



**CITY OF NOVI CITY COUNCIL**  
**FEBRUARY 22, 2021**

**SUBJECT:** Approval of a three-year contract with two one-year renewal options with KMG Prestige Inc. for the management of Meadowbrook Commons, commencing on July 1, 2021 with the final form of the agreement to be approved by the City Manager and City Attorney's office.

**SUBMITTING DEPARTMENT:** Parks, Recreation and Cultural Services

**BACKGROUND INFORMATION:** Meadowbrook Commons is accounted for in the City's Senior Housing Fund (an Enterprise Fund). The source of funding for this project was through Building Authority bonds, which are to be paid from the rents received from the residents at the facility. The City's contract with KMG Prestige, the contractor who operates the senior living facility at Meadowbrook Commons, is set to expire on June 30, 2021. The City has contracted with KMG since 2006.

The City's Consultant Review Committee reviewed and approved a draft Request for Proposals (RFP) for the management contract with City staff in November 2020. In accordance with our purchasing policy, the RFP was posted on the Michigan Intergovernmental Trade Network (MITN) website (227 firms received email notification of the RFP).

KMG Prestige, the current management firm, was the only firm to submit a proposal. KMG Prestige has shown the appropriate resources and capabilities to meet the City's quality standards for the overall management of the property, marketing, maintenance, and daily operations. For over 15 years KMG has run a high quality, customer service-oriented operation with nearly 100 percent resident occupancy rates.

If approved by the City Council, the attached contract would be effective July 1, 2021 and run for a period of three years, with the option for two additional one-year renewals at the end of that timeframe.

**RECOMMENDED ACTION:** Approval of a three-year contract with two one-year renewal options with KMG Prestige Inc. for the management of Meadowbrook Commons, commencing on July 1, 2021 with the final form of the agreement to be approved by the City Manager and City Attorney's office.



**CITY OF NOVI**  
**RFP SENIOR ADULT HOUSING MANAGEMENT**  
**PROPOSED FEE SCHEDULE**

We propose to provide all property management services specified for:

1. **Administration and Management (Agent's Fee) for Apartment leasing:**

	7/1/21- 6/30/22	7/1/22 – 6/30/23	7/1/23 – 6/30/24	7/1/24– 6/30/25	7/1/25– 6/30/26
Monthly Flat Fee	\$5,628.00	\$5,797.00	\$5,971.00	\$6,150.00	\$6,336.00
<b>And / Or</b> (please circle) \$ per occupied unit	N/A	N/A	N/A	N/A	N/A
Other administrative functions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Monthly Agent's Fee</b>	\$5,628.00	\$5,797.00	\$5,971.00	\$6,150.00	\$6,336.00

2. **Maintenance** (associated with painting and apartment turnover):

	7/1/21- 6/30/22	7/1/22 – 6/30/23	7/1/23 – 6/30/24	7/1/24– 6/30/25	7/1/25– 6/30/26
Materials and supplies	N/A	N/A	N/A	N/A	N/A
Other Maintenance	N/A	N/A	N/A	N/A	N/A
<b>TOTAL</b>	N/A	N/A	N/A	N/A	N/A

3. **Other Costs/Fees**

Description	7/1/21- 6/30/22	7/1/22 – 6/30/23	7/1/23 – 6/30/24	7/1/24– 6/30/25	7/1/25– 6/30/26
OneSite Resident Mgmt Software	\$424.00	\$424.00	\$424.00	\$424.00	\$424.00
OneSite Facilities	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00





whether housing is Section 8 or Market Price.

Yes, KMG Prestige does currently manage other Independent Older Adult Housing development, please see the attached Exhibit E.

14. Provide a list of all other properties you currently manage. Include organization name, contact name & phone number, type of property, size of property, contract period.  
Please see the attached Exhibit F for a list of properties managed by KMG Prestige.

15. List equipment, tools and all other resources available to your firm to perform this contract. The maintenance staff is required to provide their own tools. Resources available to KMG Prestige are outlined in the Property Management Services, please see attached Exhibit B.

16. **References:** Provide at least three (3) references for projects that are comparable in scope to this bid. Several references from municipalities would be desirable.

Company Michigan Non-Profit Corporation

Address 28040 Forestbrook Drive, Farmington Hills, Michigan 48334

Phone 248.444.2565 Contact name Alan Amendt

Type of Services provided Property management services - 1,311 units/5 properties

Date Services were provided August 26, 2015 - present

Company Ginosko Development Company

Address 41800 West Eleven Mile Road, Suite 209 Novi, Michigan 48375

Phone 248.513.4900 Contact name Amin Irving

Type of Services provided Property management services - 1,796 units/22 properties

Date Services were provided April 2, 2010 - present

Company Mallory, Cunningham, Lapka & Scott, P.C.

Address 605 South Capitol Ave., Lansing Michigan 48933

Phone 517.482.0222 Contact name Thomas Lapka

Type of Services provided Property management services - 1,408 units/42 properties

Date Services were provided February 1, 2002 - present

17. **Claims & Suits:** Does your firm have any litigation pending or outstanding against your organization or its officers? If yes, please provide details.

No  Yes

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18. Provide any additional information you would like to include which may not be included within this Questionnaire. You may attach additional sheets.

**THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:**

Signature of Authorized Company Representative:  \_\_\_\_\_

Representative's Name (please print) Karen Mead

Date January 14, 2021

**OPTIONAL SERVICES AND ALTERNATIVES**

Please use the additional space below to provide options or alternatives, or attach a separate sheet. Again, the provisions of options or alternatives shall not serve as an exception to the bid proposal.

**NON-IRAN LINKED BUSINESS**

By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1)that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

**This proposal is submitted by:**

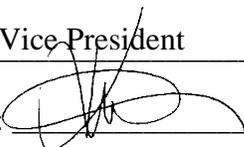
Company Name:   KMG Prestige, Inc.  

Address:   102 South Main Street  

City   Mount Pleasant   State   MI   Zip   48858  

Agent's Name:   Karen Mead    
(Please type)

Agent's Title:   Vice President  

Agent's Signature: 

Telephone No.   989.772.3261   Fax No.   989.772.3842  

E-mail:   kmead@kmgprestige.com  

Date:   January 14, 2021

# On-Call Policy

If an employee is scheduled to be “on call” in the evenings or weekends for emergency maintenance at a property they will be paid time and one-half for “on call” hours worked. “On call” hours worked less than one (1) hour will be paid as one (1) hour of “on call” (i.e. if an “on call” situation only requires ½ hour of work, one (1) hour of “on call” will be paid). If the “on call” time exceeds one hour, you will be paid for the total time worked. “On call” hours begin when the employee arrives at the property and begins the job assignment.

Emergency calls are to be responded to within 10 minutes of receiving a page and the resident should be contacted by phone immediately. The technician should arrive at the residents address within 20 minutes of that phone call. An assessment of the emergency is made, and the “on call” technician should begin his/her job assignment immediately. If it is necessary to contact an outside source (a contractor or vendor), the technician is authorized to do so. If there is a question regarding this, a supervisor can authorize the work. The technician is to remain in the apartment as the contractor or vendor performs his/her work.

Superior customer service is required at all times regardless of the hour of an emergency.

If police and/or fire–rescue require “on call” assistance, the technician should respond. In the event of a serious emergency other technicians in the area should be contacted for support.

The following is a list of emergencies requiring attention by an “on call” technician:

1. Fire
2. Flood
3. Water Leaks
4. Clogged toilet or otherwise inoperable toilet, unless there is another working toilet in the unit.
5. No heat or no air conditioning when the outside temperature is below 60 degrees, or above 80 degrees.
6. No electricity
7. No water
8. Clogged sink
9. Gas leak
10. Unsecured apartment (broken window, non-locking door, etc.)
11. “Lock-outs” Maint Technician is to report all lockout to the manager to apply and collect the \$25.00 fee. Maint Technicians will not accept a fee for lockouts. Only leaseholders 18 years or older will be allowed entrance to the apartment, after personal verification by the Maint Tech, or a review of the Resident File to confirm occupants.
12. Any situation that threatens the community or it’s residents.

\_\_\_\_\_  
Maintenance personnel signature

\_\_\_\_\_  
Date



**KMG PRESTIGE**

Strategic Property Management Solutions

## Property Management Services

KMG Prestige is committed to excellence in the delivery of comprehensive and innovative property management services. From full service management to back of the house a la carte packages we provide the following:

- Administration
- *Accounting*
- *Computer Support Services*
- Maintenance
- Marketing
- *Risk Management\**
- Payroll and human resources

*Italicized items are also available as standalone services.*

# Administration

KMG Prestige provides the following services to each community.

- Supervise the community's overall operation and capital improvements.
- Meet with owners, investors and agencies as required to conduct business for the community.
- Prepare and implement site specific management and marketing plans.
- Employ, develop and supervise on-site personnel.
- Frequent on-site inspections.
- Municipality and environmental compliance
- Every community is assigned a Regional Property Manager, Regional Vice President, and Administrative Assistant to assist the on-site personnel with the overall operation of the community.
- Preparation of annual operating budgets with long term planning strategies, and thorough review of expenses to reduce costs to the development.
- Recommend and implement policies and procedures for the proper management and operation of the community.
- Maintain property insurance, liability insurance, and workman's compensation coverage (of on-site personnel) in the community.

# Accounting

Financial Services encompass the processing and reporting of financial and operational data, and analysis of operational activity for the benefit of improving performance. These general tasks are specifically defined as follows:

- Entering and processing of accounts payable.
- Payment of accounts payable as directed by designated supervisory staff.
- Preparation of all financial and operational activity in detailed ledgers on a monthly basis including preparation of monthly bank reconciliations.
- Analysis of account activity and operational performance as required.
- Generate and distribute to owner the month end financial report including:
  - Monthly and YTD actual versus budget comparison report.
  - 12 month historical statement of profit and loss.
  - Balance sheet.
  - Open accounts payable.
  - Cash disbursements report.
  - General ledger.
- Coordinate an annual audit with third party accounting firm as designated by client.

# Computer Support Services

KMG Prestige provides one stop shopping for its clients' hardware, software and Internet connection needs. Data is backed up daily ensuring minimal interruption of service or loss of irreplaceable information in the event of internet service failures or vandalism.

Our Computer Support Services provides the on-site software package necessary for the day to day accounting operations. The system includes processing capabilities for resident ledgers, rent rolls, vacancy loss, receivables, and marketing tracking.

- Hardware, diagnostics and repair, software installation;
- Provide support of the Windows operating system; provide support for other software required for daily use of computer.
- Conduct site visits, as necessary, to perform preventative maintenance on computers, printers, fax machines.
- Ordering computer related products required by the site for continuing operation.

# Maintenance

Managing the physical asset is a crucial part of the overall management process. Maintenance encompasses a range of services including the following: service requests, apartment turns, and preventative maintenance.

- Training - Prestige Tech was designed by KMG Prestige to better train our staff in preventative maintenance.
- Response to emergencies 24/7/365.
- Maintain a unit turn goal of 3-5 days.
- Routine maintenance is performed at the community to minimize future repairs.
- Implementation of an annual preventive maintenance program. This proactive approach to maintenance has proven to prevent future costly repairs.

# Marketing

Marketing services focus on leasing, one of the most important aspects of management. These general tasks are specifically defined as follows:

- Resident Screening: A comprehensive resident selection criterion is designed specifically for each community. The selection criteria outline the entire screening process for each applicant.
- A thorough market analysis is completed quarterly to optimize maximum rents.
- Marketing plans are developed for each community to specifically address occupancy goals and methods to meet said goals.
- Our communities are advertised comprehensively through numerous advertising venues, to create an abundant number of qualified prospects.
- Each leasing agent is trained in Fair Housing Law practices, as well as strategic selling strategies.
- Our goal is to create happy residents! Happy residents pay their rent on time and tell their friends about their positive experience.
- Each of our communities has a resident service program tailored to the demographics and needs of the residents, and information regarding resources available in the community.
- Branding: Our Regional Marketing Managers can also help with creating, developing and growing your company brand.

# Risk Management

Risk Management services encompass the placement of insurance and administration of claims. These general tasks are specifically defined as follows:

- Negotiate placement of insurance via the KMG Prestige master policy.
- Administer insurance claims, assist in recovery of damages from responsible parties and investigate all incidents reported.
- In cooperation with our insurance agent, provide accident prevention and loss control services to help eliminate or minimize the cause of accidents or damage to managed communities.
- Administer and develop loss prevention tasks and procedures.
- Provide safety education for both residents and staff.

*\*Risk Management services cannot be provided as a standalone option, but may be bundled with any one of our other a la carte options.*

# Payroll & Human Services

Our Human Resources department includes full time payroll and human resource staff available to assist with employee concerns. These general tasks are specifically defined as follows:

## **Payroll Services**

- Process semi-monthly timesheets and issue payroll checks.
- Process payment of all employee related payroll taxes.
- Complete and submit all State and Federal reports.
- Issue IRS W-2's at year end.
- Track use of accrued paid time off, sick and holiday hours.
- Garnishments (i.e. tax liens, child support, etc).
- Unemployment verification.

## **Human Resources**

- Process all new hire and termination paperwork.
- Generate criminal/credit reports for all new employees.
- Coordination of employee benefits including healthcare, vision, dental, 401(k), etc.
- Workers compensation and work related injuries.



## Staffing Plan

The following staff will be assigned to Meadowbrook Commons:

### Support Center Employees

<u>Name</u>	<u>Position</u>	<u>Years of Experience</u>
David Soule	Regional Vice President & Regional Property Manager	34

David has over thirty-four (34) years of experience owning, managing, building, renovating, expanding and maintaining residential and commercial investment real estate. He currently manages five (5) Regional Property managers overseeing 47 sites, consisting of over 2,600 apartment units. He professionally trains the National Apartment Leasing Professional course, the Certified Apartment Manager course, the Certified Apartment Maintenance Technician course and the Certified Apartment Portfolio Specialist for affiliates of the National Apartment Association. In addition, David authored the Continuing Education Book and instructs on behalf of the Property Management Association of Michigan for Real Estate Salesperson annual continuing education curriculum.

#### Certifications and Designations:

- Fair Housing Certification
- General Contractors License for the State of Michigan
- Real Estate Salesperson License for the State of Michigan
- Ohio Brokers License
- C3P Designation
- LEAD Certified in renovations

**Community Based Employees**

<u>Name</u>	<u>Position</u>	<u>Years of Experience</u>	<u>Certifications/ Designations</u>	<u>Employment Status</u>	<u>On-Call</u>
Virginia Hallam	Community Manager	30 Years	Real Estate Salesperson License for MI	Full Time	On-Call
Ann Troutman	Office Manager	15 Years		Full Time	
Misty Reyes	Assistant Manager	7 Years	Associates Degree in Business	Full Time	
John Alley	Maintenance Supervisor	20 Years	HVAC	Full Time	On-Call
Greg Nara	Maintenance Technician	30 Years		Full Time	
Russell Rockentine	Grounds	12 Years		Full Time	
Donna Phillips	Janitorial	13 1/2 Years		Full Time	

# Staff Responsibilities

## **Regional Vice President**

This position directs and coordinates activities of Regional Property Managers. This person oversees servicing property management accounts and is responsible for all actions that involve or influence the properties the company manages. The Regional Vice President is accountable to both the Owner and the Company.

## **Regional Property Manager**

The Regional Property Manager directs and coordinates activities of Residential Property Management and Leasing. This person oversees servicing property management accounts and is responsible for all actions that involve or influence the properties the company manages. He/she is accountable to both the Owner and the Company. It is the duty of the Regional Property Manager (RPM) to see that the properties within the assigned portfolio operate in a manner that will produce the Owners' desired results and objectives. The Regional Property Manager is responsible for the oversight of the physical and financial administration of all of the properties to ensure that they are operated in a manner consistent with the policies and procedures of KMG Prestige and to recommend changes as required in order to improve the efficiency of the properties' operations.

## **Site Manager**

It is the Manager's responsibility to see that the property operates in a manner that will produce the Owner's desired results and objectives. The manager is responsible within the limits of his/her authority and control to see that the property is operated physically and financially in the most efficient and effective manner possible. The two most important functions the manager performs are to maintain sustaining occupancy and to ensure that a viable income stream is maintained via collection of rents.

## **Leasing Agent and Office Manager**

The Leasing Agent and Office Manager will be responsible for the day-to-day operations of the rental office including monitoring presentation preparedness (i.e., leasing area, office, model, etc.); perform professional telephone reception duties; schedule appointments and serve as a contact person for anyone interested in receiving rental information. Leasing Agent and Office Manager will be knowledgeable about all facets of the project, including physical amenities it offers, as well as assisting the manager in the overall successful operation of the property

## **Maintenance Supervisor**

The maintenance supervisor is responsible for scheduling staff, purchasing, stock control, materials utilization, refinishing apartments prior to resident occupancy, monitoring the physical security of the property, adequate lighting always maintained, coordination of the upkeep of the grounds. In addition, the maintenance supervisor is responsible for snow removal (sidewalks, common areas, parking lots), coordination of trash removal, lawn maintenance and landscaping. The maintenance supervisor will be responsible for scheduling, supervising and/or monitoring all necessary repairs to the property. The maintenance supervisor will assist with interviewing, hiring and training other employees and adhere to all safety procedures and regulations at all times

**Maintenance Technician**

The maintenance technician will be required to participate in maintenance projects as needed and is expected to have a working knowledge of light electrical repairs; light plumbing work; carpentry; appliance repair; HVAC; boilers; maintenance equipment, etc. Maintenance technicians are expected to perform light maintenance and repairs on the physical plant and all equipment; assist with custodial and grounds duties when necessary; perform limited exterminator services.

**Grounds**

The grounds staff will be responsible for the pristine appearance of the community. They will keep the grounds free of debris and monitor and report all safety hazards immediately to management. They will assist with snow removal and salting and maintaining flower beds and lawns.

