

IN THE SUPREME COURT OF THE STATE OF NEVADA

FEDERAL HOUSING FINANCE
AGENCY, IN ITS CAPACITY AS
CONSERVATOR FOR THE FEDERAL
NATIONAL MORTGAGE
ASSOCIATION

Petitioner,

vs.

THE EIGHTH JUDICIAL DISTRICT
COURT OF THE STATE OF
NEVADA, IN AND FOR THE
COUNTY OF CLARK; AND THE
HONORABLE NADIA KRALL,
DISTRICT JUDGE,

Respondents,

and

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

Real Parties in Interest.

Electronically Filed
May 27 2021 01:04 p.m.
Elizabeth A. Brown
Clerk of Supreme Court

Supreme Court Case No. 82666

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

**REAL PARTIES IN INTEREST WESTLAND LIBERTY VILLAGE, LLC
AND WESTLAND VILLAGE SQUARE LLC'S SUPPLEMENTAL
APPENDIX IN SUPPORT OF THEIR ANSWER TO PETITIONER'S WRIT
OF PROHIBITION [VOLUME VI]**

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¹ Additional counsel for Respondents identified below.

<u>TAB</u>	<u>VOLUME</u>	<u>DOCUMENT</u>²	<u>DATE</u>	<u>PAGES</u>
16	9	Affidavit of Shimon Greenspan in Support of Counterclaimant's Motion for Temporary Restraining Order and Motion for Preliminary Injunction	September 18, 2020	SA01964 – SA01969
7	8	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	SA01633 – SA01641
1	1-6	Appendix of Exhibits to Verified Complaint	August 12, 2020	SA00001 – SA01277
13	9	Assumption Approval Letter for Liberty Village Apartments dated August 20, 2018 (Exhibit "J" to Motion for Preliminary Injunction)	September 1, 2020	SA01927 – SA01936
14	9	Assumption Approval Letter for Village Square Apartments dated August 22, 2018 (Exhibit "K" to Motion for Preliminary Injunction)	September 1, 2020	SA01937 – SA01946
11	9	Assumption Closing Statement for Liberty Village Apartments dated August 29, 2018 (Exhibit "H" to Motion for Preliminary Injunction)	September 1, 2020	SA01920 – SA01922
12	9	Assumption Closing Statement for Liberty Village Apartments dated August 29, 2018 (Exhibit "I" to Motion for Preliminary Injunction)	September 1, 2020	SA01923 - SA01926

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>
9	8	CBRE Property Condition Assessment Report for Liberty Village Apartments dated August 8, 2017 (Exhibit “D” to Motion for Preliminary Injunction)	September 1, 2020	SA01650 – SA01762
10	9	CBRE Property Condition Assessment Report for Liberty Village Apartments dated August 8, 2017 (Exhibit “E” to Motion for Preliminary Injunction)	September 1, 2020	SA01763 – SA01919
22	11	Declaration of James Noakes In Support of Plaintiff’s Reply In Support of Motion to Strike Defendants’ Demand for Jury Trial	December 3, 2020	SA02097 – SA02127
27	13	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	SA02512- SA02528
18	10	Emails to Lenders Regarding Reserve Requests from Westland Liberty Village (Exhibit “5” to Reply In Support of Motion for Preliminary Injunction)	September 18, 2020	SA01975 – SA02019
20	10	Federal Housing Finance Agency’s Conservator Approval Process for Fannie Mae and Freddie Mac Business Decisions	September 27, 2012	SA02027 – SA02072
26	13	Grandbridge Real Estate Capital, LLC’s Opposition to Defendants’ Motion for (1) An Order for Immediate Plaintiff Compliance and (2) Accounting	May 5, 2021	SA02492- SA02511

<u>TAB</u>	<u>VOLUME</u>	<u>DOCUMENT</u>	<u>DATE</u>	<u>PAGES</u>
15	9	Lender's Counsel's Non-Waiver Letters dated February 19, 2020 (Exhibit "T" to Motion for Preliminary Injunction)	September 1, 2020	SA01947 – SA01963
19	10	Letter of John Benedict to Robert Olson, Esq.	November 6, 2020	SA02020 – SA02026
5	8	Letter of John Hofsaess dated December 23, 2019 (Exhibit "R" to Counterclaim)	August 31, 2020	SA01626 – SA01629
6	8	Letter of John Hofsaess dated January 6, 2020 (Exhibit "S" to Counterclaim)	August 31, 2020	SA01630 – SA01632
4	8	Letter of John Hofsaess dated November 13, 2019 (Exhibit "Q" to Counterclaim)	August 31, 2020	SA01620 – SA01625
25	13	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	SA02404- SA02491
8	8	Nuisance Notice dated April 4, 2017 from Las Vegas Metropolitan Police Department (Exhibit "A" to Motion for Preliminary Injunction)	September 1, 2020	SA01642 – SA01649
28	13	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	SA02529- SA02578
2	6	Order Appointing Receiver (Exhibit "4" to Application for Receiver)	August 12, 2020	SA01278 – SA01296

<u>TAB</u>	<u>VOLUME</u>	<u>DOCUMENT</u>	<u>DATE</u>	<u>PAGES</u>
21	10	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	SA02073 – SA02096
23	11	Property Condition Assessment for Liberty Village Apartments (4870 Nellis Oasis Lane, Las Vegas, Nevada 89115)	March 4-5, 2021	SA02128 – SA02269
24	12	Property Condition Assessment for Village Square Apartments (5025 Nellis Oasis Lane, Las Vegas, Nevada 89115)	March 4-5, 2021	SA02270- SA02403
17	9	Supplemental Affidavit of Yakoov Greenspan in Support of Counterclaimant’s Motion for Temporary Restraining Order and Motion for Preliminary Injunction	September 18, 2020	SA01970 – SA01974
3	6-7	Westland Strategic Improvement Plan for Liberty Village and Village Square dated November 27, 2019 (Exhibit “N” to Counterclaim)	August 31, 2020	SA01297 – SA01619

Respectfully submitted,

Dated: May 27, 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 27th day of May 2021, I caused true and correct copies of the foregoing **REAL PARTIES IN INTEREST WESTLAND LIBERTY VILLAGE, LLC AND WESTLAND VILLAGE SQUARE LLC'S SUPPLEMENTAL APPENDIX IN SUPPORT OF THEIR ANSWER TO PETITIONER'S WRIT OF PROHIBITION [VOLUME VI]** to be delivered to the following counsel and parties:

VIA ELECTRONIC AND U.S. MAIL:

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

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

/s/ **John Y Chong**

An Employee of Campbell & Williams

Unit 2203

2 Overall Fannie Mae Rating

Interiors

Front Door		Quantity		Washer/Dryer		Quantity	
Repair			\$0.00	Repair			\$0.00
Replace			\$0.00	Replace			
Trash Out				Kitchen Cabinets			
Required			\$0.00	Repair			\$0.00
Clean				Replace			\$0.00
Carpet				Sink			
Requires Cleaning			\$0.00	Replace			\$0.00
Replace	1		\$600.00				
Vinyl				Tub/Surround			
Requires Cleaning			\$0.00	Repair			\$0.00
Replace	1		\$225.00	Replace			
Paint				Bath Vanity/Countertop			
Touch Up			\$0.00	Repair			\$0.00
Complete Paint Job	1		\$800.00	Replace			\$0.00
Final Clean				Toilet			
Yes			\$0.00	Repair			\$0.00
No				Replace			\$0.00
Window Coverings				Water Heater			
Replace			\$0.00	Missing			\$0.00
				Repair			
Interior Doors				HVAC			
Repair			\$0.00	Missing			\$0.00
Replace			\$0.00	Repair			
Drywall Damage				Electric Fixtures			
Estimate Quick \$\$ Amount			\$0.00	Missing			\$0.00
				Repair			\$0.00
Refrigerator				Smoke/CO Detectors			
Missing			\$0.00	Missing		1	\$50.00
Repair							
Range				Mold			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Vent Hood				Pests			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Dishwasher				Other			
Missing			\$0.00				\$0.00
Repair							
Rent Ready?				Down?			
Yes				Yes			
No				No			
	Total		\$1,675.00				

Interiors

Front Door		Quantity		Washer/Dryer		Quantity	
Repair			\$0.00	Repair			\$0.00
Replace			\$0.00	Replace			
Trash Out				Kitchen Cabinets			
Required			\$0.00	Repair			\$0.00
Clean				Replace			\$0.00
Carpet				Sink			
Requires Cleaning	1		\$175.00	Replace			\$0.00
Replace			\$0.00				
Vinyl				Tub/Surround			
Requires Cleaning	1		\$50.00	Repair			\$0.00
Replace			\$0.00	Replace			
Paint				Bath Vanity/Countertop			
Touch Up			\$0.00	Repair			\$0.00
Complete Paint Job	1		\$800.00	Replace			\$0.00
Final Clean				Toilet			
Yes			\$0.00	Repair			\$0.00
No				Replace			\$0.00
Window Coverings				Water Heater			
Replace			\$0.00	Missing			\$0.00
				Repair			
Interior Doors				HVAC			
Repair			\$0.00	Missing			\$0.00
Replace			\$0.00	Repair			
Drywall Damage				Electric Fixtures			
Estimate Quick \$\$ Amount			\$0.00	Missing			\$0.00
				Repair			\$0.00
Refrigerator				Smoke/CO Detectors			
Missing	1		\$500.00	Missing			\$0.00
Repair							
Range				Mold			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Vent Hood				Pests			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Dishwasher				Other			
Missing			\$0.00				\$0.00
Repair							
Rent Ready?				Down?			
Yes				Yes			
No				No			
	Total		\$1,525.00				

Interiors

Front Door		Quantity		Washer/Dryer		Quantity	
Repair			\$0.00	Repair			\$0.00
Replace			\$0.00	Replace			
Trash Out				Kitchen Cabinets			
Required			\$0.00	Repair			\$0.00
Clean				Replace	1		\$1,500.00
Carpet				Sink			
Requires Cleaning			\$0.00	Replace	1		\$120.00
Replace	1		\$600.00				
Vinyl				Tub/Surround			
Requires Cleaning	1		\$50.00	Repair			\$0.00
Replace			\$0.00	Replace			
Paint				Bath Vanity/Countertop			
Touch Up			\$0.00	Repair			\$0.00
Complete Paint Job	1		\$800.00	Replace			\$0.00
Final Clean				Toilet			
Yes			\$0.00	Repair			\$0.00
No				Replace			\$0.00
Window Coverings				Water Heater			
Replace			\$0.00	Missing			\$0.00
				Repair			
Interior Doors				HVAC			
Repair			\$0.00	Missing			\$0.00
Replace			\$0.00	Repair			
Drywall Damage				Electric Fixtures			
Estimate Quick \$\$ Amount			\$0.00	Missing			\$0.00
				Repair			\$0.00
Refrigerator				Smoke/CO Detectors			
Missing			\$0.00	Missing	1		\$50.00
Repair							
Range				Mold			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Vent Hood				Pests			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Dishwasher				Other			
Missing			\$0.00				\$0.00
Repair							
Rent Ready?				Down?			
Yes				Yes			
No				No			
	Total		\$3,120.00				

Unit 2211

2 Overall Fannie Mae Rating

Interiors

Front Door		Quantity		Washer/Dryer		Quantity	
Repair			\$0.00	Repair			\$0.00
Replace			\$0.00	Replace			
Trash Out				Kitchen Cabinets			
Required			\$0.00	Repair			\$0.00
Clean				Replace			\$0.00
Carpet				Sink			
Requires Cleaning			\$0.00	Replace			\$0.00
Replace	1		\$600.00				
Vinyl				Tub/Surround			
Requires Cleaning	1		\$50.00	Repair			\$0.00
Replace			\$0.00	Replace			
Paint				Bath Vanity/Countertop			
Touch Up			\$0.00	Repair			\$0.00
Complete Paint Job	1		\$800.00	Replace			\$0.00
Final Clean				Toilet			
Yes			\$0.00	Repair			\$0.00
No				Replace	1		\$200.00
Window Coverings				Water Heater			
Replace			\$0.00	Missing			\$0.00
				Repair			
Interior Doors				HVAC			
Repair			\$0.00	Missing			\$0.00
Replace			\$0.00	Repair			
Drywall Damage				Electric Fixtures			
Estimate Quick \$\$ Amount			\$0.00	Missing			\$0.00
				Repair			\$0.00
Refrigerator				Smoke/CO Detectors			
Missing	1		\$500.00	Missing	1		\$50.00
Repair							
Range				Mold			
Missing	1		\$375.00	Yes			\$0.00
Repair				No			
Vent Hood				Pests			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Dishwasher				Other			
Missing			\$0.00				\$0.00
Repair							
Rent Ready?				Down?			
Yes				Yes			
No				No			
	Total		\$2,575.00				

Unit 2217

2 Overall Fannie Mae Rating

Interiors

Front Door			Quantity	Washer/Dryer			Quantity
Repair		\$0.00		Repair		\$0.00	
Replace		\$0.00		Replace			
Trash Out				Kitchen Cabinets			
Required		\$0.00		Repair		\$0.00	
Clean				Replace		\$0.00	
Carpet				Sink			
Requires Cleaning		\$0.00		Replace		\$0.00	
Replace	1	\$600.00					
Vinyl				Tub/Surround			
Requires Cleaning		\$0.00		Repair		\$0.00	
Replace	1	\$225.00		Replace			
Paint				Bath Vanity/Countertop			
Touch Up		\$0.00		Repair		\$0.00	
Complete Paint Job	1	\$800.00		Replace		\$0.00	
Final Clean				Toilet			
Yes		\$0.00		Repair		\$0.00	
No				Replace		\$0.00	
Window Coverings				Water Heater			
Replace		\$0.00		Missing		\$0.00	
				Repair			
Interior Doors				HVAC			
Repair		\$0.00		Missing		\$0.00	
Replace		\$0.00		Repair			
Drywall Damage				Electric Fixtures			
Estimate Quick \$\$ Amount		\$0.00		Missing		\$0.00	
				Repair		\$0.00	
Refrigerator				Smoke/CO Detectors			
Missing		\$0.00		Missing	1	\$50.00	
Repair							
Range				Mold			
Missing		\$0.00		Yes		\$0.00	
Repair				No			
Vent Hood				Pests			
Missing		\$0.00		Yes		\$0.00	
Repair				No			
Dishwasher				Other			
Missing		\$0.00				\$0.00	
Repair							
Rent Ready?				Down?			
Yes				Yes			
No				No			
	Total	\$1,675.00					

Unit 2221

2 Overall Fannie Mae Rating

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair	1	\$175.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning	1	\$50.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,675.00			

Unit 2222

2 Overall Fannie Mae Rating

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair	1	\$175.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace	1	\$225.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00	Water leak		\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,850.00			

Interiors

Front Door		Quantity		Washer/Dryer		Quantity	
Repair			\$0.00	Repair			\$0.00
Replace			\$0.00	Replace			
Trash Out				Kitchen Cabinets			
Required			\$0.00	Repair			\$0.00
Clean				Replace			\$0.00
Carpet				Sink			
Requires Cleaning			\$0.00	Replace			\$0.00
Replace			\$0.00				
Vinyl				Tub/Surround			
Requires Cleaning			\$0.00	Repair			\$0.00
Replace			\$0.00	Replace			
Paint				Bath Vanity/Countertop			
Touch Up			\$0.00	Repair			\$0.00
Complete Paint Job			\$0.00	Replace			\$0.00
Final Clean				Toilet			
Yes			\$0.00	Repair			\$0.00
No				Replace			\$0.00
Window Coverings				Water Heater			
Replace			\$0.00	Missing			\$0.00
				Repair			
Interior Doors				HVAC			
Repair			\$0.00	Missing			\$0.00
Replace			\$0.00	Repair			
Drywall Damage				Electric Fixtures			
Estimate Quick \$\$ Amount			\$0.00	Missing			\$0.00
				Repair			\$0.00
Refrigerator				Smoke/CO Detectors			
Missing			\$0.00	Missing			\$0.00
Repair							
Range				Mold			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Vent Hood				Pests			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Dishwasher				Other			
Missing			\$0.00				\$0.00
Repair							
Rent Ready?				Down?			
Yes		1		Yes			
No				No			
	Total		\$0.00				

Interiors

Front Door			Washer/Dryer		
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair	1	\$175.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace	1	\$225.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing	1	\$1,600.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$3,450.00			

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair	1	\$175.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning	1	\$50.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$150.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,825.00			

Unit 2231

2 Overall Fannie Mae Rating

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair	1	\$175.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning	1	\$50.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing	1	\$500.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$2,175.00			

Unit 2234

2 Overall Fannie Mae Rating

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes	1		Yes		
No			No		
Total		\$50.00			

Unit 2235

2 Overall Fannie Mae Rating

Interiors

Front Door		Quantity	Washer/Dryer		Quantity
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing		\$0.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes	1		Yes		
No			No		
Total		\$0.00			

Unit 2237

No Access

2 Overall Fannie Mae Rating

2 bed 2 bath

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing		\$0.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$0.00			

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing		\$0.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes	1		Yes		
No			No		
	Total	\$0.00			

Unit 2240

2 Overall Fannie Mae Rating

Interiors

Front Door		Quantity	Washer/Dryer		Quantity
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair	1	
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes	1		Yes		
No			No		
	Total	\$50.00			

Unit 2241

2 Overall Fannie Mae Rating

3 bed 2 bath

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning	1	\$175.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning	1	\$50.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,075.00			

Unit 2243

2 Overall Fannie Mae Rating

Interiors

Front Door			Washer/Dryer		
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace	1	\$225.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing	1	\$500.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing	1	\$375.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,750.00			

Unit 2244

2 Overall Fannie Mae Rating

3 bed 2 bath

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning	1	\$50.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing	1	\$375.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing	1	\$315.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$2,190.00			

Unit 2245

2 Overall Fannie Mae Rating

3 bed 2 bath

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair	1	\$175.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace	1	\$225.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing		\$0.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,800.00			

Unit 2249

2 Overall Fannie Mae Rating

2 bed 2 bath

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning	1	\$50.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing		\$0.00
Repair					
Range			Mold		
Missing	1	\$375.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,825.00			

Unit 2250

4 Overall Fannie Mae Rating

2 bed 2 bath

Interiors

Front Door		Quantity	Washer/Dryer		Quantity
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$50.00			

Unit 2251

2 Overall Fannie Mae Rating

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair	1	\$175.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning	1	\$50.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing	1	\$500.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$2,175.00			

