital Expense Category (Choose Category from Dropdown Menu)	AVERAGE EUL (yr)	EFFECTIVE AGE (yr)	RUL (yr)	QUANTITY	UNIT OF MEASURE	Unit Cost	Total Cost over Eval. Period	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
3.1	Site																				
3.1.4.1	Asphalt Pavement seal, stripe, minor repair	Parking / Paving/ SideWalks	6	2	4	443,800	SF	\$ 0.16	\$ 71,008										\$ 35,504	\$ 35,504	
3.2.7	Pool/Spa Plastering	Other Site Capital Expense	10	5	5	4	LS	\$ 7,000.00	\$ 28,000					\$ 28,000							
3.2.7	Pool/Spa Equipment	Other Site Capital Expense	10	5	5	4	EA	\$ 2,000.00	\$ 8,000					\$ 8,000							
3.2.7	Sportscourts repair, exterior lighting, tree removal/pruning, landscaping/irrigation repairs	Other Site Capital Expense	10	3	7	2	LS	\$ 6,500.00	\$ 13,000							\$ 13,000					
3.2	Structural Frame and Building Envelope (Architectural Components)																				
3.2.3	Paint/Caulk - Cladding	Building / Exterior	8	3	5	720	Unit	\$ 250.00	\$ 180,000						\$ 60,000	\$ 60,000	\$ 60,000				
3.2.4.1	Roof Replacement (63 buildings of 90 total)	Roofing	25	22	3	274,500	SF	\$ 1.40	\$ 384,300			\$ 128,100	\$ 128,100	\$ 128,100							
3.3	Mechanical / Electrical / Plumbing Systems																				
3.3.3	Condenser, Remote Split- Component	HVAC and Other Building Systems	20	19	1	432	EA	\$ 500.00	\$ 216,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
3.3.3	Fan Coil/Forced Air Unit - Component	HVAC and Other Building Systems	35	30	5	185	EA	\$ 850.00	\$ 157,248				\$ 17,472	\$ 17,472	\$ 17,472	\$ 17,472	\$ 17,472	\$ 17,472	\$ 17,472	\$ 17,472	\$ 17,472
3.3.1	Water Heater Tank Type (40-50 Gallons)	HVAC and Other Building Systems	15	14	1	576	EA	\$ 300.00	\$ 172,800	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400
3.4	Interior Elements (Dwelling Units / Common Area)																				
3.4.4	Carpet	Carpeting and Vinyl Expense	9	8	1	960	EA	\$ 650.00	\$ 624,000	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000
3.4.4	Replace Vinyl Flooring	Carpeting and Vinyl Expense	15	14	1	576	EA	\$ 200.00	\$ 115,200	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600
3.4.5.2	Dishwasher (4 cycle), Replacement	Appliance Capital Expenditures RR	12	11	1	720	EA	\$ 230.00	\$ 165,600	\$ 13,800	\$ 13,800	\$ 13,800	\$ 13,800	\$ 13,800	\$ 13,800	\$ 13,800	\$ 13,800	\$ 13,800	\$ 13,800	\$ 13,800	\$ 13,800
3.4.5.2	Range/Oven, Replacement	Appliance Capital Expenditures RR	25	24	1	346	EA	\$ 350.00	\$ 121,100	\$ 10,092	\$ 10,092	\$ 10,092	\$ 10,092	\$ 10,092	\$ 10,092	\$ 10,092	\$ 10,092	\$ 10,092	\$ 10,092	\$ 10,092	\$ 10,092
3.4.5.2	Refrigerator, Replacement	Appliance Capital Expenditures RR	15	14	1	576	EA	\$ 400.00	\$ 230,400	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200
3.4.5.2	Washer, Replacement (all 3BR units and some 2BR units, use a total of 200 units)	Appliance Capital Expenditures RR	15	14	1	160	EA	\$ 350.00	\$ 56,000	\$ 4,667	\$ 4,667	\$ 4,667	\$ 4,667	\$ 4,667	\$ 4,667	\$ 4,667	\$ 4,667	\$ 4,667	\$ 4,667	\$ 4,667	\$ 4,667
3.4.5.2	Dryer, Replacement (all 3BR units and some 2BR units, use a total of 200 units)	Appliance Capital Expenditures RR	15	14	1	160	EA	\$ 300.00	\$ 48,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
XX	Miscellaneous/Other																				
									\$ -												
Total Uninflated									\$2,590,656	\$145,758	\$145,758	\$273,858	\$291,330	\$327,330	\$223,230	\$236,230	\$223,230	\$163,230	\$198,734	\$198,734	\$163,230
Total, Inflated (annual inflation factor @3%)										\$145,758	\$150,131	\$290,536	\$318,344	\$368,413	\$258,785	\$282,071	\$274,545	\$206,775	\$259,303	\$267,082	\$225,948
Cumulative Total										\$145,758	\$295,889	\$586,425	\$904,769	\$1,273,182	\$1,531,966	\$1,814,037	\$2,088,582	\$2,295,357	\$2,554,660	\$2,821,742	\$3,047,690
Annual Cost Per Unit / Year (uninflated)										\$300											
Annual Cost Per Unit / Year (inflated)										\$353											

1.6. General Physical Condition

Generally, the Subject was observed to be in overall good to fair condition. Maintenance was observed to be a combination of proactive and reactive practices. Management was generally cooperative with our requests and there were no general areas to which we were denied access. CBRE did observe the following deficiencies during the course of our walkthrough survey:

Asphalt Pavement: Deficiencies observed consisted of minor depressions, minor potholes, overall surfaced fatigue, faded striping, and open pavement cracks. CBRE recommends refurbishing the pavement at this time; this is a Deferred Maintenance item.

Landscaping: Numerous trees observed in contact with buildings throughout. Immediate repairs are warranted consisting of trimming, pruning, and other remedial efforts throughout. In addition, excessive weed growth was noted in foundation beds. This is an Item of Note.

Fencing: CMU fencing system was observed with broken, separated and uneven areas, and graffiti. This condition was noted along the perimeter wall system and the dog park. This is a Deferred Maintenance item.

Pool: Two of the four pools failed inspections for defective pumps. Repair or replacement is warranted. This is an Item of Note.

Facades: Chipped, cracked and damaged stucco cladding was noted on the sidewalls. This condition was observed at Unit 2032, 1032, 1055, 2162, 1316, 1333, 1350, at the fitness center, Unit 2240, 1222, 2188 (balcony guardrail), 1143, on the apartment building located directly across from the laundry room and pool, and at multiple locations throughout. This is a Critical Repair.

Stair Systems: Dry rot noted on stair system handrails. This condition was noted at Unit 1055, 2162, 2176, 2169, 2243, 2222, 2188 and at multiple locations throughout. The damage has been caused by inadequate painting together with normal age, wear, and deferred maintenance. This is a Critical Repair.

Roof: Missing Spanish tiles on the roof near Unit 1342 needs to be replaced. This is an Item of Note.

Windows: Broken windows were observed the laundry facility 1345, Unit 1330, 1333, 1342, and 1346. This is an Item of Note.

Laundry Room: Composite floor tiles missing and damaged, and damaged drywall. This is a Deferred Maintenance item.

Down Units: Bring down, unrentable units 1014 & 1219 damaged by fire back online. This is a Critical Repair.

Toilet Room Drywall: Holes in the drywall walls in the toilet room at the pool area/laundry room near building 4755. This is an Item of Note.

Miscellaneous Damages: Minor damage to mail box units and stucco wall needs to be cleaned, window near Unit 2023 has aluminum foil covering, window under Unit 2023 has plywood covering, broken gable louver at endwall of Building 5040, and missing gable louver at endwall near Unit 2022. These are Items of Note.

Carport Roof Damage: Carport structure is tilted at the end near Building 3473. Repair as required. This is a Deferred Maintenance item.

Miscellaneous Concrete Repairs & Tennis/Basketball Courts: Miscellaneous concrete flatwork repairs are required. Also, tennis courts and basketball court needs resurfacing, chainlink fencing at basketball court needs repairs. These are deferred maintenance items.

1.7. Reported Renovations & Capital Improvements

Property Management and ownership have indicated that there are upcoming planned renovations as part of a property improvement plan. Proposed improvements include pavement refurbishment, façade painting and repairs, laundry room flooring, landscaping, and roof replacements.

It is our opinion that the RUL of the property is at least an additional 35 years, and it can be used for its intended purposes for the same period, provided that: recommended repairs identified within this report are completed, physical improvements receive continuing maintenance, and the various components and/or systems are replaced or repaired in a timely basis as needed.

1.8. Site Visit, Interviews and Documentation

Individuals, departments, or firms contacted for research purposes consisted of:

Name	Department/Title	Telephone No.
Alisa Fuller	Community Manager	702.825.1846
	Maintenance Manager	702.825.1846
Ellen Weinstein	Chief Executive Officer	203.252.6672
Jerry Stueve	Fire Marshalls Office	702.455.7316
N/A	Clark County Planning Department	702.455.4314
Karen Edgerly	Clark County Building Department	702.455.3029

CBRE requested that the owner or their designated representative complete a Pre- Site Visit Questionnaire prior to our site visit in order to ascertain historical information and maintenance records. As of the date of this report, CBRE has not received the completed and signed.