**Janitor**

The janitor will be responsible for the cleanliness and upkeep of the property including all common areas and hallways. They will assist with unit turnover and preparing homes for new residents.

**The Principals of KMG Prestige, Inc. have a minority ownership in the following developments:**

<b>Property Name</b>	<b>Address 1</b>	<b>City</b>	<b>State</b>	<b>Units</b>	<b>Financing/Subsidy</b>	<b>Type</b>
Alpine Alten Zimmer I	120 Grandview Blvd	Gaylord	MI	46	Conventional/Section 8	Senior
Alpine Alten Zimmer II	120 Grandview Blvd	Gaylord	MI	48	MSHDA/RD/Tax Credit	Senior
Bridgton Place Townhomes	359 Vestry Dr.	Saginaw	MI	230	MSHDA/Tax Credit/Section 8	Family
Meadowcrest Senior Apartments	24200 Lathrup Blvd	Southfield	MI	83	MSHDA/Tax Credit	Senior
Renaissance Village	19311 Votrobeck Drive	Detroit	MI	185	MSHDA/Tax Credit	Family
Sawmill Family Estates	1185 Eagle Drive	Wayland	MI	48	MSHDA/Tax Credit	Family
Sawmill Senior Estates	1115 Eagle Drive	Wayland	MI	34	MSHDA/Tax Credit	Senior
Setters Pointe	501 Setters Run	Coopersville	MI	48	MSHDA/Tax Credit	Family
Setters Pointe II	501 Setters Run	Coopersville	MI	48	MSHDA/Tax Credit	Family
Stonebrook Townhomes I & II	1880 Stonebrook Dr NE	Grand Rapids	MI	150	MSHDA/Tax Credit	Family
Summer Haven	4740 Breton Road SE	Kentwood	MI	101	MSHDA/Tax Credit	Senior
West Hampton Condo Association	7300 Central Street	Westland	MI	65	Conventional	Family
White Pines - Harrison	895 Richard Drive	Harrison	MI	40	MSHDA/Tax Credit	Family
White Pines II	895 Richard Drive	Harrison	MI	48	MSHDA/Tax Credit	Mixed

Independent Older Adult Housing - managed by KMG Prestige

Exhibit E

Property Name	Address	City	State	Zip	Units	RVP	Financing			Subsidy		Status	Type	Mgt Start	Initial Contract Term
Benton Place Senior	1501 N. Franklin Drive	Benton	IL	62812-	43	Connie Mathes		St Agency		Tax Credit		Full Mgmt	Senior	01-Aug-07	One Year
Bradley Place I	110 Uncle Leo Drive	Bradley	IL	60915-	60	Connie Mathes		St Agency		Tax Credit		Full Mgmt	Senior	01-Aug-07	One Year
Bradley Place II	110 Uncle Leo Drive	Bradley	IL	60915-	47	Connie Mathes		St Agency		Tax Credit		Full Mgmt	Senior	01-Aug-07	One Year
Willa Rawls Manor	4120 S Indiana Avenue	Chicago	IL	60653	123	Connie Mathes			Conventional		Section 8	Full Mgmt	Senior	03-Aug-18	One Year
Ottawa Senior Apartments	400 Jim Thomas Circle	Ottawa	IL	61350-	43	Connie Mathes		St Agency		Tax Credit		Full Mgmt	Senior	01-Aug-07	One Year
Shelbyville Apartments	210 Meadowview Court	Shelbyville	IL	62565	35	Connie Mathes		St Agency		Conventional	Tax Credit	Full Mgmt	Mixed	01-Jan-17	One Year
Chapel Gardens Senior	1605 McAree	Waukegan	IL	60085-	22	Connie Mathes		St Agency		Tax Credit		Full Mgmt	Senior	01-Aug-07	One Year
Churchman Woods	5350 Churchman	Indianapolis	IN	46203	90	Connie Mathes			Conventional	Tax Credit		Full Mgmt	Senior	01-Sep-10	One Year
Hidden Brook Manor	500 Long Rapids Plaza	Alpena	MI	49707	32	Joanne Golden Trudell			Rural Dev			Full Mgmt	Senior	01-Aug-19	One Year
Pinecrest Manor	200 Long Rapids Plaza	Alpena	MI	49707	44	Joanne Golden Trudell			Rural Dev			Full Mgmt	Senior	01-Aug-19	One Year
Alpena Pines	202 Woods Circle	Alpena	MI	49707	48	Ruth Brown		St Agency		Tax Credit		Services	Senior	01-Jul-16	One Year
Courthouse Square	100 S. 4th Avenue	Ann Arbor	MI	48104	116	Dustin Miller			Conventional	Tax Credit		Full Mgmt	Mixed	17-Dec-20	One Year
Parkway Meadows	2575 Sandalwood Circle	Ann Arbor	MI	48105	350	Dustin Miller		St Agency		Tax Credit	Section 8	Full Mgmt	Mixed	15-Oct-15	One Year
Cranbrook Tower	2901 Northbrook Place	Ann Arbor	MI	48103	202	Dustin Miller	HUD			Tax Credit	Section 8	Full Mgmt	Senior	15-Dec-16	One Year
Oakwood Manor	401 West Washington	Baldwin	MI	49304	32	Joanne Golden Trudell			Rural Dev	Tax Credit		Full Mgmt	Senior	24-Jul-02	One Year
Springview Tower	231 Springview Drive	Battle Creek	MI	49037	175	Joseph Tandy		St Agency		Tax Credit		Full Mgmt	Senior	01-Jan-16	One Year
Westbrook Place	183 West Street	Battle Creek	MI	49037	69	Joseph Tandy			Conventional	Tax Credit		Full Mgmt	Senior	01-Jul-13	One Year
Garfield Manor	1011 Fraser Street	Bay City	MI	48708	26	Joseph Tandy			Conventional	Tax Credit		Full Mgmt	Senior	07-Jun-12	One Year
Forest View Community	26409 Carlisle Road	Beaver Island	MI	49782	6	Joanne Golden Trudell			Rural Dev			Full Mgmt	Senior	17-Sep-12	One Year
Grand Fork Commons (TI)	2755 W. Knox Rd.	Beaverton	MI	48612	24	Joanne Golden Trudell			Rural Dev	Tax Credit		Full Mgmt	Senior	26-Apr-12	One Year
Crosswinds Manor	901 N. Bridge St.	Belding	MI	48809	24	Joanne Golden Trudell			Rural Dev	Tax Credit		Full Mgmt	Senior	08-Jun-18	One Year
Bellaire Senior	109 - 117 Beech & 522 -	Bellaire	MI	49615	11	Joanne Golden Trudell		St Agency		Tax Credit		Full Mgmt	Senior	01-Jan-06	One Year
Nisbett Fairman Residences	208 Maple Street, Ste A	Big Rapids	MI	49307	47	Joanne Golden Trudell		St Agency		Tax Credit		Full Mgmt	Senior	01-Feb-13	One Year
Pinestead Place	224 Pine Street, Office	Breckenridge	MI	48615	32	Joanne Golden Trudell			Conventional		Section 8	Full Mgmt	Senior	01-Jan-08	One Year
Bronson Senior Apartments	435 Wayne St	Bronson	MI	49028	24	Joanne Golden Trudell			Rural Dev	Tax Credit		Full Mgmt	Senior	01-Feb-18	One Year
Metae Court Apartments	809 Ryneerson Road	Buchanan	MI	49107	100	Joanne Golden Trudell			Conventional	Tax Credit		Full Mgmt	Senior	01-May-18	One Year
Country Place Apartments of	1049 Arthur Street	Cadillac	MI	49601	16	Joanne Golden Trudell			Conventional		Section 8	Full Mgmt	Senior	28-Sep-17	One Year
Cass City	4224 Woodland Ave.	Cass City	MI	48726	24	Joanne Golden Trudell			Rural Dev			Full Mgmt	Senior	01-Jan-00	One Year
Lawrence Park	7000 10 Mile Rd	Center Line	MI	48015	252	Joseph Tandy		St Agency		Tax Credit	Section 8	Full Mgmt	Mixed	08-Mar-13	One Year
Showboat Manor	845 Bentley	Chesaning	MI	48616	26	Joanne Golden Trudell			Rural Dev	Tax Credit		Full Mgmt	Senior	27-May-14	One Year
Clarecastle Senior	144 W. Fourth Street	Clare	MI	48617	24	Joseph Tandy			Conventional	Tax Credit		Full Mgmt	Senior	01-Nov-09	One Year
Bear Creek Villa	179 East Ferney Street	Clarksville	MI	48815	24	David Soule	HUD				Section 8	Full Mgmt	Senior	01-Dec-17	One Year
Country Knoll	225 Smith St	Coldwater	MI	49036	32	Joanne Golden Trudell			Rural Dev			Full Mgmt	Senior	01-Jan-00	One Year
Meadow View Senior	60 Farm Lane	Coldwater	MI	49036	16	Joanne Golden Trudell			Rural Dev	Tax Credit		Full Mgmt	Senior	01-Feb-18	One Year
Mystic Grove	473 Burr Oak	Colon	MI	49040	24	Joanne Golden Trudell			Rural Dev	Tax Credit		Full Mgmt	Senior	01-Jan-00	One Year
The Depot	301 Ottawa Street	Coopersville	MI	49404	51	David Soule		St Agency		Tax Credit		Full Mgmt	Senior	01-Jan-21	One Year
Lexington Village	1310 Pallister Street	Detroit	MI	48202	351	Dustin Miller		St Agency		Tax Credit	Section 8	Full Mgmt	Mixed	13-Mar-13	One Year
Greenhouse Apartments	17300 Southfield Fwy	Detroit	MI	48235	208	Dustin Miller	HUD			Tax Credit	Section 8	Full Mgmt	Senior	18-Mar-13	One Year
124 Alfred	124 Alfred Street	Detroit	MI	48201	54	Connie Mathes			Conventional	Tax Credit		Services	Senior	07-Mar-19	One Year
Medical Center Senior		Detroit	MI	48201	190	Kim Emanuel-Hagood		St Agency		Conventional		Services	Senior	01-Jan-20	One Year
Restoration Tower	16651 Lahser Road	Detroit	MI	48219	147	Connie Mathes	HUD			Tax Credit		Services	Senior	01-Dec-16	One Year
University Meadows	4500 Trumbull Ave.	Detroit	MI	48208	53	Connie Mathes		St Agency		Tax Credit		Services	Senior	01-Sep-18	One Year
Cedar Sands	600 Riverside	Dowagiac	MI	49047	32	Joanne Golden Trudell			Rural Dev			Full Mgmt	Senior	01-Jan-00	One Year
Harbour Oaks	333 Bree Rd #7	East China	MI	48054	32	Joanne Golden Trudell			Rural Dev			Full Mgmt	Senior	01-Jan-00	One Year
Meredith Manor	109 McKenzie Street	East Jordan	MI	49727	10	Joanne Golden Trudell	HUD					Full Mgmt	Senior	15-Jul-15	One Year
Edgewood Village	6213 Towar Garden	East Lansing	MI	48823-	135	David Soule			Conventional	Tax Credit	Section 8	Full Mgmt	Mixed	30-Jul-19	One Year
Meadowbrook		Escanaba	MI		32				Rural Dev	Tax Credit		Services	Senior	01-Jun-20	One Year
Pine Park Apartments	769 Maple Street	Ewen	MI	49925	12	Joanne Golden Trudell			Rural Dev		Section 8	Full Mgmt	Senior	01-May-17	One Year
AuSable Valley Apartments	1441 Maple Drive	Fairview	MI	48621	60	Ruth Brown	HUD					Services	Senior	01-Jul-16	One Year
Millpond Manor	201 E. Elizabeth	Fenton	MI	48430	65	Joseph Tandy			Conventional	Tax Credit		Full Mgmt	Senior	01-Jan-08	One Year
Devon Square Apartments	1225 Orchard Street	Ferndale	MI	48220	60	Dustin Miller		St Agency		Tax Credit	Section 8	Full Mgmt	Mixed	02-Apr-10	One Year
Glenwood	797 Hazelnut	Fowlerville	MI	48836	24	Joanne Golden Trudell			Rural Dev			Full Mgmt	Senior	01-Jan-00	One Year
Fraser Woods	17195 Fraser Woods	Fraser	MI	48026	241	Dustin Miller		St Agency		Tax Credit	Section 8	Full Mgmt	Mixed	26-Aug-15	One Year
Gateway Senior Apartments	204 E.Main Street	Fremont	MI	49412	38	Joanne Golden Trudell			Conventional	Tax Credit		Full Mgmt	Senior	12-May-14	One Year
Wedgewood	216 Meadow Hills Ln #21	Fremont	MI	49412	20	Joanne Golden Trudell			Rural Dev	Tax Credit		Full Mgmt	Senior	29-Nov-07	One Year
Alpine Alten Zimmer I	120 Grandview Blvd	Gaylord	MI	49735	46	Joanne Golden Trudell			Conventional		Section 8	Full Mgmt	Senior	28-Sep-10	One Year
Alpine Alten Zimmer II	120 Grandview Blvd	Gaylord	MI	49735	48	Joanne Golden Trudell		St Agency	Rural Dev	Tax Credit		Full Mgmt	Senior	29-Jul-09	One Year
Alpine Haus	504 Random Lane	Gaylord	MI	49735	50	Joanne Golden Trudell		St Agency		Tax Credit	Section 8	Full Mgmt	Senior	01-Apr-13	One Year
Little Village	410 S Center Ave	Gaylord	MI	49735	32	Joanne Golden Trudell			Rural Dev			Full Mgmt	Senior	01-May-99	One Year
The Village of Gibraltar	14486 Middle Gibraltar	Gibraltar	MI	48173	53	Ruth Brown		St Agency		Tax Credit		Services	Senior	01-Jul-16	One Year
Clinton Street Place	408 South Clinton	Grand Lodge	MI	48837	24	David Soule		St Agency		Tax Credit		Full Mgmt	Senior	01-Jan-08	One Year
Breton Village Green	2305 Burton S.E.	Grand Rapids	MI	49506	162	Dustin Miller		St Agency		Tax Credit	Section 8	Full Mgmt	Senior	23-Dec-15	One Year
Pine Manor	1201 South Cedar Street	Greenville	MI	48838	30	Joanne Golden Trudell			Rural Dev	Tax Credit		Full Mgmt	Senior	01-Jan-08	One Year