Unit 2262

2 Overall Fannie Mae Rating

2 bed 2 bath

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning	1	\$175.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning	1	\$50.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,075.00			

Unit 2263

3 Overall Fannie Mae Rating

2 bed 2 bath

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning	2	\$100.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,550.00			

Interiors

Front Door			Washer/Dryer		
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning	1	\$50.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair	1	
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,500.00			

Unit 2266

2 Overall Fannie Mae Rating

2 bed 2 bath

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning	1	\$50.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing	1	\$500.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$2,000.00			

Unit 2268

2 Overall Fannie Mae Rating

2 bed 2 bath

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning	1	\$50.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,500.00			

Unit 2269

2 Overall Fannie Mae Rating

2 bed 2 bath

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair	1	\$175.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace	1	\$225.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,850.00			

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes	1		Yes		
No			No		
	Total	\$50.00			

Unit 2271

2 Overall Fannie Mae Rating

2 bed 2 bath

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair	1	\$175.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace	1	\$225.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$250.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00	Hole in bathroom ceiling		\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$2,100.00			

Unit 2272

2 Overall Fannie Mae Rating

2 bed 2 bath

Interiors

Front Door			Washer/Dryer		
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning	1	\$50.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,500.00			

Unit 2273

2 Overall Fannie Mae Rating

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair	1	\$175.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace	1	\$225.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing		\$0.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,800.00			

Unit 2274

2 Overall Fannie Mae Rating

2 bed 2 bath

Interiors

Front Door			Washer/Dryer		
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning	1	\$50.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$250.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00	Hole in bathroom ceiling		\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,750.00			

Unit 2275

4 Overall Fannie Mae Rating

2 bed 2 bath

Interiors

Front Door			Washer/Dryer		
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace	1	\$225.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing	1	\$500.00	Missing		\$0.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing	1	\$315.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,640.00			

Unit 2277

2 Overall Fannie Mae Rating

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair	1	\$175.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning	1	\$50.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,675.00			

Interiors

Front Door		Quantity	Washer/Dryer		Quantity
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing		\$0.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$0.00			

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning	1	\$50.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes	1	\$200.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing	1	\$145.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No	1		No	1	
Total		\$1,845.00			

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace	1	\$225.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair	3	\$300.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes	1	\$200.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace	3	\$900.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace	2	\$250.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$150.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing	1	\$500.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing	1	\$375.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No	1		No	1	
	Total	\$4,350.00			

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair	4	\$700.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair	1	\$1,200.00
Replace	1	\$225.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair	4	\$400.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes	1	\$200.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace	1	\$300.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing	1	\$375.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No	1		No	1	
	Total	\$4,850.00			

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace	1	\$1,500.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning	1	\$50.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair	1	\$100.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes	1	\$200.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace	1	\$125.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing	1	\$375.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No	1		No	1	
	Total	\$3,800.00			

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace	1	\$225.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair	3	\$300.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes	1	\$200.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace	1	\$125.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No	1		No	1	
	Total	\$2,300.00			

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning	1	\$175.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning	1	\$50.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up	1	\$200.00	Repair	1	\$100.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes	1	\$200.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$50.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing	1	\$375.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No	1		No	1	
	Total	\$1,200.00			

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning	1	\$175.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning	1	\$50.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up	1	\$200.00	Repair	2	\$200.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No	1		No	1	
	Total	\$675.00			

Unit 2297

2 Overall Fannie Mae Rating

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair	1	\$175.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace	1	\$225.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$450.00			

Unit 2298

2 Overall Fannie Mae Rating

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair	1	\$175.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$825.00			

Unit 2299

2 Overall Fannie Mae Rating

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair	1	\$175.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace	1	\$225.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair	1	\$100.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,950.00			

Unit 2301

2 Overall Fannie Mae Rating

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace	1	\$225.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair	1	\$100.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing	1	\$375.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$2,150.00			

Unit 2304

2 Overall Fannie Mae Rating

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,450.00			

Unit 2305

2 Overall Fannie Mae Rating

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair	1	\$175.00
Clean	1		Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace	1	\$225.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,050.00			

Unit 2306

2 Overall Fannie Mae Rating

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair	1	\$175.00
Clean	1		Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$825.00			

Unit 2313

3 Overall Fannie Mae Rating

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace	1	\$225.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up	1	\$200.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No	1		No		
	Total	\$475.00			

Unit 2316

2 Overall Fannie Mae Rating

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required	1	\$100.00	Repair		\$0.00
Clean			Replace	1	\$1,500.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace	1	\$120.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes	1	\$200.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing	1	\$450.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing	1	\$315.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes	1	
No	1		No		
	Total	\$4,135.00			

Unit 2321

2 Overall Fannie Mae Rating

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace	1	\$225.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up	1	\$200.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes	1	\$200.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing	1	\$1,600.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$2,875.00			

Unit 2322

2 Overall Fannie Mae Rating

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning	1	\$175.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace	1	\$225.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up	1	\$200.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes	1	\$200.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing	1	\$500.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,350.00			

Unit 2323

2 Overall Fannie Mae Rating

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required	1	\$100.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace	1	\$200.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing	1	\$500.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$2,250.00			

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair	1	\$175.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace	1	\$225.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up	1	\$200.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing	1	\$500.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,750.00			

Unit 2328

2 Overall Fannie Mae Rating

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair	1	\$175.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair	1	\$100.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$325.00			

Unit 2331

2 Overall Fannie Mae Rating

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair	1	\$175.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace	1	\$200.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing		\$0.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$375.00			

Unit 2332

2 Overall Fannie Mae Rating

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace	1	\$225.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing	1	\$450.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing	1	\$1,600.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing	1	\$500.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing	1	\$375.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$4,600.00			

Interiors

Front Door		Quantity	Washer/Dryer		Quantity
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing		\$0.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
Total		\$0.00			

Interiors

Front Door		Quantity		Washer/Dryer		Quantity	
Repair			\$0.00	Repair			\$0.00
Replace			\$0.00	Replace			
Trash Out				Kitchen Cabinets			
Required			\$0.00	Repair			\$0.00
Clean				Replace			\$0.00
Carpet				Sink			
Requires Cleaning			\$0.00	Replace			\$0.00
Replace		1	\$600.00				
Vinyl				Tub/Surround			
Requires Cleaning			\$0.00	Repair			\$0.00
Replace			\$0.00	Replace			
Paint				Bath Vanity/Countertop			
Touch Up			\$0.00	Repair			\$0.00
Complete Paint Job		1	\$800.00	Replace			\$0.00
Final Clean				Toilet			
Yes			\$0.00	Repair			\$0.00
No				Replace			\$0.00
Window Coverings				Water Heater			
Replace			\$0.00	Missing			\$0.00
				Repair			
Interior Doors				HVAC			
Repair			\$0.00	Missing			\$0.00
Replace			\$0.00	Repair			
Drywall Damage				Electric Fixtures			
Estimate Quick \$\$ Amount			\$0.00	Missing			\$0.00
				Repair			\$0.00
Refrigerator				Smoke/CO Detectors			
Missing			\$0.00	Missing			\$0.00
Repair							
Range				Mold			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Vent Hood				Pests			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Dishwasher				Other			
Missing			\$0.00				\$0.00
Repair							
Rent Ready?				Down?			
Yes				Yes			
No				No			
Total				\$1,400.00			

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair	1	\$175.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace	1	\$200.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing	1	\$1,600.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing	1	\$500.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
Total		\$3,325.00			

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$650.00			

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair	1	\$175.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace	1	\$200.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$425.00			

Interiors

Front Door		Quantity	Washer/Dryer		Quantity
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$650.00			

Interiors

Front Door		Quantity		Washer/Dryer		Quantity	
Repair			\$0.00	Repair			\$0.00
Replace			\$0.00	Replace			
Trash Out				Kitchen Cabinets			
Required			\$0.00	Repair			\$0.00
Clean				Replace			\$0.00
Carpet				Sink			
Requires Cleaning			\$0.00	Replace			\$0.00
Replace		1	\$600.00				
Vinyl				Tub/Surround			
Requires Cleaning			\$0.00	Repair			\$0.00
Replace			\$0.00	Replace			
Paint				Bath Vanity/Countertop			
Touch Up			\$0.00	Repair			\$0.00
Complete Paint Job		1	\$800.00	Replace			\$0.00
Final Clean				Toilet			
Yes			\$0.00	Repair			\$0.00
No				Replace			\$0.00
Window Coverings				Water Heater			
Replace			\$0.00	Missing			\$0.00
				Repair			
Interior Doors				HVAC			
Repair			\$0.00	Missing			\$0.00
Replace			\$0.00	Repair			
Drywall Damage				Electric Fixtures			
Estimate Quick \$\$ Amount			\$0.00	Missing			\$0.00
				Repair			\$0.00
Refrigerator				Smoke/CO Detectors			
Missing			\$0.00	Missing		1	\$50.00
Repair							
Range				Mold			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Vent Hood				Pests			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Dishwasher				Other			
Missing			\$0.00				\$0.00
Repair							
Rent Ready?				Down?			
Yes				Yes			
No				No			
	Total		\$1,450.00				

Interiors

Front Door		Quantity		Washer/Dryer		Quantity	
Repair			\$0.00	Repair			\$0.00
Replace			\$0.00	Replace			
Trash Out				Kitchen Cabinets			
Required			\$0.00	Repair			\$0.00
Clean				Replace			\$0.00
Carpet				Sink			
Requires Cleaning			\$0.00	Replace			\$0.00
Replace	1		\$600.00				
Vinyl				Tub/Surround			
Requires Cleaning	1		\$50.00	Repair			\$0.00
Replace			\$0.00	Replace			
Paint				Bath Vanity/Countertop			
Touch Up			\$0.00	Repair			\$0.00
Complete Paint Job	1		\$800.00	Replace			\$0.00
Final Clean				Toilet			
Yes			\$0.00	Repair			\$0.00
No				Replace			\$0.00
Window Coverings				Water Heater			
Replace			\$0.00	Missing			\$0.00
				Repair			
Interior Doors				HVAC			
Repair			\$0.00	Missing			\$0.00
Replace			\$0.00	Repair			
Drywall Damage				Electric Fixtures			
Estimate Quick \$\$ Amount			\$0.00	Missing			\$0.00
				Repair			\$0.00
Refrigerator				Smoke/CO Detectors			
Missing			\$0.00	Missing			\$0.00
Repair							
Range				Mold			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Vent Hood				Pests			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Dishwasher				Other			
Missing			\$0.00				\$0.00
Repair							
Rent Ready?				Down?			
Yes				Yes			
No				No			
	Total		\$1,450.00				

Interiors

Front Door		Quantity		Washer/Dryer		Quantity	
Repair			\$0.00	Repair			\$0.00
Replace			\$0.00	Replace			
Trash Out				Kitchen Cabinets			
Required			\$0.00	Repair			\$0.00
Clean				Replace			\$0.00
Carpet				Sink			
Requires Cleaning			\$0.00	Replace			\$0.00
Replace	1		\$600.00				
Vinyl				Tub/Surround			
Requires Cleaning	1		\$50.00	Repair			\$0.00
Replace			\$0.00	Replace			
Paint				Bath Vanity/Countertop			
Touch Up			\$0.00	Repair			\$0.00
Complete Paint Job	1		\$800.00	Replace			\$0.00
Final Clean				Toilet			
Yes			\$0.00	Repair			\$0.00
No				Replace			\$0.00
Window Coverings				Water Heater			
Replace			\$0.00	Missing			\$0.00
				Repair			
Interior Doors				HVAC			
Repair			\$0.00	Missing			\$0.00
Replace			\$0.00	Repair			
Drywall Damage				Electric Fixtures			
Estimate Quick \$\$ Amount			\$0.00	Missing			\$0.00
				Repair			\$0.00
Refrigerator				Smoke/CO Detectors			
Missing			\$0.00	Missing		1	\$50.00
Repair							
Range				Mold			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Vent Hood				Pests			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Dishwasher				Other			
Missing			\$0.00				\$0.00
Repair							
Rent Ready?				Down?			
Yes				Yes			
No				No			
	Total		\$1,500.00				

Interiors

Front Door		Quantity		Washer/Dryer		Quantity	
Repair			\$0.00	Repair			\$0.00
Replace			\$0.00	Replace			
Trash Out				Kitchen Cabinets			
Required			\$0.00	Repair			\$0.00
Clean				Replace			\$0.00
Carpet				Sink			
Requires Cleaning			\$0.00	Replace			\$0.00
Replace	1		\$600.00				
Vinyl				Tub/Surround			
Requires Cleaning	1		\$50.00	Repair			\$0.00
Replace			\$0.00	Replace			
Paint				Bath Vanity/Countertop			
Touch Up			\$0.00	Repair			\$0.00
Complete Paint Job	1		\$800.00	Replace			\$0.00
Final Clean				Toilet			
Yes			\$0.00	Repair			\$0.00
No				Replace			\$0.00
Window Coverings				Water Heater			
Replace			\$0.00	Missing			\$0.00
				Repair			
Interior Doors				HVAC			
Repair			\$0.00	Missing			\$0.00
Replace			\$0.00	Repair			
Drywall Damage				Electric Fixtures			
Estimate Quick \$\$ Amount			\$0.00	Missing			\$0.00
				Repair			\$0.00
Refrigerator				Smoke/CO Detectors			
Missing			\$0.00	Missing		1	\$50.00
Repair							
Range				Mold			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Vent Hood				Pests			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Dishwasher				Other			
Missing			\$0.00				\$0.00
Repair							
Rent Ready?				Down?			
Yes				Yes			
No				No			
	Total		\$1,500.00				

Interiors

Front Door		Quantity		Washer/Dryer		Quantity	
Repair			\$0.00	Repair			\$0.00
Replace			\$0.00	Replace			
Trash Out				Kitchen Cabinets			
Required			\$0.00	Repair			\$0.00
Clean				Replace			\$0.00
Carpet				Sink			
Requires Cleaning			\$0.00	Replace			\$0.00
Replace	1		\$600.00				
Vinyl				Tub/Surround			
Requires Cleaning	1		\$50.00	Repair			\$0.00
Replace			\$0.00	Replace			
Paint				Bath Vanity/Countertop			
Touch Up			\$0.00	Repair			\$0.00
Complete Paint Job	1		\$800.00	Replace			\$0.00
Final Clean				Toilet			
Yes			\$0.00	Repair			\$0.00
No				Replace			\$0.00
Window Coverings				Water Heater			
Replace			\$0.00	Missing			\$0.00
				Repair			
Interior Doors				HVAC			
Repair			\$0.00	Missing			\$0.00
Replace			\$0.00	Repair			
Drywall Damage				Electric Fixtures			
Estimate Quick \$\$ Amount			\$0.00	Missing			\$0.00
				Repair			\$0.00
Refrigerator				Smoke/CO Detectors			
Missing			\$0.00	Missing		1	\$50.00
Repair							
Range				Mold			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Vent Hood				Pests			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Dishwasher				Other			
Missing			\$0.00				\$0.00
Repair							
Rent Ready?				Down?			
Yes				Yes			
No				No			
	Total		\$1,500.00				

Interiors

Front Door		Quantity		Washer/Dryer		Quantity	
Repair			\$0.00	Repair			\$0.00
Replace			\$0.00	Replace			
Trash Out				Kitchen Cabinets			
Required			\$0.00	Repair			\$0.00
Clean				Replace			\$0.00
Carpet				Sink			
Requires Cleaning	1		\$175.00	Replace			\$0.00
Replace			\$0.00				
Vinyl				Tub/Surround			
Requires Cleaning	1		\$50.00	Repair			\$0.00
Replace			\$0.00	Replace			
Paint				Bath Vanity/Countertop			
Touch Up			\$0.00	Repair			\$0.00
Complete Paint Job	1		\$800.00	Replace			\$0.00
Final Clean				Toilet			
Yes			\$0.00	Repair			\$0.00
No				Replace			\$0.00
Window Coverings				Water Heater			
Replace			\$0.00	Missing			\$0.00
				Repair			
Interior Doors				HVAC			
Repair			\$0.00	Missing			\$0.00
Replace			\$0.00	Repair			
Drywall Damage				Electric Fixtures			
Estimate Quick \$\$ Amount			\$0.00	Missing			\$0.00
				Repair			\$0.00
Refrigerator				Smoke/CO Detectors			
Missing			\$0.00	Missing		1	\$50.00
Repair							
Range				Mold			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Vent Hood				Pests			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Dishwasher				Other			
Missing			\$0.00				\$0.00
Repair							
Rent Ready?				Down?			
Yes				Yes			
No				No			
	Total		\$1,075.00				

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning	1	\$50.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,500.00			

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning	1	\$50.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,500.00			

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning	1	\$50.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,500.00			

Interiors

Front Door		Quantity	Washer/Dryer		Quantity
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing		\$0.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes	1		Yes		
No			No		
	Total	\$0.00			

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace	1	\$225.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing	1	\$500.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$2,175.00			

Interiors

Front Door		Quantity	Washer/Dryer		Quantity
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing		\$0.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$0.00			

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing		\$0.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$0.00			

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing		\$0.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$0.00			

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair	1	\$175.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning	1	\$175.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace	1	\$225.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing		\$0.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,375.00			

Interiors

Front Door		Quantity	Washer/Dryer		Quantity
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing		\$0.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$0.00			

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace	1	\$600.00			
Vinyl			Tub/Surround		
Requires Cleaning	1	\$50.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job	1	\$800.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing	1	\$50.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$1,500.00			

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing		\$0.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$0.00			

Interiors

Front Door		Quantity	Washer/Dryer		Quantity
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing		\$0.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$0.00			