Section 1: Executive Summary
Section 1.9: Property Useful Life Table

No.	ITEM	AVERAGE EUL (yr)	EFFECTIVE AGE (yr)	RUL (yr)	RUL: EUL Ratio	RATING 1 - 5, NA	ACTION ITEM (IM / RR / R&M / No / NA)	PCA Report Section Reference for Comments	Source of Cost Estimate (Footnote, if needed)
SITE COMPONENTS									
1	Storm Drainage	50	30	20	40%	2	R&M	3.1.2.3	CBRE
2	Parking Pavement / Carports	25	10	15	60%	3	RR	3.1.4.1 / 3.1.6	CBRE
3	Seal coat and Striping	6	2	4	67%	3	IM/RR	3.1.4.1	CBRE
4	Sidewalks / Fencing	40	20	20	50%	3	IM/R&M	3.1.4.3 / 3.1.5	CBRE
5	Utilities (sanitary and storm sewers, water, gas and electric lines/mains)	50	30	20	40%	2	R&M	3.1.3	CBRE
6	Site Lighting / Pools / Landscaping	40	20	20	50%	3	IM, R&M	3.2.9 / 3.2.7 / 3.1.2.1	CBRE
STRUCTURAL FRAME AND BUILDING ENVELOPE (ARCHITECTURAL COMPONENTS)									
7	Foundations	75	30	45	60%	2	R&M	3.2.2.1	CBRE
8	Structural System (framing)	75	30	45	60%	2	R&M	3.2.2.2	CBRE
9	Exterior Walls, Siding, Paint	8	2	6	75%	3	IM/RR	3.2.3	CBRE
10	Windows and Frames	50	30	20	40%	3	IM, R&M	3.2.6.2	CBRE
11	Exterior Doors and Frames	50	30	20	40%	2	R&M	3.2.6.1	CBRE
12	Balconies, Stairs and Upper Level Walkways	50	30	20	40%	3	R&M	3.2.5.1	CBRE
13	Roof Coverings	25	22	3	12%	3	IM/R&M	3.2.4.1	CBRE
14	Roof Drainage	25	10	15	60%	2	R&M	3.2.4.2	CBRE
MECHANICAL/ELECTRICAL/PLUMBING SYSTEMS									
15	Heating Equipment	35	30	5	14%	2	RR	3.3.3	CBRE
16	Air Conditioning Equipment	20	19	1	5%	2	RR	3.3.3	CBRE
17	Building Management Systems	15	0	15	100%	NA	NA		CBRE
18	Electrical Systems	70	30	40	57%	2	R&M	3.3.5	CBRE
19	Domestic Water Distribution	50	30	20	40%	2	R&M	3.3.1	CBRE
20	Water Heaters	15	14	1	7%	2	RR	3.3.1	CBRE
21	Gas Distribution System	60	30	30	50%	2	R&M		CBRE
VERTICAL TRANSPORTATION									
22	Elevators	60	10	50	83%	NA	NA	3.3.7	CBRE
LIFE SAFETY / FIRE PROTECTION									
23	Fire Extinguishers	12	6	6	50%	3	R&M	3.3.6.1	CBRE
24	Fire Alarms	25	10	15	60%	2	R&M	3.3.6.2	CBRE
25	Carbon Monoxide Detectors (if required)	10	5	5	50%	2	R&M	3.3.6.2	CBRE
26	Security Alarms	20	0	20	100%	NA	NA	3.3.6.2	CBRE
INTERIOR ELEMENTS (DWELLING UNITS / COMMON AREAS)									
27	Common Area / Laundry Room	25	10	15	60%	3	IM, R&M	3.4.1	CBRE
28	Overall Unit Interiors / Down Units	40	20	20	50%	3	IM/RR	3.4.4	CBRE
29	Kitchen Cabinetry and Countertops	40	20	20	50%	2	R&M	3.4.5.1	CBRE
30	Kitchen Appliances	15	14	1	7%	2	RR	3.4.5.2	CBRE
31	Unit Washer/Dryer	15	14	1	7%	2	RR	3.4.5.2	CBRE
32	Unit Cabinetry / Vanity	40	20	20	50%	2	R&M	3.4.6	CBRE
Overall Property Rating						3			

(1) Immediate Repairs (IM); Replacement Repairs (RR), Repairs & Maintenance (R&M).

The PCA Consultant should indicate "NA" in the column if that system or component does not exist at the Property.

In completing the Property Useful Life Table for the Property, the PCA Consultant should use the following definitions:

"EUL" is the typical Estimated Useful Life for the specified system/component, guidelines provided in Appendix F to the Instructions.

"Eff Age" is the Effective Age of the specified system or component based on the PCA Consultant's assessment of the condition of the same.

"RUL" is the Remaining Useful Life of the specified system or component based on the EUL minus the Effective Age.

"RUL:EUL Ratio" is the ratio of RUL for the specified system or component divided by the EUL for the specified system or component.

Section 1: Executive Summary
Section 1.10: Summary of Known Problematic Building Materials

Known Problematic Building Materials Identified

	Identified (Yes / No)	Action Recommended (Yes / No)	Section Reference
Fire Retardant Treated Plywood (FRTP)	NO	NA	3.2.2.2
Compressed Wood or Composite Board Siding	NO	NA	3.2.3
Exterior Insulation and Finishing (EIFS)	NO	NA	3.2.3
Problem Drywall (aka "Chinese Drywall")	NO	NA	3.4.1
Unit electrical capacity less than 60 amps	NO	NA	3.3.5
Aluminum Branch Wiring	NO	NA	3.3.5
Electrical Overload Protection - Fused Subpanels	NO	NA	3.3.5
Federal Pacific Electric Stab-Lok panels	NO	NA	3.3.5
Ground Fault Circuit Interrupter (GFCI) in wet / exterior locations	YES	NA	3.3.5
Polybutylene Water Distribution Lines	NO	NA	3.3.1
Galvanized Steel Water Distribution Lines	NO	NA	3.3.1
Recalled fire sprinkler heads (Central, Omega, Gem, Star)	NO	NA	3.3.6.1
Recalled Cadet Brand Electric in-Wall Heaters	NO	NA	3.3.3
Recalled General Electric / Hotpoint dishwashers	NO	NA	3.4.5.2
Microbial Growth	NO	NA	4.1
Wood Destroying Organisms	NO	NA	4.2
Include any additional Known Problematic Materials identified but not included above:			

1.11. Purpose and Reliance

SunTrust Bank ("SunTrust") contracted with CBRE, Inc. ("CBRE") to conduct a Property Condition Assessment (PCA) for the purposes of rendering an opinion of the Subject's general physical condition as of the day of our site visit, in accordance with the scope and terms of our agreement with SunTrust Bank, and to prepare a PCA. A PCA cannot wholly eliminate the uncertainty regarding the presence of physical deficiencies and/or the performance of the Subject property's building systems.

Preparation of this PCA is intended to reduce, but not eliminate, the uncertainty regarding the potential for component or systems failure and to reduce the potential that such component or system may not be initially observed. There may be physical deficiencies that were not easily accessible for discovery, readily visible, or which could have been inadvertently overlooked. The results of our observations, together with the information gleaned from our research and interviews, were extrapolated to form both the general opinions of the Subject's physical condition and the Opinions of Probable Costs to remedy the physical deficiencies. This PCA must be used in its entirety, which is inclusive by reference to the agreement and limiting conditions under which it was prepared.

This PCA was specifically prepared for the use and reliance of SunTrust and Fannie Mae, together "a potential mortgagee," as an aid in underwriting and evaluating the collateral that would secure the Subject's mortgage. This PCA is exclusively for the use of SunTrust and Fannie Mae and is not for the use and benefit of, nor may it be relied upon by, any other person or entity, for any purpose, without the advance written consent of CBRE or as described in this PCA.

THIS REPORT IS THE PROPERTY OF CBRE, SUNTRUST AND FANNIE MAE AND WAS PREPARED FOR A SPECIFIC USE, PURPOSE, AND RELIANCE AS DEFINED WITHIN THE AGREEMENT BETWEEN CBRE AND SUNTRUST AND THIS REPORT. THIS REPORT MAY NOT BE USED OR RELIED UPON BY ANY OTHER PARTY WITHOUT THE EXPRESSED WRITTEN PERMISSION OF CBRE. THERE SHALL BE **NO THIRD PARTY BENEFICIARIES**, INTENDED OR IMPLIED, UNLESS SPECIFICALLY IDENTIFIED HEREIN.