Independent Older Adult Housing - managed by KMG Prestige

Exhibit E

Property Name	Address	City	State	Zip	Units	RVP	Financing			Subsidy		Status	Type	Mgt Start	Initial Contract Term	
Scott Building	103 East Quincy	Hancock	MI	49930	28	Joanne Golden Trudell		St Agency			Tax Credit	Full Mgmt	Senior	01-Jan-08	One Year	
White Pines II	895 Richard Drive	Harrison	MI	48625	48	Joseph Tandy		St Agency			Tax Credit	Full Mgmt	Mixed	01-Jan-13	One Year	
Lake Pointe	26 N. State Street	Hart	MI	49420	25	Joanne Golden Trudell		St Agency			Tax Credit	Full Mgmt	Senior	01-Sep-13	One Year	
Marsh Pointe	5895 Marsh Road	Haslett	MI	48840	108	David Soule		St Agency			Tax Credit	Full Mgmt	Senior	03-Nov-15	One Year	
Hastings Ponds Senior	611 E. Woodlawn	Hastings	MI	49058	38	David Soule		St Agency			Tax Credit	Full Mgmt	Senior	01-Jan-08	One Year	
Houghton Heights Manor	300 Houghton Heights	Houghton Lake	MI	48629	48	Joanne Golden Trudell			Rural Dev		Tax Credit	Full Mgmt	Senior	01-Jun-08	One Year	
Country Glen	600 Warbler Way	Howell	MI	48843	32	Joanne Golden Trudell			Rural Dev			Full Mgmt	Senior	01-Jan-00	One Year	
Idlewild Gardens	723 E. Lansing Unit 587 E	Idlewild	MI	49642	23	Joanne Golden Trudell			Rural Dev			Full Mgmt	Senior	23-Jan-92	One Year	
Cherry Hill Square	213 Henry Ruff Rd	Inkster	MI	48141	120	Kim Emanuel-Hagood				Conventional	Tax Credit		Services	Senior	01-May-16	One Year
Oak Hills	647 Crawford Street	Ionia	MI	48846	24	Joanne Golden Trudell			Rural Dev		Tax Credit	Full Mgmt	Senior	28-Feb-17	One Year	
Valley View III	751 Valley View Drive	Ionia	MI	48846	39	David Soule		St Agency			Tax Credit	Full Mgmt	Senior	01-Apr-13	One Year	
Park Colony	935 E. Arcada	Ithaca	MI	48847	24	Joanne Golden Trudell			Rural Dev			Full Mgmt	Senior	01-Jan-00	One Year	
Maple Ridge	110 N. Dettman Road	Jackson	MI	49202	69	David Soule				Conventional	Tax Credit	Full Mgmt	Senior	01-Jan-21	One Year	
Maple Ridge West	171 Peach Street	Jackson	MI	49202	54	David Soule		St Agency			Tax Credit	Full Mgmt	Senior	01-Jan-21	One Year	
Reflections	2771 Airport Road	Jackson	MI	49202	68	David Soule				Conventional	Tax Credit	Full Mgmt	Senior	01-Jan-21	One Year	
Senior Haven	2180 North Birch	Kalkaska	MI	49646	42	Joanne Golden Trudell				Conventional		Full Mgmt	Senior	01-Jan-90	One Year	
Summer Haven	4740 Breton Road SE	Kentwood	MI	49508	101	Connie Mathes		St Agency			Tax Credit	Full Mgmt	Senior	18-Dec-12	One Year	
Emerson Manor	1175 Emerson Drive	Lake Odessa	MI	48849	24	Joanne Golden Trudell			Rural Dev			Full Mgmt	Senior	01-Jan-92	One Year	
South Brook Villa	457 E. Edgewood Blvd	Lansing	MI	48911	129	David Soule				Conventional		Full Mgmt	Mixed	01-Jan-08	One Year	
Vintage Court	401 Orchard	Lawton	MI	49065	24	Joanne Golden Trudell			Rural Dev		Tax Credit	Full Mgmt	Senior	28-Feb-17	One Year	
Oak Leaf Manor	5215 County Road 612	Lewiston	MI	49756	27	Joanne Golden Trudell			Rural Dev			Full Mgmt	Senior	01-Aug-19	One Year	
Lawndale	900 Lawndale	Ludington	MI	49431	24	Joanne Golden Trudell	HUD					Full Mgmt	Senior	01-Jan-08	One Year	
Woodhill Senior Apartments	521 Galloway Dr #D	Manchester	MI	48158	24	Joanne Golden Trudell			Rural Dev		Tax Credit	Full Mgmt	Senior	01-Feb-18	One Year	
Horizon Pointe	305 Care Center Drive	Manistee	MI	49660	49	Joanne Golden Trudell		St Agency			Tax Credit	Full Mgmt	Senior	01-Apr-13	One Year	
Lost Creek	200 Lost Creek Drive	Marquette	MI	49855	151	Joanne Golden Trudell		St Agency			Tax Credit	Full Mgmt	Senior	01-Oct-14	One Year	
Jefferson Street Square	500 S. Jefferson Street	Mason	MI	48854	61	David Soule		St Agency			Tax Credit	Full Mgmt	Senior	01-Jan-08	One Year	
Kiwanis Village	210 Kiwanis Drive	Mason	MI	48854	80	David Soule			Rural Dev			Full Mgmt	Senior	23-Sep-97	One Year	
Creekside Manor	24810 W. McGillen	Mattawan	MI	49071	24	Joanne Golden Trudell			Rural Dev		Tax Credit	Full Mgmt	Senior	01-Jan-00	One Year	
Coogan Terrace	3501 Oakwood	Melvindale	MI	48122	199	Connie Mathes				Conventional	Tax Credit		Services	Mixed	01-Apr-19	One Year
Belle River Court	81393 Belle River Rd	Memphis	MI	48041	24	Joanne Golden Trudell			Rural Dev			Full Mgmt	Senior	01-Jan-00	One Year	
Hay Creek Apartments	1110 38th Avenue	Menominee	MI	49858	80	Joanne Golden Trudell				Conventional		Full Mgmt	Mixed	01-Aug-17	One Year	
Maplewood Manor	120 Maple St	Mio	MI	48647	20	Joanne Golden Trudell			Rural Dev			Full Mgmt	Senior	01-Aug-19	One Year	
Stone Manor	122 Maple Street	Mio	MI	48647	20	Joanne Golden Trudell			Rural Dev			Full Mgmt	Senior	01-Aug-19	One Year	
Creekside Village	1450 S. Monroe St	Monroe	MI	48161	77	Ruth Brown		St Agency			Tax Credit		Services	Senior	01-Jul-16	One Year
Harbour Pointe	8673 Ferry Street	Montague	MI	49437	34	Joanne Golden Trudell		St Agency			Tax Credit	Full Mgmt	Senior	01-Apr-13	One Year	
P & K Seybert Holdings, LLC	702 E Michigan	Mt Pleasant	MI	48858	16	David Soule				Conventional		Full Mgmt	Mixed	01-Jun-15	One Year	
Dover Court	1441 East Broomfield	Mt. Pleasant	MI	48858	65	David Soule				Conventional	Tax Credit	Full Mgmt	Senior	01-Jan-21	One Year	
Rivers Bluff	805 W Broadway St	Mt. Pleasant	MI	48858	11	David Soule				Conventional	Tax Credit	Full Mgmt	Senior	12-Dec-11	One Year	
Jericho House	408 Elm Avenue	Munising	MI	49862	15	Joanne Golden Trudell	HUD					Full Mgmt	Senior	01-Jan-08	One Year	
Berkshire Muskegon	929 1st Street	Muskegon	MI	49440	84	Connie Mathes				Conventional	Tax Credit	Full Mgmt	Senior	30-Apr-18	One Year	
Nelson Place	350 Houston Avenue	Muskegon	MI	49441	101	David Soule				Conventional	Tax Credit	Full Mgmt	Senior	01-Apr-13	One Year	
Woodside Haven	347 Shonat Street	Muskegon	MI	49442	46	Connie Mathes	HUD					Full Mgmt	Senior	01-Aug-08	One Year	
Summit Square	3020 Peck Street	Muskegon	MI	49444	52	Connie Mathes		St Agency			Tax Credit	Full Mgmt	Senior	24-Oct-19	One Year	
Woodview Apartments	782 West Brooks Street,	Newaygo	MI	49337	66	Connie Mathes	HUD			Conventional		Full Mgmt	Senior	01-Jul-19	One Year	
Berkshire Niles	10 North 3rd Street	Niles	MI	49120	53	Joanne Golden Trudell				Conventional	Tax Credit	Full Mgmt	Senior	01-Apr-19	One Year	
Four Flags Plaza Apartments	17 N 7th Street	Niles	MI	49120	88	Joanne Golden Trudell				Conventional	Tax Credit	Full Mgmt	Senior	09-Nov-18	One Year	
Country Place of North	6727 North Branch Court	North Branch	MI	48461	32	Joanne Golden Trudell				Conventional		Full Mgmt	Senior	12-Jun-19	One Year	
Meadowbrook Commons	25075 Meadowbrook	Novi	MI	48375	175	David Soule				Conventional		Full Mgmt	Senior	01-Jul-05	One Year	
Prentis Apartments	15100 Ten Mile Rd	Oak Park	MI	48237	97	Connie Mathes				Conventional	Tax Credit		Services	Senior	28-Nov-13	One Year
Prentis II Apartments	15100 Ten Mile Rd	Oak Park	MI	48237	99	Connie Mathes				Conventional	Tax Credit		Services	Senior	01-Oct-17	One Year
Wexford Manor	350 N. Main	Onsted	MI	49265	24	Joanne Golden Trudell			Rural Dev		Tax Credit	Full Mgmt	Senior	07-Dec-17	One Year	
Carriage Towne Place I	218 E Williams Street	Ovid	MI	48866	12	Joanne Golden Trudell		St Agency			Tax Credit	Full Mgmt	Senior	01-Jan-07	One Year	
Carriage Towne Place II	204 E Williams Street	Ovid	MI	48866	12	Joanne Golden Trudell				Conventional	Tax Credit	Full Mgmt	Senior	01-Jan-07	One Year	
Greenwood Apartments	1055 E. North	Owosso	MI	48867	48	Joanne Golden Trudell			Rural Dev		Tax Credit	Full Mgmt	Senior	27-Mar-18	One Year	
Berkshire Paw Paw	308 East Michigan Ave	Paw Paw	MI	49079	42	Joanne Golden Trudell				Conventional	Tax Credit	Full Mgmt	Senior	01-Apr-17	One Year	
Phoenix Place	47251 Woodward Ave	Pontiac	MI	48342	201	Dustin Miller		St Agency			Tax Credit	Full Mgmt	Senior	18-Mar-13	One Year	
Lotus Plaza	1611 West Centre Suite	Portage	MI	49024	34	Joseph Tandy				Conventional		Full Mgmt	Mixed	12-Dec-19	One Year	
Spring Manor	610 Mall Drive	Portage	MI	49024	107	David Soule	HUD				Tax Credit	Full Mgmt	Senior	18-Jul-13	One Year	
Edgemont	240 Charlotte Hwy.	Portland	MI	48875	24	Joanne Golden Trudell			Rural Dev			Full Mgmt	Senior	01-Jan-00	One Year	
Hidden Creek Manor	5305 Gary C. Drive	Prescott	MI	48756	34	Joanne Golden Trudell			Rural Dev			Full Mgmt	Senior	01-Jul-16	One Year	
Richter Place Apartments	9101 Courtland Drive NE	Rockford	MI	49341	62	Connie Mathes	HUD					Full Mgmt	Senior	01-Mar-17	One Year	
Bliss Park Senior Apartments	1111 North Harrison	Saginaw	MI	48602	35	Joseph Tandy		St Agency			Tax Credit	Full Mgmt	Senior	01-Oct-12	One Year	
Erwin Senior Estates	2291 Farmer Street	Saginaw	MI	48601	46	Joseph Tandy		St Agency			Tax Credit	Full Mgmt	Senior	01-Sep-20	One Year	

Independent Older Adult Housing - managed by KMG Prestige

Exhibit E

Property Name	Address	City	State	Zip	Units	RVP	Financing			Subsidy		Status	Type	Mgt Start	Initial Contract Term	
East Side Manor	239 Roberts Street	Sandusky	MI	48471	51	Joanne Golden Trudell		St Agency			Tax Credit	Section 8	Full Mgmt	Senior	10-Jul-13	One Year
Sunrise Village Senior	155 Margaret St - OFFICE	Sandusky	MI	48471	48	Joanne Golden Trudell		St Agency			Tax Credit		Full Mgmt	Senior	01-Aug-12	One Year
Renaissance of Bridge Village	591 Myrtle Elliott Circle	Sault Ste. Marie	MI	49783	100	Joanne Golden Trudell		St Agency			Tax Credit	Section 8	Full Mgmt	Mixed	22-Dec-16	One Year
Avery Square	510 Ashmun	Sault Ste. Marie	MI	49783	57	Joanne Golden Trudell		St Agency			Tax Credit		Full Mgmt	Senior	01-Jan-08	One Year
Rosewood	182 W. Sixth St/ Office	Shelby	MI	49455	24	Joanne Golden Trudell			Rural Dev				Full Mgmt	Senior	01-Jan-08	One Year
Salt River Village II	276 S. Union Street	Shepherd	MI	48883	24	Joanne Golden Trudell			Rural Dev				Full Mgmt	Senior	01-Jan-00	One Year
Meadowcrest Senior	24200 Lathrup Blvd	Southfield	MI	48075	83	Dustin Miller		St Agency			Tax Credit		Full Mgmt	Senior	30-Jan-13	One Year
Lloyds Bayou North	17041 Lloyds Bayou Dr	Spring Lake	MI	49456	10	David Soule				Conventional			Full Mgmt	Senior	01-Aug-17	One Year
Mill Point Place	400 Liberty St	Spring Lake	MI	49456	24	David Soule				Conventional	Tax Credit		Full Mgmt	Senior	27-May-17	One Year
St. Ignace Senior Housing	201 Lake Street	St. Ignace	MI	49781	24	Joanne Golden Trudell		St Agency		Conventional	Tax Credit		Full Mgmt	Senior	01-Jan-09	One Year
Castle St. Johns	110 E Higham St	St. Johns	MI	48879	30	David Soule	HUD			Conventional	Tax Credit		Full Mgmt	Senior	01-Apr-17	One Year
Indian Oaks	124 Burt St	Tecumseh	MI	49286	32	Joanne Golden Trudell			Rural Dev				Full Mgmt	Senior	01-Jan-00	One Year
Westchase	1107 Hill St.	Three Rivers	MI	49093	32	Joanne Golden Trudell			Rural Dev				Full Mgmt	Senior	01-Jan-00	One Year
Bayside Village	6233 Center Road	Traverse City	MI	49686	30	David Soule				Conventional		Section 8	Full Mgmt	Senior	06-Apr-16	One Year
Oak Terrace	1240 Oak Terrace Drive	Traverse City	MI	49686	48	Joanne Golden Trudell			Rural Dev		Tax Credit		Full Mgmt	Senior	01-Jan-08	One Year
Horsell Manor	920 E. Main St.	Vanderbilt	MI	49795	20	Joanne Golden Trudell			Rural Dev				Full Mgmt	Senior	01-Jan-04	One Year
Coventry Woods	3550 Remembrance RD	Walker	MI	49534	100	Connie Mathes		St Agency			Tax Credit	Section 8	Full Mgmt	Senior	18-Mar-13	One Year
Walled Lake Villa	1035 Walled Lake Villa	Walled Lake	MI	48390	260	Dustin Miller		St Agency			Tax Credit	Section 8	Full Mgmt	Mixed	29-Dec-15	One Year
Sawmill Senior Estates	1115 Eagle Drive	Wayland	MI	49348	34	David Soule		St Agency			Tax Credit		Full Mgmt	Senior	01-Jan-13	One Year
Greenwood Villa	7600 Nankin Blvd	Westland	MI	48185	298	Dustin Miller		St Agency			Tax Credit	Section 8	Full Mgmt	Mixed	12-Oct-16	One Year
54th Street I Apartments	178 54th Street SW	Wyoming	MI	49509	4	Connie Mathes				Conventional	Tax Credit		Full Mgmt	Senior	01-Mar-17	One Year
54th Street II Apartments	180 54th Street SW	Wyoming	MI	49509	4	Connie Mathes		St Agency			Tax Credit		Full Mgmt	Senior	01-Mar-17	One Year
Bayberry Farms Village	2520 56th Street SW	Wyoming	MI	49418	64	David Soule		St Agency			Tax Credit		Full Mgmt	Senior	01-Jan-21	One Year
The Cottages at Bayberry	2520 56th Street S.W.	Wyoming	MI	49418	16	David Soule				Conventional			Full Mgmt	Senior	01-Jan-21	One Year
Williston Senior Apartment		Williston	ND	58801	40	Joanne Golden Trudell					Tax Credit		Services	Mixed	01-Apr-13	One Year
Williston II Senior Apartments		Williston	ND	58801	21	Joanne Golden Trudell					Tax Credit		Services	Senior	01-Jul-14	One Year
St Regis	421 Main St	Berlin	NH	03570	42	Connie Mathes				Conventional	Tax Credit	Section 8	Services	Senior	26-Mar-19	One Year
Alpha Towers	525 E Woodruff Avenue	Toledo	OH	43604	165	Connie Mathes				Conventional		Section 8	Full Mgmt	Senior	17-Sep-18	One Year
Madonna Homes	722 N Huron Street	Toledo	OH	43604	171	Connie Mathes				Conventional	Tax Credit	Section 8	Full Mgmt	Senior	23-Apr-19	One Year
Michaelmas Manor	3260 Schneider Road	Toledo	OH	43614	94	Connie Mathes				Conventional	Tax Credit	Section 8	Full Mgmt	Senior	23-Apr-19	One Year