Interiors

Front Door		Quantity		Washer/Dryer		Quantity	
Repair			\$0.00	Repair			\$0.00
Replace			\$0.00	Replace			
Trash Out				Kitchen Cabinets			
Required			\$0.00	Repair	1		\$175.00
Clean				Replace			\$0.00
Carpet				Sink			
Requires Cleaning			\$0.00	Replace			\$0.00
Replace	1		\$600.00				
Vinyl				Tub/Surround			
Requires Cleaning			\$0.00	Repair			\$0.00
Replace	1		\$225.00	Replace			
Paint				Bath Vanity/Countertop			
Touch Up			\$0.00	Repair			\$0.00
Complete Paint Job	1		\$800.00	Replace			\$0.00
Final Clean				Toilet			
Yes			\$0.00	Repair			\$0.00
No				Replace			\$0.00
Window Coverings				Water Heater			
Replace			\$0.00	Missing			\$0.00
				Repair			
Interior Doors				HVAC			
Repair			\$0.00	Missing			\$0.00
Replace			\$0.00	Repair			
Drywall Damage				Electric Fixtures			
Estimate Quick \$\$ Amount			\$0.00	Missing			\$0.00
				Repair			\$0.00
Refrigerator				Smoke/CO Detectors			
Missing			\$0.00	Missing	1		\$50.00
Repair							
Range				Mold			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Vent Hood				Pests			
Missing			\$0.00	Yes			\$0.00
Repair				No			
Dishwasher				Other			
Missing			\$0.00				\$0.00
Repair							
Rent Ready?				Down?			
Yes				Yes			
No				No			
	Total		\$1,850.00				

Interiors

Front Door			Washer/Dryer		
	Quantity			Quantity	
Repair		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Trash Out			Kitchen Cabinets		
Required		\$0.00	Repair		\$0.00
Clean			Replace		\$0.00
Carpet			Sink		
Requires Cleaning		\$0.00	Replace		\$0.00
Replace		\$0.00			
Vinyl			Tub/Surround		
Requires Cleaning		\$0.00	Repair		\$0.00
Replace		\$0.00	Replace		
Paint			Bath Vanity/Countertop		
Touch Up		\$0.00	Repair		\$0.00
Complete Paint Job		\$0.00	Replace		\$0.00
Final Clean			Toilet		
Yes		\$0.00	Repair		\$0.00
No			Replace		\$0.00
Window Coverings			Water Heater		
Replace		\$0.00	Missing		\$0.00
			Repair		
Interior Doors			HVAC		
Repair		\$0.00	Missing		\$0.00
Replace		\$0.00	Repair		
Drywall Damage			Electric Fixtures		
Estimate Quick \$\$ Amount		\$0.00	Missing		\$0.00
			Repair		\$0.00
Refrigerator			Smoke/CO Detectors		
Missing		\$0.00	Missing		\$0.00
Repair					
Range			Mold		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Vent Hood			Pests		
Missing		\$0.00	Yes		\$0.00
Repair			No		
Dishwasher			Other		
Missing		\$0.00			\$0.00
Repair					
Rent Ready?			Down?		
Yes			Yes		
No			No		
	Total	\$0.00			

Interiors

Front Door			Quantity	Washer/Dryer			Quantity
Repair		\$0.00		Repair		\$0.00	
Replace		\$0.00		Replace			
Trash Out				Kitchen Cabinets			
Required		\$0.00		Repair		\$0.00	
Clean				Replace	1	\$1,500.00	
Carpet				Sink			
Requires Cleaning		\$0.00		Replace		\$0.00	
Replace	1	\$600.00					
Vinyl				Tub/Surround			
Requires Cleaning		\$0.00		Repair		\$0.00	
Replace	1	\$225.00		Replace			
Paint				Bath Vanity/Countertop			
Touch Up		\$0.00		Repair		\$0.00	
Complete Paint Job	1	\$800.00		Replace		\$0.00	
Final Clean				Toilet			
Yes		\$0.00		Repair		\$0.00	
No				Replace		\$0.00	
Window Coverings				Water Heater			
Replace		\$0.00		Missing		\$0.00	
				Repair			
Interior Doors				HVAC			
Repair		\$0.00		Missing		\$0.00	
Replace		\$0.00		Repair			
Drywall Damage				Electric Fixtures			
Estimate Quick \$\$ Amount		\$0.00		Missing		\$0.00	
				Repair		\$0.00	
Refrigerator				Smoke/CO Detectors			
Missing		\$0.00		Missing	1	\$50.00	
Repair							
Range				Mold			
Missing		\$0.00		Yes		\$0.00	
Repair				No			
Vent Hood				Pests			
Missing		\$0.00		Yes		\$0.00	
Repair				No			
Dishwasher				Other			
Missing		\$0.00				\$0.00	
Repair							
Rent Ready?				Down?			
Yes				Yes			
No				No			
	Total	\$3,175.00					

EXHIBIT 12 - October 18, 2019 Notice of Demand

EXHIBIT 12 - October 18, 2019 Notice of Demand



SUNTRUST BANK
4601 COLLEGE BOULEVARD
SUITE 300
LEAWOOD, KS 66211
913-732-5324 MAIN

October 18, 2019

Via EMAIL: ruth.g@westland.com & marilu.g@westland.com
Via Overnight Delivery

Westland Liberty Village LLC
520 West Willow Street
Long Beach, California 90806

Alevy Descendants Trust Number 1
520 West Willow Street
Long Beach, California 90806

Westland Village Square LLC
520 West Willow Street
Long Beach, California 90806

Re: **NOTICE OF DEMAND (the "Notice")**

Property Name: Liberty Village Apartments
Property Address: 4870 Nellis Oasis Lane, Las Vegas, Nevada
Loan Number: [REDACTED] 5178 (the "Loan")

Multifamily Note (the "Note") dated as of November 2, 2017 in the original principal amount of \$29,000,000.00 made by Borrower's predecessor in interest, Shamrock Properties VII LLC ("Shamrock Properties"), payable to the order of SunTrust Bank ("Original Lender"), which Note is secured by, *inter alia*, certain real property more particularly described in the Multifamily Deed of Trust, Assignment of Rents, Security Agreement and Fixture Filing of even date therewith (the "Security Instrument") and Multifamily Loan and Security Agreement of even date therewith (the "Loan Agreement"), which Note, Security Instrument and Loan Agreement, together with other loan documents (such Note, Security Instrument and Loan Agreement and other loan documents hereafter referred to as the "Loan Documents") were assigned from Original Lender to Fannie Mae ("Fannie Mae") and all of which covering certain real and personal property located at the address set forth above and more particularly described in the Security Instrument (the "Mortgaged Property" or the "Property"). Original Lender is now the servicer of the Loan and may be referred to herein as "Servicer." Borrower assumed the Loan from Shamrock Properties pursuant to an Assumption and Release Agreement dated as of August 29, 2018.

Dear Borrower,

Notice is hereby given that Borrower has failed to maintain the Mortgaged Property in accordance with the terms of the Loan Documents, including, but not limited to, Article 6 of the Loan Agreement, which failure to maintain may constitute an Event of Default under the Loan Documents.



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On September 9, 2019-September 11, 2019, a Property Condition Assessment ("PCA") was conducted on the Mortgaged Property, whereby certain deficiencies were noted and identified. Enclosed herewith is a copy of the PCA and a schedule of needed repairs is attached hereto as Exhibit A.

The PCA contains specific information related to the current deficiencies in physical condition of the Mortgaged Property and should be reviewed by Borrower for more detail on the required repairs. All repairs and replacements identified on Exhibit A and in the PCA shall constitute Additional Lender Repairs and Additional Lender Replacements, as defined in the Loan Documents. Borrower shall be required to execute an Amendment to the Loan Agreement reflecting the amendment and restatement of Schedules 5 and 6 thereto with the repairs and replacements identified on Exhibit A hereto. Please note, however, this may not be an exhaustive list and is subject to change pursuant to additional inspections that may be performed or required by Fannie Mae or Servicer.

Demand is hereby made for Borrower to correct its failure to maintain the Mortgaged Property and immediately implement corrective action to undertake repairs of the deficiencies noted in the PCA and on Exhibit A, as well as any other repair or replacement needed at the Mortgaged Property, to the satisfaction of Fannie Mae in its sole discretion. Borrower must also perform the Additional Lender Repairs and Additional Lender Replacements within the dates listed on Exhibit A. Furthermore, Borrower must provide Fannie Mae or Servicer access at such time and date requested by either for inspection of the Mortgaged Property to determine the status of the required repairs and to confirm that such repairs have been completed to Fannie Mae's satisfaction, in its sole discretion.

Pursuant to Section 13.02(a)(4) of the Loan Agreement, Fannie Mae has determined the funds in the Replacement Reserve Account or the Repairs Escrow Account are insufficient to cover the costs of the Additional Lender Replacements and Additional Lender Repairs. Demand is further made for Borrower to deposit with Servicer, on behalf of Fannie Mae, within thirty (30) days of the date of this letter an amount equal to \$1,753,145.00 (the "Demand Amount"), which deposit will be held by Servicer in the Repairs Escrow Account as additional security for the Loan. Failure to deposit the required amount shall constitute Borrower's failure to pay an amount due on the Loan and will be an Event of Default under the Loan Documents. Notwithstanding the foregoing, Fannie Mae has agreed to allow the Borrower to transfer 75% of the current balance in the Replacement Reserve (after Lender's receipt of the Borrower's 10/01/2019 loan payment) in the total amount of \$246,047.00 to the Repairs Escrow Account and to credit such amount to the Demand Amount. In addition, from and after the date of such transfer of funds, the funds in the Replacement Reserve Account may only be used to reimburse the Additional Lender Replacements (as will be identified on the new Schedule 5 to the Loan Agreement) of the occupied units per the Borrower's Rent Roll dated 09/05/2019.

Additionally, Fannie Mae and Servicer have determined the amount of funds in the Replacement Reserve Account and Repairs Escrow Account are insufficient to cover the on-going Required Repairs and Required Replacements identified in the PCA, even after completion of the Additional Lender Repairs and Additional Lender Replacements identified on Exhibit A. To ensure the necessary funds are available, Fannie Mae hereby notifies Borrower the Monthly Replacement Reserve Deposit is being increased by \$8,160.00 per month so that the total Monthly Replacement Reserve Deposit by Borrower shall be equal to \$26,760.00 per month. This increased deposit amount will commence with the Loan payment due on December 1, 2019.

Each of the above constitute separate obligations of Borrower under the Loan Documents and Borrower's failure to perform any of the above obligations may constitute a separate Event of Default under the Loan Documents.

The Servicer's or Fannie Mae's acceptance of any payment on the Loan should not be considered a waiver of any default or a novation, modification, or renewal of the Loan. Notwithstanding the acceptance of any payments or any other amounts at any time by the Servicer, Fannie Mae does not waive any default which may exist under the Loan Documents. Furthermore, acceptance of any payment shall not act as a waiver of,



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or prevent Fannie Mae from exercising any right, remedy, or power available to Fannie Mae, including, without limitation, all rights, remedies, and powers granted under the Loan Documents and at law or in equity, all of which are expressly reserved.

Sincerely,

A handwritten signature in black ink that reads "Michael Woolf".

Michael Woolf
Asset Manager

cc: Joey Davenport, Fannie Mae
Joe E. Greenhaw, Jr., SunTrust Bank

Enclosures (PCA copy)



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 4601 COLLEGE BOULEVARD
 SUITE 300
 LEAWOOD, KS 66211
 913-732-5324 MAIN

EXHIBIT A



REAL PROPERTY CONSULTANTS

10/2/2019

Section 2.6 Replacement of Capital Items Schedule

Assessment Date(s):	9/9-11, 2019
Year Built:	1966-1967
Age(s):	53
Total Net Rentable SF:	684,216
No. Dwelling Units:	720
Inflation Rate:	3.00%
Estimated Annual Unit Turnover:	Not Reported

Location Factor:	1.08
Annual Cost Per Unit / Year (uninflated)	\$404
Annual Cost Per Unit / Year (inflated)	\$464

Section No.	Item	Capital Expense Category	Average EIA (yr.)	Effective Age (yr.)	RUA (yr.)	Quantity	Unit of Measure	Unit Cost	Total Cost over Est. Period	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
2.1	Site															
2.1.6	Asphalt Seal Coat and Striping	Paving / Paving / Sidewalks	5	2	3	445,250	SF	\$10.20	\$4,541,500				\$45,415			
2.1.8	Swimming Pool Repairs/Refurbishment	Other Site Capital Expense	8	0-5	0+	2	Below	\$10,000.00	\$20,000				\$20,000			
2.2	Structural Frame and Building Envelope (Architectural Components)															
2.2.4	Exterior Walls - Paint/Finish/Power Wash	Building / Exterior	10	5	5	720	Units	\$500.00	\$360,000					\$360,000		
2.3	Mechanical / Electrical / Plumbing Systems															
2.3.1	Gas Water Heaters - Individual	Electrical / Plumbing	15	1+	1+	315	EA	\$450.00	\$141,750	\$20,250	\$20,250	\$20,250	\$20,250	\$20,250	\$20,250	\$20,250
2.3.3	Pool / Roof Mounted Condenser	HVAC and Other Building Systems	20	1+	1+	210	EA	\$800.00	\$168,000	\$27,000	\$27,000	\$27,000	\$27,000	\$27,000	\$27,000	\$27,000
2.3.5	Gas Forced Air Units (FACU) - Replacement	HVAC and Other Building Systems	20	1+	1+	210	EA	\$500.00	\$105,000	\$27,000	\$27,000	\$27,000	\$27,000	\$27,000	\$27,000	\$27,000
2.4	Interior Elements (Dwelling Units / Common Area)															
2.4.4	Carpet	Carpeting and Vinyl Expense	7	1+	1+	168	Units	\$850.00	\$142,800	\$71,400	\$71,400	\$71,400	\$71,400	\$71,400	\$71,400	\$71,400
2.4.6	Vinyl Flooring	Carpeting and Vinyl Expense	10	1+	1+	420	Units	\$300.00	\$126,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000
2.4.8	Refrigerator	Appliance Capital Expenditures RR	10	1+	1+	606	Ea	\$300.00	\$181,800	\$28,000	\$28,000	\$28,000	\$28,000	\$28,000	\$28,000	\$28,000
2.4.6	Range / Oven Gas	Appliance Capital Expenditures RR	15	1+	1+	245	Ea	\$400.00	\$98,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000
2.4.6	Dishwasher	Appliance Capital Expenditures RR	10	1+	1+	420	Ea	\$115.00	\$112,350	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000
	Miscellaneous/Other															

*Section 2.6. Replacement Reserve costs above are based on the completion of all immediate repairs in Section 2.5.

Total Uninflated	\$2,048,100	\$225,550	\$225,550	\$334,800	\$225,550	\$285,550	\$225,550	\$225,550
Total, Inflated (Annual Inflation Factor @3%)	\$225,550	\$232,317	\$239,189	\$246,461	\$253,043	\$259,474	\$265,814	\$271,914
Cumulative Total	\$225,550	\$457,867	\$697,056	\$943,517	\$1,196,560	\$1,455,934	\$1,721,748	\$1,993,662
Annual Cost Per Unit / Year (uninflated)								
Annual Cost Per Unit / Year (inflated)								



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10/2/2019

REAL PROPERTY CONSULTANTS

Section 2.5: Immediate Repairs

Assessment Date(s):	9/9-11, 2019
Year Built:	1986-1987
Age(s):	33
Total Net Rentable SF:	684,216
No. Dwelling Units:	720
Inflation Rate:	3.00%
Estimated Annual Unit Turnover:	Not Reported

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
Sidewalks	30	EA	\$250.00	\$7,500	Concrete sidewalks provide access to the apartment buildings. F3 observed approximately 30 areas of damaged pavement creating potential trip hazards to the residents. This is due to a lack of timely repairs and exposure to the elements. F3 recommends the damaged areas of sidewalk be replaced to eliminate potential trip hazards. F3 recommends the potential trip hazards be addressed in the next 90 days.	3.1.6
Stairways/Landings/Patios/Balconies	1	Allow	\$216,600.00	\$216,600	The second floor apartments are accessed by exterior stairways with steel framing and pre-cast concrete step pads. The framing is covered with stucco that is damaged in places and the stairways are connected to steel-framed landings that have plywood or OSB floors that are covered with outdoor carpeting. The step pads have failed at select locations, and the landings are water-damaged as they are not water-proofed. The metal and wood handrails are damaged at select locations and the painted surfaces are chipped and peeling. The majority of patios and balconies at the vacant apartments have indoor/outdoor carpet installed that has been damaged and stained by pigeon droppings. These conditions are due to a lack of timely repairs and routine maintenance. F3 recommends the damaged step pads (184) be replaced (see attached repair estimate for \$21,160). F3 also recommends the stair landings be replaced and waterproofed to prevent further deterioration from water intrusion, the wood/metal handrails be repaired/replaced as needed and repainted, and indoor/outdoor carpet at vacant patios and balconies be removed, and the areas cleaned and waterproofed as needed. Estimated costs to repair damaged stucco is included in the Building Cladding estimate, see Section 2.5. F3 recommends the stairways and landings be addressed in the next 90 days to eliminate these potential fall/trip hazards.	3.2.6
Smoke and CO Detectors				\$0	Smoke detectors were missing in a majority of the vacant apartments inspected. Gas appliances are located in the dwelling unit; however, CO detectors are not installed. F3 recommends combination smoke and CO detectors be installed in dwelling units and the leasing office to eliminate life safety concerns. Estimated costs are included in the Vacant and Down Apartment recommendations. F3 recommends installation of these units within 60 days.	3.3.6
Subtotal: Life Safety				\$ 224,100		

Critical Repair: Items recommended for completion within the next six months.