1.12. Scope

The scope of this survey included the following:

- 1.12.1. A single site visit was conducted consisting of a “walk-through” survey and representative observation of a minimum of approximately 10% of the units including all down units and all vacant units that have been vacated for more than 90 days, base building support areas, systems, roofs, etc. This PCA was not a building code, safety, regulatory, or environmental compliance inspection.
- 1.12.2. This building survey was conducted from street level and/or balcony level. The riding of scaffolding equipment was outside the scope of this PCA.
- 1.12.3. Neither physical nor invasive tests were conducted, nor were any samples collected or materials removed. Therefore, CBRE makes neither representations nor warranties regarding the moisture resistance of EIFS, curtainwalls, or other building envelope systems that would not otherwise be readily observable. Therefore, the waterproof integrity of such systems is considered outside the scope of this PCA.
- 1.12.4. Inquiries were made of the municipal building department to determine whether there were any material code violations on file. Code compliance inspections of the systems and components of premises, however, were beyond the scope of the Services provided.
- 1.12.5. Photographs were taken to document existing conditions, representative areas or systems, significant deficiencies, and/or evidence of deferred maintenance.
- 1.12.6. Opinions of Probable Costs were prepared, in accordance with criteria herein, for work to remedy the material physical deficiencies observed and to prepare a Modified Capital Reserve Schedule.
- 1.12.7. All of the above were evaluated and this report was prepared in a summary, non-narrative format that complies with the format established by Fannie Mae.
- 1.12.8. No measurements or counts of systems, components, floor areas, rooms, etc. or calculations were prepared.
- 1.12.9. This limited scan is not to be construed as a mold survey, which entails a thorough, specific inspection and also often includes destructive testing or the survey of areas behind walls, above ceilings, in tenant spaces and in other typically inaccessible areas. Moreover, CBRE does not warrant that all mold at the Subject has been identified, as mold may exist in un-surveyed areas or may have occurred subsequent to our site survey. During our survey, CBRE surveyed 10% of the units including all vacant and down units and at least 10% of the common areas. CBRE also performed interviews with property management concerns the potential for mold growth and HVAC maintenance history.

1.13. CBRE Certification

CBRE Assessment Services certifies that:

- A. We have no present or contemplated future interest in the real estate that is the subject of this report;
- B. We have no personal interest or bias with respect to the subject matter of this report, its ownership, management, or any of the Subject's service companies or vendors;
- C. To the best of our knowledge and belief, any statement of fact contained in this report and any information provided by others, upon which our evaluation, opinions, and recommendations expressed herein are based, are true and correct;
- D. The compensation received for this report is not contingent on any action or event resulting from the evaluations, opinions, recommendations, or the Opinions of Probable Costs expressed herein, or the use of this report;
- E. This PCA was prepared in accordance with the required protocols and standards set by Fannie Mae.
- F. The Property Evaluator performing this evaluation has the minimum standards and protocols set by Fannie Mae.
- G. This PCA was prepared to disclose observed existing conditions and for information purposes only. CBRE does not warrant or guarantee the results of any of its opinions, information provided by others, or the adequacy of the Opinions of Probable Costs provided to remedy the Physical Deficiencies or for the Modified Capital Reserve Schedule; and
- H. This PCA was prepared with the standard of care and skill ordinarily exercised by single-source construction consultants that specialize in conducting general overview, ASTM baseline PCA surveys under similar budget and time constraints on behalf of mortgagees for underwriting due diligence purposes.

2. PROPERTY EVALUATOR TEAM MEMBERS

2.1. Property Evaluator Team Members

Field Observer	Reviewer/Project Manager	Managing Director
		
Daphne Douglas Property Condition Assessor	Greg Beste Director, Property Condition Assessment	Randall Ward Managing Director – Agency & Multifamily Services

3. PROPERTY CHARACTERISTICS

3.1. Site Components

3.1.1. Configuration and Size

3.1.1.1. Configuration

The Subject consists of several contiguous rectangular shaped parcels.

Observations/Comments: The site's configuration showed no areas of concern. No further action is required at this time.

3.1.2. Site Landscaping, Topography and Drainage

3.1.2.1. Landscaping

The Subject is improved with trees, a variety of shrubs, and central grass and turf beds along the building frontages and throughout the property. Several areas are comprised of zero scaping and require no irrigation, while other areas are irrigated and reportedly timer controlled.

Observations/Comments: Landscaping was observed to be in generally good to fair condition throughout; however, CBRE noticed numerous trees in contact with buildings throughout. This condition can lead to damage via abrasive action on the building envelope systems; immediate repairs are warranted consisting of trimming, pruning, and other remedial efforts throughout. In addition, weed growth was noted in foundation beds. This is an Item of Note.

The property is in the process of converting the landscaping to a Zero Scape, however several trees and shrubs have died due to the removal of irrigation system in these areas. Tree and shrub removal and irrigation reinstallation are budgeted in the planned improvements and bid proposals are included in the exhibits.

3.1.2.2. Topography

The topography of the general area can be characterized as having a gentle pitch that poses no apparent adverse conditions.

Observations/Comments: The site's gentle pitch poses no apparent adverse conditions. No further action is required at this time.

3.1.2.3. Drainage

Surface drainage is achieved through a combination of interconnected system of catch basins and pavement sheet flow, and storm waters flow into the municipal storm water system.

Observations/Comments: Drainage appears adequate. No areas were observed that appear to be subject to chronic flooding. Such areas would typically be identified by surface staining), erosion, visibly clogged catchbasins, etc. No further action is required at this time.

3.1.3. Site Water and Sanitary Lines

3.1.3.1. Domestic Water/Sanitary Sewer Supply Lines

Domestic water and sanitary sewer mains service the buildings from underground mains that are tied into the local utility supply system. Underground piping at the property was not observable due to concealed conditions, and management was unaware of the type of materials present.

Observations/Comments: No concerns with the domestic water supply lines and sanitary service were observed or reported during our visit.

3.1.4. Flatwork, Parking Areas, and Walkways

3.1.4.1. Parking Area Pavement and Curbing

Ingress and egress are provided to the property via eight points, at paved entries from off of adjacent city streets and from interconnected sidewalks. All internal roadways and parking areas are paved with asphalt. Curbing consists of cast-in-place concrete with an integral concrete gutter.

Observations/Comments: For the most part, asphalt paved areas were found to be in fair condition. Portions of the drives and parking areas appear to have received isolated repairs during the property history. However, CBRE did note depressions, alligator like conditions (pre-pothole) minor potholes, open pavement cracks, and overall fatigue. CBRE recommends crack sealing and repairs as needed at this time as an immediate need; see the cost tables. This is a Deferred Maintenance item. Property management has also indicated that asphalt remediation is planned in upcoming work.

Additionally, ongoing replacements are recommended for sealing, striping, and minor repairs over the term; see the Reserve Schedule.

3.1.4.2. Parking

On-site parking is provided for 1,275 cars by a combination of carports and open parking. The Subject includes 71 steel-framed carport structures that accommodate a total of 712 cars. The remaining 563 spaces are located in surface lots throughout the property.

Observations/Comments: The open space parking areas and carport covered parking appear to be generally adequate and typical to a property of this type. It was reported and we observed that one of the carports was removed. Severe wind storms reportedly caused a tree to fall on the carport. Several carports were found severely damaged with disfigured metal roofing systems. This condition was noted at carport 295, 218, 579 and at multiple locations throughout the property. This is a Deferred Maintenance repair.

3.1.4.3. Walkways and Flatwork

The Property has concrete sidewalks and walkways located throughout the complex that are comprised of cast in place concrete with a light finish. The walkways are in placed along the building frontages and provide for pedestrian circulation throughout the complex.

Units at grade level are equipped with cast in place concrete slab patios and the swimming pool decking consists of a cool deck finished concrete with a non-slip finish.

Observations/Comments: Overall, sidewalks and flatwork were observed to be in good condition.

Patio surfaces were observed to be in generally good condition. No significant cracking or spalling was observed. No further action is required at this time.

The pool deck was noted to be in generally good condition. No areas of significant cracking or deterioration were observed; the pool deck can be maintained within the normal operating budget during the term.

3.1.5. Site Fencing and Retaining Walls

The property boundary is provided with painted CMU and steel tube fencing. Pool fencing consists of a factory coated tube steel decorative system with security gate. Patios are enclosed with painted stucco clad low walls.

Observations/Comments: The CMU fencing was observed in generally fair to good condition at the time of the site visit with chipped, bulging, cracked, and separating damaged sections noted in multiple locations along the property boundary. Steel and CMU fencing system surrounding the dog park was observed with graffiti, missing and broken concrete masonry units. This is a Deferred Maintenance Cost.

Patio and pool fencing is likewise in generally good condition. The fencing can be maintained within the normal operating budget during the term.

3.1.6. Parking Facility

The Subject reportedly has 71 free standing carports that can accommodate approximately 712 cars. Carports are of steel framed construction with corrugated metal roofing systems and are supported by caisson style footings.

Observations/comments: Carport systems were observed to be in generally good condition overall.

3.2. Architectural Components

3.2.1. Apartment Structures

The Subject Property consists of 90, two-story, wood framed stucco cladded structures that are configured in a garden style configuration. Additional support buildings include a single-story Clubhouse/leasing office, and three pool house structures which in, laundry facilities and a fitness center, a maintenance shop.