KMG PRESTIGE

Properties managed by KMG Prestige

Exhibit F

Property Name	Address	City	State	Zip	Units	RVP	Financing			Subsidy		Status_Desc	Type	Mgt Start	Initial Contract Term	
Casa Grande	9300 El Bordo Ave.	Atascadero	CA	93422	44	Joanne Golden Trudell			Rural Dev			Full Mgmt	Family	01-Jan-00	One Year	
Riverview Apartments	149 Olive St.	Paso Robles	CA	93446	48	Joanne Golden Trudell			Rural Dev			Full Mgmt	Family	01-Jan-00	One Year	
Parkview Towers	5110 South King Drive	Chicago	IL	3507	102	Connie Mathes				Conventional	Tax Credit	Section 8	Full Mgmt	Family	01-Mar-13	One Year
Spring Grove	4554 South Drexel Boulevard	Chicago	IL	4367	101	Connie Mathes				Conventional	Tax Credit	Section 8	Full Mgmt	Family	01-Mar-13	One Year
Elgin Tower Luxury Lofts	100 East Chicago Street	Elgin	IL	60120	44	Connie Mathes				Conventional			Full Mgmt	Family	29-Dec-20	One Year
Village Green Apartments	811 Meadowview Dr	Flora	IL	2703	51	Connie Mathes		St Agency			Tax Credit		Full Mgmt	Family	01-Aug-07	One Year
The Crossings	249 West Main Street	Addison	MI	49220	20	Joanne Golden Trudell			Rural Dev		Tax Credit		Full Mgmt	Family	01-Jan-08	One Year
Oaks of Adrian	1252 Lexington Drive	Adrian	MI	49221	12	Joanne Golden Trudell				Conventional	Tax Credit		Full Mgmt	Family	01-Jun-08	One Year
Oaks of Sable Point	1356 Main Street	Adrian	MI	49221	12	Joanne Golden Trudell				Conventional	Tax Credit		Full Mgmt	Family	01-Jun-08	One Year
Village at Lexington	191 Southfield Drive	Adrian	MI	49221	12	Joanne Golden Trudell				Conventional	Tax Credit		Full Mgmt	Family	01-Jun-08	One Year
Adrian Village	1542 Village Green Lane	Adrian	MI	49221	114	Connie Mathes				Conventional	Tax Credit	Section 8	Services	Family	01-Jun-12	One Year
Thunderbay Apartments	2026 Bagley	Alpena	MI	49707	88					Conventional		Section 8	Services	Family	26-Dec-06	One Year
Village Square	60 Cook Drive B-1	Bad Axe	MI	48413	32	Joanne Golden Trudell			Rural Dev		Tax Credit		Full Mgmt	Family	16-Nov-99	One Year
The Oaks	Scattered	Baldwin	MI	49304	4	Joanne Golden Trudell		St Agency			Tax Credit		Full Mgmt	Family	01-Jan-20	One Year
White Pine Manor	300 North Perry	Barryton	MI	49305	24	Joanne Golden Trudell			Rural Dev		Tax Credit		Full Mgmt	Family	07-Oct-04	One Year
Hill House Apartments	337 Champion Street	Battle Creek	MI	49037	8	Connie Mathes				Conventional		Section 8	Full Mgmt	Family	01-Mar-17	One Year
Residences at Westbrook Place	183 West Street	Battle Creek	MI	49037	48	Joseph Tandy				Conventional	Tax Credit		Full Mgmt	Family	01-Jul-13	One Year
The Meadows Apartments	85 Lenon Street	Battle Creek	MI	49037	10	Connie Mathes	HUD						Full Mgmt	Family	01-Mar-17	One Year
Brentwood Apartments	1129 Brentwood Court	Belding	MI	48809	50	Connie Mathes	HUD					Section 8	Full Mgmt	Family	01-Mar-17	One Year
Bellevue Place	226 N. East Street	Bellevue	MI	49021	36	Joanne Golden Trudell			Rural Dev		Tax Credit		Full Mgmt	Family	08-Oct-02	One Year
Riverview	210-220 North East Street	Bellevue	MI	49021	24	Joanne Golden Trudell			Rural Dev		Tax Credit		Full Mgmt	Family	01-Jan-08	One Year
Fire Station	372 East Empire	Benton Harbor	MI	49022	6	Joseph Tandy		St Agency		Conventional	Tax Credit		Full Mgmt	Family	01-Sep-12	One Year
Golden Eagle Estates	845 Columbus	Benton Harbor	MI	49022	12	Joseph Tandy				Conventional	Tax Credit		Full Mgmt	Family	01-Jan-12	One Year
Harbor City Flats	604 8th Street, Suite 401	Benton Harbor	MI	49022	81	Joseph Tandy		St Agency			Tax Credit		Full Mgmt	Family	15-Nov-17	One Year
Main Street	9038 North Main Street	Berrien Springs	MI	49103	24	Joanne Golden Trudell			Rural Dev		Tax Credit		Full Mgmt	Family	22-May-14	One Year
Appleridge Apartments	1133 Fuller Avenue	Big Rapids	MI	49307	72	Joanne Golden Trudell				Conventional		Section 8	Full Mgmt	Family	01-Jan-07	One Year
Meadow Park Apartments	1835 Milton Avenue	Big Rapids	MI	49307	24	Joanne Golden Trudell			Rural Dev		Tax Credit		Full Mgmt	Family	19-Apr-17	One Year
Watertower Place Apartments	715 Watertower Road	Big Rapids	MI	49307	19	Joanne Golden Trudell	HUD						Full Mgmt	Family	01-Mar-17	One Year
Riverview Apartments	221 Joy, Suite 1	Blissfield	MI	49228	32	Joanne Golden Trudell			Rural Dev		Tax Credit	Section 8	Full Mgmt	Family	01-Jan-04	One Year
Northern Park Apartments	301 Pearl Street	Cadillac	MI	49601	64	Joanne Golden Trudell			Rural Dev		Tax Credit		Full Mgmt	Family	09-Dec-08	One Year
Northland Meadow	100 Matthew Drive	Cadillac	MI	49601	80	David Soule		St Agency			Tax Credit		Full Mgmt	Family	01-Aug-11	One Year
White Pine Village	7470 E. 44 Road	Cadillac	MI	49601	42	Joanne Golden Trudell				Conventional			Full Mgmt	Family	01-Jan-09	One Year
Cadillac Alpine Hills	328 Pearl St	Cadillac	MI	49601	36	Ruth Brown				Conventional			Services	Family	01-Jul-16	One Year
Lincolnshire Village Apartments	44908 Trails Court	Canton	MI	48187	147	Dustin Miller		St Agency			Tax Credit	Section 8	Full Mgmt	Family	18-Mar-13	One Year
Turner Drive Apartments	1002 Turner Drive	Caro	MI	48723	64	Joanne Golden Trudell				Conventional			Full Mgmt	Family	03-Dec-12	One Year
Carson Place	430 E. Grove Street - Office	Carson City	MI	48811	22	Joanne Golden Trudell			Rural Dev		Tax Credit	Section 8	Full Mgmt	Family	08-Oct-02	One Year
Linden Apartments	320 E. Linden St.	Carson City	MI	48811	24	Joanne Golden Trudell			Rural Dev		Tax Credit		Full Mgmt	Family	01-Jun-99	One Year
Central Lake Townhouses	8062 West Cedar Street	Central Lake	MI	49622	8	Joanne Golden Trudell			Rural Dev				Full Mgmt	Family	13-Mar-19	One Year
Charlevoix Apartments	1003 May Street	Charlevoix	MI	49720	40	Joanne Golden Trudell			Rural Dev		Tax Credit		Full Mgmt	Family	01-Jan-08	One Year
Lake Harbor	637 Petoskey Avenue	Charlevoix	MI	49720	24	Joanne Golden Trudell			Rural Dev		Tax Credit		Full Mgmt	Family	14-Jan-16	One Year
Pine Cove	1001 May Street #707	Charlevoix	MI	49720	54	Joanne Golden Trudell			Rural Dev		Tax Credit		Full Mgmt	Family	01-Jan-08	One Year
Village Apartments	250 Wilkinson Street Apt. 110	Chelsea	MI	48118	33	Joanne Golden Trudell			Rural Dev		Tax Credit		Full Mgmt	Family	01-Jan-04	One Year
Clarendon Glen	230 Mary Street Office	Clare	MI	48617	24	Joanne Golden Trudell			Rural Dev		Tax Credit		Full Mgmt	Family	01-Jan-09	One Year
Encore at Deerhill Villas	4000 Brookside Road	Clarkston	MI	48346	92	David Grinzinger	HUD						Full Mgmt	Family	01-Apr-19	One Year
Apartments at Sauk Trail	31 Sauk Blvd	Coldwater	MI	49036	210	David Grinzinger				Conventional			Full Mgmt	Family	01-May-17	One Year
Old Mill Race	517 West Chicago St	Coldwater	MI	49036	48	Joanne Golden Trudell			Rural Dev		Tax Credit		Full Mgmt	Family	17-Sep-07	One Year
Parkside Apartments	516 4th Street Apt. D11	Coleman	MI	48618	40	Joanne Golden Trudell			Rural Dev		Tax Credit		Full Mgmt	Family	10-Jul-02	One Year
Coleman Apartments	313 - 319 E. Hamilton St.	Coleman	MI	48618	11	Joanne Golden Trudell		St Agency			Tax Credit		Services	Family	01-Oct-08	One Year
Coleman II Apartments	303 - 307 E. Hamilton	Coleman	MI	48618	11	Joanne Golden Trudell				Conventional	Tax Credit		Services	Family	01-Oct-08	One Year
Pine Valley Place	1050 Canaris St.	Constantine	MI	49042	24	Joanne Golden Trudell			Rural Dev		Tax Credit		Full Mgmt	Family	01-Jan-08	One Year
Setters Pointe	501 Setters Run	Coopersville	MI	49404	48	David Soule		St Agency			Tax Credit		Full Mgmt	Family	01-Jan-13	One Year
Setters Pointe II	501 Setters Run	Coopersville	MI	49404	48	David Soule		St Agency			Tax Credit		Full Mgmt	Family	01-Jan-13	One Year
Croswell Manor	10 Pack Street	Croswell	MI	48422	24	Joanne Golden Trudell				Conventional		Section 8	Full Mgmt	Family	01-Apr-13	One Year
City Hall Artist Lofts	13615 Michigan Ave	Dearborn	MI	48126	53	Dustin Miller				Conventional	Tax Credit		Full Mgmt	Family	01-Jan-16	One Year
Alberta W. King Village	Blvd.	Detroit	MI	48208	121	Joseph Tandy	HUD				Tax Credit		Full Mgmt	Family	21-May-07	One Year
Architects Building Apartments II	422 Brainard Street	Detroit	MI	48201	51	Dustin Miller				Conventional	Tax Credit		Full Mgmt	Family	02-Sep-16	One Year
Art Center Townhomes	5351 Chrysler Drive	Detroit	MI	48202	60	Dustin Miller	HUD				Tax Credit		Full Mgmt	Family	18-Mar-13	One Year
Bell Building	882 Oakman Blvd. Ste. A	Detroit	MI	48238	155	Joseph Tandy				Conventional	Tax Credit		Full Mgmt	Family	01-Mar-11	One Year
Brightmoor Homes I	23230 Fenkell Avenue	Detroit	MI	48223	44	Joseph Tandy				Conventional	Tax Credit		Full Mgmt	Family	01-Jan-09	One Year
Brightmoor Homes II	23230 Fenkell Avenue	Detroit	MI	48223	50	Joseph Tandy				Conventional	Tax Credit		Full Mgmt	Family	01-Jan-09	One Year
Brightmoor Homes III	23230 Fenkell Avenue	Detroit	MI	48223	50	Joseph Tandy				Conventional	Tax Credit		Full Mgmt	Family	01-Jan-09	One Year

Properties managed by KMG Prestige

Exhibit F

Property Name	Address	City	State	Zip	Units	RVP	Financing	Subsidy	Status_Desc	Type	Mgt Start	Initial Contract Term		
Brightmoor Homes IV	23230 Fenkell Avenue	Detroit	MI	48223	45	Joseph Tandy		Conventional	Tax Credit	Family	01-Jan-09	One Year		
Buersmeyer Manor	8520 Wyoming Suite 102	Detroit	MI	48204	35	Joseph Tandy		Conventional	Tax Credit	Family	01-Jan-09	One Year		
Cass Plaza	3550 Cass Ave	Detroit	MI	48201	47	Dustin Miller		Conventional	Tax Credit	Family	01-Dec-14	One Year		
Cathedral Tower Apartments	80 E Hancock Street	Detroit	MI	48201	236	Joseph Tandy		Conventional	Tax Credit	Family	09-Mar-20	One Year		
Charlotte Apartments	650	Detroit	MI	48201	27	Dustin Miller		Conventional	Tax Credit	Family	01-Jan-16	One Year		
Chesterfield Apartments	3535 Cass Avenue	Detroit	MI	48201	24	Dustin Miller	St Agency		Tax Credit	Family	01-Sep-08	One Year		
Coronado Apartments II	3751-53 Second Street	Detroit	MI	48201	24	Dustin Miller		Conventional	Tax Credit	Family	28-Aug-12	One Year		
COTS On The BLVD	1887 W. Grand Blvd #100	Detroit	MI	48208	7	Joseph Tandy		Conventional		Family	12-Sep-16	One Year		
Helisa Square	Addresses	Detroit	MI	48201	12	Dustin Miller		Conventional	Tax Credit	Family	01-Nov-16	One Year		
Hope Park Homes	23230 Fenkell Avenue	Detroit	MI	48223	36	Joseph Tandy		Conventional	Tax Credit	Family	01-Jan-09	One Year		
Karley Square	9645 Shoemaker Street	Detroit	MI	48213	30	Dustin Miller		Conventional	Tax Credit	Family	01-Nov-16	One Year		
Lawton Apartments	16121 Lawton Street	Detroit	MI	48221	38	Dustin Miller		Conventional		Family	25-Nov-20	One Year		
Marwood Apartments	53 Marston	Detroit	MI	48202	53	Dustin Miller		Conventional		Family	01-Sep-17	One Year		
Midtown Place	#1501	Detroit	MI	48201	120	Dustin Miller		Conventional	Tax Credit	Family	06-Mar-09	One Year		
Midtown Square	93 Seward Street, Office	Detroit	MI	48202	73	Dustin Miller		Conventional	Tax Credit	Family	01-Nov-16	One Year		
Mt. Vernon Apartments II	677 W. Alexandrine	Detroit	MI	48201	45	Dustin Miller		Conventional	Tax Credit	Family	01-Dec-16	One Year		
New Center Commons	640 Delaware Street	Detroit	MI	48202	71	Dustin Miller	St Agency		Tax Credit	Family	01-Oct-10	One Year		
New Center Pavilion	666 W Bethune St	Detroit	MI	48202	76	Dustin Miller	HUD		Tax Credit	Section 8	Family	01-Dec-17	One Year	
Renaissance Village	19311 Votrobeck Drive	Detroit	MI	48219	185	Dustin Miller	St Agency		Tax Credit	Family	06-Dec-11	One Year		
Rouge Woods	23230 Fenkell Street	Detroit	MI	48223	23	Joseph Tandy	St Agency		Tax Credit	Family	18-Aug-09	One Year		
Treymore Apartments	457 Brainerd Street	Detroit	MI	48201	28	Joseph Tandy	St Agency		Tax Credit	Family	15-Sep-16	One Year		
Trumbull Crossing	5500 Trumbull	Detroit	MI	48208	245	Dustin Miller	St Agency		Tax Credit	Family	01-Jan-08	One Year		
Young Manor	2500 West Grand Blvd	Detroit	MI	48208	153	Dustin Miller	St Agency		Tax Credit	Family	09-Jan-07	One Year		
The Peterboro Arms	26 Peterboro	Detroit	MI	48201	56	Joseph Tandy		Conventional	Tax Credit	Family	09-Dec-20	One Year		
28 Grand River	28 Grand River Avenue	Detroit	MI	48226	85	Connie Mathes	HUD		Conventional	Tax Credit	Services	Family	01-Jun-17	One Year
3220 W Boston	3220-3258 W Boston Blvd	Detroit	MI	48206	27			Conventional		Services	Family	01-Jan-17	One Year	
Chalmers Square	1018 Chalmers	Detroit	MI	48215	49	Kim Emanuel-Hagood	St Agency		Tax Credit	Services	Family	01-Oct-16	One Year	
Cherry Hill Place		Detroit	MI	48215	186	Kim Emanuel-Hagood		Conventional		Section 8	Services	Family	01-Jul-19	One Year
Cherry Hill Place Family		Detroit	MI	48215	36	Kim Emanuel-Hagood		Conventional		Section 8	Services	Family	01-Jul-19	One Year
Cherry Hill Place Senior		Detroit	MI	48215	150	Kim Emanuel-Hagood		Conventional		Section 8	Services	Family	01-Jul-19	One Year
Coronado Square	275 Merton St	Detroit	MI	48203	45	Kim Emanuel-Hagood				Services	Family	01-Dec-16	One Year	
Eugene Hogan Housing Estates	5104 McKinley	Detroit	MI	48208	20	Kim Emanuel-Hagood			Tax Credit	Services	Family	01-Jan-11	One Year	
Medical Center Village		Detroit	MI	48201	194	Kim Emanuel-Hagood	St Agency		Conventional	Services	Family	01-Jan-20	One Year	
Melrose Square	Scattered Site	Detroit	MI	48211	24	Kim Emanuel-Hagood		Conventional	Tax Credit	Services	Family	01-Feb-07	One Year	
Miles Manor		Detroit	MI		37	Kim Emanuel-Hagood		Conventional		Services	Family	15-Jan-20	One Year	
New Center Square	112 Seward & 628 Delaware	Detroit	MI	48202	49	Kim Emanuel-Hagood		Conventional	Tax Credit	Services	Family	01-Nov-12	One Year	
Newberry Lofts	35240 W. Michigan Ave	Detroit	MI	48184	14	Kim Emanuel-Hagood		Conventional	Tax Credit	Services	Family	01-May-16	One Year	
Northlawn LDHA LLC	9560 Northlawn Street	Detroit	MI	2070	96				Tax Credit	Section 8	Services	Family	01-Jan-17	One Year
Northwest Unity Homes	8343 Ellsworth Street	Detroit	MI	48238	45	Kim Emanuel-Hagood			Tax Credit	Services	Family	01-Jan-11	One Year	
Oakman Place	811 Oakman Blvd	Detroit	MI	48238	24	Ruth Brown	St Agency		Tax Credit	Services	Family	01-Jul-16	One Year	
OP Senior LDHA LLC		Detroit	MI	48238	83			Conventional	Tax Credit	Section 8	Services	Family	01-Jan-17	One Year
Orchestra Place		Detroit	MI	48238	83	Kim Emanuel-Hagood		Conventional	Tax Credit	Section 8	Services	Family	01-Sep-18	One Year
Palmer Park Square	225 Covington #101	Detroit	MI	48203	202	Kim Emanuel-Hagood	St Agency		Tax Credit	Services	Family	01-Nov-12	One Year	
Saratoga Homes		Detroit	MI	48238	45	Kim Emanuel-Hagood		Conventional	Tax Credit	Services	Family	01-Jun-20	One Year	
St. Aubin Square	4234 St. Aubin St #3	Detroit	MI	48207	48	Kim Emanuel-Hagood	St Agency		Tax Credit	Services	Family	01-Nov-12	One Year	
West Boston Apartments	3220-3258 W Boston Blvd	Detroit	MI	48206	27	Kim Emanuel-Hagood		Conventional		Services	Family	01-Sep-18	One Year	
Whittier Apartments	9151 Whittier	Detroit	MI	48224	21	Kim Emanuel-Hagood		Conventional		Services	Family	01-Jan-11	One Year	
Walkabout Creek	2230 Melbourne Avenue	Dexter	MI	48130	165	David Grinzinger		Conventional	Tax Credit	Full Mgmt	Family	10-Dec-12	One Year	
Bree Manor	600 Bree Road, Apt D-1	East China	MI	48054	48	Joanne Golden Trudell		Rural Dev	Tax Credit	Full Mgmt	Family	01-Jan-08	One Year	
Renaissance Estates of Ecorse I	266 Hyacinth Street	Ecorse	MI	48229	74	Joseph Tandy	HUD		Tax Credit	Full Mgmt	Family	01-Nov-17	One Year	
Renaissance Estates of Ecorse II	266 Hyacinth	Ecorse	MI	48229	126	Joseph Tandy	HUD		Tax Credit	Full Mgmt	Family	01-Nov-17	One Year	
Gary L Milles Veterans Home	447 Salliotte Road	Ecorse	MI	48229	11	Kim Emanuel-Hagood				Services	Family	01-Jul-20	One Year	
Village Crossings	409 N. First Street Apt. #1	Edmore	MI	48829	39	David Soule	St Agency		Tax Credit	Full Mgmt	Family	01-Oct-15	One Year	
Sandstone	403-407 North Ovid Street	Elsie	MI	48831	8	Joanne Golden Trudell		Rural Dev	Tax Credit	Full Mgmt	Family	01-Jun-00	One Year	
Empire Townhouses	10051 W. Michigan Street	Empire	MI	49630	18	Joanne Golden Trudell		Rural Dev		Full Mgmt	Family	01-Jan-17	One Year	
Les Cheneaux	825 South 26th St	Escanaba	MI	49829	36	Joanne Golden Trudell		Rural Dev	Tax Credit	Services	Family	01-Oct-16	One Year	
Willow Grove		Escanaba	MI		48	Connie Mathes	St Agency		Tax Credit	Services	Family	01-Jun-20	One Year	
Maple Lane	510-512 N. Maple Street	Fennville	MI	49408	8	Joanne Golden Trudell		Rural Dev	Tax Credit	Full Mgmt	Family	18-Nov-99	One Year	
Woodridge	5640 Landsburg Road	Fennville	MI	49408	52	Joanne Golden Trudell		Rural Dev	Tax Credit	Full Mgmt	Family	18-Nov-99	One Year	
409 on Nine	409 E Nine Mile Road	Ferndale	MI	48220	129	David Grinzinger		Conventional		Lease Up	Family		One Year	
Fife Lake	10800-10876 Vans Lane	Fife Lake	MI	49633	34	Joanne Golden Trudell		Rural Dev	Tax Credit	Full Mgmt	Family	01-Jan-08	One Year	