Item	Quantity	Unit	Unit Cost	Total Cost	Brief Description	Section
Roofs	1	Allow	\$107,850.00	\$107,850	The pitched building roofs are weatherproofed with concrete tiles that are damaged in areas due to a lack of timely routine maintenance and repairs. Due to the high level of damage, the roofs on buildings 3442, 3465, and 4750 require complete replacement. F3 recommends the roofs on 39 of the buildings be repaired at \$400 per building, and those of the building roofs be replaced at a cost of \$82,250. See attached repair estimates.	3.2.5



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Swimming Pools	1	Allow	\$40,000.00	\$40,000	Four in-ground swimming pools are located at the Property. The pool located near the center of the Property has been drained and the plaster is cracked and damaged. In addition, there are large cracks in the concrete deck surrounding the pool. The pool at the northeast side of the Property is inoperative, and the pool deck surface is damaged due to a lack of timely repairs. F3 recommends the central and northeast swimming pool and concrete decks be repaired as needed and returned to service.	3.2.B
Laundry Facilities	1	EA	\$10,000.00	\$10,000	There are four (4) laundry buildings located on the Property. The laundry room on the southwest side of the Property has been damaged by vandals and is missing all of the laundry equipment. The walls, ceiling, and flooring are damaged. F3 recommends the laundry building at the southwest side of the Property be refurbished, the vendor be contacted to replace the equipment, and the facility be returned to service.	3.2.B
Fitness Center	1	EA	\$40,000.00	\$40,000	The fitness center is located in a stand-alone building adjacent to the swimming pool in the center of the Property. The fitness equipment is missing and the building is currently being used to store new appliances. F3 recommends the fitness center be refurbished, the fitness equipment be replaced, and the center be returned to service.	3.2.B
Vacant and Down Apartments	1	Allow	\$1,297,545.00	\$1,197,545	The Property has a total of 366 vacant units. F3 inspected the interiors of 352 of the 366 vacant units during this inspection; 21 of which were made ready and 27 were "down" (unleasable). The remaining 14 vacant units were not inspected as management could not produce keys. F3 assumes these 14 units are also "down". The condition of the vacant and down units appears to be due to plumbing and/or roof leaks, fire damage, missing/damaged drywall, in addition to missing appliances, smoke/CO detectors, HVAC systems, cabinets and countertops, and floor coverings. F3 recommends the 331 vacant/down units accessed be renovated as needed and returned to rent ready condition. Renovation activities will include all or some of the following: replacement of appliances, smoke/CO detectors, HVAC systems, cabinet/countertops, flooring, drywall repairs, cleaning and painting. A complete listing of units inspected and estimated repair/replacement costs required to return each unit to rent ready condition is attached to this report (total estimated cost \$1,227,545). In addition, F3 estimates the costs to return the 14 vacant units not accessed to rent ready condition at \$5,000 each (total cost 70,000).	3.4.B
Moisture Management Plan	1	EA	\$650.00	\$650	Microbial growth was observed in Units 1017, 1063, 1064, and in the southwest laundry building. The source of water intrusion appears to be from plumbing or roof leaks. Based on observed evidence of water intrusion and/or mold, a Moisture Management Plan should be developed and implemented. At a minimum, the MEMP must contain a provision for (i) staff training, (ii) information to be provided to tenants, (iii) documentation of the plan, (iv) the appropriate protocol for incident response and remediation, and (v) routine, scheduled inspections of common space and unit interiors.	4.1
Pest Management	1	Allow		TBD	The Property is infested with pigeons and bird droppings are prevalent on balcony and patio terraces and floors, the roofs, and building light fixtures. F3 recommends an inspection and pest exclusion to deter pigeons from landing, roosting, and nesting be conducted by a licensed pest control firm. Typical pigeon excretions can include bird spillover, anti-bird nets, low voltage electrical tracks, and chemical repellent.	4.2
Subtotal: Critical Repair				\$ 1,396,045		



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Deferred Maintenance: Non-recurring capital items typically recommended for completion within 12 months.						
Item	Quantity	Unit	Unit Cost	Total Cost	Brief Description	Section
Carports	35	EA	\$1,000.00	\$35,000	A total of 71 steel-framed carports provide parking for 712 cars. The roofs of approximately 35 of the structures have been damaged by trucks. F3 recommends the damaged carport roofs be repaired/replaced as needed.	3.1.6
Building Cladding	90	Bld.	\$1,000.00	\$90,000	The buildings cladding consists of painted concrete stucco. There are small areas of damaged stucco throughout the Property buildings due to poor stucco preparation prior to the previous painting activities. F3 recommends the damaged stucco be repaired and the paint of the buildings be touched-up with matching paint.	3.2.4
Sports Court	1	EA	\$8,000.00	\$8,000	A sports court (formerly two adjacent tennis courts), is located on the Property. The sports court surface damaged and cracked and in poor condition due to a lack of timely repairs and exposure to the elements. F3 recommends the sports court surface be repaired to bring this site amenity back to service.	3.2.8
Subtotal: Deferred Maintenance				\$ 133,000		
Total Immediate Repairs				\$ 1,753,145		
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
None						



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October 18, 2019

Via EMAIL: ruth.g@westland.com & marilu.g@westland.com

Via Overnight Delivery

Westland Liberty Village LLC
520 West Willow Street
Long Beach, California 90806

Alevy Descendants Trust Number 1
520 West Willow Street
Long Beach, California 90806

Westland Village Square LLC
520 West Willow Street
Long Beach, California 90806

Re: **NOTICE OF DEMAND (the "Notice")**

Property Name: Village Square Apartments
Property Address: 5025 Nellis Oasis Lane, Las Vegas, Nevada
Loan Number: [REDACTED] 5177 (the "Loan")

Multifamily Note (the "Note") dated as of November 2, 2017 in the original principal amount of \$9,366,000.00 made by Borrower's predecessor in interest, Shamrock Properties VII LLC ("Shamrock Properties"), payable to the order of SunTrust Bank ("Original Lender"), which Note is secured by, *inter alia*, certain real property more particularly described in the Multifamily Deed of Trust, Assignment of Rents, Security Agreement and Fixture Filing of even date therewith (the "Security Instrument") and Multifamily Loan and Security Agreement of even date therewith (the "Loan Agreement"), which Note, Security Instrument and Loan Agreement, together with other loan documents (such Note, Security Instrument and Loan Agreement and other loan documents hereafter referred to as the "Loan Documents") were assigned from Original Lender to Fannie Mae ("Fannie Mae") and all of which covering certain real and personal property located at the address set forth above and more particularly described in the Security Instrument (the "Mortgaged Property" or the "Property"). Original Lender is now the servicer of the Loan and may be referred to herein as "Servicer." Borrower assumed the Loan from Shamrock Properties pursuant to an Assumption and Release Agreement dated as of August 29, 2018.

Dear Borrower,

Notice is hereby given that Borrower has failed to maintain the Mortgaged Property in accordance with the terms of the Loan Documents, including, but not limited to, Article 6 of the Loan Agreement, which failure to maintain may constitute an Event of Default under the Loan Documents.



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On September 9, 2019-September 11, 2019, a Property Condition Assessment ("PCA") was conducted on the Mortgaged Property, whereby certain deficiencies were noted and identified. Enclosed herewith is a copy of the PCA and a schedule of needed repairs is attached hereto as Exhibit A.

The PCA contains specific information related to the current deficiencies in physical condition of the Mortgaged Property and should be reviewed by Borrower for more detail on the required repairs. All repairs and replacements identified on Exhibit A and in the PCA shall constitute Additional Lender Repairs and Additional Lender Replacements, as defined in the Loan Documents. Borrower shall be required to execute an Amendment to the Loan Agreement reflecting the amendment and restatement of Schedules 5 and 6 thereto with the repairs and replacements identified on Exhibit A hereto. Please note, however, this may not be an exhaustive list and is subject to change pursuant to additional inspections that may be performed or required by Fannie Mae or Servicer.

Demand is hereby made for Borrower to correct its failure to maintain the Mortgaged Property and immediately implement corrective action to undertake repairs of the deficiencies noted in the PCA and on Exhibit A, as well as any other repair or replacement needed at the Mortgaged Property, to the satisfaction of Fannie Mae in its sole discretion. Borrower must also perform the Additional Lender Repairs and Additional Lender Replacements within the dates listed on Exhibit A. Furthermore, Borrower must provide Fannie Mae or Servicer access at such time and date requested by either for inspection of the Mortgaged Property to determine the status of the required repairs and to confirm that such repairs have been completed to Fannie Mae's satisfaction, in its sole discretion.

Pursuant to Section 13.02(a)(4) of the Loan Agreement, Fannie Mae has determined the funds in the Replacement Reserve Account or the Repairs Escrow Account are insufficient to cover the costs of the Additional Lender Replacements and Additional Lender Repairs. Demand is further made for Borrower to deposit with Servicer, on behalf of Fannie Mae, within thirty (30) days of the date of this letter an amount equal to \$1,092,835.00 (the "Demand Amount"), which deposit will be held by Servicer in the Repair Escrow Account as additional security for the Loan. Failure to deposit the required amount shall constitute Borrower's failure to pay an amount due on the Loan and will be an Event of Default under the Loan Documents. Notwithstanding the foregoing, Fannie Mae has agreed to allow the Borrower to transfer 75% of the current balance in the Replacement Reserve (after Lender's receipt of the Borrower's 10/01/2019 loan payment) in the total amount of \$106,217.00 to the Repairs Escrow Account and to credit such amount to the Demand Amount. In addition, from and after the date of such transfer of funds, the funds in the Replacement Reserve Account may only be used to reimburse the Additional Lender Replacements (as will be identified on the new Schedule 5 to the Loan Agreement) of the occupied units per the Borrower's Rent Roll dated 09/05/2019.

Additionally, Fannie Mae and Servicer have determined the amount of funds in the Replacement Reserve Account and Repairs Escrow Account are insufficient to cover the on-going Required Repairs and Required Replacements identified in the PCA, even after completion of the Additional Lender Repairs and Additional Lender Replacements identified on Exhibit A. To ensure the necessary funds are available, Fannie Mae hereby notifies Borrower the Monthly Replacement Reserve Deposit is being increased by \$1,397.42 per month so that the total Monthly Replacement Reserve Deposit by Borrower shall be equal to \$11,656.50 per month. This increased deposit amount will commence with the Loan payment due on December 1, 2019.

Each of the above constitute separate obligations of Borrower under the Loan Documents and Borrower's failure to perform any of the above obligations may constitute a separate Event of Default under the Loan Documents.

The Servicer's or Fannie Mae's acceptance of any payment on the Loan should not be considered a waiver of any default or a novation, modification, or renewal of the Loan. Notwithstanding the acceptance of any payments or any other amounts at any time by the Servicer, Fannie Mae does not waive any default which may exist under the Loan Documents. Furthermore, acceptance of any payment shall not act as a waiver of,



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or prevent Fannie Mae from exercising any right, remedy, or power available to Fannie Mae, including, without limitation, all rights, remedies, and powers granted under the Loan Documents and at law or in equity, all of which are expressly reserved.

Sincerely,

A handwritten signature in black ink that reads "Michael Woolf".

Michael Woolf
Asset Manager

cc: Joey Davenport, Fannie Mae
Joe E. Greenhaw, Jr., SunTrust Bank

Enclosures (PCA copy)



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EXHIBIT A



REAL PROPERTY CONSULTANTS

10/2/2019

Section 2.6 Replacement of Capital Items Schedule

Assessment Date(s):	9/9-9/11/2019
Year Built:	1988 and 1990
Age(s):	31
Total Net Rentable SF:	164,235
No. Dwelling Units:	409
Inflation Rate:	3.00%
Estimated Annual Unit Turnover:	Not Reported

Location Factor:	1.08
Annual Cost Per Unit/Year (uninflated)	\$512
Annual Cost Per Unit / Year (inflated)	\$542

Section No.	Item	Capital Expense Category	Average R/S (sq ft)	Effective Age (yr)	R/S (sq ft)	Quantity	Unit of Measure	Unit Cost	Total Cost over 5-yr Period	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
2.1	Site															
2.1.1	Gravel/Asphalt Cost and Striping	Paving / Paving/ Sidewalks	5	0	0	143,700	sq	\$0.33	\$28,821				\$28,821			
2.1.2	Swimming Pool Reserve/Refurbishment	Other Site Capital Expense	0	0	0	1	None	\$10,000.00	\$10,000				\$10,000			
2.2	Structural Frame and Building Envelope (Architectural Components)															
2.2.1	Exterior Walls - Paint/Finish/Power Wash	Building / Exterior	10	0	0	808	sqft	\$100.00	\$2,004,800							\$2,004,800
2.3	Mechanical / Electrical / Plumbing Systems															
2.3.1	Pool / Roof Mounted Condenser	HVAC and Other Building Systems	20	0+	0+	232	EA	\$400.00	\$145,840	\$14,584	\$15,200	\$15,200	\$15,200	\$14,000	\$14,000	\$14,000
2.3.2	Electric Forced Air Units (Furnace) - Replacement	HVAC and Other Building Systems	20	0+	0+	232	EA	\$400.00	\$145,840	\$14,584	\$15,200	\$15,200	\$15,200	\$14,000	\$14,000	\$14,000
2.4	Interior Elements (Dwelling Units / Common Area)															
2.4.1	Carpet	Carpeting and Vinyl Expense	7	0+	0+	298	sqft	\$100.00	\$100,800	\$18,700	\$18,700	\$18,700	\$18,700	\$18,700	\$18,700	\$18,700
2.4.2	Hard Flooring	Carpeting and Vinyl Expense	10	0+	0+	238	sqft	\$100.00	\$95,700	\$5,100	\$5,100	\$5,100	\$5,100	\$5,100	\$5,100	\$5,100
2.4.3	Refrigerator	Appliance Capital Expenditures RR	10	0+	0+	230	EA	\$100.00	\$105,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000
2.4.4	Range / Oven (Electric)	Appliance Capital Expenditures RR	10	0+	0+	140	EA	\$250.00	\$65,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
2.5	Miscellaneous/Other															
		Recreational Facilities														
*Section 2.6 Replacement Reserve Costs above are based on the completion of all immediate repairs in Section 2.5.																
Total unadjusted										\$297,430	\$147,200	\$147,200	\$147,200	\$147,200	\$147,200	\$147,200
Total, Inflated (annual inflation factor @3%)										\$182,370	\$148,804	\$151,526	\$154,376	\$157,358	\$160,487	\$163,772
Cumulative Total										\$182,370	\$148,804	\$151,526	\$154,376	\$157,358	\$160,487	\$163,772
Average Cost Per Unit / Year (unadjusted)										\$512						
Annual Cost Per Unit / Year (inflated)										\$542						



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10/2/2019

Section 2.5: Immediate Repairs

Assessment Date(s):	8/9-8/11/2019
Year Built:	1988 and 1990
Age(s):	31
Total Net Rentable SF:	364,235
No. Dwelling Units:	409
Inflation Rate:	3.00%
Estimated Annual Unit Turnover:	Not Reported

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
None				\$0		
Subtotal: Life Safety				\$ -		

Critical Repair: Items recommended for completion within the next six months.

Item	Quantity	Unit	Unit Cost	Total Cost	Brief Description	Section
Building Roofs	1	Allow	\$252,970.00	\$252,970	The flat roofs on the three west buildings consist of single-ply TPO membranes that appear to be less than 5 years old and in good condition. The flat roofs on the three east buildings are covered with modified bitumen roofing systems that appear to be over 20 years old, in poor condition, and leaks were identified in several units inspected. There are also three small areas of asphalt shingle roof sections that are also in poor condition. The concrete tile mansards are damaged in large areas. There is a large amount of discarded HVAC equipment and debris on all of the roofs. These conditions are due to age, a lack of timely repairs and routine maintenance, and exposure to the elements. F3 recommends the discarded equipment and debris be removed from all roofs (\$500/building), the modified bitumen roofs (33,700 SF) be replaced at a cost of \$6.50 per square foot, the asphalt shingle portions (10,640 SF) be replaced at a cost of \$3.00 per square foot, and the concrete tile mansards be repaired (33,000 SF) at a cost of \$ 3.00 per square foot.	3.3.5
Vacant and Down Apartments	1	Allow	\$711,215.00	\$711,215	The Property has a total of 211 vacant units. F3 inspected the interiors of 177 of the 211 vacant units during this investigation, 8 of which made ready and 9 were "down" (uninhabitable). The remaining 94 vacant units were not inspected as management could not produce keys. F3 assumes these 94 units are "down". The condition of the vacant and down units appears to be due to plumbing and/or roof leaks, missing/damaged drywall. In addition to missing appliances, HVAC systems, cabinets and countertops, and floor coverings. F3 recommends the 169 vacant/down units accessed be renovated as needed and returned to rent ready condition. Renovation activities will include all or some of the following: replacement of appliances, HVAC systems, cabinets/countertops, flooring, drywall repairs, cleaning and painting. A complete listing of all units inspected and estimated repair/replacement costs required to return each unit to rent ready condition is attached to this report (total estimated cost \$543,215). In addition, F3 estimates the costs to return the 34 vacant units not accessed to rent ready condition at \$5,000 each (total cost of \$170,000).	3.4.1
Central Domestic Boilers / Water Heaters	1	Allow	\$20,000.00	\$20,000	Heated domestic water is provided to the units via 4 central boilers and 3 natural gas-fired water heaters located in utility rooms on the Property. One of the boilers is inoperative and another has reached the end of its useful life. In addition, one of the 150-gallon water heaters is inoperative. These conditions are due to a lack of timely repairs/replacement of the water heating equipment. F3 recommends the two boilers be replaced at a cost of \$8,000 each, and one water heater be replaced at a cost of \$4,000.	3.3.1



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Moisture Management Plan	1	GA	\$650.00	\$650	Microbial growth was observed in Units 95 and 103. This is due to plumbing or roof leaks and a lack of timely maintenance. Based on observed evidence of water intrusion and/or mold, a Moisture Management Plan should be developed and implemented. At a minimum, the MMP must contain a provision for (i) staff training, (ii) information to be provided to tenants, (iii) documentation of the plan, (iv) the appropriate protocol for incident response and remediation and (v) routine, scheduled inspections of common space and unit interiors.	4.1
Pest Management	1	Allow		\$80	The Property is infested with pigeons and bird droppings are persistent in the parking lots and on the exterior walkways. R3 recommends an inspection and pest exclusion to deter pigeons from landing, roosting, and nesting be conducted by a licensed pest control firm. Typical pigeon exclusions can include bird spikes, anti-bird nets, low voltage electrical tracks, and chemical repellent.	4.2
Subtotal: Critical Repair				\$ 1,084,835		
Deferred Maintenance: Non-recurring capital items typically recommended for completion within 12 months.						
Item	Quantity	Unit	Unit Cost	Total Cost	Brief Description	Section
Amenities/Sports Court	1	Allow	\$8,000.00	\$8,000	The Property contains a large sports court for basketball, formerly two adjacent tennis courts. The court surface is damaged and cracked and in poor condition due to a lack of timely repairs and exposure to the elements. R3 recommends the sports court be re-surfaced. Estimated cost is \$8,000.	5.3.5
Subtotal: Deferred Maintenance				\$ 8,000		
Total Immediate Repairs				\$ 1,092,835		
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
None						

EXHIBIT 13 - December 17, 2019 Notice of Default and Acceleration of Note

EXHIBIT 13 - December 17, 2019 Notice of Default and Acceleration of Note

Snell & Wilmer
— L.L.P. —
LAW OFFICES

Hughes Center
3883 Howard Hughes Parkway
Suite 1100
Las Vegas, Nevada 89169-5958
702.784.5200
www.swlaw.com

Mandy S. Shavinsky
702.784.5229
mshavinsky@swlaw.com

December 17, 2019

Via Certified Mail – Return Receipt Requested

Westland Village Square LLC
520 West Willow Street
Long Beach, California 90806

Re: Multifamily Note (the “Note”) dated as of November 2, 2017, in the face amount of \$9,366,000.00, executed by Westland Village Square LLC, a Nevada limited liability company, successor-in-interest to Shamrock Properties VI LLC, a Delaware limited liability company (“Borrower”), to the order of SunTrust Bank, a Georgia banking corporation, now Truist Bank, a North Carolina banking corporation (the “Servicer”), which Note is secured by, *inter alia*, the lien of that certain Multifamily Deed of Trust, Assignment of Leases and Rents, Security Agreement and Fixture Filing (the “Security Instrument”) of even date therewith recorded in Book 20171103, as Instrument No. 0001292, in the Official Records of Clark County, Nevada, covering certain real and personal property (the “Property”) located in Clark County, Nevada and more particularly described in the Security Instrument, and the Multifamily Loan and Security Agreement of even date therewith, as amended (the “Loan Agreement”); which Note has been assigned and endorsed by Lender to Fannie Mae (herein so called); which Security Instrument has been assigned by Lender to Fannie Mae pursuant to that certain Assignment of Security Instrument dated November 2, 2017, executed by Lender and recorded in Book 20171103, as Instrument No. 0001293, in the Official Records of Clark County, Nevada; and which Loan Agreement has been assigned to Fannie Mae; Fannie Mae Loan Number [REDACTED] 3618

Dear Borrower:

Borrower has failed to perform or comply with the covenants or agreements of Borrower under the Note, the Security Instrument, the Loan Agreement and other documents or instruments executed by Borrower in connection with the Note or the loan evidenced thereby (collectively, the “Loan Documents”), including, but not limited to 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. Each such failure constitutes an “Event of Default” (as defined in the Security Instrument).