The improvements are original to the development and constructed of standard wood platform framing with concrete foundations and pitched wood framed roof systems. The floor joists are of standard wood frame systems with plywood sheathing and the roofs are pre-engineered wood trusses with plywood sheathing.

3.2.2. Structural Systems

3.2.2.1. Foundations

Drawings were not provided to CBRE. Although not visible, the substructure's foundation most likely consists of conventional reinforced concrete shallow spread footings and an integral slab on grade. This type of foundation usually has a perimeter load bearing footing and interior spot footings and thickened slab footings. The Subject does not have a sublevel such as a cellar, basement, or crawl space.

Observations/Comments: Only portions of the foundation slab edge were visible during the course of our site survey. Based on our representative areas of observation, the foundations exposed perimeter did not reveal any evidence of apparent structural distress. The building's foundation appears stable with no visible indications of adverse subsoil conditions such as subsidence. No further action is required.

3.2.2.2. Superstructure

The superstructure consists of standard wood stud platform wall framing with wood joists, beams, columns and girders. Roof framing is composed of pre-engineered wood trusses with plywood decking. Upper level floors are covered with a lightweight concrete topping and the ground floor is a slab on grade system. No attic area is provided.

Observations/Comments: General observations of the rooflines and sidewalls revealed them to be level and plumb, respectively, to the unaided eye. We did not observe any deficiencies with respect to the buildings' superstructure systems that warrant repair. No further action is required at this time.

3.2.3. Exterior Sidewall Cladding

The predominant sidewall system at each building consists of. Sidewall surfaces have a Mediterranean articulated design motif. Fascias are of painted wood, and the soffits are of a stucco materials.

Observations/Comments: We observed the visible portions of the stucco materials to be in generally good to fair condition overall. Chipped, cracked and damaged stucco cladding was noted at Unit 2032, 1032, 1055, 2162, 1316, 1333, 1350, 2240, 1222, 2188 (balcony guardrail), 1143, the fitness center building, the apartment building directly across from the laundry room/pool and at multiple locations throughout. This is Critical Repair.

Periodic painting, caulking, and minor repairs are anticipated during the term. This has been included within the Reserve Schedule.

It was observed that there is a broken gable louver at endwall of Building 5040 and a missing gable louver at endwall near Unit 2022. Repair or replace as required. This is an Item of Note.

The type of wall insulation was not observable and is not known by management. Evidence of graffiti or vandalism was noted.

3.2.4. Roofing Systems

3.2.4.1. Roof Covering

The roof systems at the subject are pitched and covered with Spanish concrete tiles over building felts fastened to the roof truss sheathing. The design can best be characterized as a gable and hip system. Ventilation appears to be provided by "turtle" vents, gable end vents, and ventilated soffits. Fascias are of painted wood. Green roof technologies were not noted or reported.

Observations/Comments: The roofing system was found to be in generally good to fair condition and was reported that 27 roofs have been replaced in last three years. Observed deficiencies consisted of missing Spanish tiles on the roof near Unit 1342, this is an Item of Note.

We noted that the shingles appear worn and aged and nearing the end of their EUL. Property management reported that five are scheduled for replacements in the near future. CBRE recommends replacement of the remaining 63 roofs during the term; see the reserve schedule for budgeted costs.

3.2.4.2. Drainage

The roofs are drained by edge drainage. Factory coated aluminum gutters and leaders are not provided. Roof drains directly over the edge on to the grade below.

Observations/Comments: Roof drains appear to be adequate and typical to a property of this type in this geographical region. No further action is required at this time however, we recommend bi-annual roof inspections. This can be addressed as part of normal routine maintenance.

3.2.5. Appurtenances

3.2.5.1. Balconies, Breezeways, Elevated Walkways, and Stairs

Above-grade units have wood joist framed balconies that are of a recessed design and finished with light concrete decking. The undersides of the balconies are concealed and finished with stucco. Balconies are enclosed by the building sidewall wood framed walls on three sides. Access to the balconies from individual units is provided by an aluminum frame sliding glass door. Railings are of stucco cladding.

Above-grade units are accessed from the buildings' exteriors through individual exterior stair systems. Stairs are steel framed stringers with precast concrete treads held in place by steel brackets, and the stair and landing railings are of stucco clad balusters with painted wood components and steel handrails.

Observations/Comments: Of the balconies that were observed as part of representative observations, they were found to be in generally good to fair condition. We did not observe any significant widespread deficiencies or deferred maintenance. The balconies can be maintained during the term as part of normal routine maintenance. No further action is required at this time.

Exterior stairs, landings, and railings were observed to be in good condition.

CBRE noted that the stair railing components show evidence of aging, wear, water damaged wood, and general degradation throughout. Dry rot was noted at Unit 1055, 2162, 2176, 2169, 2243, 2222, 2188 and multiple locations throughout.

Immediate needs are warranted which should consist of a refurbishment of all damaged wood materials and an application of exterior rated wood sealant. See the cost tables. This is a Critical Repair.

3.2.6. Doors and Windows

3.2.6.1. Exterior Doors

Each unit has a private exterior entry door constructed of insulated metal. Doors include knob-type hardware with a separate deadbolt. Sliding glass doors provide access to balconies and patios. Sliding doors are of insulated, double pane glass, and frames are of aluminum.

Observations/Comments: Overall, the exterior entry doors and patio/balcony doors were found to be in good condition with typical industry standard weatherstripping and door sweep assemblies. The doors can be maintained during the term as part of normal maintenance. No further action is required at this time.

3.2.6.2. Windows

Windows are of a punctuated design consisting of single-pane glass set within mill-finished aluminum frames. Window design types are double hung units, and windowsills are integral with the window frame.

Observations/Comments: Windows, which were observed from grade and from inside the units, appeared to be in generally good to fair and operable condition. Broken windows were observed the laundry facility 1345, Unit 1330, 1333, 1342, and 1346. The window near Unit 2023 has aluminum foil covering, window under Unit 2023 has plywood covering, repair as required. Replacements are warranted and are identified as an Item of Note.

3.2.7. Amenities

Amenities at the property include a tennis court, basketball court, dog park, fitness center, four central laundry facilities, clubhouse with leasing office, four outdoor swimming pools and spa with surrounding concrete sundeck located adjacent to the clubhouse building and pool house buildings.

The clubhouse building is a single story building of wood frame construction with exterior finish similar to the apartment buildings. Interior finishes include textured painted drywall walls and ceilings, and vinyl plank flooring. The clubhouse building includes the leasing office for the complex, a support kitchenette, restroom, and mechanical equipment room.

The outdoor pools and spa are constructed of plaster lined concrete with ceramic coping tile at the water line. All of the outdoor pools and spa are surrounded by a concrete deck surface with broom finish. The pool deck area is equipped with outdoor patio furnishings and secured by way of factory coated tubular steel fencing system and automatic security gate.

The swimming pool and spa support equipment are located in the mechanical equipment room of the clubhouse and pool house buildings. The equipment consists of hot water heaters, water filters and circulating pumps.

The central laundry facilities are located on the first floor of each building and are equipped with coin operated washers and dryers.

Observations/Comments: The clubhouse building exterior, interior finishes, and furnishings were noted to be in good condition and will require only routine maintenance over the evaluation period.

The pool and spa equipment appear to be in generally good condition. The age of the remaining equipment varies. Two of the four pools failed inspections for defective pumps. Replacement is warranted immediately and is identified as a Deferred Maintenance item.

Due to expected useful life (EUL) of this support equipment, pump, filter, and water heater replacement are anticipated over the evaluation period. Plastering of the pool and spa are also expected during the term; see the reserve schedule.

The fitness center was located in one of the pool houses. The room as equipped with exercise equipment and weights. During our visit, newly delivered appliances were being stored in the room. The room is expected to be fully operation once the appliances have been removed. Carpet replacement is anticipated during the term and included in the Reserve Cost.

The card-operated washers and dryers are owned, serviced and maintained by an outside vendor, therefore, significant reserve costs are not anticipated for these components. However, during our visit several washers and dryers were found in non-operational status. Repair or replacement is warranted by outside vendor.

Miscellaneous area of concrete flatwork repairs are required. Also, tennis courts and basketball court needs resurfacing, chainlink fencing at basketball court needs repairs

Minor damage to mail box units and stucco wall needs to be cleaned. These are Items of Note.

Energy Star and WaterSense rated appliances were not noted or reported as part of our walkthrough survey.

3.2.8. Common Area Finishes

The clubhouse building interior finishes include painted drywall walls and ceilings, vinyl plank flooring; leasing office and toilet room. The laundry facilities were finished with composite floor tile, drywall walls and ceilings. The fitness center was finished with carpet flooring, and drywall walls and ceilings.

Observations/Comments: The common area finishes were observed to be in generally good to fair condition. The clubhouse was found to be in good condition, having been recently remodeled. The fitness center was found to be in good condition with no observed deficiencies.

The laundry facilities were found to be in fair condition. Laundry facility was found with vinyl composite floor tiles missing and damaged, and damaged drywall. The flooring is schedule to be replaced and management has submitted bids obtained to complete the work. CBRE recommends that the flooring be replaced as planned along with repairing damaged drywall. This is a Deferred Maintenance item.