Properties managed by KMG Prestige

Exhibit F

Property Name	Address	City	State	Zip	Units	RVP	Financing	Subsidy	Status_Desc	Type	Mgt Start	Initial Contract Term
Rollingwood Manor	2401 1/2 E Pierson Rd	Flint	MI	48506	136	Joseph Tandy			Conventional	Family	01-Mar-18	One Year
The Elms at Granada	7099 Granada Drive	Flint	MI	48532	101	Joseph Tandy			Conventional	Family	15-Dec-17	One Year
Flushing Valley Apartments	300 Henry Court	Flushing	MI	48433	121	Joseph Tandy			Conventional	Family	15-Dec-17	One Year
Heritage Village II	325 W. Schleier Street	Frankenmuth	MI	48734	48	Joanne Golden Trudell		Rural Dev	Tax Credit	Family	01-Sep-94	One Year
Schleier Street	425 W. Schleier Street	Frankenmuth	MI	48734	8	Joanne Golden Trudell			Conventional	Family	01-Sep-20	One Year
Gateway Village - Frankfort	218 Day Avenue	Frankfort	MI	49635	36	Joanne Golden Trudell	St Agency		Tax Credit	Family	01-Apr-13	One Year
Meadows Apartments	8321 Webster Rd.	Freeland	MI	48623	48	Joanne Golden Trudell		Rural Dev	Tax Credit	Family	17-Nov-99	One Year
Fremont Townhouses	1220 State Street	Fremont	MI	49412	12	Joanne Golden Trudell	St Agency		Conventional	Family	01-Jan-08	One Year
Meadow Hills	216 Meadow Hills Lane #21	Fremont	MI	49412	48	Joanne Golden Trudell		Rural Dev	Tax Credit	Family	02-May-08	One Year
Aspen	498 North Street	Gaylord	MI	49735	80	Joanne Golden Trudell		Rural Dev	Tax Credit	Family	01-Jan-04	One Year
Gaslight Square	1231 Village Parkway	Gaylord	MI	49735	36	Joanne Golden Trudell		Rural Dev	Tax Credit	Family	17-Sep-07	One Year
Lakeshore Flats	17003 Lakeshore Flats Drive	Grand Haven	MI	49417	156	David Grinzinger			Conventional	Family		One Year
501 Eastern	501 Eastern Avenue SE	Grand Rapids	MI	49503	65	Connie Mathes	HUD			Family	15-Jan-20	One Year
601 West	601 Lake Michigan Drive NW	Grand Rapids	MI	49504	65	David Grinzinger			Conventional	Family	01-Dec-19	One Year
Birchgrove Apartments	4022 Kalamazoo Street	Grand Rapids	MI	49508	19	Connie Mathes	HUD			Family	01-Mar-17	One Year
Carlton Homes	34, 38, 42 Carlton Street	Grand Rapids	MI	49508	3	Connie Mathes		St Agency		Family	01-Mar-17	One Year
Cascade East	2771 Orange Avenue SE	Grand Rapids	MI	49546	18	David Grinzinger			Conventional	Family	21-Mar-18	One Year
Gaines 4-Plex	125 Gaines Street	Grand Rapids	MI	7720	4	Connie Mathes		St Agency		Family	01-Mar-17	One Year
Hidden Creek Apartments	1513 Hidden Creek Circle NE	Grand Rapids	MI	49505	152	David Grinzinger			Conventional	Family	01-Jan-08	One Year
Leonard Pines Apartments	1319 Leonard NE	Grand Rapids	MI	49505	24	Connie Mathes	HUD			Family	01-Mar-17	One Year
Lofts at 820 on Monroe	820 Monroe Ave NW	Grand Rapids	MI	49503	95	David Grinzinger			Conventional	Family	01-Aug-17	One Year
Lofts at the Kendall	16 Monroe Center St. NE	Grand Rapids	MI	49503	11	David Grinzinger			Conventional	Family	19-Oct-18	One Year
Lofts on Alabama	420-421 Alabama Ave NW	Grand Rapids	MI	49504	100	David Grinzinger			Conventional	Family	01-Aug-17	One Year
Lofts on Ionia	1 Ionia Ave. SW	Grand Rapids	MI	49503	26	David Grinzinger			Conventional	Family	12-Jul-19	One Year
Lofts on Michigan	740 Michigan St. NE	Grand Rapids	MI	49503	59	David Grinzinger			Conventional	Family	24-May-19	One Year
Madison Hall Townhomes	1221 Madison Avenue SE	Grand Rapids	MI	49507	12	Connie Mathes			Conventional	Family	01-Jan-12	One Year
Metropolitan Apartments	4634 N Breton Court	Grand Rapids	MI	49508	18	Connie Mathes	HUD			Family	01-Mar-17	One Year
Pine Ridge Apartments	4388 Pine Ridge Parkway NE	Grand Rapids	MI	49525	168	Connie Mathes			Conventional	Family	25-Jul-17	One Year
Stockbridge Apartments	Avenue NW	Grand Rapids	MI	49504	64	Connie Mathes				Family	15-Jan-20	One Year
Stonebrook Townhomes I & II	1880 Stonebrook Dr NE	Grand Rapids	MI	49505	150	Connie Mathes		St Agency	Tax Credit	Family	12-Aug-15	One Year
Studio Park Lofts	122 Oakes St SW	Grand Rapids	MI	49503	106	David Grinzinger			Conventional	Family	01-Aug-19	One Year
Corporation	Locations	Grand Rapids	MI	49518	5	Connie Mathes			Tax Credit	Family	01-Mar-17	One Year
The Baldwin	11 Fuller Ave, SE	Grand Rapids	MI	49506	12	David Grinzinger			Conventional	Family	01-Dec-19	One Year
The Fountains Apartments	3900 Whispering Way SE	Grand Rapids	MI	49546	168	Connie Mathes			Conventional	Family	27-Jul-17	One Year
The Pointe Apartments	SE	Grand Rapids	MI	49508	121	Joseph Tandy			Conventional	Family	15-Dec-17	One Year
The Preserve at Stonebrook	1880 Stonebrook Drive NE	Grand Rapids	MI	49505	64	Connie Mathes		St Agency	Tax Credit	Family	01-Jan-13	One Year
Village Drive Apartments	2000 Saginaw Road SE	Grand Rapids	MI	49506	24	Connie Mathes	HUD			Family	01-Mar-17	One Year
Cobble Creek I	140 Cobble Creek	Grayling	MI	49738	32	Joanne Golden Trudell		Rural Dev		Family	26-May-10	One Year
Cobble Creek II	402 Knight Street	Grayling	MI	49738	20	Joanne Golden Trudell		Rural Dev		Family	01-Dec-09	One Year
Century Place	1200 E. Washington	Greenville	MI	48838	96	Joanne Golden Trudell		Rural Dev		Family	13-May-04	One Year
Greenbriar Apartments	1112-102 Wellington Street	Greenville	MI	48838	40	Connie Mathes			Conventional	Family	01-Mar-17	One Year
Hidden Pines	Cedar St	Greenville	MI	48838	40	Joanne Golden Trudell		Rural Dev	Tax Credit	Family	18-Aug-03	One Year
Rivers Edge	718 North Hillcrest	Greenville	MI	48838	49	Joanne Golden Trudell			Conventional	Family	15-Apr-13	One Year
White Pines - Harrison	895 Richard Drive	Harrison	MI	48625	40	Joseph Tandy		St Agency	Tax Credit	Family	01-Jan-13	One Year
Encore at Ashby Preserve	25879 Ashby Drive	Township	MI	48045	75	David Grinzinger			Conventional	Family	05-Jan-21	One Year
Hastings Ponds Family	611 E. Woodlawn Ave.	Hastings	MI	49058	48	David Soule		St Agency	Tax Credit	Family	01-Jan-08	One Year
LaVogue Square	225 Merton Road	Highland Park	MI	48203	41	Kim Emanuel-Hagood		St Agency	Tax Credit	Services	01-Nov-12	One Year
Holly Condos	871 Elm Street 201, 202, 204	Holly	MI	48442	3	Dustin Miller		St Agency	Tax Credit	Family	01-Mar-17	One Year
Shaw Lane	727 Shaw Street	Howard City	MI	49329	24	Joanne Golden Trudell			Rural Dev	Family	01-Jan-00	One Year
Whitehills I	320 Alger	Howell	MI	48843	24	Joanne Golden Trudell			Rural Dev	Family	01-Jan-00	One Year
Whitehills II	320 Alger	Howell	MI	48843	24	Joanne Golden Trudell			Rural Dev	Family	01-Jan-00	One Year
Duvernay Park	Drive, Unit E	Idlewild	MI	49642	24	Joanne Golden Trudell		St Agency	Tax Credit	Family	01-Jan-08	One Year
Dartmouth Square Apartments	26382 Colgate Street	Inkster	MI	48141	126	Dustin Miller			Conventional	Family	01-Feb-15	One Year
Valley View I & II	741 Valley View Drive	Ionia	MI	48846	108	David Soule			Conventional	Family	02-Aug-13	One Year
Mill Trace Apartments	E5113 MacDonald Lane	Ironwood	MI	49938	48			Rural Dev	Tax Credit	Services	07-Nov-19	One Year
Lakeshore Heights	708 W. Empire St B-9	Ishpeming	MI	49849	24	Joanne Golden Trudell		Rural Dev	Tax Credit	Family	27-Sep-10	One Year
Phelps Square	700 E. North Street	Ishpeming	MI	49849	24	Joanne Golden Trudell		St Agency	Tax Credit	Family	01-Jul-15	One Year
Ithaca I	532 S. St. Johns Street	Ithaca	MI	48847	27	Joanne Golden Trudell		Rural Dev	Tax Credit	Family	01-Jan-08	One Year
Union Square	425 North Union Street	Ithaca	MI	48847	24	Joanne Golden Trudell		Rural Dev	Tax Credit	Family	25-Jul-06	One Year
Kings Community Homes	325 E. Morrell	Jackson	MI	49203	80	Joseph Tandy			Conventional	Family	01-Jan-14	One Year
Peterson Apartments	510 S. Jackson	Jackson	MI	49203	30	David Soule	HUD		Conventional	Family	01-Oct-09	One Year

Properties managed by KMG Prestige

Exhibit F

Property Name	Address	City	State	Zip	Units	RVP	Financing			Subsidy		Status_Desc	Type	Mgt Start	Initial Contract Term	
Albert Kahn Apartments	214 S Jackson Street	Jackson	MI	49201	73	David Soule				Conventional	Tax Credit	Lease Up	Family		One Year	
Andy's Place	2104 - 2106 W. Michigan	Jackson	MI	49202	51	David Soule		St Agency			Tax Credit	Lease Up	Family	14-Oct-20	One Year	
The 200	200 N. Jackson Street	Jackson	MI	49201	86	David Grinzinger				Conventional		Lease Up	Family	01-Dec-20	One Year	
Lilac Hills	4605 Lilac Lane	Kalamazoo	MI	49006	165	Connie Mathes				Conventional	Tax Credit Section 8	Full Mgmt	Family	18-Dec-18	One Year	
Lotus Townhomes I	5817 Briarcliff Lane	Kalamazoo	MI	49009	6	Joseph Tandy				Conventional	Tax Credit	Full Mgmt	Family	19-Nov-13	One Year	
Lotus Townhomes II	5817 Briarcliff Lane	Kalamazoo	MI	49009	12	Joseph Tandy				Conventional	Tax Credit	Full Mgmt	Family	19-Nov-13	One Year	
Lotus Townhomes III & IV	5781 Briarcliff Lane	Kalamazoo	MI	49009	32	Joseph Tandy				Conventional		Full Mgmt	Family	19-Nov-13	One Year	
Millham Parkside Apartments	20 Leona Ave	Kalamazoo	MI	49001	20	Connie Mathes	HUD					Full Mgmt	Family	01-Mar-17	One Year	
Roosevelt Hill	1362 Sherwood	Kalamazoo	MI	49048	30	Joseph Tandy		St Agency				Full Mgmt	Family	01-Jul-09	One Year	
Twin Lakes Apartments	3125 Nichols Road	Kalamazoo	MI	49004	18	Connie Mathes	HUD					Full Mgmt	Family	01-Mar-17	One Year	
Sandy Pines	724 S. Cedar Street	Kalkaska	MI	49646	50	Joanne Golden Trudell			Rural Dev		Tax Credit	Full Mgmt	Family	30-May-14	One Year	
Kingsley Arms	203-207 Madison Avenue	Kingsley	MI	49649	16				Rural Dev			Services	Family		One Year	
Lake City Apartments	801 King St.	Lake City	MI	49651	18	Joanne Golden Trudell			Rural Dev			Full Mgmt	Family	01-Jan-17	One Year	
Cloverlane	208 Cloverlane	Lakeview	MI	48850	24	Joanne Golden Trudell			Rural Dev		Tax Credit	Full Mgmt	Family	10-Jun-02	One Year	
Ballentine Apartments	825 N. Pennsylvania Ave	Lansing	MI	48906	18	David Soule		St Agency			Tax Credit	Full Mgmt	Family	01-Mar-10	One Year	
Walnut Manor	Saginaw	Lansing	MI	48933	32	David Soule		St Agency			Tax Credit	Full Mgmt	Family	01-Jun-20	One Year	
Willow Vista 4	608 W. Willow Street	Lansing	MI	48906	33	David Soule	HUD	St Agency			Tax Credit Section 8	Full Mgmt	Family	01-Jul-20	One Year	
Willow Vista 9	608 W. Willow Street	Lansing	MI	48906	19	David Soule	HUD	St Agency			Tax Credit Section 8	Full Mgmt	Family	25-Aug-11	One Year	
Metro Place Apartments	301 W. Lenawee Street	Lansing	MI	48933	145	David Grinzinger				Conventional		Lease Up	Family	29-Jun-20	One Year	
The Dean Heritage	727 N. Capitol Avenue	Lansing	MI	48906	38					Conventional		Services	Family	01-Jul-20	One Year	
Village Commons	350 West 4th Street	Lawton	MI	49065	58	Joanne Golden Trudell		St Agency	Rural Dev		Tax Credit	Full Mgmt	Family	01-Mar-10	One Year	
Country View Manor	3550 Kneeland St	Lewiston	MI	49756	14	Joanne Golden Trudell			Rural Dev			Full Mgmt	Family	01-Aug-19	One Year	
Lincoln Park Lofts	Street	Lincoln Park	MI	48146	38	Joseph Tandy		St Agency			Tax Credit	Full Mgmt	Family	13-Sep-13	One Year	
Riverwalk Apartments (Lowell)	1501 Deborah Dr.	Lowell	MI	49331	48	Joanne Golden Trudell			Rural Dev		Tax Credit	Full Mgmt	Family	01-Jun-08	One Year	
Birch Lake	1	Ludington	MI	49431	48	Joanne Golden Trudell			Rural Dev		Tax Credit	Full Mgmt	Family	28-Feb-08	One Year	
Forest Way Townhomes	3816 & 3824 Forest Drive	Mackinac Island	MI	49757	12	Joanne Golden Trudell				Conventional		Full Mgmt	Family	19-Jun-20	One Year	
Pond Street Village	759 Pond Street	Mackinaw City	MI	49701	32	Joanne Golden Trudell		St Agency			Tax Credit	Full Mgmt	Family	01-Jan-08	One Year	
Meadowrun	311 W. Limits	Mancelona	MI	49659	16	Joanne Golden Trudell			Rural Dev			Full Mgmt	Family	01-Dec-09	One Year	
Cherry Hill Apartments	575 Ramsdell Rd., Suite 1	Manistee	MI	49660	48	Joanne Golden Trudell			Rural Dev		Tax Credit	Full Mgmt	Family	01-Jan-04	One Year	
Rietz Park Village	90 Park Avenue	Manistee	MI	49660	48	Joanne Golden Trudell		St Agency			Tax Credit	Full Mgmt	Family	01-Apr-13	One Year	
Hillcrest Terrace	419 W. Seventh	Manton	MI	49663	32	Joanne Golden Trudell				Conventional	Tax Credit Section 8	Full Mgmt	Family	21-Aug-17	One Year	
Village Glen	520 W. First Street	Marion	MI	49665	32	Joanne Golden Trudell			Rural Dev		Tax Credit	Full Mgmt	Family	01-Jan-05	One Year	
Emerald Forest	2865 Wilson Street	Marlette	MI	48453	48	Joanne Golden Trudell			Rural Dev		Tax Credit	Full Mgmt	Family	29-May-96	One Year	
One Marquette Place	401 S Lakeshore Boulevard	Marquette	MI	49855	68	David Grinzinger				Conventional		Full Mgmt	Family	28-Dec-18	One Year	
Propylon Apartments	1500 Norway Avenue	Marquette	MI	49855	16	Joanne Golden Trudell	HUD					Section 8	Full Mgmt	Family	01-Nov-16	One Year
The Grandview Marquette	600 Altamont Street	Marquette	MI	49855	56	Joanne Golden Trudell				Conventional	Tax Credit Section 8	Full Mgmt	Family	31-Oct-17	One Year	
Lake Superior Village		Marquette	MI		116	Connie Mathes				Conventional	Tax Credit	Services	Family	01-Sep-20	One Year	
Pine Ridge		Marquette	MI		140	Connie Mathes				Conventional	Tax Credit	Services	Family	01-Sep-20	One Year	
Cherry Grove	329 East South Street Apt. 41	Mason	MI	48854	43	David Soule				Conventional		Full Mgmt	Family	01-Jan-09	One Year	
Green Park Townhomes	400 Green Park Dr	Mason	MI	48854	32	David Soule		St Agency			Tax Credit	Full Mgmt	Family	01-Jan-08	One Year	
West Creek Terrace	100 East Elm Street, Office	McBain	MI	49657	20	Joanne Golden Trudell			Rural Dev		Tax Credit	Full Mgmt	Family	14-Jan-16	One Year	
Raupp Street Apartments	17225 Raupp Street	Melvindale	MI	48122	24	Joseph Tandy		St Agency			Tax Credit	Full Mgmt	Family	01-Sep-11	One Year	
Northwind Forest Apartments	5220 Hedgewood Drive	Midland	MI	48640	181	Connie Mathes				Conventional		Section 8	Full Mgmt	Family	21-Jul-17	One Year
Chippewassee Court	220 W. Main St. #200	Midland	MI	48640	11	Joanne Golden Trudell		St Agency		Conventional	Tax Credit	Services	Family	01-Oct-08	One Year	
Chippewassee Court II	220 W. Main Street #200	Midland	MI	48640	11	Joanne Golden Trudell		St Agency		Conventional	Tax Credit	Services	Family	01-Oct-08	One Year	
Granite Club Acres	220 West Main, Suite 200	Midland	MI	48640	11	Joanne Golden Trudell				Conventional	Tax Credit	Services	Family	01-Oct-08	One Year	
Grove Street Commons I	717 E. Indian	Midland	MI	48640	6	Joanne Golden Trudell				Conventional	Tax Credit	Services	Family	01-Oct-08	One Year	
Grove Street Commons II	220 West Main, Suite 200	Midland	MI	48640	7	Joanne Golden Trudell				Conventional	Tax Credit	Services	Family	01-Oct-08	One Year	
Horizon	1288 Geesey Ave.	Mio	MI	48647	24	Joanne Golden Trudell			Rural Dev		Tax Credit	Full Mgmt	Family	01-Jan-04	One Year	
Charring Square	6123 Greenwycke Lane	Monroe	MI	48161	200	Dustin Miller		St Agency			Tax Credit	Full Mgmt	Family	18-Mar-13	One Year	
Village Pines of Monroe	1600 Park Ct	Monroe	MI	48162	189	Connie Mathes				Conventional	Tax Credit	Services	Family	20-Nov-15	One Year	
Blanchard Apartments	446 Blanchard St	Muir	MI	48860	16	Joanne Golden Trudell			Rural Dev		Tax Credit	Full Mgmt	Family	01-Jan-08	One Year	
Emerald Pointe Townhomes	756 Emerald Drive	Muskegon	MI	49444	36	Connie Mathes				Conventional	Tax Credit	Full Mgmt	Family	19-Aug-19	One Year	
Trinity Village I	2250 Valley Street, Apt 9	Muskegon	MI	49444	30	Connie Mathes		St Agency			Tax Credit	Full Mgmt	Family	11-Feb-19	One Year	
Trinity Village II	2250 Valley Street, Apt 9	Muskegon	MI	49444	30	Connie Mathes		St Agency			Tax Credit	Full Mgmt	Family	11-Feb-19	One Year	
Whispering Timbers Apartments	1589 Hoyt Street	Muskegon	MI	49442	18	Connie Mathes	HUD					Full Mgmt	Family	01-Mar-17	One Year	
Autumn Grove (Newaygo)	620 W. Brooks	Newaygo	MI	49337	24	Joanne Golden Trudell			Rural Dev		Tax Credit	Full Mgmt	Family	01-Feb-02	One Year	
Edgeview Village Apartments	290 E. 82nd St.	Newaygo	MI	49337	36	Joanne Golden Trudell				Conventional	Tax Credit Section 8	Full Mgmt	Family	17-Dec-19	One Year	
Niles Post Office	322 East Main Street	Niles	MI	49120	63	Joanne Golden Trudell				Conventional	Tax Credit	Lease Up	Family		One Year	
Strawberry Lake	1231 Main Street	Norway	MI	49870	32	Joanne Golden Trudell			Rural Dev		Tax Credit	Full Mgmt	Family	01-Jan-08	One Year	
Encore at Manchester	42359 Hathaway Lane	Novi	MI	48377	172	David Grinzinger	HUD			Conventional		Full Mgmt	Family	01-Apr-19	One Year	