Loan No 1717473617

This letter constitutes a formal notice that the outstanding principal indebtedness evidenced by the Note **has been accelerated** (subject to the applicable provisions of NRS 107.080(2)(a)(2)) as a result of the occurrence and present continuation of such Event of Default. Demand is hereby made for immediate payment in full of the entire unpaid principal balance of the Note, plus (to the extent lawful) accrued and unpaid interest thereon and the costs and attorneys' fees of Fannie Mae. In order to determine the exact payoff figure currently owing to Fannie Mae pursuant to the Note, please call Joe E. Greenhaw, Jr. of Servicer at (913) 732-5249, or you may have your counsel contact me at the direct dial telephone number set forth above.

You are further notified that, by reason of such default and acceleration of said indebtedness, Fannie Mae may immediately institute foreclosure proceedings under the Security Instrument and may otherwise exercise any and all other rights and remedies enumerated in the Loan Documents or otherwise available at law or in equity (including, without limitation, the appointment of a receiver over the Property, applications of escrow deposits, reserves and/or other funds held by Servicer toward payment of Borrower's obligations under the Loan Documents in the manner set forth therein).

Please be advised that the demand made hereby is being given pursuant to the terms and provisions of the Loan Documents. By making this demand, Fannie Mae does not waive any of the rights or remedies available to Fannie Mae under the Loan Documents or otherwise. No failure to exercise any rights or remedies available to Fannie Mae and no delay in exercising any such rights or remedies shall operate as a waiver of any rights which Fannie Mae may have pursuant to the terms of the Loan Documents or otherwise. Further, any reference by Fannie Mae or Servicer to any event of default or default shall in no way constitute, or be construed to be, a waiver of any other event of default or default which may now exist or hereafter arise under the Loan Documents.

UNDER THE SECURITY INSTRUMENT EXECUTED BY BORROWER IN FAVOR OF FANNIE MAE, BORROWER'S LICENSE TO COLLECT RENTS HAS TERMINATED, AND FANNIE MAE IS NOW ENTITLED TO ALL RENTS AS THEY BECOME DUE AND PAYABLE, INCLUDING RENTS CURRENTLY DUE AND UNPAID. UNTIL FURTHER NOTICE, ANY RENTS BORROWER RECEIVED AFTER THE OCCURRENCE OF THE EVENT OF DEFAULT SHALL BE RECEIVED AND HELD BY BORROWER IN TRUST FOR THE BENEFIT OF FANNIE MAE. UNTIL FURTHER NOTICE, ALL 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.

Also, please be advised that under the Loan Agreement, the Borrower and the Alevy Descendants Trust Number 1, Yaakov Greenspan, co-trustee, as Key Principal(s) are liable to Fannie Mae for, among other things, (x) all Rents not applied first, to the payment of reasonable operating expenses as such operating expenses become due and payable, and then, to the Debt Service Amounts due and payable under the Note, Security Instrument, or any other Loan Documents, and (y) Borrower's failure, following a default under any of the Loan Documents, to deliver to Fannie Mae on demand all Rents and security deposits relating to the Property.

Please be advised that any discussions that may have occurred or may occur in the future between representatives of Borrower and of Fannie Mae regarding the Property or the Note evidence nothing more than the continuing good faith attempts of Fannie Mae to work out the existing problems in a manner reasonably acceptable to all parties. Borrower may not rely upon any such discussions in any manner or fashion. Unless and until a binding, written agreement has been fully executed by and between all parties, Fannie Mae's rights and remedies are and will continue to be fully enforceable under the terms of the Loan Documents.

For your information, this letter is also being sent to the Alevy Descendants Trust Number 1, Yaakov Greenspan, co-trustee, in order to notify the Key Principal(s) of Borrower's defaults. In the event that such defaults are not cured in the time period set forth herein, Fannie Mae, at its sole option and in addition to any other remedies available to Fannie Mae, may seek to recover from Key Principal any indebtedness and any other obligations owing by Key Principal pursuant to the Loan Documents.

Notwithstanding any previous action or inaction by or on behalf of Servicer or Fannie Mae to the contrary, if any, you are hereby notified that Fannie Mae will hereafter require strict compliance with the terms and conditions of the Note and other Loan Documents, and Fannie Mae does not in any manner waive any rights or remedies available against you pursuant to the Note or other Loan Documents or applicable law, including without limitation the rights described in this letter.

In the event that Borrower wishes to discuss these matters, Borrower may contact Joe E. Greenhaw, Jr. of Servicer at (913) 732-5249 or Michael Woolf of Cohen Financial at 312-602-6126.

Snell & Wilmer

Westland Village Square LLC

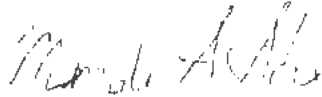
December 17, 2019

Page 4 of 4

Your immediate attention to this matter is recommended.

Very truly yours,

Snell & Wilmer L.L.P.



Mandy S. Shavinsky

cc: Yaakov Greenspan (Key Principal)
Alevy Descendants Trust Number 1 (Key Principal)
John W. Hofsaess, Esq. (Borrower Counsel) (john.h@westlandREG.com)
Carol King (Fannie Mae) (carol_king@fanniema.com)
Chelo Carter, Esq. (Fannie Mae) (chelo_carter@fanniema.com)
Kyla Whittington (Fannie Mae) (kyla_whittington@fanniema.com)
Lorna E. Coleman (Fannie Mae) (lorna_e_colman@fanniema.com)
Lisa R. Holmes (Fannie Mae) (lisa_r_holmes@fanniema.com)
Joe E. Greenhaw, Jr. (Servicer) (joe.greenhaw@suntrust.com)

Snell & Wilmer

L.L.P.
LAW OFFICES

Hughes Center
3883 Howard Hughes Parkway
Suite 1100
Las Vegas, Nevada 89169-5958
702.784.5200
www.swlaw.com

Mandy S. Shavinsky
702.784.5229
mshavinsky@swlaw.com

December 17, 2019

Via Certified Mail Return Receipt Requested

Westland Liberty Village LLC
520 West Willow Street
Long Beach, California 90806

Re: Multifamily Note (the "Note") dated as of November 2, 2017, in the face amount of \$29,000,000.00, executed by Westland Liberty Village LLC, a Nevada limited liability company, successor-in-interest to Shamrock Properties VI LLC, a Delaware limited liability company ("Borrower"), to the order of SunTrust Bank, a Georgia banking corporation, now Truist Bank, a North Carolina banking corporation (the "Servicer"), which Note is secured by, *inter alia*, the lien of that certain Multifamily Deed of Trust, Assignment of Leases and Rents, Security Agreement and Fixture Filing (the "Security Instrument") of even date therewith recorded in Book 20171103, as Instrument No. 0001307, in the Official Records of Clark County, Nevada, covering certain real and personal property (the "Property") located in Clark County, Nevada and more particularly described in the Security Instrument, and the Multifamily Loan and Security Agreement of even date therewith, as amended (the "Loan Agreement"); which Note has been assigned and endorsed by Lender to Fannie Mae (herein so called); which Security Instrument has been assigned by Lender to Fannie Mae pursuant to that certain Assignment of Security Instrument dated November 2, 2017, executed by Lender and recorded in Book 20171103, as Instrument No. 0001308, in the Official Records of Clark County, Nevada; and which Loan Agreement has been assigned to Fannie Mae; Fannie Mae Loan Number [REDACTED] 3617

Dear Borrower:

Borrower has failed to perform or comply with the covenants or agreements of Borrower under the Note, the Security Instrument, the Loan Agreement and other documents or instruments executed by Borrower in connection with the Note or the loan evidenced thereby (collectively, the "Loan Documents"), including, but not limited to 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. Each such failure constitutes an "Event of Default" (as defined in the Security Instrument).

Westland Liberty Village LLC
December 17, 2019
Page 2 of 4

This letter constitutes a formal notice that the outstanding principal indebtedness evidenced by the Note **has been accelerated** (subject to the applicable provisions of NRS 107.080(2)(a)(2)) as a result of the occurrence and present continuation of such Event of Default. Demand is hereby made for immediate payment in full of the entire unpaid principal balance of the Note, plus (to the extent lawful) accrued and unpaid interest thereon and the costs and attorneys' fees of Fannie Mae. In order to determine the exact payoff figure currently owing to Fannie Mae pursuant to the Note, please call Joe E. Greenhaw, Jr. of Servicer at (913) 732-5249, or you may have your counsel contact me at the direct dial telephone number set forth above.

You are further notified that, by reason of such default and acceleration of said indebtedness, Fannie Mae may immediately institute foreclosure proceedings under the Security Instrument and may otherwise exercise any and all other rights and remedies enumerated in the Loan Documents or otherwise available at law or in equity (including, without limitation, the appointment of a receiver over the Property, applications of escrow deposits, reserves and/or other funds held by Servicer toward payment of Borrower's obligations under the Loan Documents in the manner set forth therein).

Please be advised that the demand made hereby is being given pursuant to the terms and provisions of the Loan Documents. By making this demand, Fannie Mae does not waive any of the rights or remedies available to Fannie Mae under the Loan Documents or otherwise. No failure to exercise any rights or remedies available to Fannie Mae and no delay in exercising any such rights or remedies shall operate as a waiver of any rights which Fannie Mae may have pursuant to the terms of the Loan Documents or otherwise. Further, any reference by Fannie Mae or Servicer to any event of default or default shall in no way constitute, or be construed to be, a waiver of any other event of default or default which may now exist or hereafter arise under the Loan Documents.

UNDER THE SECURITY INSTRUMENT EXECUTED BY BORROWER IN FAVOR OF FANNIE MAE, BORROWER'S LICENSE TO COLLECT RENTS HAS TERMINATED, AND FANNIE MAE IS NOW ENTITLED TO ALL RENTS AS THEY BECOME DUE AND PAYABLE, INCLUDING RENTS CURRENTLY DUE AND UNPAID. UNTIL FURTHER NOTICE, ANY RENTS BORROWER RECEIVED AFTER THE OCCURRENCE OF THE EVENT OF DEFAULT SHALL BE RECEIVED AND HELD BY BORROWER IN TRUST FOR THE BENEFIT OF FANNIE MAE. UNTIL FURTHER NOTICE, ALL 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.

Westland Liberty Village LLC
December 17, 2019
Page 3 of 4

Also, please be advised that under the Loan Agreement, the Borrower and the Alevy Descendants Trust Number 1, Yaakov Greenspan, co-trustee, as Key Principal(s) are liable to Fannie Mae for, among other things, (x) all Rents not applied first, to the payment of reasonable operating expenses as such operating expenses become due and payable, and then, to the Debt Service Amounts due and payable under the Note, Security Instrument, or any other Loan Documents, and (y) Borrower's failure, following a default under any of the Loan Documents, to deliver to Fannie Mae on demand all Rents and security deposits relating to the Property.

Please be advised that any discussions that may have occurred or may occur in the future between representatives of Borrower and of Fannie Mae regarding the Property or the Note evidence nothing more than the continuing good faith attempts of Fannie Mae to work out the existing problems in a manner reasonably acceptable to all parties. Borrower may not rely upon any such discussions in any manner or fashion. Unless and until a binding, written agreement has been fully executed by and between all parties, Fannie Mae's rights and remedies are and will continue to be fully enforceable under the terms of the Loan Documents.

For your information, this letter is also being sent to the Alevy Descendants Trust Number 1, Yaakov Greenspan, co-trustee, in order to notify the Key Principal(s) of Borrower's defaults. In the event that such defaults are not cured in the time period set forth herein, Fannie Mae, at its sole option and in addition to any other remedies available to Fannie Mae, may seek to recover from Key Principal any indebtedness and any other obligations owing by Key Principal pursuant to the Loan Documents.

Notwithstanding any previous action or inaction by or on behalf of Servicer or Fannie Mae to the contrary, if any, you are hereby notified that Fannie Mae will hereafter require strict compliance with the terms and conditions of the Note and other Loan Documents, and Fannie Mae does not in any manner waive any rights or remedies available against you pursuant to the Note or other Loan Documents or applicable law, including without limitation the rights described in this letter.

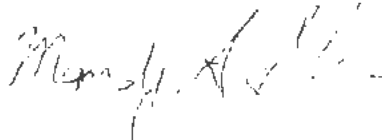
In the event that Borrower wishes to discuss these matters, Borrower may contact Joe E. Greenhaw, Jr. of Servicer at (913) 732-5249 or Michael Woolf of Cohen Financial at 312-602-6126.

Westland Liberty Village LLC
December 17, 2019
Page 4 of 4

Your immediate attention to this matter is recommended.

Very truly yours,

Snell & Wilmer L.L.P.



Mandy S. Shavinsky

cc: Yaakov Greenspan (Key Principal)
Alevy Descendants Trust Number 1 (Key Principal)
John W. Hofsaess, Esq. (Borrower Counsel) (john.h@westlandREG.com)
Carol King (Fannie Mae) (carol_king@fanniemae.com)
Chelo Carter, Esq. (Fannie Mae) (chelo_carter@fanniemae.com)
Kyla Whittington (Fannie Mae) (kyla_whittington@fanniemae.com)
Lorna E. Coleman (Fannie Mae) (lorna_e_colman@fanniemae.com)
Lisa R. Holmes (Fannie Mae) (lisa_r_holmes@fanniemae.com)
Joe E. Greenhaw, Jr. (Servicer) (joe.greenhaw@suntrust.com)

EXHIBIT 14 - December 17, 2019 Demand
and Notice Pursuant to Nevada Revised
Statutes 107A.270

EXHIBIT 14 - December 17, 2019 Demand
and Notice Pursuant to Nevada Revised
Statutes 107A.270

Hughes Center
3883 Howard Hughes Parkway
Suite 1100
Las Vegas, Nevada 89169-5958
702.784.5200
www.swlaw.com

Mandy S. Shavinsky
702.784.5229
mshavinsky@swlaw.com

December 17, 2019

Via Certified Mail – Return Receipt Requested

Westland Liberty Village LLC
520 West Willow Street
Long Beach, California 90806

Alevy Descendants Trust Number 1
c/o Yaakov Greenspan, Co-Trustee
520 West Willow Street
Long Beach, California 90806

Re: Multifamily Loan in the Original Principal Amount of \$29,000,000.00 (the “Loan”) by SunTrust Bank, a Georgia banking corporation, now Truist Bank, a North Carolina banking corporation (“Original Lender”), predecessor-in-interest to Fannie Mae (“Fannie Mae”), to Westland Liberty Village LLC, a Nevada limited liability company, successor-in-interest to Shamrock Properties VI LLC, a Delaware limited liability company (“Borrower”), and Guaranteed on a Non-Recourse Basis by the Alevy Descendants Trust Number 1, Yaakov Greenspan, co-trustee (“Key Principal”) – Fannie Mae Loan No. [REDACTED] 3617

Demand and Notice Pursuant to Nevada Revised Statutes (“NRS”) 107A.270

Dear Borrower and Key Principal:

This firm has been retained by Fannie Mae in connection with the above-referenced matter. Reference is made to that certain Multifamily Note, dated November 2, 2017, in the original principal amount of \$29,000,000.00 from Borrower as maker to Original Lender and evidencing the Loan (the “Note”). The Loan and the obligations of Borrower under the Note and other loan documents are secured by, among other things, that certain Multifamily Deed of Trust, Assignment of Leases and Rents, Security Agreement and Fixture Filing (“Security Instrument”), dated of even date with the Note, made by Borrower as trustor, to First American Title, as trustec, for the benefit of Original Lender, recorded in the Official Records of Clark County, Nevada (the “Official Records”), on November 3, 2017, in Book 20171103, as Instrument No. 0001307. Original Lender assigned its interest in the Security Instrument and Note to Fannie Mae pursuant to, among other documents, that certain Assignment Security Instrument, dated as of November 2, 2017, and recorded in the Official Records on November 3, 2017 in Book 20171103, as Instrument No. 0001308.