In addition, the toilet room in the pool area was found with holes in the drywall. CBRE recommends that the drywall be repaired immediately as an Item of Note.

3.2.9. Site Lighting

Site lighting consists mainly of centrally controlled building mounted high intensity discharge (HID) light fixtures. Incandescent, tenant controlled light fixtures that are surface mounted on exterior walls near entry, patio and balcony areas of the units were also observed. Pole mounted fixtures provide illumination for the pedestrian walkways.

Observations/Comments: The site lighting systems appear to be of standard design and style for a property of this type and should only require routine maintenance during the term.

Lighting controls appear to be satisfactory condition with no deficiencies reported or observed. No further action is required at this time.

3.3. Mechanical/Electrical/Plumbing Components

3.3.1. Water Distribution and Domestic Hot Water System

Due to concealed conditions, hot and cold-water piping was only partially observed during the site visit. However, based on limited observations and interviews with management, the supply piping appears to be of copper tubing. Fixtures appear to vary with a mixture of low flow types and standard flow fixtures. Domestic hot water is generated by individual unit-specific, electric-resistance gas-fired height, tank-type units of 50-gallon capacity. Hot water lines are mostly concealed.

Observations/Comments: Representative observations of the supply piping and inquiries of the site contact did not reveal any significant deficiencies or active leakage. Water pressure was reported to be adequate. According to the site contact, there has been no history of chronic leaks or other adverse issues. No further action is required at this time with respect to the supply piping.

The property appears to be furnished with standard flow fixtures, while it is not necessary to remove these fixtures at this time, we do recommend a phased replacement with more efficient WaterSense® labeled fixtures as fixtures are replaced during the term.

The water heaters vary in age and condition and are replaced on an as needed basis by property management. CBRE recommends ongoing standard replacements for these components on an as needed basis throughout the term. See the reserve tables.

3.3.2. Sanitary Waste and Vent

Sanitary waste piping is generally concealed and could not therefore be observed directly. On systems of this type, waste flows by gravity through the house drain-waste and vent system into the municipal sewer system. Based on our limited observations and interviews with management, drain piping consists of Acrylonitrile butadiene styrene (ABS).

Observations/Comments: Sanitary drain, waste, and vent systems were reported to be in good operating condition with no visible leaks or reported problems. According to the site contact, there has been no history of chronic leaks or other adverse issues. No further action is required at this time with respect to the sanitary piping.

3.3.3. Heating/Cooling System and Controls

The HVAC system for each apartment unit is provided by way of a traditional split system with internal gas fired forced air furnace (FAU) and integral remote exterior pad mounted condenser. Refrigerant tubing connects the remote condenser to evaporator coils mounted on top of the FAU. The FAU's are contained within dedicated closets in the apartment units that also contain the water heaters. Combustion air is brought to the space via internal metal vents that provide air from the attics or rooftops. Conditioned air is circulated throughout the apartment units by way of enclosed metal ductwork. Energy star ratings could generally not be confirmed due to concealed conditions. Comfort levels are controlled by programmable wall mounted thermostats.

Observations/Comments: The HVAC systems are primarily maintained by an in-house staff. Periodic filter replacement and minor maintenance is by in house staff. Maintenance appears to be generally adequate. There were no significant deficiencies observed at the time of our walkthrough survey.

HVAC components at the property appear to vary in age and condition. Reserve allowances are provided for replacement of this component on an as needed basis throughout the term; see the Reserve Schedule.

3.3.4. Ventilation Systems

Fresh air is brought into the units by natural air infiltration via windows and doors. Point source exhaust fans serve the bathrooms. Such fans are operated by a wall-mounted switching device without timers.

Observations/Comments: No problems related to ventilation were observed or reported. No further action is required at this time.

3.3.5. Electrical Service

Electrical service enters each building below grade. Main service panels at each building amperage was concealed, however they were complete with 120/240 volt service. Each tenant has a disconnect breaker rated at 100 amps and is individually metered directly from the local utility with meters located on the exterior of each building; common areas are separately metered. The distribution wiring was reported and observed to be copper; this was visually confirmed in Unit 1081. Based on the age of construction, internal wiring is assumed to be of sheathed nonmetallic cable. GFCI protected devices were observed in wet locations.

Observations/Comments: No adverse conditions were noted or reported. The electrical service appears and was reported to be adequate; no further action is required.

3.3.6. Fire and Life Safety Systems

3.3.6.1. Sprinklers and Standpipes

The Subject is without an automatic fire sprinkler system, a standpipe system, or fire hoses. Fire extinguishers were noted in the clubhouse and are wall hung.

Observations/Comments: Management reported that each unit was equipped with a fire extinguisher. No further action is required at this time.

3.3.6.2. Detection Devices and Alarms

A central fire alarm panel manufactured by Honeywell is provided and monitors the common area pull stations and central system smoke detectors. Each apartment unit includes unit specific local smoke detector/alarm units. Carbon monoxide detectors were also observed in the units.

Observations/Comments: With respect to the individual smoke detectors, extinguishers, and CO detectors, no problems were noted or reported. Therefore, no further action is recommended.

3.3.7. Elevators

The Subject is without elevators.

3.4. Dwelling Unit Components and Observations

3.4.1. Common Area Finishes

Common area finishes are limited to the leasing office/clubhouse building, and pool house buildings. Residential buildings do not have common areas with the exception of the laundry room occupying Unit 1342 which is finished with VCT flooring and painted drywall walls and ceilings.

Observations/Comments: The common area finishes in the laundry room are not expected to pose any significant costs during the term and can be maintained during the term as part of normal routine maintenance.

3.4.2. Dwelling Unit Summary

The following table illustrates the reported unit type and mix:

Unit Mix		
Type	No. of Units	Square Feet
1-BR/1-BA	280	720
2-BR/2-BA	296	1,035
3-BR/2-BA	144	1,224
Total	720	684,216

Representative observations of the following units were conducted during our walk-through survey:

Unit Number	Type	Status/Comments
1029	1 Bedroom / 1 Bathroom	Vacant, Good Condition
1032	1 Bedroom / 2 Bathroom	Vacant, Good Condition
1013	1 bedroom / 1 Bathroom	Vacant, Poor Condition
1005	1 bedroom / 1 Bathroom	Vacant, Good Condition
1006	1 Bedroom / 1 Bathroom	Vacant, Good Condition
1007	1 Bedroom / 1 Bathroom	Vacant, Good Condition
1012	2 Bedroom / 2 Bathroom	Occupied, Good Condition
2012	2 Bedroom / 2 Bathroom	Occupied, Good Condition
1010	2 Bedroom / 2 Bathroom	Occupied, Good Condition
1072	1 Bedroom / 1 Bathroom	Vacant, Good Condition
1081	2 Bedroom / 2 Bathroom	Vacant, Good Condition
1060	2 Bedroom / 2 Bathroom	Occupied, Good Condition

Unit Number	Type	Status/Comments
1063	2 Bedroom / 2 Bathroom	Occupied, Good Condition
1106	1 Bedroom / 1 Bathroom	Vacant, Good Condition
2162	3 Bedroom / 2 Bathroom	Vacant, Good Condition
2175	3 Bedroom / 2 Bathroom	Vacant, Good Condition
1033	1 bedroom / 1 Bathroom	Model, Good Condition
1279	2 Bedroom / 2 Bathroom	Model, Good Condition
1316	1 bedroom / 1 Bathroom	Occupied, Good Condition
2315	1 bedroom / 1 Bathroom	Occupied, Good Condition
1310	2 Bedroom / 2 Bathroom	Occupied, Good Condition
2310	2 Bedroom / 2 Bathroom	Occupied, Good Condition
1303	2 Bedroom / 2 Bathroom	Vacant, Good Condition
2304	2 Bedroom / 2 Bathroom	Vacant, Good Condition
1300	2 Bedroom / 2 Bathroom	Occupied, Good Condition
1368	3 Bedroom / 2 Bathroom	Occupied, Good Condition
2323	1 bedroom / 1 Bathroom	Vacant, Good Condition
1330	1 bedroom / 1 Bathroom	Vacant, Fair Condition
1334	1 bedroom / 1 Bathroom	Vacant, Good Condition
1333	1 bedroom / 1 Bathroom	Vacant, Good Condition
1336	1 bedroom / 1 Bathroom	Occupied, Good Condition
1342	1 bedroom / 1 Bathroom	Vacant, Good Condition
1350	1 bedroom / 1 Bathroom	Occupied, Good Condition
2353	1 bedroom / 1 Bathroom	Occupied, Good Condition
1365	3 Bedroom / 2 Bathroom	Occupied, Good Condition
2243	3 Bedroom / 2 Bathroom	Vacant, Good Condition
1240	2 Bedroom / 2 Bathroom	Vacant, Good Condition
1223	2 Bedroom / 2 Bathroom	Vacant, Good Condition
1222	2 Bedroom / 2 Bathroom	Vacant, Good Condition
1363	3 Bedroom / 2 Bathroom	Vacant, Good Condition
2188	2 Bedroom / 2 Bathroom	Vacant, Good Condition
2156	3 Bedroom / 2 Bathroom	Vacant, Good Condition
2136	1 Bedroom / 1 Bathroom	Vacant, Good Condition
1143	3 Bedroom / 2 Bathroom	Vacant, Good Condition
2202	2 Bedroom / 2 Bathroom	Vacant, Good Condition