Properties managed by KMG Prestige

Exhibit F

Property Name	Address	City	State	Zip	Units	RVP	Financing	Subsidy	Status_Desc	Type	Mgt Start	Initial Contract Term	
Coolidge Place	21301 Coolidge Highway	Oak Park	MI	48237	64	Joseph Tandy		Conventional	Tax Credit	Family	10-Dec-20	One Year	
Teitel Apartments	15106 West Ten Mile Rd	Oak Park	MI	48237	148	Connie Mathes			Tax Credit	Family	08-Jan-15	One Year	
Otsego Apartments	416 Garfield	Otsego	MI	49078	25	Joanne Golden Trudell	Rural Dev		Tax Credit	Family	28-Feb-94	One Year	
Washington Manor	360 Washington St	Otsego	MI	49078	12	Joanne Golden Trudell	Rural Dev		Tax Credit	Family	28-Feb-94	One Year	
Vineyard Villas	675 Hazen Street	Paw Paw	MI	49079	24	Joanne Golden Trudell	Rural Dev		Tax Credit	Family	01-Jan-08	One Year	
Townline Apartments	81 Timber Lane	Pellston	MI	49769	30	Joanne Golden Trudell	St Agency		Tax Credit	Family	01-Jan-08	One Year	
Summerview	360 3rd Avenue, Ste. 1	Pentwater	MI	49449	16	Joanne Golden Trudell	Rural Dev			Family	01-Jan-00	One Year	
Maple Village I	1695 Meadow Way	Petoskey	MI	49770	48	Joanne Golden Trudell	Conventional		Tax Credit	Family	01-Jan-06	One Year	
Maple Village II	1695 Meadow Way	Petoskey	MI	49770	49	Joanne Golden Trudell	St Agency		Tax Credit	Family	01-Jan-08	One Year	
Traverse Woods	203 Lafayette Avenue	Petoskey	MI	49770	128	Joanne Golden Trudell	St Agency	Rural Dev	Tax Credit	Section 8	Family	09-Apr-10	One Year
Mill Race Plainwell	513 Morrell St.	Plainwell	MI	49080	32	Joanne Golden Trudell	Rural Dev		Tax Credit	Family	01-Jan-04	One Year	
Crossroads Apartments	848 S. Chestnut. Apt C3	Reed City	MI	49677	39	Joanne Golden Trudell	St Agency		Tax Credit	Family	01-Jul-12	One Year	
Hillview Townhouses and Apartments	560 Hillview Place	Rockford	MI	49341	136	Connie Mathes	HUD			Section 8	Family	01-Mar-17	One Year
Birch Park	3000 Birch Park Drive	Saginaw	MI	48601	120	Joseph Tandy	St Agency		Tax Credit	Section 8	Family	18-Mar-13	One Year
Bridgton Place Townhomes	359 Vestry Dr.	Saginaw	MI	48601	230	Joseph Tandy	St Agency		Tax Credit	Section 8	Family	22-Dec-10	One Year
Joan Manley Wolfe	4235 McCarty Road, Box 17	Saginaw	MI	48603	16	Joanne Golden Trudell	HUD			Section 8	Family	09-Aug-17	One Year
Together With Friends	6081 Foxwood Court	Saginaw	MI	48603	6	Joanne Golden Trudell	HUD			Section 8	Family	01-Jan-08	One Year
Wickes Park Homes	Scattered Sites	Saginaw	MI	48601	24	Joseph Tandy	St Agency		Tax Credit	Family	14-Sep-10	One Year	
Lakewood	220 Parsonage	Saranac	MI	48881	24	Joanne Golden Trudell	Rural Dev		Tax Credit	Family	01-Jan-04	One Year	
Park Place City Center	416 Ashmun Street, Suite F	Sault Ste. Marie	MI	49783	24	Joanne Golden Trudell	St Agency		Tax Credit	Family	01-Dec-10	One Year	
West Bridge Apartments	633 W. Portage Avenue	Sault Ste. Marie	MI	49783	28	Joanne Golden Trudell	St Agency		Tax Credit	Family	01-Jan-08	One Year	
Glendale Apartments	400 W. Third - office	Scottville	MI	49454	28	Joanne Golden Trudell	Rural Dev		Tax Credit	Family	31-Jan-08	One Year	
Sebewaing Terrace	288 Meissner Ct. B-1	Sebewaing	MI	48759	24	Joanne Golden Trudell	Rural Dev			Family	01-Jan-00	One Year	
Chapita Hills Apartments	52 Chapita Hills Road	Shelby	MI	49455	24	Joanne Golden Trudell	Rural Dev			Family	01-Nov-08	One Year	
Twelve Pines	19603, 19639 W 12 Mile	Southfield	MI	48033	2	Dustin Miller	St Agency		Tax Credit	Family	01-Mar-17	One Year	
Cadieux Apartments	301	Southfield	MI	48075	17	Kim Emanuel-Hagood			Tax Credit	Services	Family	01-Jan-11	One Year
McKinley Manor	301	Southfield	MI	48075	8	Kim Emanuel-Hagood		Conventional	Tax Credit	Services	Family	01-Jan-13	One Year
Montana Gardens	301	Southfield	MI	48075	12	Kim Emanuel-Hagood			Tax Credit	Services	Family	01-Jan-11	One Year
Newberry Homes	301	Southfield	MI	48075	42	Kim Emanuel-Hagood			Tax Credit	Services	Family	01-Jan-11	One Year
Savannah Gardens	301	Southfield	MI	48075	11	Kim Emanuel-Hagood		Conventional	Tax Credit	Services	Family	01-Jan-11	One Year
Lloyds Bayou South	17041 Lloyds Bayou Dr	Spring Lake	MI	49456	10	David Soule		Conventional	Tax Credit	Family	01-Aug-17	One Year	
Green Meadows	281 Green Street	Springport	MI	49284	24	Joanne Golden Trudell	Rural Dev		Tax Credit	Family	05-Jun-13	One Year	
Mainville Apartments	650 West Main Street	Stanton	MI	48888	24	Joanne Golden Trudell	Rural Dev		Tax Credit	Family	01-Jan-08	One Year	
Sunshine Canyon	650 West Main Street	Stanton	MI	48888	26	Joanne Golden Trudell	Rural Dev		Tax Credit	Section 8	Family	29-Mar-04	One Year
Brookview	212-236 Williams Street	Stockbridge	MI	49285	16	Joanne Golden Trudell	Rural Dev			Family	01-Oct-93	One Year	
Gateway Village - Sturgis	409 Gateway Village	Sturgis	MI	49091	100	Joanne Golden Trudell		Conventional	Tax Credit	Section 8	Family	01-May-18	One Year
River Country Apartments	120 Benjamin Drive	Three Rivers	MI	49093	18	Connie Mathes	HUD			Family	01-Mar-17	One Year	
Bay Front Apartments	872 E. Front Street	Traverse City	MI	49686	7	Joanne Golden Trudell	St Agency		Tax Credit	Family	01-Jan-12	One Year	
Bay Hill I	600 Bay Hill Drive	Traverse City	MI	49684	150	David Soule	St Agency		Tax Credit	Family	22-Jan-15	One Year	
Bay Hill II	600 Bay Hill Drive	Traverse City	MI	49684	72	David Soule		Conventional	Tax Credit	Family	01-Aug-11	One Year	
Carson Square	1793 Linden Street	Traverse City	MI	49686	36	Joanne Golden Trudell	St Agency		Tax Credit	Family	15-Feb-16	One Year	
Chateau Heights	1835 Apartment Dr.	Traverse City	MI	49686	8	Joanne Golden Trudell	Rural Dev			Family	01-Jan-00	One Year	
Headwaters Apartments	1964 Headwaters Drive	Traverse City	MI	49686	24	Joanne Golden Trudell		Conventional		Family	04-Dec-19	One Year	
Oak Park	1663 Maylane Ste. 100	Traverse City	MI	49686	94	Joanne Golden Trudell	Rural Dev		Tax Credit	Family	01-Jan-08	One Year	
Woodmere Ridge	927 Woodmere Avenue	Traverse City	MI	49686	11	Joanne Golden Trudell	St Agency		Tax Credit	Family	01-Jan-12	One Year	
Encore Townhomes I	45797 Utica Park Blvd	Utica	MI	48315	80	David Grinzinger	HUD			Conventional	Family	01-Feb-16	One Year
Encore Townhomes II	45797 Utica Park Blvd	Utica	MI	48315	126	David Grinzinger	HUD			Conventional	Family	01-Mar-18	One Year
Riverview Apartments	205 Nunnenmacher Street	Wakefield	MI	49968	32	Joanne Golden Trudell		Rural Dev	Tax Credit	Section 8	Family	01-Jun-08	One Year
Waldron Manor	310 South Main Street	Waldron	MI	49288	24	Joanne Golden Trudell		Rural Dev	Tax Credit	Family	17-Sep-07	One Year	
Walker Village Apartments	1230 Walker Village	Walker	MI	49534	18	Connie Mathes	HUD			Section 8	Family	01-Mar-17	One Year
Waterford Villa	7000, 7010 Villa Drive	Waterford Twp	MI	48327	2	Dustin Miller	St Agency		Tax Credit	Family	01-Mar-17	One Year	
Sawmill Family Estates	1185 Eagle Drive	Wayland	MI	49348	48	David Soule	St Agency		Tax Credit	Family	01-Jan-13	One Year	
Kalamink Creek	394 West Grand River Road	Webberville	MI	48892	24	Joanne Golden Trudell	Rural Dev		Tax Credit	Family	12-Aug-13	One Year	
West Hampton	7300 Central Street	Westland	MI	2534	70	Dustin Miller		Conventional		Family	10-Dec-10	One Year	
West Hampton Condo Association	7300 Central Street	Westland	MI	2534	65	Dustin Miller		Conventional		Family	10-Dec-10	One Year	
The Pines	Scattered locations	White Cloud	MI	49349	4	Joanne Golden Trudell	St Agency		Tax Credit	Family	01-Jan-20	One Year	
Bristle Arms	210 South Elkhart Street	White Pigeon	MI	49099	24	Joanne Golden Trudell	Rural Dev		Tax Credit	Family	04-Mar-13	One Year	
Whitehall Apartments II	1123 E Colby St #A	Whitehall	MI	49461	48	Joanne Golden Trudell	Rural Dev		Tax Credit	Section 8	Family	06-Feb-20	One Year
304 River Edge	304 W Grand River Ave	Williamston	MI	48895	33	David Grinzinger		Conventional		Family	01-Dec-16	One Year	
Park Terrace I	300, 320, 321 Lloyd St.	Williamston	MI	48895	48	Joanne Golden Trudell	Rural Dev		Tax Credit	Family	01-Jun-08	One Year	
New Parkridge	831 Hilyard Robinson Way	Ypsilanti	MI	48197	86	David Soule	HUD		Tax Credit	Section 8	Family	01-Jul-16	One Year