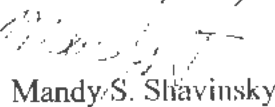
Westland Liberty Village LLC
Alevy Descendants Trust Number 1
December 17, 2019
Page 2

This letter constitutes written notice pursuant to Nevada Revised Statutes (as amended, "NRS") § 107A.270 that Lender is entitled to be paid the proceeds of any and all "Rents" (as defined in the Security Instrument) from or for the real property collateral encumbered by the lien of the Security Instrument, as expressly set forth in Section 3 of the Security Instrument. Lender hereby makes written demand pursuant to NRS § 107A.270 that Borrower pay over to Lender, in care of the Servicer for the Loan, SunTrust Bank, a Georgia banking corporation, now Truist Bank, a North Carolina banking corporation, the proceeds of any and all such Rents from or for such real property collateral. Such "Rents" include, without limitation, those which have accrued but remain unpaid as of the date upon which you receive this letter or which accrue on or after that date. Without limiting the foregoing, the revocable license granted to Borrower pursuant to Section 3(b) of the Security Instrument is hereby revoked and terminated as of the date on which Borrower receives this letter.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

Snell & Wilmer LLP



Mandy S. Shavinsky

cc: John W. Hofsaess, Esq. (john.h@westlandREG.com)
Carol King (Fannie Mae) (carol_king@fanniemae.com)
Chelo Carter, Esq. (Fannie Mae) (chelo_carter@fanniemae.com)
Kyla Whittington (Fannie Mae) (kylanerta_whittington@fanniemae.com)
Lorna E. Coleman (Fannie Mae) (lorna_e_colman@fanniemae.com)
Lisa R. Holmes (Fannie Mae) (lisa_r_holmes@fanniemae.com)
Joe E. Greenhaw, Jr. (Servicer) (joe.greenhaw@suntrust.com)

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Mandy S. Shavinsky
702.784.5229
mshavinsky@swlaw.com

December 17, 2019

Via Certified Mail – Return Receipt Requested

Westland Village Square LLC
520 West Willow Street
Long Beach, California 90806

Alevy Descendants Trust Number 1
c/o Yaakov Greenspan, Co-Trustee
520 West Willow Street
Long Beach, California 90806

Re: Multifamily Loan in the Original Principal Amount of \$9,366,000.00 (the “Loan”) by SunTrust Bank, a Georgia banking corporation, now Truist Bank, a North Carolina banking corporation (“Original Lender”), predecessor-in-interest to Fannie Mae (“Fannie Mae”), to Westland Village Square LLC, a Nevada limited liability company, successor-in-interest to Shamrock Properties VI LLC, a Delaware limited liability company (“Borrower”), and Guaranteed on a Non-Recourse Basis by the Alevy Descendants Trust Number 1, Yaakov Greenspan, Co-Trustee (“Key Principal”) – Fannie Mae Loan No. [REDACTED] 3618

Demand and Notice Pursuant to Nevada Revised Statutes (“NRS”) 107A.270

Dear Borrower and Key Principal:

This firm has been retained by Fannie Mae in connection with the above-referenced matter. Reference is made to that certain Multifamily Note, dated November 2, 2017, in the original principal amount of \$9,366,000.00 from Borrower as maker to Original Lender and evidencing the Loan (the “Note”). The Loan and the obligations of Borrower under the Note and other loan documents are secured by, among other things, that certain Multifamily Deed of Trust, Assignment of Leases and Rents, Security Agreement and Fixture Filing (“Security Instrument”), dated of even date with the Note, made by Borrower as trustor, to First American Title, as trustee, for the benefit of Original Lender, recorded in the Official Records of Clark County, Nevada (the “Official Records”), on November 3, 2017, in Book 20171103, as Instrument No. 0001292. Original Lender assigned its interest in the Security Instrument and Note to Fannie Mae pursuant to, among other documents, that certain Assignment Security Instrument, dated as of November 2, 2017, and recorded in the Official Records on November 3, 2017 in Book 20171103, as Instrument No. 0001293.

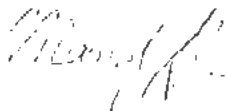
Westland Village Square LLC
Alevy Descendants Trust Number 1
December 17, 2019
Page 2

This letter constitutes written notice pursuant to Nevada Revised Statutes (as amended, "NRS") § 107A.270 that Lender is entitled to be paid the proceeds of any and all "Rents" (as defined in the Security Instrument) from or for the real property collateral encumbered by the lien of the Security Instrument, as expressly set forth in Section 3 of the Security Instrument. Lender hereby makes written demand pursuant to NRS § 107A.270 that Borrower pay over to Lender, in care of the Servicer for the Loan, SunTrust Bank, a Georgia banking corporation, now Truist Bank, a North Carolina banking corporation, the proceeds of any and all such Rents from or for such real property collateral. Such "Rents" include, without limitation, those which have accrued but remain unpaid as of the date upon which you receive this letter or which accrue on or after that date. Without limiting the foregoing, the revocable license granted to Borrower pursuant to Section 3(b) of the Security Instrument is hereby revoked and terminated as of the date on which Borrower receives this letter.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

Snell & Wilmer L.L.P.



Mandy S. Shavinsky

cc: John W. Hofsaess, Esq. (john.h@westlandREG.com)
Carol King (Fannie Mae) (carol_king@fanniemae.com)
Chelo Carter, Esq. (Fannie Mae) (chelo_carter@fanniemae.com)
Kyla Whittington (Fannie Mae) (kylancrta_whittington@fanniemae.com)
Lorna E. Coleman (Fannie Mae) (lorna_e_colman@fanniemae.com)
Lisa R. Holmes (Fannie Mae) (lisa_r_holmes@fanniemae.com)
Joe E. Greenhaw, Jr. (Servicer) (joe.greenhaw@suntrust.com)

EXHIBIT 15 - Liberty Village Notice of Default and Election to Sell under Deed of Trust

EXHIBIT 15 - Liberty Village Notice of Default and Election to Sell under Deed of Trust

Inst #: 20200714-0001254
Fees: \$292.00
07/14/2020 08:54:55 AM
Receipt #: 4132781
Requestor:
First American Title Insur
Recorded By: CHSHD Pgs: 3
Debbie Conway
CLARK COUNTY RECORDER
Src: ERECORD
Ofc: ERECORD

APN#s: 140-08-710-161, 140-08-711-273 and 140-08-712-289

When recorded mail to:

First American Title Insurance Company
4380 La Jolla Drive, Suite 110
San Diego, CA 92122

Order No. 5002532-NCS-1003660-SD

**NOTICE OF DEFAULT AND ELECTION TO SELL
UNDER DEED OF TRUST**

NOTICE IS HEREBY GIVEN:

That **First American Title Insurance Company, a Nebraska corporation**, is the duly appointed trustee (“**Trustee**”) under a Multifamily Deed of Trust, Assignment of Leases and Rents, Security Agreement and Fixture Filing, dated as of November 2, 2017, made by SHAMROCK PROPERTIES VI LLC, a Nevada limited liability company, as trustor (the “**Original Trustor**”) to FIRST AMERICAN TITLE INSURANCE COMPANY, as trustee for the benefit of SUNTRUST BANK, a Georgia corporation, now Truist Bank, a North Carolina corporation, as the original beneficiary (the “**Original Beneficiary**”), recorded in the Official Records of Clark County, Nevada (the “**Official Records**”), on November 3, 2017, in Book 20171103 as Instrument No. 0001307 (as the same may have been amended, the “**Deed of Trust**”). The beneficial interest in the Deed of Trust was assigned by the Original Beneficiary to FANNIE MAE (the “**Current Beneficiary**”), pursuant to an Assignment Security Instrument and Note, dated as of November 2, 2017, and recorded in the Official Records on November 3, 2017 in Book 20171103 as Instrument No. 0001308 and securing, among other obligations, a Multifamily Note, dated as of November 2, 2017, from Original Trustor to Original Beneficiary in the original principal amount of \$29,000,000.00 (as amended, the “**Note**,” and together with the Deed of Trust and the other agreements, assignments and instruments evidencing and/or securing the Note and the obligations of the Original Trustor thereunder, the “**Loan Documents**”). The obligations under the Note were assigned by Original Trustor to WESTLAND LIBERTY VILLAGE LLC, a Nevada limited liability company (“**Current Trustor**”), pursuant to an Assumption and Release Agreement, dated as of August 29, 2018, and recorded in the Official Records on August 30, 2018 in Book 20180830 as Instrument No. 0002686.

That a breach of, and default in, the obligations for which such Deed of Trust is security has occurred in that the Current Trustor has failed to maintain the mortgaged property and failed to increase reserves pursuant to the Loan Documents, causing the balance due under the Note to be accelerated. Additional accrued interest, late charges and other costs and fees are also due and payable with respect to the obligations secured by the Deed of Trust.

That by reason thereof, the undersigned, Current Beneficiary has delivered notice of said default to said duly appointed Trustee under such Deed of Trust, and all documents evidencing the obligations secured thereby and, subject to Nevada Revised Statutes (“NRS”) Section 107.080, has declared and does hereby declare all sums secured thereby immediately due and payable and has elected and does hereby elect to cause the trust property to be sold to satisfy the obligations secured thereby.

Furthermore, the Current Beneficiary herein elects to conduct a unified foreclosure sale pursuant to the provisions of the Nevada Uniform Commercial Code (NRS Chapter 104) and to include in the non-judicial foreclosure of the estate described in this Notice of Default all personal property and fixtures described in the Deed of Trust and in any other instruments executed in favor of the Current Beneficiary. Current Beneficiary reserves the right to revoke its election as to some or all of the personal property and/or fixtures, or to add additional personal property and/or fixtures to the elections herein expressed, at Current Beneficiary’s sole election from time to time and to any time until the consummation of the Trustee’s Sale to be conducted pursuant to the Deed of Trust and this Notice of Default and Election to Sell.

NOTICE

YOU MAY HAVE THE RIGHT TO CURE THE DEFAULT HEREIN AND REINSTATE THE OBLIGATION SECURED BY SUCH DEED OF TRUST ABOVE DESCRIBED. SECTION 107.080 OF NRS PERMITS CERTAIN DEFAULTS TO BE CURED UPON THE PAYMENT OF THE AMOUNTS REQUIRED BY THAT SECTION WITHOUT REQUIRING PAYMENT OF THAT PORTION OF PRINCIPAL AND INTEREST WHICH WOULD NOT BE DUE HAD NO DEFAULT OCCURRED. WHERE REINSTATEMENT IS POSSIBLE, IF THE DEFAULT IS NOT CURED WITHIN 35 DAYS FOLLOWING THE RECORDING AND MAILING TO CURRENT TRUSTOR OR CURRENT TRUSTOR’S SUCCESSOR IN INTEREST OF THIS NOTICE, THE RIGHT OF REINSTATEMENT WILL TERMINATE AND THE PROPERTY MAY THEREAFTER BE SOLD.

To determine if reinstatement is possible and the amount, if any, necessary to cure the default, contact the servicer of the obligations secured by the Deed of Trust for the Current Beneficiary, whose name and address as of the date of this notice is:

Truist Bank
8330 Boone Boulevard, Suite 700
Vienna, VA 22182
Attn: Joe E. Greenhaw
913-732-5249

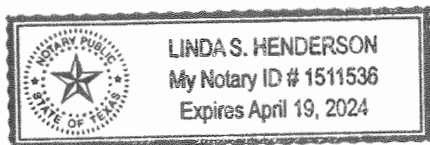
Dated this 8 day of July, 2020

FANNIE MAE

By: [Signature]
Name: Roy E. Miller
Title: Assistant Vice President

STATE OF Texas)
COUNTY OF Collin) SS.

This instrument was acknowledged before me, a notary public, on July 8th, 2020, by Roy E Miller, as AVP of FANNIE MAE.



[Signature]
Notary Public

EXHIBIT 16 - Village Square Notice of Default and Election to Sell under Deed of Trust

EXHIBIT 16 - Village Square Notice of
Default and Election to Sell under Deed of
Trust

Inst #: 20200714-0001255
Fees: \$292.00
07/14/2020 08:54:55 AM
Receipt #: 4132781
Requestor:
First American Title Insur
Recorded By: CHSHD Pgs: 3
Debbie Conway
CLARK COUNTY RECORDER
Src: ERECORD
Ofc: ERECORD

APN#s: 140-08-702-002 and 140-08-702-003

When recorded mail to:

First American Title Insurance Company
4380 La Jolla Drive, Suite 110
San Diego, CA 92122

Order No. 5002532-NCS-1003652-SD

**NOTICE OF DEFAULT AND ELECTION TO SELL
UNDER DEED OF TRUST**

NOTICE IS HEREBY GIVEN:

That **First American Title Insurance Company, a Nebraska corporation**, is the duly appointed trustee ("**Trustee**") under a Multifamily Deed of Trust, Assignment of Leases and Rents, Security Agreement and Fixture Filing, dated as of November 2, 2017, made by SHAMROCK PROPERTIES VI LLC, a Nevada limited liability company, as trustor (the "**Original Trustor**") to FIRST AMERICAN TITLE INSURANCE COMPANY, as trustee for the benefit of SUNTRUST BANK, a Georgia corporation, now Truist Bank, a North Carolina corporation, as the original beneficiary (the "**Original Beneficiary**"), recorded in the Official Records of Clark County, Nevada (the "**Official Records**"), on November 3, 2017, in Book 20171103 as Instrument No. 0001292 (as the same may have been amended, the "**Deed of Trust**"). The beneficial interest in the Deed of Trust was assigned by the Original Beneficiary to FANNIE MAE (the "**Current Beneficiary**"), pursuant to an Assignment Security Instrument and Note, dated as of November 2, 2017, and recorded in the Official Records on November 3, 2017 in Book 20171103 as Instrument No. 0001293 and securing, among other obligations, a Multifamily Note, dated as of November 2, 2017, from Original Trustor to Original Beneficiary in the original principal amount of \$9,366,000.00 (as amended, the "**Note**," and together with the Deed of Trust and the other agreements, assignments and instruments evidencing and/or securing the Note and the obligations of the Original Trustor thereunder, the "**Loan Documents**"). The obligations under the Note were assigned by Original Trustor to WESTLAND VILLAGE SQUARE LLC, a Nevada limited liability company ("**Current Trustor**"), pursuant to an Assumption and Release Agreement, dated as of August 29, 2018, and recorded in the Official Records on August 30, 2018 in Book 20180830 as Instrument No. 0002653.

That a breach of, and default in, the obligations for which such Deed of Trust is security has occurred in that the Current Trustor has failed to maintain the mortgaged property and failed to increase reserves pursuant to the Loan Documents, causing the balance due under the Note to be accelerated. Additional accrued interest, late charges and other costs and fees are also due and payable with respect to the obligations secured by the Deed of Trust.

1

That by reason thereof, the undersigned, Current Beneficiary has delivered notice of said default to said duly appointed Trustee under such Deed of Trust, and all documents evidencing the obligations secured thereby and, subject to Nevada Revised Statutes (“NRS”) Section 107.080, has declared and does hereby declare all sums secured thereby immediately due and payable and has elected and does hereby elect to cause the trust property to be sold to satisfy the obligations secured thereby.

Furthermore, the Current Beneficiary herein elects to conduct a unified foreclosure sale pursuant to the provisions of the Nevada Uniform Commercial Code (NRS Chapter 104) and to include in the non-judicial foreclosure of the estate described in this Notice of Default all personal property and fixtures described in the Deed of Trust and in any other instruments executed in favor of the Current Beneficiary. Current Beneficiary reserves the right to revoke its election as to some or all of the personal property and/or fixtures, or to add additional personal property and/or fixtures to the elections herein expressed, at Current Beneficiary’s sole election from time to time and to any time until the consummation of the Trustee’s Sale to be conducted pursuant to the Deed of Trust and this Notice of Default and Election to Sell.

NOTICE

YOU MAY HAVE THE RIGHT TO CURE THE DEFAULT HEREIN AND REINSTATE THE OBLIGATION SECURED BY SUCH DEED OF TRUST ABOVE DESCRIBED. SECTION 107.080 OF NRS PERMITS CERTAIN DEFAULTS TO BE CURED UPON THE PAYMENT OF THE AMOUNTS REQUIRED BY THAT SECTION WITHOUT REQUIRING PAYMENT OF THAT PORTION OF PRINCIPAL AND INTEREST WHICH WOULD NOT BE DUE HAD NO DEFAULT OCCURRED. WHERE REINSTATEMENT IS POSSIBLE, IF THE DEFAULT IS NOT CURED WITHIN 35 DAYS FOLLOWING THE RECORDING AND MAILING TO CURRENT TRUSTOR OR CURRENT TRUSTOR’S SUCCESSOR IN INTEREST OF THIS NOTICE, THE RIGHT OF REINSTATEMENT WILL TERMINATE AND THE PROPERTY MAY THEREAFTER BE SOLD.

To determine if reinstatement is possible and the amount, if any, necessary to cure the default, contact the servicer of the obligations secured by the Deed of Trust for the Current Beneficiary, whose name and address as of the date of this notice is:

Truist Bank
8330 Boone Boulevard, Suite 700
Vienna, VA 22182
Attn: Joe E. Greenhaw
913-732-5249

Dated this 8 day of July, 2020

2

Village Square Apartments - Las Vegas, Nevada - Notice of Default and Election to Sell

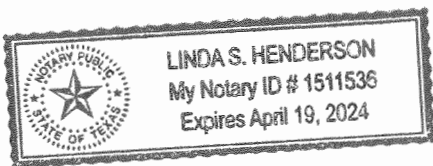
4847-7370-3860.3

FANNIE MAE

By: [Signature]
Name: Roy E. Miller
Title: Assistant Vice President

STATE OF Texas)
COUNTY OF Collin) SS.

This instrument was acknowledged before me, a notary public, on July 8, 2020, by Roy E. Miller, as AVP of FANNIE MAE.



[Signature]
Notary Public

2

EXHIBIT 4 - Proposed Order Appointing Receiver

EXHIBIT 4 - Proposed Order Appointing Receiver

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Attorneys for Plaintiff Federal National Mortgage Association

**DISTRICT COURT
CLARK COUNTY, NEVADA**

FEDERAL NATIONAL MORTGAGE
ASSOCIATION,

Plaintiff,

vs.

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

Defendants.

Case No.

Dept No.

ORDER APPOINTING RECEIVER

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

IT IS HEREBY ORDERED, ADJUDGED AND DECREED that:

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

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

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

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

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

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

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

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

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

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

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

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

3 s. To retain environmental specialists to perform environmental inspections and
4 assessments of the Property if deemed necessary and, if deemed necessary and
5 advisable in the discretion of the Receiver, to remediate the Property or remove
6 any dispose of contaminates, if any, affecting the Property;

7 t. To, pursuant to NRS 32.320, utilize her discretion to continue in effect or reject
8 any contracts presently existing and not in default relating to the Property. In
9 exercising such discretion, the Receiver does not have an obligation to pay
10 prior liabilities of Defendants to third parties or to continue any contract which
11 the Receiver determines is not in the best interest of the Property;

12 u. To utilize her discretion to enter into, exercise the powers, rights and remedies
13 of the Defendants, and/or modify any and all contracts, agreements, or
14 instruments affecting any part or all of the Property, including, without
15 limitation, leases, property management agreements, property owner
16 association agreements, or common area association agreements. In addition,
17 the Receiver shall have the authority to immediately terminate any existing
18 contract, agreement, or instrument which is not, in Receiver's sole discretion,
19 deemed commercially reasonable or beneficial to the Property. The Receiver
20 shall not be bound by any contract between any Defendant and any third party
21 that the Receiver does not expressly assume in writing;

22 v. To make any repairs to the Property that the Receiver, in her discretion deems
23 necessary or appropriate;

24 w. To pay and discharge out of the funds coming into her possession all the
25 expenses of the receivership and the costs and expenses of operation and
26 maintenance of the Property, including all Receiver's and related fees and
27 expenses as well as taxes, governmental assessments, and other charges
28 lawfully imposed upon the Property;

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

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

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

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

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

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

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

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

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

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

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

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

the Property; and

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

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

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

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

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

23 10. RECEIVERSHIP REPORTS.