Unit Number	Type	Status/Comments
1209	3 Bedroom / 2 Bathroom	Vacant, Good Condition
2217	2 Bedroom / 2 Bathroom	Vacant, Good Condition
2276	2 Bedroom / 2 Bathroom	Vacant, Good Condition
2285	2 Bedroom / 2 Bathroom	Vacant, Good Condition
2239	2 Bedroom / 2 Bathroom	Vacant, Fair Condition
1222	2 Bedroom / 2 Bathroom	Vacant, Good Condition
1363	Storage	Storage, Fair Condition
1048	1 bedroom / 1 Bathroom	Occupied, Good Condition
1068	1 bedroom / 1 Bathroom	Occupied, Good Condition
1074	1 bedroom / 1 Bathroom	Occupied, Good Condition
1119	1 bedroom / 1 Bathroom	Occupied, Good Condition
1145	3 Bedroom / 2 Bathroom	Occupied, Good Condition
1144	3 Bedroom / 2 Bathroom	Occupied, Good Condition
1199	2 Bedroom / 2 Bathroom	Occupied, Good Condition
1219	2 Bedroom / 2 Bathroom	Down (Fire), Poor Condition
2268	2 Bedroom / 2 Bathroom	Occupied, Good Condition
1268	2 Bedroom / 2 Bathroom	Occupied, Good Condition
2264	3 Bedroom / 2 Bathroom	Vacant, Good Condition
1269	2 Bedroom / 2 Bathroom	Occupied, Good Condition
1270	2 Bedroom / 2 Bathroom	Occupied, Good Condition
1031	1 bedroom / 1 Bathroom	Occupied, Good Condition
2031	1 bedroom / 1 Bathroom	Occupied, Good Condition
1024	1 bedroom / 1 Bathroom	Occupied, Good Condition
1014	1 Bedroom / 1 Bathroom	Down (Fire), Poor Condition
2279	2 Bedroom / 2 Bathroom	Occupied, Good Condition
1299	2 Bedroom / 2 Bathroom	Occupied, Good Condition
1237	2 Bedroom / 2 Bathroom	Occupied, Good Condition
1345	Laundry	Laundry, Fair Condition

3.4.3. Down Units

Unit Number	Type	Status/Comments
1014	1 Bedroom / 1 Bathroom	Fire Damage
1219	2 Bedroom / 2 Bathroom	Fire Damage

Observations/Comments: No further action is required.

3.4.4. Apartment Unit Finishes

Item	Descriptions
Living/Bedroom Flooring	Carpeting or Vinyl Plank
Kitchen Flooring	Sheet Vinyl or Vinyl Plank
Bathroom Flooring	Sheet Vinyl or Vinyl Plank
Bathroom Walls	Painted Drywall
Tub Surrounds	Fiberglass Panels or Ceramic Tile
Partitions	Painted Drywall
Ceiling Finish	Textured Coating / Spray Tex
Wall Finish	Paint
Interior Doors	Painted Hollow Core

Observations/Comments: The unit finishes appeared in generally good to poor condition and are typical to properties of this type and vintage. Maintenance appears to be generally adequate and is addressed as part of unit turns, tenant request, or periodic inspections. Capital reserves are provided for typical replacement of the flooring over the term. Other finish components can be maintained as part of the normal maintenance operations during the term.

Of note Unit 1013 was vacant and in poor condition with damaged carpet and holes in the walls and doors. In addition, water intrusion at the front door at Unit 1029, 1032 and the adjacent unit. Repair of these items is being be addressed as the unit is turned through in-house maintenance staff.

3.4.5. Kitchen

3.4.5.1. Cabinets, Counters, and Sinks

Cabinets are generally of compressed wood frames with laminated wood veneers and doors. Counters are of a synthetic composite type material. Sinks are of clay vitreous materials or stainless steel.

Observations/Comments: The cabinets, counters and sinks were observed to be in generally good and operable condition and should only require periodic routine maintenance during the term of the loan. Minor repairs and replacements can be performed by onsite maintenance personnel on an as needed basis or as the units are turned.

3.4.5.2. Appliances

Kitchen appliances consist of gas ranges, frost free refrigerators, dishwashers, and garbage disposal units. Three bedroom and some two bedroom apartments units (estimated to be approximately 200 units) are also provided with washers and dryers that are management provided. The units are side by side and located in apartment unit hallway closets.

Observations/Comments: In general, appliances were found to be in good to fair and operable condition. Appliances observed were of various ages. Energy Star ratings are generally unknown. CBRE recommends reserves for typical replacements based upon the effective useful life (EUL) of appliances over the evaluation period. Ongoing cyclical replacements are warranted; see the reserve schedule for cost projections.

3.4.6. Bathroom Vanities, Washbasin, Shower/Tub, and Toilets

Typical bathroom fixtures consist of a free-standing wood constructed vanity with a plastic laminate top and a self-rimming sink; one-piece fiberglass tub/shower assembly; full wall mirror above vanity; clay vitreous toilet, and recessed mirrored medicine cabinet.

Observations/Comments: Fixtures and finishes were found to be in good condition overall and can be maintained as part of normal property operations. No further action is required at this time.

3.4.7. Cable or Internet Availability

Cable television and internet is provided by 3rd party suppliers to all residents.

4. MOISTURE AND MICROBIAL GROWTH AND PEST MANAGEMENT

4.1. Moisture and Microbial Growth

Based on representative observations and our interviews with on-site management personnel CBRE was not informed, nor did we observe significant visual indications of the presence of mold or conditions that tend to promote the growth of mold. No current or past mold, or mold-related issues, were reported by property management. In addition, no complaints pertaining to mold were provided to CBRE by the residents of which we interviewed.

4.2. Pest Management

During our site visit we interviewed on-site property management regarding wood-damaging insects along with other pests and vermin. In addition, a visual survey for wood damaging insects along with other pests and vermin was conducted. The survey was limited to visual observations in the areas walked and should not be considered a comprehensive survey of the property. No inspection or investigation behind walls or in any other generally inaccessible areas was performed. Based on our interview with on-site management and our on-site observations, no obvious evidence of termite, pest, or vermin activity or damage was observed or reported. Previous rodent issues were reported by tenants. Holes under sink need to be sealed. This is a routine maintenance repair.

According to property management, the Subject does not have any termite bond in effect. Routine pest control services are provided on an as needed basis.

5. SPECIAL HAZARDS, ZONING, BUILDING CODE VIOLATIONS AND REGULATORY COMPLIANCE

5.1. Special Hazards

5.1.1. Peak Ground Acceleration (PGA)

In accordance with the most recent United States Geological Service data, the property's Peak Ground Acceleration with a 10% probability of being exceeded in 50 years is 0.13g or 13%. This is below Fannie Mae's threshold of 15.00% and therefore, no further action is required.

5.1.2. Hazards/Geographic Conditions/Catastrophic Loss Potential

The property lies within a region that has a propensity towards the following events:

EVENT:	YES	NO	NA
Volcanic Activity		X	
Hurricane		X	
Tornado		X	
Sinkhole		X	
Landslide		X	
Wildfire		X	
Earthquake – see Section 5.1.1 above for commentary concerning earthquake potential and recommendations			
Flood – see Section 5.1.2.1 below for commentary concerning flood zones			

Observations/Comments: CBRE did not review plans as part of this assessment; the property is assumed to have been constructed in accordance with applicable codes and pertinent design criteria at the time of original development. Our observations are based upon readily available information from management, governments, and a visual walkthrough survey of the property. The building design and construction type appears to be of industry standard methods for a property of this type, vintage, and geographical location. CBRE was not made aware of any conditions that may affect the performance of the Property during a catastrophic event.

5.1.2.1. Flood Hazard

CBRE researched the location of the property with respect to its Flood Plain status on Flood Insurance Rate Maps ("FIRM"). FIRM maps provide the information needed to determine whether a specific property is within a Special Floodway Hazard Area, which is the flood insurance zone that applies to the property. The research indicated that the property is located in Flood Hazard X. The Map No. for this flood determination is 32003C2177F and is dated November 16, 2011.

Zone X is the flood insurance rate zone that corresponds to: (i) areas outside the 1-percent annual chance floodplain, (ii) areas of 1-percent annual chance sheet flow flooding where average depths are less than one foot, (iii) areas of 1-percent annual chance stream flooding where the contributing drainage area is less than one square mile, or (iv) areas protected from the 1-percent annual chance flood by levees. No Base Flood Elevations or depths are shown within this zone. Insurance purchase is not required in this zone according to FEMA.