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Exhibit F

Property Name	Address	City	State	Zip	Units	RVP	Financing			Subsidy		Status_DescS	Type	Mgt Start	Initial Contract Term
Strong Future	928 W. Michigan Avenue	Ypsilanti	MI	48197	112	David Soule	HUD			Tax Credit	Section 8	Full Mgmt	Family	01-Mar-15	One Year
Commons at Penn	2205 Golden Valley Road	Minneapolis	MN	55411	48	Connie Mathes			Conventional	Tax Credit		Services	Family	01-Dec-19	One Year
Penn Avenue Union	2200 Golden Valley Rd	Minneapolis	MN	55411	65	Connie Mathes			Conventional	Tax Credit		Services	Family	01-Oct-20	One Year
Lincoln Park Townhomes		Dickinson	ND	59601	40	Joanne Golden Trudell				Tax Credit		Services	Family	01-Apr-13	One Year
Lincoln Park Townhomes II	1701 Abraham Parkway	Dickinson	ND	59601	32	Connie Mathes				Tax Credit		Services	Family	15-Apr-17	One Year
Dakota Manor	910 E Street East	Harvey	ND	58341	24			Rural Dev		Tax Credit		Services	Family	27-Jan-20	One Year
Kennedy Park Townhomes	1872 17th Ave N.	Wahpeton	ND	58075	39	Connie Mathes			Conventional	Tax Credit		Services	Family	04-Jan-17	One Year
McKenzie Park Apartments	202 and 210 Foxhills Parkway	Waterford City	ND	58854	60	Connie Mathes				Tax Credit		Services	Family	15-Apr-17	One Year
Mckenzie Village Apartments	118 Fox Hills Parkway N	Waterford City	ND	58854	40	Connie Mathes			Conventional	Tax Credit		Services	Family	11-Apr-16	One Year
Nokota Ridge		Williston	ND	58801	40	Joanne Golden Trudell				Tax Credit		Services	Family	01-Apr-13	One Year
Wildwood Village	2895 La Vista Drive	Columbus	OH	43204	272	Connie Mathes			Conventional	Tax Credit	Section 8	Full Mgmt	Family	01-Feb-20	One Year
Summit Square Apartments	616 Summit Square Drive	Dayton	OH	45417	154	Connie Mathes			Conventional	Tax Credit	Section 8	Full Mgmt	Family	01-Feb-20	One Year
Melrose Village	Office	Findlay	OH	45840	106	Connie Mathes			Conventional	Tax Credit	Section 8	Full Mgmt	Family	01-Feb-20	One Year
Delaware Acres	725 S Buchanan Street	Fremont	OH	43420	68	Connie Mathes			Conventional	Tax Credit	Section 8	Full Mgmt	Family	23-Apr-19	One Year
Ridgewood Court	286 Ridgewood Drive	Marietta	OH	45750	110	Connie Mathes			Conventional	Tax Credit	Section 8	Full Mgmt	Family	01-Feb-20	One Year
Oakwood Apartments	1922 Oakbrook Place	Milford	OH	45150	65	Connie Mathes			Conventional	Tax Credit	Section 8	Full Mgmt	Family	11-Dec-19	One Year
Piqua Village	1345 Covington Avenue	Piqua	OH	45356	65	Connie Mathes			Conventional	Tax Credit	Section 8	Full Mgmt	Family	01-Feb-20	One Year
City Forest of Clark County	Scattered Sites	Springfield	OH	45502	30	Dustin Miller		Rural Dev	Conventional	Tax Credit		Full Mgmt	Family	01-Jan-14	One Year
Moody Manor	2293 1/2 Kent Street	Toledo	OH	43620	119	Connie Mathes			Conventional	Tax Credit	Section 8	Full Mgmt	Family	23-Apr-19	One Year
Palmer Gardens	2733 Wayman Palmer Drive	Toledo	OH	43606	75	Connie Mathes	HUD		Conventional	Tax Credit	Section 8	Full Mgmt	Family	01-Jul-09	One Year
Regina Manor Apartments	3731 N Erie Street	Toledo	OH	43611	180	Connie Mathes			Conventional	Tax Credit	Section 8	Full Mgmt	Family	23-Apr-19	One Year
Washington Court House	857 Kohler Drive	Court House	OH	43160	60	Connie Mathes			Conventional	Tax Credit	Section 8	Full Mgmt	Family	01-Feb-20	One Year
Prairie View Townhomes		Brookings	SD	57006	36	Joanne Golden Trudell				Tax Credit		Services	Family	01-Apr-13	One Year
Huron Jefferson Village Apartments		Huron	SD	57350	40	Connie Mathes			Conventional	Tax Credit		Services	Family	01-Jul-18	One Year
Pheasant Run	2134 Frank Avenue SE	Huron	SD	57350	38	Joanne Golden Trudell				Tax Credit		Services	Family	01-Apr-13	One Year
Madison Park		Vermillion	SD	57069	40	Joanne Golden Trudell				Tax Credit		Services	Family	18-Aug-15	One Year
Lindsay Commons	2111 W Galena Street	Milwaukee	WI	53205	115	Connie Mathes			Conventional	Tax Credit	Section 8	Full Mgmt	Family	08-Jul-20	One Year
Windsor Court	1831 W Juneau Avenue	Milwaukee	WI	53233	239	Connie Mathes			Conventional	Tax Credit	Section 8	Full Mgmt	Family	18-Aug-20	One Year
Primrose Apartments	1316 Primrose Lane	Neenah	WI	54956	72	Joanne Golden Trudell			Conventional	Tax Credit	Section 8	Full Mgmt	Family	01-Jan-18	One Year
Alpine Park Apartments		Alpine	WY	83128	24	Connie Mathes			Conventional	Tax Credit		Services	Family	06-Mar-19	One Year
Oakridge Apartments		Douglas	WY	82633	12	Joanne Golden Trudell				Tax Credit		Services	Family	01-Jun-13	One Year
Westgate Apartments	1457 Sweetwater Road	Douglas	WY	82633	36	Connie Mathes			Conventional	Tax Credit		Services	Family	01-Nov-19	One Year
Green River Apartments	370 Upland Way	Green River	WY	82935	30	Connie Mathes			Conventional	Tax Credit		Services	Family	05-Mar-18	One Year
Blue Ridge Apartments		Lander	WY	82520	40	Joanne Golden Trudell				Tax Credit		Services	Family	01-Jun-13	One Year
Pinewood Apartments		Marbleton	WY	83113	12	Joanne Golden Trudell				Tax Credit		Services	Family	01-Jun-13	One Year
Woodridge Apartments		Riverton	WY	82501	40	Connie Mathes				Tax Credit		Services	Family	01-Jun-13	One Year
Creekside Apartments		Rock Springs	WY	82901	36	Joanne Golden Trudell				Tax Credit		Services	Family	01-Jun-13	One Year
Sage Apartments		Torrington	WY	82240	36	Connie Mathes				Tax Credit		Services	Family	01-Nov-17	One Year
Meadowview Apartments		Worland	WY	82401	12	Connie Mathes				Tax Credit		Services	Family	01-Jun-13	One Year



**KMG PRESTIGE**

Strategic Property Management Solutions

# Additional Information

# Budget

**Annual Budget for Meadowbrook Commons Year Ending Ver: 2022a**

<i>Account Description</i>	<i>Prior Budget</i>	<i>Prior 12 Months Act</i>	<i>Current Budget</i>	<i>Per Unit</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>
<b>GROSS RENTAL INCOME</b>																
5120.000 Market Rent Potential	1,866,240	1,887,387	2,129,220	12,167												
Variance: Market Rent			2,129,220		177,435	177,435	177,435	177,435	177,435	177,435	177,435	177,435	177,435	177,435	177,435	177,435
5121.000 R.A - Resident	0	3,353	0	0												
6252.000 Loss to Lease	0	-22,292	-20,540	-117												
Variance: Loss to Lease Calculation			-20,540		-2,515	-2,425	-2,255	-2,075	-1,855	-1,755	-1,645	-1,525	-1,375	-1,205	-1,005	-905
<b>TOTAL GROSS RENTAL INCOME</b>	<b>1,866,240</b>	<b>1,868,448</b>	<b>2,108,680</b>	<b>12,050</b>	<b>174,920</b>	<b>175,010</b>	<b>175,180</b>	<b>175,360</b>	<b>175,580</b>	<b>175,680</b>	<b>175,790</b>	<b>175,910</b>	<b>176,060</b>	<b>176,230</b>	<b>176,430</b>	<b>176,530</b>
<b>REDUCTIONS TO RENTAL INCOME</b>																
5220.000 Vacancy Loss	-48,870	-33,878	-4,800	-27												
			-4,800		-1,000	-1,000	-500	-260	-260	-260	-260	-260	-250	-250	-250	-250
6253.000 Concessions	-6,780	-15,094	-4,640	-27												
Specials that will be given to prospective residents in order to close the sale and retention			-4,640		-387	-387	-387	-387	-387	-387	-387	-387	-386	-386	-386	-386
			0		0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL REDUCTIONS TO RENTAL INCOME</b>	<b>-55,650</b>	<b>-48,972</b>	<b>-9,440</b>	<b>-54</b>	<b>-1,387</b>	<b>-1,387</b>	<b>-887</b>	<b>-647</b>	<b>-647</b>	<b>-647</b>	<b>-647</b>	<b>-647</b>	<b>-636</b>	<b>-636</b>	<b>-636</b>	<b>-636</b>
<b>TOTAL NET RENTAL INCOME</b>	<b>1,810,590</b>	<b>1,819,476</b>	<b>2,099,240</b>	<b>11,996</b>	<b>173,533</b>	<b>173,623</b>	<b>174,293</b>	<b>174,713</b>	<b>174,933</b>	<b>175,033</b>	<b>175,143</b>	<b>175,263</b>	<b>175,424</b>	<b>175,594</b>	<b>175,794</b>	<b>175,894</b>
<b>OTHER INCOME</b>																
5140.000 Commercial Rent	3,000	3,000	4,800	27												
Beauty Salon rent 400x12=4800.00			4,800		400	400	400	400	400	400	400	400	400	400	400	400

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**Annual Budget for Meadowbrook Commons Year Ending Ver: 2022a**

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5170.000 Carport / Parking Fees	7,800	7,320	7,800	45												
Carport rentals senior building			7,800		650	650	650	650	650	650	650	650	650	650	650	650
5491.000 Other Rent Charges	1,200	1,865	240	1												
Misc month to month lease charges			240		20	20	20	20	20	20	20	20	20	20	20	20
5910.000 Laundry Income	4,800	6,976	7,200	41												
Income from laundry machines at \$600.00/mo.			7,200		600	600	600	600	600	600	600	600	600	600	600	600
5920.000 Late Charges	180	15	0	0												
			0		0	0	0	0	0	0	0	0	0	0	0	0
5930.010 Damages Recovery	600	0	0	0												
			0		0	0	0	0	0	0	0	0	0	0	0	0
5990.000 Other Income	720	3,409	0	0												
All coffee dollars go to the Sr.Center			0		0	0	0	0	0	0	0	0	0	0	0	0
5991.000 Application Processing Fees	600	650	600	3												
Application fees at \$25.00 each.			600		50	50	50	50	50	50	50	50	50	50	50	50
<b>TOTAL OTHER INCOME</b>	<b>18,900</b>	<b>23,235</b>	<b>20,640</b>	<b>118</b>	<b>1,720</b>											
<b>TOTAL INCOME</b>	<b>1,829,490</b>	<b>1,842,711</b>	<b>2,119,880</b>	<b>12,114</b>	<b>175,253</b>	<b>175,343</b>	<b>176,013</b>	<b>176,433</b>	<b>176,653</b>	<b>176,753</b>	<b>176,863</b>	<b>176,983</b>	<b>177,144</b>	<b>177,314</b>	<b>177,514</b>	<b>177,614</b>
<b>ADMINISTRATIVE EXPENSES</b>																
6210.000 Advertising - Other	0	1,445	0	0												

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6210.010 Advertising - Media	3,700	3,496	5,200	30												
Advertising for apartment rentals, employment, bids for Bidnet, resident parties. Etc			5,200		434	434	434	434	433	433	433	433	433	433	433	433
6220.000 Community Promotion	0	98	0	0												
6250.000 Credit Reports	0	695	700	4												
Credit reports at \$15.00 each.			700		59	59	59	59	58	58	58	58	58	58	58	58
6310.000 Administrative Salaries	92,910	84,242	140,277	802												
Payroll Wages			140,277		11,653	11,355	12,252	11,653	11,952	11,952	11,269	11,850	11,560	11,269	11,560	11,952
6311.000 Office Supplies	3,000	1,143	3,600	21												
Office Supplies Notes: Pens, staples, pencils, business cards etc. Decorations and Resident parties.			3,600		300	300	300	300	300	300	300	300	300	300	300	300
6312.000 Office Expenses	0	27	0	0												
6315.000 Office Equipment Rental	10,155	9,048	4,680	27												
			0		0	0	0	0	0	0	0	0	0	0	0	0
Copies for MBC and Senior Center at \$1125.00 per quarter			4,500		1,125	0	0	1,125	0	0	1,125	0	0	1,125	0	0
Arbor Springs - water cooler			180		15	15	15	15	15	15	15	15	15	15	15	15
6316.000 Postage	1,500	1,075	1,200	7												
Postage for office			1,200		100	100	100	100	100	100	100	100	100	100	100	100

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6318.000 Computer Services - Supplies	5,175	6,833	8,271	47												
			0		0	0	0	0	0	0	0	0	0	0	0	0
*OneSite Leasing & Rents - Conventional @ \$1.65 PUPM.*			3,465		289	289	289	289	289	289	289	289	289	288	288	288
*Computer Support Services at \$7.70 PUPY. Paid to IOI Vendor.*			1,400		117	117	117	117	117	117	117	117	116	116	116	116
			0		0	0	0	0	0	0	0	0	0	0	0	0
*OneSite Facilities Mgmt - \$.45 PUPM. Paid to IOI Vendor.*			945		79	79	79	79	79	79	79	79	79	78	78	78
			0		0	0	0	0	0	0	0	0	0	0	0	0
Computer Supplies- for MBC office.			400		34	34	34	34	33	33	33	33	33	33	33	33
Computer Support Services			1,225		103	102	102	102	102	102	102	102	102	102	102	102
			0		0	0	0	0	0	0	0	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
*Fax to Email licensing service*			36		3	3	3	3	3	3	3	3	3	3	3	3
Senior center computer lab computers 1 x 800			800		800	0	0	0	0	0	0	0	0	0	0	0
6320.000 Management Fees	53,328	53,373	65,592	375												
Based on Management agreement			65,592		5,466	5,466	5,466	5,466	5,466	5,466	5,466	5,466	5,466	5,466	5,466	5,466
6322.000 Central Office Employees	924	0	0	0												
6331.000 Employee Insurance - Health	14,388	21,192	35,820	205												
Benefits			35,820		2,985	2,985	2,985	2,985	2,985	2,985	2,985	2,985	2,985	2,985	2,985	2,985

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6340.000 Legal	0	0	800	5												
Legal representative fees			800		200	0	0	200	0	0	200	0	0	200	0	0
6350.010 Audit Fees	0	2,300	3,050	17												
5% Increase over previous year.			3,050		0	0	0	3,050	0	0	0	0	0	0	0	0
6360.000 Telephone	14,490	7,272	9,696	55												
			0		0	0	0	0	0	0	0	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
Management office phone @508 Per month			6,096		508	508	508	508	508	508	508	508	508	508	508	508
Internet service			2,880		240	240	240	240	240	240	240	240	240	240	240	240
Sprint maintenence phones @\$60 per month			720		60	60	60	60	60	60	60	60	60	60	60	60
6390.000 Other Administrative Expense	0	6,087	0	0												
6392.000 Bank Charges	1,026	1,144	1,200	7												
Bank Charges			1,200		100	100	100	100	100	100	100	100	100	100	100	100
6394.000 Dues & Subscriptions	755	616	855	5												
D.M.A.A. membership			380		32	32	32	32	32	32	32	32	31	31	31	31
I.R.E.M. dues and memberships			450		38	38	38	38	38	38	37	37	37	37	37	37
Salon License renewal			25		3	2	2	2	2	2	2	2	2	2	2	2
			0		0	0	0	0	0	0	0	0	0	0	0	0

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6395.000 Human Services	6,825	6,726	0	0												
			0		0	0	0	0	0	0	0	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
6396.000 Meals/Entertainment	0	300	600	3												
Lunch for off-site staff meetings.			600		150	0	0	150	0	0	150	0	0	150	0	0
6397.000 Travel	2,500	953	500	3												
Staff mileage reimbursements			500		42	42	42	42	42	42	42	42	41	41	41	41
			0		0	0	0	0	0	0	0	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
6398.000 Education	0	0	3,000	17												
Staff training/education			3,000		750	0	0	750	0	0	750	0	0	750	0	0
6711.000 Payroll Taxes	19,874	19,077	23,318	133												
Payroll Taxes			23,318		1,853	1,811	2,031	1,853	2,023	2,023	2,040	2,147	1,981	1,784	1,852	1,920
6721.000 Workmen's Compensation	8,166	8,175	4,273	24												
WC			4,273		338	321	368	338	386	386	358	388	373	324	340	353
6721.010 Workers Comp - COE	12	0	0	0												

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6724.000 Employee Benefits - 401 (k)	3,660	418	6,030	34												
401K			6,030		486	469	524	486	531	531	497	529	515	470	488	504
6724.010 Employee Benefits 401(k) - COE	24	0	0	0												
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>242,412</b>	<b>235,735</b>	<b>318,662</b>	<b>1,821</b>	<b>28,362</b>	<b>24,961</b>	<b>26,180</b>	<b>30,610</b>	<b>25,894</b>	<b>25,894</b>	<b>27,390</b>	<b>25,915</b>	<b>25,427</b>	<b>27,068</b>	<b>25,236</b>	<b>25,725</b>
<b>UTILITY &amp; OTHER OPERATING</b>																
6430.000 Electricity - Units	360	1,101	1,000	6												
Electricity -Vac Units			1,000		200	100	100	92	42	42	42	42	50	50	140	100
6440.000 Gas - Units	550	2,194	1,000	6												
Gas -Vac Units			1,000		200	200	100	100	50	50	20	20	30	30	100	100
6450.000 Electricity - House	57,000	44,967	67,259	384												
Electricity - House			67,259		6,700	6,700	6,700	5,700	4,600	6,000	5,253	5,253	5,253	4,600	5,750	4,750
6451.000 Water / Sewer	52,500	30,571	44,520	254												
Water/Sewer			44,520		0	11,130	0	0	11,130	0	0	11,130	0	0	11,130	0
6452.000 Gas / Heat	17,000	14,378	17,500	100												
Gas/ HEAT			17,500		500	540	540	1,290	1,150	1,600	2,100	3,500	2,100	1,900	1,240	1,040
6520.000 Extermination	1,615	1,584	2,000	11												
Monthly extermination services @\$132.00 month. Plus, pest/ rodent control			2,000		167	167	167	167	167	167	167	167	166	166	166	166

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6525.000 Trash Removal	18,300	15,769	17,825	102												
Main building (basement) Compactor lease			2,400		200	200	200	200	200	200	200	200	200	200	200	200
Waste Man. @ 10.00 x 60 x 12months (Ranch trash pick up)			7,200		600	600	600	600	600	600	600	600	600	600	600	600
Outside (by MAC kitchen) Compactor lease			3,600		300	300	300	300	300	300	300	300	300	300	300	300
Misc repairs of 4 dumpsters			500		125	0	0	125	0	0	125	0	0	125	0	0
Trash removal @\$300.00 per pickup. (outside by MAC kitchen)			3,600		300	300	300	300	300	300	300	300	300	300	300	300
Extra pick-ups 132.00 x 4 times annually			525		44	44	44	44	44	44	44	44	44	43	43	43
6570.000 Vehicle/Equip Oper Expense	500	469	2,000	11												
Repair parts and service for blowers.			1,000		250	0	0	250	0	0	250	0	0	250	0	0
Gas for blowers and gator			500		42	42	42	42	42	42	42	42	41	41	41	41
Golf cart maintenance			500		500	0	0	0	0	0	0	0	0	0	0	0
6590.000 Other Operating Expense	1,200	258	1,200	7												
			0		0	0	0	0	0	0	0	0	0	0	0	0
Staff uniforms and other expenses not in other categories			1,200		100	100	100	100	100	100	100	100	100	100	100	100
<b>TOTAL UTILITY &amp; OTHER OPERATING</b>	<b>149,025</b>	<b>111,291</b>	<b>154,304</b>	<b>882</b>	<b>10,228</b>	<b>20,423</b>	<b>9,193</b>	<b>9,310</b>	<b>18,725</b>	<b>9,445</b>	<b>9,543</b>	<b>21,698</b>	<b>9,184</b>	<b>8,705</b>	<b>20,110</b>	<b>7,740</b>
<b>GROUNDS EXPENSES</b>																
6528.000 Parking Area Expense	0	226	0	0												