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

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

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

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

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

8 11. RECEIVER COMPENSATION AND FUNDING FOR THE RECEIVERSHIP:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

IT IS SO ORDERED.

Dated: _____, 2020

DISTRICT COURT JUDGE

1 Respectfully submitted,

2 SNELL & WILMER L.L.P.

3 

4
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11 *Attorneys for Plaintiff Federal National Mortgage Association*

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EXHIBIT “N”

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

Westland 000439 – Westland 000760

EXHIBIT “N”

Westland Strategic Improvement Plan for Liberty Village & Village Square

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

INITIAL ASSESSMENT & EXECUTIVE SUMMARY

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

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

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

MISSION STATEMENT

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

SWOT ANALYSIS

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

GOALS/KEY PERFORMANCE INDICATORS

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

TARGET CUSTOMERS

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

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

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

COMPETITIVE ANALYSIS & OPERATIONS PLAN

Phase One

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

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

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

For instance, based on the data received from Seller, the property was allegedly 86% occupied at the time of purchase. However, upon assuming management of the Properties, we found that to be untrue. Specifically, those “occupied” units included numerous tenants, amounting to approximately 8.3% of the residents onsite, who had been served with a five-day notice to pay rent or quit, remained non-compliant for several months, and who had no legal action taken against them. Those tenants should have been evicted prior to acquisition, but were not. Similarly, none of the tenants appear to have been submitted to appropriately rigorous background checks¹, because an enormous percentage of the tenants that moved into the property within a year prior to Westland’s acquisition defaulted on their rental obligations and had to be evicted, primarily for the non-payment of rent. Specifically, since the purchase, Westland had to evict 32% of the occupied units, or a total of 311 tenants, who were individuals that moved into the Properties from August 29, 2017 to August 29, 2018. Those tenant evictions resulted in a 27.5% decrease in occupancy at the Properties, and stressed the need for more stringent rental criteria. Ultimately, in large part due to those evictions, the Properties reached its lowest level of occupancy, with only 44% of the units occupied, in July 2019.

Phase Two

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

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

Westland Strategic Improvement Plan
Liberty Village-Village Square

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

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

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

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

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

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

Westland Strategic Improvement Plan
Liberty Village-Village Square

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

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

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

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

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

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

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

An additional 19 units had no F3 budgets associated.

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

Westland Strategic Improvement Plan
Liberty Village-Village Square

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

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

An additional 27 units had no F3 budgets associated.

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

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

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

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

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

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

Westland Strategic Improvement Plan

Liberty Village-Village Square

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

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

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

Westland Strategic Improvement Plan
Liberty Village-Village Square

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

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

Phase Three

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

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

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

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

Westland Strategic Improvement Plan
Liberty Village-Village Square

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

APPENDIX

A

Liberty Village-Village Square

2020 Marketing Plan

2020 Property Goals

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

SWOT Analysis For Properties

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

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

Target audience

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

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

Marketing Factor Analysis

Product

Suggested product changes designed to attract the target audience include:

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

Price

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

Currently implemented YTD average monthly base rent increases have been:

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

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

Placement

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

Current ad sites:

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

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

Promotions

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

People

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

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

Process

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

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

Recommendations for 2020

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

Physical Evidence

2019 Google Reviews:

Current score	Target score
2.0	3.5

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

Recommendations to Increase Review Scores for 2020

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

Additional Training Recommendations:

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

Packaging

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

APPENDIX

B

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date		Complete Date		
4035 Village Square	11						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals	
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 2.85	\$ -	
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	\$ 1.21	\$ -	
Carpet Cleaning	Vendor	EXPENSE		Each	\$ 75.00	\$ -	
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	\$ 75.00	\$ -	
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 170.00	\$ -	
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each	2	\$ 30.00	\$ 60.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	\$ 215.00	\$ -	
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 235.00	\$ -	
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 250.00	\$ -	
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each	\$ 30.00	\$ -	
In House Touch Up Paint	In House	EXPENSE		Hour	\$ 25.00	\$ -	
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	\$ 180.00	\$ -	
Resurface - Shower walls	Vendor	EXPENSE		Each	\$ 160.00	\$ -	
Resurface - Bathroom sink	Vendor	EXPENSE		Each	\$ 65.00	\$ -	
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	\$ 125.00	\$ -	
2 Bedroom Maintenance Materials				Each	\$ 175.00	\$ -	
3 Bedroom Maintenance Materials				Each	\$ 205.00	\$ -	
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	\$ 80.00	\$ -	
Screens	Vendor	EXPENSE		Each	\$ 35.00	\$ -	
Blinds replacement	Vendor / In House	EXPENSE		Each	\$ 30.00	\$ -	
Fridge	In House	CAPITAL	APPLIANCES	Each	\$ 446.00	\$ -	
Stove-Gas	In House	CAPITAL		Each	\$ 346.00	\$ -	
Stove-Electrical	In House	CAPITAL		Each	\$ 326.00	\$ -	
Dish washer	In House	CAPITAL		Each	\$ 250.00	\$ -	
Washer	In House	CAPITAL		Each	\$ 383.00	\$ -	
Dryer-Electrical	In House	CAPITAL		Each	\$ 336.00	\$ -	
Dryer-Gas	In House	CAPITAL		Each	\$ 414.00	\$ -	
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 375.00	

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	16						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.	120	\$ 1.21	\$ 145.20
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	Each		\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	Each	1	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each		\$ 180.00	\$ -
Resurface - Shower walls	Vendor	EXPENSE	Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE	Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 480.20

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	17						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00 \$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00 \$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00 \$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00 \$ 85.00	
Grand Total						\$ 1,820.40

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #		Vacant Date		Start Date		Complete Date
4035 Village Square	19						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	<i>Carmen B</i>			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category		Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85	\$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each		\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each	1	\$ 30.00	\$ 30.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each	1	\$ 35.00	\$ 35.00
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 1,810.40	

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	20						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	REPLACE CABINETS	Each	1	\$ 170.00 \$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each	1	\$ 30.00 \$ 30.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each		\$ 215.00 \$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00 \$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	2	\$ 25.00 \$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00 \$ 85.00	
Grand Total						\$ 1,825.40

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	24						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273
Item	Type	Category	Measure	QTY	Rate	Sub Totals	
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85	\$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each		\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each	1	\$ 35.00	\$ 35.00
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	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						\$ 1,780.40	

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date		Complete Date		
4035 Village Square	27						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals	
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 2.85	\$ -	
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	\$ 1.21	\$ -	
Carpet Cleaning	Vendor	EXPENSE		Each	\$ 75.00	\$ -	
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	\$ 1.50	\$ -	
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each	\$ 500.00	\$ -	
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	REPLACE CABINETS	Each		\$ 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	5	\$ 30.00	\$ 150.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each	1	\$ 35.00	\$ 35.00
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 1,130.00	

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date		Complete Date		
4035 Village Square	32						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

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

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date		Complete Date		
4035 Village Square	33						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals	
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85	\$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	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 pactching or drywall replacement	Vendor	EXPENSE		Each	3	\$ 30.00	\$ 90.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 2,280.40	

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date		Complete Date		
4035 Village Square	34						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals	
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 2.85	\$ -	
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	\$ 1.21	\$ -	
Carpet Cleaning	Vendor	EXPENSE		Each	\$ 75.00	\$ -	
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	\$ 1.50	\$ -	
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each	\$ 500.00	\$ -	
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00	\$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 850.00	

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	37						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE CABINETS	Each		\$ 225.00 \$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	REPLACE CABINETS	Each	1	\$ 170.00 \$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	2	\$ 25.00 \$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00 \$ 85.00	
Grand Total						\$ 1,890.40

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	39						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	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	14	\$ 30.00	\$ 420.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE	Each	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	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 1,505.00

Obtain Area Manager Approval

Manager Budget Form

Westland000467

SA01326

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	44						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each		\$ 225.00 \$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00 \$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each	1	\$ 30.00 \$ 30.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00 \$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00 \$ 85.00	
Grand Total						\$ 1,765.40

Obtain Area Manager Approval

Manager Budget Form

Westland000468

SA01327

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	45						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE		Each	\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each	\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each	\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1 \$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 250.00	\$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each	\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour	\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	\$ 180.00	\$ -
Resurface - Shower walls	Vendor	EXPENSE		Each	\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each	\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3 \$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each	\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each	\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each	\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1 \$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each	\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each	\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each	\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each	\$ 250.00	\$ -
Washer	In House	CAPITAL		Each	\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each	\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each	\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1 \$ 85.00	\$ 85.00
Grand Total						\$ 405.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	46						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00 \$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 1,865.40

Obtain Area Manager Approval

Manager Budget Form

Westland000470

SA01329

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	47						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals	
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 2.85	\$ -	
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	\$ 1.21	\$ -	
Carpet Cleaning	Vendor	EXPENSE		Each	\$ 75.00	\$ -	
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	\$ 1.50	\$ -	
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each	\$ 500.00	\$ -	
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	\$ 75.00	\$ -	
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 170.00	\$ -	
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each	\$ 30.00	\$ -	
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	\$ 215.00	\$ -	
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 235.00	\$ -	
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 250.00	\$ -	
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each	\$ 30.00	\$ -	
In House Touch Up Paint	In House	EXPENSE		Hour	\$ 25.00	\$ -	
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each	\$ 160.00	\$ -	
Resurface - Bathroom sink	Vendor	EXPENSE		Each	\$ 65.00	\$ -	
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	\$ 125.00	\$ -	
2 Bedroom Maintenance Materials				Each	\$ 175.00	\$ -	
3 Bedroom Maintenance Materials				Each	\$ 205.00	\$ -	
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	\$ 80.00	\$ -	
Screens	Vendor	EXPENSE		Each	\$ 35.00	\$ -	
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each	\$ 446.00	\$ -	
Stove-Gas	In House	CAPITAL		Each	\$ 346.00	\$ -	
Stove-Electrical	In House	CAPITAL		Each	\$ 326.00	\$ -	
Dish washer	In House	CAPITAL		Each	\$ 250.00	\$ -	
Washer	In House	CAPITAL		Each	\$ 383.00	\$ -	
Dryer-Electrical	In House	CAPITAL		Each	\$ 336.00	\$ -	
Dryer-Gas	In House	CAPITAL		Each	\$ 414.00	\$ -	
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 370.00	

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	48						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each	2	\$ 30.00 \$ 60.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 2,105.40

Obtain Area Manager Approval

Manager Budget Form

Westland000472

SA01331

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	63						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each	1	\$ 30.00 \$ 30.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 2,075.40

Obtain Area Manager Approval

Manager Budget Form

Westland000473

SA01332

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	64						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	Sq. Ft.	344	\$ 2.85	\$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	Each		\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE	Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 1,720.40

Obtain Area Manager Approval

Manager Budget Form

Westland000474

SA01333

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	66						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals	
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 2.85	\$ -	
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	100	\$ 1.21	\$ 121.00
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 170.00	\$ -	
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 681.00	

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	67						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	Sq. Ft.	344	\$ 2.85	\$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	Each		\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE	Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 1,690.40

Obtain Area Manager Approval

Manager Budget Form

Westland000476

SA01335

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	68						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	Sq. Ft.	344	\$ 2.85	\$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	Each		\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE	Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 1,510.40

Obtain Area Manager Approval

Manager Budget Form

Westland000477

SA01336

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	72						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE		Each	\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each	\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each	\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	\$ 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	\$ 120.00
In House Touch Up Paint	In House	EXPENSE		Hour	\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each	\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each	\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each	\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each	\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each	\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each	\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each	\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each	\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each	\$ 250.00	\$ -
Washer	In House	CAPITAL		Each	\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each	\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each	\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	\$ 85.00	\$ 85.00
Grand Total						\$ 650.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	73						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each	14	\$ 30.00 \$ 420.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each	3	\$ 30.00 \$ 90.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	2	\$ 25.00 \$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00 \$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 2,500.40

Obtain Area Manager Approval

Manager Budget Form

Westland000479

SA01338

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	76						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00 \$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each	2	\$ 30.00 \$ 60.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00 \$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 2,245.40

Obtain Area Manager Approval

Manager Budget Form

Westland000480

SA01339

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	78						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals	
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 2.85	\$ -	
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	120	\$ 1.21	\$ 145.20
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 170.00	\$ -	
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	2	\$ 25.00	\$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00	\$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 675.20	

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	80						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00 \$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00 \$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 2,185.40

Obtain Area Manager Approval

Manager Budget Form

Westland000482

SA01341

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date		Complete Date		
4035 Village Square	81						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00 \$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each	14	\$ 30.00 \$ 420.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each	3	\$ 30.00 \$ 90.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00 \$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00 \$ 85.00	
Grand Total						\$ 2,695.40

Obtain Area Manager Approval

Manager Budget Form

Westland000483

SA01342

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	82						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

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

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	85						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each		\$ 225.00 \$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each	14	\$ 30.00 \$ 420.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each		\$ 30.00 \$ -
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 2,135.40

Obtain Area Manager Approval

Manager Budget Form

Westland000485

SA01344

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	86						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	Sq. Ft.	344	\$ 2.85	\$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE	Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 2,045.40

Obtain Area Manager Approval

Manager Budget Form

Westland000486

SA01345

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	87						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	Sq. Ft.	344	\$ 2.85	\$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	Each	1	\$ 30.00	\$ 30.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE	Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each		\$ 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						\$ 2,045.40

Obtain Area Manager Approval

Manager Budget Form

Westland000487

SA01346

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	88						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals	
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 2.85	\$ -	
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	100	\$ 1.21	\$ 121.00
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 170.00	\$ -	
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	\$ 215.00	\$ -	
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour	2	\$ 25.00	\$ 50.00
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	\$ 180.00	\$ 180.00	
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	\$ 25.00	\$ 75.00	
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	\$ 125.00	\$ -	
2 Bedroom Maintenance Materials				Each	\$ 175.00	\$ -	
3 Bedroom Maintenance Materials				Each	\$ 205.00	\$ -	
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	\$ 80.00	\$ -	
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each	\$ 446.00	\$ -	
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 541.00	

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	93						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each		\$ 225.00 \$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00 \$ 85.00	
Grand Total						\$ 1,745.40

Obtain Area Manager Approval

Manager Budget Form

Westland000489

SA01348

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	95						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00 \$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	\$ 25.00 \$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00 \$ 85.00	
Grand Total						\$ 2,240.40

Obtain Area Manager Approval

Manager Budget Form

Westland000490

SA01349

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	97						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00 \$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each	14	\$ 30.00 \$ 420.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each	3	\$ 30.00 \$ 90.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	\$ 25.00 \$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 2,750.40

Obtain Area Manager Approval

Manager Budget Form

Westland000491

SA01350

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	98						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each	1	\$ 500.00 \$ 500.00
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00 \$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	\$ 25.00 \$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 2,740.40

Obtain Area Manager Approval

Manager Budget Form

Westland000492

SA01351

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	100						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 2,045.40

Obtain Area Manager Approval

Manager Budget Form

Westland000493

SA01352

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	101						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00 \$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	\$ 25.00 \$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 2,240.40

Obtain Area Manager Approval

Manager Budget Form

Westland000494

SA01353

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	102						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals	
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 2.85	\$ -	
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	100	\$ 1.21	\$ 121.00
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 170.00	\$ -	
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	\$ 215.00	\$ 215.00	
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	\$ 180.00	\$ 180.00	
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	\$ 25.00	\$ 75.00	
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	\$ 125.00	\$ -	
2 Bedroom Maintenance Materials				Each	\$ 175.00	\$ -	
3 Bedroom Maintenance Materials				Each	\$ 205.00	\$ -	
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	\$ 80.00	\$ -	
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each	\$ 446.00	\$ -	
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00	
Grand Total						\$ 706.00	

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	104						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 2,045.40

Obtain Area Manager Approval

Manager Budget Form

Westland000496

SA01355

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	105						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals	
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 2.85	\$ -	
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	\$ 1.21	\$ -	
Carpet Cleaning	Vendor	EXPENSE		Each	\$ 75.00	\$ -	
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each	\$ 500.00	\$ -	
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each	2	\$ 30.00	\$ 60.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 235.00	\$ -	
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 250.00	\$ -	
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each	5	\$ 30.00	\$ 150.00
In House Touch Up Paint	In House	EXPENSE		Hour	\$ 25.00	\$ -	
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each	\$ 160.00	\$ -	
Resurface - Bathroom sink	Vendor	EXPENSE		Each	\$ 65.00	\$ -	
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	\$ 125.00	\$ -	
2 Bedroom Maintenance Materials				Each	\$ 175.00	\$ -	
3 Bedroom Maintenance Materials				Each	\$ 205.00	\$ -	
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	\$ 80.00	\$ -	
Screens	Vendor	EXPENSE		Each	\$ 35.00	\$ -	
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each	\$ 446.00	\$ -	
Stove-Gas	In House	CAPITAL		Each	\$ 346.00	\$ -	
Stove-Electrical	In House	CAPITAL		Each	\$ 326.00	\$ -	
Dish washer	In House	CAPITAL		Each	\$ 250.00	\$ -	
Washer	In House	CAPITAL		Each	\$ 383.00	\$ -	
Dryer-Electrical	In House	CAPITAL		Each	\$ 336.00	\$ -	
Dryer-Gas	In House	CAPITAL		Each	\$ 414.00	\$ -	
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 1,445.00	

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	107						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

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

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	114						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each		\$ 225.00 \$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 1,745.40