5.2. Municipal Research

5.2.1. Zoning

The Subject zoning designation is R-3 (Multifamily Residential). Pertinent information was not available or provided as of the date of this report. Should any response be received that significantly changes our opinion, it will be forwarded to SunTrust Bank.

5.2.2. Code Violations

5.2.2.1. Building Code Violations

Pertinent information was not available or provided as of the date of this report. Should any response be received in a pertinent timeframe, it will be forwarded to SunTrust Bank.

5.2.2.2. Fire Code Violations

Pertinent information was not available or provided as of the date of this report. Should any response be received in a pertinent timeframe, it will be forwarded to SunTrust Bank.

5.3. Regulatory Compliance

5.3.1. ADA Commentary

The ADA is a Federal law that became effective on January 26, 1992. Per Title III of the ADA, all areas of newly designed or newly constructed buildings or facilities and altered portions of existing buildings and facilities are required to be compliant with ADA requirements. Furthermore, all areas of "Public Accommodation" are required to remove physical barriers to entering and using existing facilities when "readily achievable", irrespective of age. Readily achievable is defined in Title III as "easily accomplishable and able to be carried out without much difficulty or expense. The term "readily achievable" is somewhat subjective. New case law is continually developing as to its interpretation, and remedies include varying levels of conformance and it is generally handled on a case by case basis. Ultimately, the owner of the facility is responsible to determine compliance levels.

Our walk-through survey for ADA general compliance included only a limited, visual review with respect to the Subject's compliance with Title III of the ADA and is intended to identify certain obvious items that do not appear to be in general conformance with the Title III requirements; without inferring that correction of the reported items will bring the property into total compliance with the ADA. While opinions of cost to correct or remove noted barriers may be provided herein, they do not constitute an opinion that elimination of the barriers is "readily achievable" and not an "undue burden" as defined by the ADA; the owner must determine this issue.

CBRE did not take any measurements or counts as part of this survey. The scope of our survey was limited to the determination of general compliance with physical attributes of the property, which affect exterior access to the building: accessible exterior route, accessible parking, entrances, etc. While some of CBRE's comments regard the reported or observed accessibility of common area interior spaces, such as toilet facilities, we did not specifically evaluate each and every area as part of our walk-through survey; only representative observations were conducted. CBRE did not conduct an extensive, detailed ADA compliance review, which most probably would identify other items at the facility that are not in compliance with ADA regulations. Additionally, CBRE's review did not assess local code requirements that, in some instances, may conflict with or supersede ADA requirements.

Items of non-conformance were noted without regard as to whether or not they are, by ADA definition, "readily achievable." Factors to be considered in determining whether or not an action is "readily achievable" include the nature and cost of the action, the number of persons employed at the Subject, and the financial resources available to ownership. The decision as to which actions are to be undertaken as "readily achievable" is to be determined by building ownership in consultation with its accountants, attorneys, and design/construction professionals.

The property was developed prior to the advent of the ADA and therefore accessibility was most likely not included in the design. However, the Subject's on-site leasing office is considered a Public Accommodation and per Title III, physical barriers should be removed if they are readily achievable and are not an undue burden.

CBRE encourages ownership to consider removing architectural barriers in consultation with their design professionals as resources become available; it is beyond the scope of this report to determine what is "readily achievable" or not an "undue burden".

5.3.2. Federal Fair Housing Act

Multifamily property built for first occupancy after March 13, 1991 is required to comply with the Federal Fair Housing Amendments Act of 1988 (FFHAA) (Public Law 100-430). The FFHAA enacted prohibitions against discrimination in housing on the basis of race, color, religion, sex, handicap, familial status, or national origin. The FFHAA also requires reasonable modification of dwellings, reasonable accommodation in policies for the disabled, and that the design and first construction of certain new multi-family dwellings built for first occupancy after March 13, 1991 meet certain adaptability and accessibility requirements. These requirements cover multifamily buildings that offer four (4) or more dwelling units if constructed for first occupancy after March 13, 1991. The Department of Housing and Urban Development (HUD) has published Final Design Guidelines (see Federal Register, 24 CFR, Vol. 56, No. 44, March 6, 1991, page 9497).

The facility was first occupied prior to March 13, 1991 and is therefore not required to comply with the provisions of the FFHAA.

5.3.3. Energy Risk Score and Compliance

Based on our inquiries with local, state or federal municipalities, the site is not required to be in conformance with a retro-commissioning, energy audit or other energy benchmarking compliance program.

6. AREAS OF ADDITIONAL ASSESSMENT

6.1. Summary and Evaluation of Historical Repairs and Replacements, Work in Progress, and Planned Capital Improvements

Historical repairs and replacements as well as planned capital improvements are included in Section 1.7 of this report. No work was reported or observed in process during our site visit.

7. REPORT REFERENCES, PROCEDURES AND LIMITATIONS

7.1. Report References, Procedures, and Limitations

This report was generated using Fannie Mae, Instructions for the Property Evaluator, Form 4099 – Version 2.2, dated July 2016. This PCA has been certified by CBRE to have been prepared in accordance with the required protocols and standards set by Fannie Mae.

The cost databases used in the preparation of the Cost Estimate Schedules for Immediate Repairs and the Replacement of Capital Items were based on a compilation of the CBRE internal cost database, RSMeans, and Marshall & Swift published databases.

7.2. Assessment Methodology

This survey consists of interrelated components that assisted CBRE in formulating the opinions expressed herein. The scope and extent of CBRE's site visit and the Opinions of Probable Costs to remedy the significant physical deficiencies are both affected by the timeliness and completeness of information disclosed by ownership or Suntrust Bank and as a result of our research and interviews.

Based upon observations during our site visit and information received from our interviews with building management, which for purposes of this report was deemed to be reliable, CBRE prepared order-of-magnitude estimates to cure or repair noted deficiencies or to budget for future expenditures. Such costs were considered commensurate with the Subject's position in the market and prudent expenditures. These estimates are for components or systems exhibiting major patent defects, significant deferred maintenance, or other existing deficiencies requiring major repairs or replacement. In some cases, a continuation of an ongoing chronic repair or maintenance program may be deemed an appropriate remedy for certain inherent defects; the cost of a complete cure may not be commensurate with either the asset or the deficiency. Repairs or improvements that could be classified as (i) cosmetic, (ii) decorative, (iii) part or parcel of a building renovation program or to reposition the asset for the marketplace and, (iv) routine or normal building maintenance, or (v) the responsibility of tenants were not included. These costs have been provided as defined on the Fannie Mae Instructions for the PCA Property Evaluator, and supporting documentation, specifically: Appendix D - Property Condition Standards and Ratings and Instructions for Property Useful Life Table; Appendix E – Property Useful Life table and Cost Estimate Schedules, Appendix F – Estimated Useful Life Tables, and Appendix G – Known Problematic Materials.

7.2.1. Site Visit

The site visit consisted of a visual walk-through survey of the Subject's easily accessible and readily observable areas to note significant deferred maintenance and the general condition of major components and systems. HVAC, mechanical, plumbing, and electrical equipment not in operation at the time of the site visit was not turned-on nor operated by CBRE, nor was any exploratory probing, dismantling, or removing any component, device, or piece of equipment, whether bolted, screwed, held in-place (mechanically or by gravity), secured, or fastened by any other means, conducted. This was a non-intrusive visual survey that does not include or encompass the opening, lifting, or removal of equipment panels, ceiling tiles, and other barriers or closures for observation of systems or

components. HVAC, mechanical, and electrical equipment not normally operated by units was neither operated nor tested by CBRE.

Prior to our site visit, CBRE contacted the owner or the owner's agent to request that (1) representative units be made available during our site visit so that CBRE's Field Observer would be able to conduct representative observations and (2) to provide a Point of Contact (POC) for interview purposes who was knowledgeable about the Subject's physical condition, latent defects, and/or historical repairs, if any.

7.2.2. Research and Interviews

Available on-site property management and maintenance personnel were interviewed by CBRE to inquire about historical repairs/improvements, pending repairs/ improvements, and latent and or chronic physical deficiencies. More specifically, we met with Alisa Fuller, Community Manager, and discussed the Subject's maintenance history, existence of any patent or latent defects, and proposed improvements, if any.

To the extent that Suntrust Bank, the Subject's ownership or building management personnel have provided information regarding the Subject's operation, conditions, quantities, and capacities, and that such information appears reasonable, CBRE has taken the position that such information is correct and complete. This information, taken in context with CBRE's observations, assisted CBRE in forming its opinions of the Subject's general physical condition and, in some cases, disclosed physical deficiencies that would not otherwise be readily observable.

7.2.3. Documentation Review

Upon being awarded this assignment, CBRE issued a written request to the owner or his agent to provide CBRE with certain information and/or documentation to review on behalf of SunTrust, which was specifically intended to identify or assist in the identification of: patent and latent physical deficiencies as well as any preceding or ongoing efforts to remedy same; the costs to investigate or remediate the physical deficiencies; or a combination thereof.