Obtain Area Manager Approval

Manager Budget Form

Westland000499

SA01358

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	122						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals	
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 2.85	\$ -	
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	\$ 1.21	\$ -	
Carpet Cleaning	Vendor	EXPENSE		Each	\$ 75.00	\$ -	
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each	\$ 500.00	\$ -	
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	\$ 75.00	\$ -	
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 170.00	\$ -	
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each	\$ 30.00	\$ -	
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	\$ 215.00	\$ -	
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 235.00	\$ -	
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 250.00	\$ -	
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each	\$ 30.00	\$ -	
In House Touch Up Paint	In House	EXPENSE		Hour	\$ 25.00	\$ -	
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	\$ 180.00	\$ -	
Resurface - Shower walls	Vendor	EXPENSE		Each	\$ 160.00	\$ -	
Resurface - Bathroom sink	Vendor	EXPENSE		Each	\$ 65.00	\$ -	
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	\$ 125.00	\$ -	
2 Bedroom Maintenance Materials				Each	\$ 175.00	\$ -	
3 Bedroom Maintenance Materials				Each	\$ 205.00	\$ -	
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	\$ 80.00	\$ -	
Screens	Vendor	EXPENSE		Each	\$ 35.00	\$ -	
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each	\$ 446.00	\$ -	
Stove-Gas	In House	CAPITAL		Each	\$ 346.00	\$ -	
Stove-Electrical	In House	CAPITAL		Each	\$ 326.00	\$ -	
Dish washer	In House	CAPITAL		Each	\$ 250.00	\$ -	
Washer	In House	CAPITAL		Each	\$ 383.00	\$ -	
Dryer-Electrical	In House	CAPITAL		Each	\$ 336.00	\$ -	
Dryer-Gas	In House	CAPITAL		Each	\$ 414.00	\$ -	
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 370.00	

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	123						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments: Needs Power in Unit				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50 \$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each	1	\$ 30.00 \$ 30.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 1,895.40

Obtain Area Manager Approval

Manager Budget Form

Westland000501

SA01360

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	132						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each	1	\$ 500.00 \$ 500.00
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each		\$ 180.00 \$ -
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	\$ 25.00 \$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00 \$ 85.00	
Grand Total						\$ 2,390.40

Obtain Area Manager Approval

Manager Budget Form

Westland000502

SA01361

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	135						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	Sq. Ft.	344	\$ 2.85	\$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	Each		\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE	Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 1,845.40

Obtain Area Manager Approval

Manager Budget Form

Westland000503

SA01362

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	137						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	\$ 25.00 \$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 2,070.40

Obtain Area Manager Approval

Manager Budget Form

Westland000504

SA01363

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	142						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	Sq. Ft.	344	\$ 2.85	\$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	Each		\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE	Each	2	\$ 30.00	\$ 60.00
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE	Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 1,830.40

Obtain Area Manager Approval

Manager Budget Form

Westland000505

SA01364

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	144						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	Sq. Ft.	344	\$ 2.85	\$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	Each		\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE	Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 1,745.40

Obtain Area Manager Approval

Manager Budget Form

Westland000506

SA01365

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	148						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each	3	\$ 30.00 \$ 90.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 2,135.40

Obtain Area Manager Approval

Manager Budget Form

Westland000507

SA01366

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	150						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals	
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 2.85	\$ -	
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	100	\$ 1.21	\$ 121.00
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 170.00	\$ -	
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	\$ 215.00	\$ 215.00	
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each	2	\$ 30.00	\$ 60.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	\$ 180.00	\$ 180.00	
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	\$ 25.00	\$ 75.00	
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	\$ 125.00	\$ -	
2 Bedroom Maintenance Materials				Each	\$ 175.00	\$ -	
3 Bedroom Maintenance Materials				Each	\$ 205.00	\$ -	
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	\$ 80.00	\$ -	
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each	\$ 446.00	\$ -	
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 946.00	

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	153						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50 \$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each		\$ 225.00 \$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00 \$ 85.00	
Grand Total						\$ 1,565.40

Obtain Area Manager Approval

Manager Budget Form

Westland000509

SA01368

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	156						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00 \$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 2,215.40

Obtain Area Manager Approval

Manager Budget Form

Westland000510

SA01369

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	157						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	Sq. Ft.	344	\$ 2.85	\$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet- Paint only	Vendor / In House	EXPENSE	Each	1	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE	Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 2,215.40

Obtain Area Manager Approval

Manager Budget Form

Westland000511

SA01370

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	159						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00 \$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each	2	\$ 30.00 \$ 60.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 2,275.40

Obtain Area Manager Approval

Manager Budget Form

Westland000512

SA01371

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	162						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals	
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 2.85	\$ -	
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	100	\$ 1.21	\$ 121.00
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	\$ 225.00	\$ -	
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 170.00	\$ -	
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	\$ 215.00	\$ 215.00	
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each	2	\$ 30.00	\$ 60.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	\$ 180.00	\$ 180.00	
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	\$ 25.00	\$ 75.00	
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	\$ 125.00	\$ -	
2 Bedroom Maintenance Materials				Each	\$ 175.00	\$ -	
3 Bedroom Maintenance Materials				Each	\$ 205.00	\$ -	
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	\$ 80.00	\$ -	
Screens	Vendor	EXPENSE		Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each	\$ 446.00	\$ -	
Stove-Gas	In House	CAPITAL		Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00	\$ -
Washer	In House	CAPITAL		Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 766.00	

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	166						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each	1	\$ 30.00 \$ 30.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each	2	\$ 30.00 \$ 60.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 2,135.40

Obtain Area Manager Approval

Manager Budget Form

Westland000514

SA01373

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	170						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00 \$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each	3	\$ 30.00 \$ 90.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 2,305.40

Obtain Area Manager Approval

Manager Budget Form

Westland000515

SA01374

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	171						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each		\$ 225.00 \$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 1,745.40

Obtain Area Manager Approval

Manager Budget Form

Westland000516

SA01375

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	174						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	Sq. Ft.	344	\$ 2.85	\$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	Each		\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE	Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 1,745.40

Obtain Area Manager Approval

Manager Budget Form

Westland000517

SA01376

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	175						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE		Each	\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each	\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each	\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 250.00	\$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each	\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour	\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	\$ 180.00	\$ -
Resurface - Shower walls	Vendor	EXPENSE		Each	\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each	\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each	\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each	\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each	\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each	\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each	\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each	\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each	\$ 250.00	\$ -
Washer	In House	CAPITAL		Each	\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each	\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each	\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	\$ 85.00	\$ 85.00
Grand Total						\$ 405.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	176						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each	1	\$ 500.00 \$ 500.00
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each	2	\$ 30.00 \$ 60.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each	2	\$ 30.00 \$ 60.00
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 2,665.40

Obtain Area Manager Approval

Manager Budget Form

Westland000519

SA01378

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	177						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE		Each	\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each	\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each	\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1 \$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 250.00	\$ -
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each	\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour	\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	\$ 180.00	\$ -
Resurface - Shower walls	Vendor	EXPENSE		Each	\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each	\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3 \$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each	\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each	\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each	\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1 \$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each	\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each	\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each	\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each	\$ 250.00	\$ -
Washer	In House	CAPITAL		Each	\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each	\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each	\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	1 \$ 85.00	\$ 85.00
Grand Total						\$ 405.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	179						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals	
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 2.85	\$ -	
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	\$ 1.21	\$ -	
Carpet Cleaning	Vendor	EXPENSE		Each	\$ 75.00	\$ -	
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	\$ 1.50	\$ -	
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each	\$ 500.00	\$ -	
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 170.00	\$ -	
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each	\$ 30.00	\$ -	
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 235.00	\$ -	
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 250.00	\$ -	
Drywall Patches / Texture - Major pactching or drywall replacement	Vendor	EXPENSE		Each	\$ 30.00	\$ -	
In House Touch Up Paint	In House	EXPENSE		Hour	\$ 25.00	\$ -	
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	\$ 180.00	\$ -	
Resurface - Shower walls	Vendor	EXPENSE		Each	\$ 160.00	\$ -	
Resurface - Bathroom sink	Vendor	EXPENSE		Each	\$ 65.00	\$ -	
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	\$ 125.00	\$ -	
2 Bedroom Maintenance Materials				Each	\$ 175.00	\$ -	
3 Bedroom Maintenance Materials				Each	\$ 205.00	\$ -	
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	\$ 80.00	\$ -	
Screens	Vendor	EXPENSE		Each	\$ 35.00	\$ -	
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each	\$ 446.00	\$ -	
Stove-Gas	In House	CAPITAL		Each	\$ 346.00	\$ -	
Stove-Electrical	In House	CAPITAL		Each	\$ 326.00	\$ -	
Dish washer	In House	CAPITAL		Each	\$ 250.00	\$ -	
Washer	In House	CAPITAL		Each	\$ 383.00	\$ -	
Dryer-Electrical	In House	CAPITAL		Each	\$ 336.00	\$ -	
Dryer-Gas	In House	CAPITAL		Each	\$ 414.00	\$ -	
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 705.00	

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	180	11.1.19					
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each		\$ 225.00 \$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Standard Kitchen Cabinet- Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00 \$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., linstall sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	2	\$ 25.00 \$ 50.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total					\$	1,890.40

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	181						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	Sq. Ft.	344	\$ 2.85	\$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	Each		\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each		\$ 180.00	\$ -
Resurface - Shower walls	Vendor	EXPENSE	Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE	Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 1,590.40

Obtain Area Manager Approval

Manager Budget Form

Westland000523

SA01382

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	184						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	Sq. Ft.	344	\$ 2.85	\$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE	Each	3	\$ 30.00	\$ 90.00
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each		\$ 180.00	\$ -
Resurface - Shower walls	Vendor	EXPENSE	Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE	Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	4	\$ 25.00	\$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 1,980.40

Obtain Area Manager Approval

Manager Budget Form

Westland000524

SA01383

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	185						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	120	\$ 1.50 \$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	4	\$ 25.00 \$ 100.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00 \$ 85.00	
Grand Total						\$ 2,070.40

Obtain Area Manager Approval

Manager Budget Form

Westland000525

SA01384

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	186						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	Sq. Ft.	344	\$ 2.85	\$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet- Paint only	Vendor / In House	EXPENSE	Each	1	\$ 170.00	\$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	Each	1	\$ 30.00	\$ 30.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE	Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 2,245.40

Obtain Area Manager Approval

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	191						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	Sq. Ft.	344	\$ 2.85	\$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	Each		\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE	Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 1,745.40

Obtain Area Manager Approval

Manager Budget Form

Westland000527

SA01386

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	192						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	Each		\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 215.00	\$ -
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each		\$ 180.00	\$ -
Resurface - Shower walls	Vendor	EXPENSE	Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE	Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 190.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	193						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	Sq. Ft.	344	\$ 2.85	\$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE	Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 2,045.40

Obtain Area Manager Approval

Manager Budget Form

Westland000529

SA01388

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	200						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	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	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 265.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	204						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	Each		\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE	Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 585.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	218						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.	\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE		Each	\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot	\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each	\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each	\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each	\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each	\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE		Hour	\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each	\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each	\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each	\$ 125.00	\$ -
2 Bedroom Maintenance Materials				Each	\$ 175.00	\$ -
3 Bedroom Maintenance Materials				Each	\$ 205.00	\$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each	\$ 80.00	\$ -
Screens	Vendor	EXPENSE		Each	\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each	\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL		Each	\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL		Each	\$ 326.00	\$ -
Dish washer	In House	CAPITAL		Each	\$ 250.00	\$ -
Washer	In House	CAPITAL		Each	\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL		Each	\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL		Each	\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE		Each	\$ 85.00	\$ 85.00
Grand Total						\$ 585.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	219						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
Average					\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50 \$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each	1	\$ 170.00 \$ 170.00
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00 \$ 85.00	
Grand Total						\$ 2,035.40

Obtain Area Manager Approval

Manager Budget Form

Westland000533

SA01392

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	222						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50 \$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 1,865.40

Obtain Area Manager Approval

Manager Budget Form

Westland000534

SA01393

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	228						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.	100	\$ 1.21	\$ 121.00
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	Each		\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each		\$ 180.00	\$ -
Resurface - Shower walls	Vendor	EXPENSE	Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE	Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 526.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	229						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	FLOORS	Sq. Ft.	344	\$ 2.85 \$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL		Sq. Ft.		\$ 1.21 \$ -
Carpet Cleaning	Vendor	EXPENSE		Each		\$ 75.00 \$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL		Linear Foot		\$ 1.50 \$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL		Each		\$ 500.00 \$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	RESURFACE	Each	1	\$ 225.00 \$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE		Each	1	\$ 75.00 \$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	CABINETS	Each		\$ 170.00 \$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE		Each		\$ 30.00 \$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	PAINT	Each	1	\$ 215.00 \$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 235.00 \$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE		Each		\$ 250.00 \$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE		Each		\$ 30.00 \$ -
In House Touch Up Paint	In House	EXPENSE		Hour		\$ 25.00 \$ -
Resurface - Bathtub	Vendor	EXPENSE	RE-GLAZE	Each	1	\$ 180.00 \$ 180.00
Resurface - Shower walls	Vendor	EXPENSE		Each		\$ 160.00 \$ -
Resurface - Bathroom sink	Vendor	EXPENSE		Each		\$ 65.00 \$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	MAINTENANCE LABOR	Each	3	\$ 25.00 \$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	MATERIALS	Each		\$ 125.00 \$ -
2 Bedroom Maintenance Materials				Each		\$ 175.00 \$ -
3 Bedroom Maintenance Materials				Each		\$ 205.00 \$ -
Windows	Vendor	EXPENSE	WINDOWS & BLINDS	Each		\$ 80.00 \$ -
Screens	Vendor	EXPENSE		Each		\$ 35.00 \$ -
Blinds replacement	Vendor / In House	EXPENSE		Each	1	\$ 30.00 \$ 30.00
Fridge	In House	CAPITAL	APPLIANCES	Each		\$ 446.00 \$ -
Stove-Gas	In House	CAPITAL		Each		\$ 346.00 \$ -
Stove-Electrical	In House	CAPITAL		Each		\$ 326.00 \$ -
Dish washer	In House	CAPITAL		Each		\$ 250.00 \$ -
Washer	In House	CAPITAL		Each		\$ 383.00 \$ -
Dryer-Electrical	In House	CAPITAL		Each		\$ 336.00 \$ -
Dryer-Gas	In House	CAPITAL		Each		\$ 414.00 \$ -
House Keeping	Vendor	EXPENSE		Each	1	\$ 85.00 \$ 85.00
Grand Total						\$ 1,865.40

Obtain Area Manager Approval

Manager Budget Form

Westland000536

SA01395

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	230						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	Sq. Ft.		\$ 2.85	\$ -
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot		\$ 1.50	\$ -
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	Each		\$ 225.00	\$ -
Resurface - Bathroom Countertop	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	Each	2	\$ 30.00	\$ 60.00
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each		\$ 180.00	\$ -
Resurface - Shower walls	Vendor	EXPENSE	Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE	Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 465.00

Make Ready Budget Form Template

Property	Unit #	Vacant Date	Start Date	Complete Date			
4035 Village Square	231						
Unit Type - Square Footage	Plank	Carpet	Baseboard	Unit Size	Easy	Medium	Hard
Fill in Squire Feet ONLY if flooring replacement is needed.				1 Bedroom	\$435	\$1,567	\$3,712
Area Managers Approval: Fill in Name	Carmen B			2 Bedroom	\$535	\$1,938	\$4,207
Approver Comments:				3 Bedroom	\$665	\$2,156	\$4,901
				Average	\$545	\$1,887	\$4,273

Item	Type	Category	Measure	QTY	Rate	Sub Totals
Vinyl Plank- Contractor will install vinyl floor	Vendor	CAPITAL	Sq. Ft.	344	\$ 2.85	\$ 980.40
Carpet- Contractor will install Carpet floor	Vendor	CAPITAL	Sq. Ft.		\$ 1.21	\$ -
Carpet Cleaning	Vendor	EXPENSE	Each		\$ 75.00	\$ -
Baseboard- Contractor will install and provide baseboards	Vendor	CAPITAL	Linear Foot	120	\$ 1.50	\$ 180.00
Tile Shower walls- Contractor will install shower wall tiles	Vendor	CAPITAL	Each		\$ 500.00	\$ -
Resurface Kitchen Countertop	Vendor	EXPENSE	Each	1	\$ 225.00	\$ 225.00
Resurface - Bathroom Countertop	Vendor	EXPENSE	Each	1	\$ 75.00	\$ 75.00
Standard Kitchen Cabinet-Paint only	Vendor / In House	EXPENSE	Each		\$ 170.00	\$ -
Replace -Kitchen cabinet doors or drawers- Contractor will build and install new Kitchen drawers	Vendor	EXPENSE	Each		\$ 30.00	\$ -
1 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each	1	\$ 215.00	\$ 215.00
2 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 235.00	\$ -
3 Bedroom Paint -Paint and patch as needed	Vendor	EXPENSE	Each		\$ 250.00	\$ -
Drywall Patches / Texture - Major patching or drywall replacement	Vendor	EXPENSE	Each		\$ 30.00	\$ -
In House Touch Up Paint	In House	EXPENSE	Hour		\$ 25.00	\$ -
Resurface - Bathtub	Vendor	EXPENSE	Each	1	\$ 180.00	\$ 180.00
Resurface - Shower walls	Vendor	EXPENSE	Each		\$ 160.00	\$ -
Resurface - Bathroom sink	Vendor	EXPENSE	Each		\$ 65.00	\$ -
In House Labor Hours - Mainten ance activities - Trash out the unit. As needed: Replace outlets, electrical switches, install electrical fixtures such as smoke alarm, light fixtures, ceiling fans, GFCI's, and garbage disposal., install sinks, faucets, angel stops, and p-traps, install new doors, closet doors, install medicine cabinets, mirrors	In House	EXPENSE	Each	3	\$ 25.00	\$ 75.00
1 Bedroom Maintenance Materials	Materials	EXPENSE	Each		\$ 125.00	\$ -
2 Bedroom Maintenance Materials			Each		\$ 175.00	\$ -
3 Bedroom Maintenance Materials			Each		\$ 205.00	\$ -
Windows	Vendor	EXPENSE	Each		\$ 80.00	\$ -
Screens	Vendor	EXPENSE	Each		\$ 35.00	\$ -
Blinds replacement	Vendor / In House	EXPENSE	Each	1	\$ 30.00	\$ 30.00
Fridge	In House	CAPITAL	Each		\$ 446.00	\$ -
Stove-Gas	In House	CAPITAL	Each		\$ 346.00	\$ -
Stove-Electrical	In House	CAPITAL	Each		\$ 326.00	\$ -
Dish washer	In House	CAPITAL	Each		\$ 250.00	\$ -
Washer	In House	CAPITAL	Each		\$ 383.00	\$ -
Dryer-Electrical	In House	CAPITAL	Each		\$ 336.00	\$ -
Dryer-Gas	In House	CAPITAL	Each		\$ 414.00	\$ -
House Keeping	Vendor	EXPENSE	Each	1	\$ 85.00	\$ 85.00
Grand Total						\$ 2,045.40

Obtain Area Manager Approval

Manager Budget Form

Westland000538

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