The Documentation & Information Checklist and a Pre-survey Questionnaire & Disclosure Statement (collectively, the "Checklists") were forwarded to the property manager or ownership to be completed and returned to CBRE prior to our site visit. The Checklists requested such information as: CO; safety inspection records; roof warranty information; age of pertinent building systems (roofing, paving, plumbing, heating, air conditioning, electrical, etc.); historical costs for repairs, improvements, recurring replacements, etc.; pending proposals for or executed contracts for repairs, improvements, forensic studies, or planned or future work; outstanding citations for building, fire, and zoning violations; any ADA survey and status of any improvements to implement same; and any previously prepared PCAs or building technical forensic studies. Refer to the Exhibits for copies of these documents.

CBRE shall have no obligation to retrieve or review any information that was not provided to CBRE in a reasonable time to formulate an opinion and to complete this PCA. If such information appeared reasonable, it was relied upon by CBRE in forming its opinions.

CBRE's Checklists were not returned by the property manager or ownership. The Checklists inquired of latent defects, the discovery of which is beyond the scope of this survey, and historical repairs and improvements. Obtaining this information prior to our site visit is part and parcel of this PCA's due diligence process. It was to assist our research in discovering chronic problems, the extent of repairs and their costs, pending repairs and improvements, and existing physical deficiencies.

In addition, drawings of the Subject were not provided to CBRE in order to become familiar with the asset prior to our site survey.

7.2.4. Terminology

Many of the terms used in this report to describe the condition of the Subject's readily observable components and systems are listed and defined below. It should be noted that a term applied overall to a system does not preclude that a part, section, or component of the system may differ significantly in condition.

- | | |
|---------------|---|
| Good - | Component or system is sound and performing its function. Although it may show signs of normal wear and tear commensurate with its age, some minor remedial work may be required. |
| Fair - | Component or system is performing adequately at this time but exhibits deferred maintenance, evidence of previous repairs, workmanship not in compliance with commonly accepted standards, is obsolete, or is approaching the end of its typical EUL. Repair or replacement is required to prevent its further deterioration, restore it to good condition, prevent its premature failure, or to prolong its EUL. Component or system exhibits an inherent deficiency, the cost of which to remedy is not commensurate with the deficiency but that is best addressed by a program of increased preventive maintenance or periodic repairs. |
| Poor - | Component or system has either failed or cannot be relied upon to continue performing its original function as a result of: having realized or exceeded its typical EUL, excessive deferred maintenance, a state of disrepair, an inherent design deficiency, or workmanship. Present condition could contribute to or cause the deterioration of contiguous elements or systems. Repair or replacement is required. |

Physical

Deficiencies -

Defined by the ASTM as “. . . conspicuous defects or significant deferred maintenance of a subject property’s material systems, components, or equipment as observed during the field observer’s walk-through survey. Included within this definition are material life-safety/building code violations and material systems, components, or equipment that are approaching, have reached, or have exceeded their typical EUL or whose RUL should not be relied upon in view of actual or EFF AGE, abuse, excessive wear and tear, exposure to the elements, lack of proper or routine maintenance, etc. This definition specifically excludes deficiencies that: may be remedied with routine maintenance, miscellaneous minor repairs, normal operating maintenance, etc., and excludes de minimis conditions that generally do not constitute a material physical deficiency of the subject property.”

No Further

Action Required -

Component or system exhibits normal wear and tear considering its age, purpose and extent of use, and exposure to the elements. Prudent ownership would not immediately expend additional, significant monies in relation to the Subject’s appraised value to remedy the observed physical deficiencies.

7.3. Limiting Conditions

- 7.3.1. CBRE has prepared this PCA under an agreement (the "Agreement") between CBRE and SunTrust. All terms and conditions of that Agreement are included within this document by reference. Any reliance upon this PCA, or upon CBRE's performance of services in conducting the property condition survey and preparing this PCA, is conditioned upon the relying party's acceptance and acknowledgement of the limitations, qualifications, terms, conditions and indemnities set forth in the Agreement, and property ownership/management disclosure limitations, if any. However, this PCA is not to be relied upon or to benefit any party other than SunTrust and Fannie Mae, nor used for any purpose other than that specifically stated in our Agreement or within this PCA's Purpose and Scope section without CBRE's advance and express written consent. In any event, this PCA should only be used in its entirety, which is inclusive of the requirements and limitations set forth in the Agreement.
- 7.3.2. No PCA can wholly eliminate the uncertainty regarding the presence of physical deficiencies and the performance of a subject property's components or building systems. Preparation of a PCA in accordance with the Fannie Mae's guidelines is intended to reduce, but not eliminate the uncertainty regarding the potential for component or system failure and to reduce the potential that such component or system may not be initially observed. Conducting a PCA in accordance with the Fannie Mae's guidelines also recognizes the inherent subjective nature of a field observer's opinions as to such issues as workmanship, quality of original installation, and estimating the RUL of any given component or system.
- 7.3.3. No single Field Observer can reasonably be expected to possess the technical knowledge to opine on the condition of all building systems and components and to develop Opinions of Probable Costs for repairs and/or replacements.
- 7.3.4. The scope of this survey was limited to a walk-through visual scan of only those areas that were readily observable and easily accessible at the time of our survey. Observations were limited to "representative" property improvements including exterior surfaces and open spaces, accessible areas of the roof, representative rooms, mechanical and common areas. Areas behind walls, inside plenums, crawl spaces or in any other area generally inaccessible or deemed unsafe by the field observer were not surveyed. Reliance was placed on the accuracy and disclosure of physical deficiencies during the course of conducting our representative observations. In no way should it be construed or inferred that every aspect, system, or component of the Subject was observed or reviewed.
- 7.3.5. This Property Condition Assessment is based upon the Field Observer(s)' judgment of the physical condition of the components, their ages, and their EUL. The actual performance of individual components may vary from a reasonable expected standard and will be affected by circumstances that occur after the date of our site visit.
- 7.3.6. Invasive tests, exploratory or destructive probing, exhaustive studies, removal or disassembly of any system or construction, or dismantling or operating of electrical, mechanical, or conveyance equipment was not performed. This survey did not include an in-depth system/component problem analysis or study, or the preparation of engineering calculations of the structural, mechanical, or electrical systems to determine compliance with either any design drawings that may have been submitted or with commonly accepted design and/or

construction practices. No calculations were prepared, and no counts or field measurements were taken to verify quantities, areas, heights, or the number of any units (parking spaces, number of tenants, rooms, apartments, stories, etc.). Not all typical areas such as Multi-family, corridors, façades, tenant storage areas, etc. were surveyed; only a representative observation of such areas was conducted. No attempt was made to operate any of the Subject's mechanical or electrical equipment. Our opinions were formed by interviewing available personnel and reviewing any maintenance records presented to us. In order to be as fully apprised as possible of the operating condition of the major mechanical/electrical equipment, a mechanical contractor should be retained to start-up the equipment, witness its operation over a period of time, and conduct a thorough inspection with its specialized knowledge of equipment repairs and replacement.

- 7.3.7. Excluded from the scope of this survey were a Phase I Environmental Assessment to determine the presence of hazardous wastes or toxic materials or issues, a survey specifically regarding the presence or cause of mold or fungus, a survey for asbestos, or an opinion of indoor air quality.
- 7.3.8. Drawings and/or specifications, to the extent that they may have been provided to CBRE, whether sent to our offices or provided on-site, were reviewed by CBRE only to become familiar with the general scope of the Subject. It should not be construed that CBRE conducted this PCA survey to determine the compliance of the as-built conditions with the drawings and/or specifications. Such a contract document compliance survey is outside the scope of CBRE's services.
- 7.3.9. Excluded from the scope of this survey was an in-depth survey to determine compliance with the ADA and FFHAA; opinions regarding the ADA and FFHAA are based only upon anecdotal observations of a limited scope.
- 7.3.10. Excluded from the scope of this survey is any responsibility for the opinions rendered on the condition of EIFS.
- 7.3.11. No responsibility is assumed for matters of a legal nature such as building encroachments, easements, zoning issues, or compliance with the requirements of governmental agencies having jurisdiction.
- 7.3.12. This report does not constitute a pest (termites, insects, etc.) control inspection. However, if termite damage problems were observed in the course of conducting the walk-through survey or reported by ownership, it has been noted herein.
- 7.3.13. This survey did not include an evaluation of tenant-installed or maintained improvements, equipment, fixtures, or finishes.
- 7.3.14. CBRE assumes no responsibility for the accuracy or completeness of information provided by building management, tenants, service firms interviewed, or governmental agencies. CBRE is not responsible for any patent or latent defects that an owner or his agents may have withheld from CBRE whether by non-disclosure, passive concealment, or by fraud.

7.3.15. CBRE's observations, opinions and this report are not intended, nor should they be construed, as a guarantee or warranty, express or implied, regarding the Subject's condition, safety, performance, building or environmental code compliance. CBRE's opinions are based solely upon those representative areas that we observed on the day of our walk-through site visit and information resulting from our interviews and research. Given the limited scope of this assignment and the time expended, it is possible that some physical deficiencies may have been inadvertently overlooked.