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6535.000 Grounds Wages	24,132	24,308	38,395	219												
Payroll Wages			38,395		2,988	2,845	3,272	2,988	3,530	3,530	3,273	3,546	3,410	2,873	3,010	3,130
6536.000 Grounds - Supplies	11,400	6,169	10,100	58												
Tree removal/replant as needed			1,000		0	0	0	0	0	0	1,000	0	0	0	0	0
Replace dead bushes			1,500		750	0	0	0	0	0	0	0	0	0	750	0
Top soil			400		0	0	0	0	0	0	0	0	0	0	400	0
Re-mulch property 100 yds @\$45.00=\$4,500, \$500 for flower bulbs.			5,000		0	0	0	825	0	0	0	0	0	0	3,175	1,000
Sprinkler repair			1,600		800	0	0	0	0	0	0	0	0	0	800	0
Gardening and grounds supplies			600		50	50	50	50	50	50	50	50	50	50	50	50
6537.000 Grounds Maintenance Contract	37,500	24,724	26,400	151												
Winterize sprinkler lines			750		0	0	0	0	750	0	0	0	0	0	0	0
Repair soakers around ranches			250		0	0	0	0	0	0	0	0	0	0	250	0
Flower installation 100 flats @ \$35.00 per flat plus bed prep			4,200		0	0	0	0	0	0	0	0	0	0	0	4,200
Fertilization 4 applications annually 800 each			3,200		1,100	0	0	1,100	0	0	0	0	0	0	1,000	0
Grounds, mowing, edging, edging, spring clean-up			18,000		2,571	2,571	2,571	2,571	2,571	0	0	0	0	0	2,574	2,571
Contract with GREAT OAKS MAINTENANCE &. Expires 11/30/2019. Lawn Contract			0		0	0	0	0	0	0	0	0	0	0	0	0

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6548.000 Snow Removal	30,000	21,298	27,650	158												
Ice melt for walks			8,000		0	0	0	0	0	1,600	1,600	1,600	1,600	1,600	0	0
Snow removal contract, including salt for park lots			19,650		0	0	0	0	0	3,930	3,930	3,930	3,930	3,930	0	0
Contract with GREAT OAKS MAINTENANCE & Expires 5/15/2020. Snow Contract			0		0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL GROUNDS EXPENSES</b>	<b>103,032</b>	<b>76,725</b>	<b>102,545</b>	<b>586</b>	<b>8,259</b>	<b>5,466</b>	<b>5,893</b>	<b>7,534</b>	<b>6,901</b>	<b>9,110</b>	<b>9,853</b>	<b>9,126</b>	<b>8,990</b>	<b>8,453</b>	<b>12,009</b>	<b>10,951</b>
<b>REPAIRS &amp; MAINTENANCE</b>																
6510.000 Janitor/Maid Wages	20,936	20,780	31,756	181												
Payroll Wages			31,756		2,607	2,483	2,855	2,607	2,731	2,731	2,507	2,745	2,626	2,507	2,626	2,731
6515.000 Janitorial Supplies	3,800	3,967	3,500	20												
Janitor supplies			3,500		292	292	292	292	292	292	292	292	291	291	291	291
6540.000 Maintenance Payroll	63,360	65,592	88,937	508												
Payroll Wages			88,937		6,916	6,586	7,574	6,916	8,184	8,184	7,589	8,223	7,906	6,649	6,966	7,244
6541.000 Supplies	720	1,863	1,875	11												
Misc. repair parts not in other categories-Grab Bars etc.			1,875		157	157	157	156	156	156	156	156	156	156	156	156
6542.000 Repairs - Contracts	0	225	0	0												

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**Annual Budget for Meadowbrook Commons Year Ending Ver: 2022a**

<i>Account Description</i>	<i>Prior Budget</i>	<i>Prior 12 Months Act</i>	<i>Current Budget</i>	<i>Per Unit</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>
6542.010 Bldg Safety Systems	22,900	12,361	12,990	74												
Annual fire panel inspection-June\$1400.00 Misc repairs for all safety systems - \$1,000.00			2,900		2,400	0	0	0	0	0	0	0	0	0	0	500
Recharge 14 Fire Extinguisher's @ \$60.00 per = \$840.00			840		840	0	0	0	0	0	0	0	0	0	0	0
Cintas annual inspection for roll up doors.			1,800		1,800	0	0	0	0	0	0	0	0	0	0	0
Elevator state inspection-May			400		0	0	0	0	0	0	0	0	0	0	400	0
Replacement of batteries for emergency hall lights 20 batteries x \$22.50= \$450.00			450		112	0	0	112	0	0	112	0	0	114	0	0
Qty monitoring ranches and main building.			6,600		1,650	0	0	1,650	0	0	1,650	0	0	1,650	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
6544.000 Structural Repairs - Material	250	230	250	1												
Structural Repairs			250		21	21	21	21	21	21	21	21	21	21	20	20
6544.010 Structural Repairs - Contract	0	285	2,500	14												
Misc repairs such as siding and roof repairs.			2,500		1,000	0	0	500	0	0	500	0	0	500	0	0
6544.020 Building Exterior Repairs	5,700	1,581	3,000	17												
roof/siding repairs.			3,000		1,000	0	0	0	0	0	1,000	0	0	0	0	1,000

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6545.000 Elevator Repairs - Contract	4,820	5,264	5,780	33												
Repairs cost that are not covered under monthly maintenance.			980		82	82	82	82	82	82	82	82	81	81	81	81
Elevator contract			4,800		400	400	400	400	400	400	400	400	400	400	400	400
			0		0	0	0	0	0	0	0	0	0	0	0	0
6546.000 HVAC Repairs - Contract	3,000	2,197	7,000	40												
Minor repairs and materials not in contract			3,000		250	250	250	250	250	250	250	250	250	250	250	250
Labor for the installation of 12 Heat Exchangers for the mid rise apartments.			4,000		0	4,000	0	0	0	0	0	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
6571.000 Appliance Replacement	1,800	1,090	21,252	121												
Microwaves 10x\$230=2,300			2,300		460	0	460	0	460	0	0	460	0	460	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
Washer/Dryer 6x\$1350.= \$8,100			8,100		2,700	0	0	2,700	0	0	2,700	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
Replacement of Refrigerators 8x650+5200			5,200		1,300	0	0	1,300	0	0	1,300	0	0	1,300	0	0
Garbage Disposals etc.- 20x\$76=\$1,520			1,520		127	127	127	127	127	127	127	127	126	126	126	126
Dishwasher 6x\$395= 2,370			2,368		592	0	0	592	0	0	592	0	0	592	0	0
Range 4x\$441=\$1764			1,764		882	0	0	0	0	882	0	0	0	0	0	0
6580.000 Repairs - Window	0	32	3,368	19												
Glass only replacement \$1500.00.			3,368		1,684	0	0	0	0	0	1,684	0	0	0	0	0

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6581.000 Electrical Repairs - Material	2,000	3,513	2,000	11												
Supplies for minor electrical repairs performed by staff.			2,000		167	167	167	167	167	167	167	167	166	166	166	166
6581.010 Electrical Repairs - Contract	3,600	934	3,100	18												
Electrical repairs. Changing bulbs in parking lots. Repairing broken lines underground. Etc.			3,100		775	0	0	775	0	0	775	0	0	775	0	0
6582.000 Plumbing Repairs - Material	1,080	1,855	1,500	9												
Plumbing supplies for inhouse repairs.			1,500		125	125	125	125	125	125	125	125	125	125	125	125
6582.010 Plumbing Repairs - Contract	3,600	2,826	2,800	16												
Plumbing repairs performed by contractor. Repair of major plumbing leaks etc.			2,800		700	0	0	700	0	0	700	0	0	700	0	0
6584.000 HVAC Repairs - Material	1,500	3,188	16,450	94												
The cost of 12 heat exchangers for the mid rise apartments.			4,000		0	4,000	0	0	0	0	0	0	0	0	0	0
Material for HVAC repairs done by staff			2,700		225	225	225	225	225	225	225	225	225	225	225	225
3 suburban furnaces 2x \$1,650.			4,950		1,650	0	1,650	0	1,650	0	0	0	0	0	0	0
Main building hall way (ac/heat) furnaces			4,800		2,400	0	0	2,400	0	0	0	0	0	0	0	0
6585.000 Appliance Repairs - Material	1,000	1,163	1,000	6												
Parts and material for appliance repairs done by staff			1,000		84	84	84	84	83	83	83	83	83	83	83	83
6586.000 Repairs - Carpet/Floors	800	0	805	5												
Repairs - Carpet/Floors			805		202	0	0	202	0	0	202	0	0	199	0	0

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6587.010 Recreation Repairs/Maintenance	0	424	0	0												
6588.000 Lock & Key Repairs - Material	1,200	106	2,000	11												
Repair locks, new lock cylinders and key blanks			2,000		500	0	0	500	0	0	500	0	0	500	0	0
6589.000 Light Bulb Replacement	1,800	1,257	2,200	13												
Light bulbs for entire community including parking lots.			2,200		550	0	0	550	0	0	550	0	0	550	0	0
6590.030 Misc General Maintenance	1,000	0	13,500	77												
Concrete replacement/repairs from winter			4,500		0	4,500	0	0	0	0	0	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
Down spouts repair and replacements			2,000		0	1,000	0	0	0	0	0	0	0	1,000	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
Balcony wood replacement			3,000		0	2,000	0	0	0	0	0	0	0	1,000	0	0
Asphalt replacement/repairs from winter			4,000		4,000	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL REPAIRS AND MAINTENANCE</b>	<b>144,866</b>	<b>130,733</b>	<b>227,563</b>	<b>1,300</b>	<b>38,650</b>	<b>26,499</b>	<b>14,469</b>	<b>23,433</b>	<b>14,953</b>	<b>13,725</b>	<b>24,289</b>	<b>13,356</b>	<b>12,456</b>	<b>20,420</b>	<b>11,915</b>	<b>13,398</b>
<b>PAINTING &amp; DECORATING EXPENSES</b>																
6517.020 Carpet Cleaning	1,925	1,615	2,500	14												
30 unit turns/year @70.00 per			2,500		209	209	209	209	208	208	208	208	208	208	208	208
6560.010 Exterior Painting	0	0	1,800	10												
Touch up out side trim of the main building.			1,800		0	0	0	0	0	900	0	900	0	0	0	0

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6560.020 Common Area Painting/Cleaning	2,500	4,149	7,500	43												
Common area carpet cleaning, Sr Center kitchen tile floor steam cleaned.			3,500		1,750	0	0	0	0	0	0	0	0	1,750	0	0
Window cleaning of main building all three floors.			2,500		2,500	0	0	0	0	0	0	0	0	0	0	0
Window cleaning for all Ranch windows.			1,500		1,500	0	0	0	0	0	0	0	0	0	0	0
6560.030 Painting Units - Contract	6,000	9,115	6,300	36												
Vacant units - 30 @ \$210.00 ea			6,300		525	525	525	525	525	525	525	525	525	525	525	525
6561.000 Painting Supplies	3,400	3,336	3,400	19												
Paint for units			3,200		800	0	0	800	0	0	800	0	0	800	0	0
Supplies, brushes, paint etc for touch-up			200		17	17	17	17	17	17	17	17	16	16	16	16
6563.000 Drapes & Blinds	475	528	1,000	6												
Parts for repair of blinds			1,000		250	0	0	250	0	0	250	0	0	250	0	0
6590.010 Other Operating-Physical Needs Assess	0	577	2,000	11												
Bathroom vanity doors (upgraded/painted) and or kitchen counter top.			2,000		167	167	167	167	167	167	167	167	166	166	166	166
<b>TOTAL PAINTING &amp; DECORATING EXPENSES</b>	<b>14,300</b>	<b>19,320</b>	<b>24,500</b>	<b>140</b>	<b>7,718</b>	<b>918</b>	<b>918</b>	<b>1,968</b>	<b>917</b>	<b>1,817</b>	<b>1,967</b>	<b>1,817</b>	<b>915</b>	<b>3,715</b>	<b>915</b>	<b>915</b>
<b>TAXES &amp; INSURANCE</b>																
6710.000 Real Estate Taxes	0	0	0	0												
tax exempt			0		0	0	0	0	0	0	0	0	0	0	0	0

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6720.000 Property Insurance	9,600	28,533	29,700	170												
Based on 2% increase			29,700		2,475	2,475	2,475	2,475	2,475	2,475	2,475	2,475	2,475	2,475	2,475	2,475
6720.010 Other Insurance	504	518	420	2												
Employment Practices Liability Insurance			420		420	0	0	0	0	0	0	0	0	0	0	0
6720.020 Fidelity Bonds	0	388	500	3												
			500		0	0	0	0	0	0	0	0	500	0	0	0
<b>TOTAL TAXES &amp; INSURANCE</b>	<b>10,104</b>	<b>29,439</b>	<b>30,620</b>	<b>175</b>	<b>2,895</b>	<b>2,475</b>	<b>2,475</b>	<b>2,475</b>	<b>2,475</b>	<b>2,475</b>	<b>2,475</b>	<b>2,475</b>	<b>2,975</b>	<b>2,475</b>	<b>2,475</b>	<b>2,475</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>663,739</b>	<b>603,243</b>	<b>858,194</b>	<b>4,904</b>	<b>96,112</b>	<b>80,742</b>	<b>59,128</b>	<b>75,330</b>	<b>69,865</b>	<b>62,466</b>	<b>75,517</b>	<b>74,387</b>	<b>59,947</b>	<b>70,836</b>	<b>72,660</b>	<b>61,204</b>
<b>NET OPERATING INCOME</b>	<b>1,165,751</b>	<b>1,239,468</b>	<b>1,261,686</b>	<b>7,210</b>	<b>79,141</b>	<b>94,601</b>	<b>116,885</b>	<b>101,103</b>	<b>106,788</b>	<b>114,287</b>	<b>101,346</b>	<b>102,596</b>	<b>117,197</b>	<b>106,478</b>	<b>104,854</b>	<b>116,410</b>
<b>MORTGAGE P &amp; I</b>																
6820.000 Interest Expense	0	504,748	332,985	1,903												
Based on amortization schedule from City of Novi			332,985		27,749	27,749	27,749	27,749	27,749	27,749	27,749	27,749	27,749	27,748	27,748	27,748
6890.010 1st Mort Principal Reduction	0	0	810,000	4,629												
Based on amortization schedule from City of Novi			810,000		0	0	0	0	0	0	0	0	0	0	0	810,000
<b>TOTAL MORTGAGE P &amp; I</b>	<b>0</b>	<b>504,748</b>	<b>1,142,985</b>	<b>6,531</b>	<b>27,749</b>	<b>27,749</b>	<b>27,749</b>	<b>27,749</b>	<b>27,749</b>	<b>27,749</b>	<b>27,749</b>	<b>27,749</b>	<b>27,749</b>	<b>27,748</b>	<b>27,748</b>	<b>837,748</b>
<b>CAPITAL EXPENDITURES</b>																

**Owner Approval:** \_\_\_\_\_

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7000.010 Land Improvements	10,000	910	0	0												
			0		0	0	0	0	0	0	0	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
7110.000 Appliances	2,400	3,420	0	0												
			0		0	0	0	0	0	0	0	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
7110.010 Buildings & Components	0	2,727	0	0												
			0		0	0	0	0	0	0	0	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
7110.030 Office Equipment	0	1,352	0	0												
			0		0	0	0	0	0	0	0	0	0	0	0	0

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7130.000 Carpet/Flooring	21,500	27,250	27,000	154												
			0		0	0	0	0	0	0	0	0	0	0	0	0
Unit vinyl replacement			12,000		1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
			0		0	0	0	0	0	0	0	0	0	0	0	0
Unit carpet replacement			15,000		1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250
7140.000 Windows/Doors/Blinds	6,390	1,455	0	0												
			0		0	0	0	0	0	0	0	0	0	0	0	0
7202.000 Hot Water Tanks/Furnaces/Boilers	2,400	0	0	0												
			0		0	0	0	0	0	0	0	0	0	0	0	0
			0		0	0	0	0	0	0	0	0	0	0	0	0
7204.000 Parking Lots/Sealing/Landscaping	7,500	12,465	0	0												
			0		0	0	0	0	0	0	0	0	0	0	0	0
7206.000 Roofs/Decks	0	637	0	0												
7207.000 Equipment	2,000	1,735	0	0												
			0		0	0	0	0	0	0	0	0	0	0	0	0
7208.000 Bond Costs	0	58,664	0	0												
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>52,190</b>	<b>110,615</b>	<b>27,000</b>	<b>154</b>	<b>2,250</b>											
	<b>52,190</b>	<b>615,363</b>	<b>1,169,985</b>	<b>6,686</b>	<b>29,999</b>	<b>29,998</b>	<b>29,998</b>	<b>839,998</b>								

**Owner Approval:** \_\_\_\_\_

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**Annual Budget for Meadowbrook Commons Year Ending Ver: 2022a**

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	1,113,561	624,105	91,701	524	49,142	64,602	86,886	71,104	76,789	84,288	71,347	72,597	87,198	76,480	74,856	723,588
<b>DEPRECIATION</b>																
6620.000 Depreciation Expense	0	362,023	0	0												
	1,113,561	262,082	91,701	524	49,142	64,602	86,886	71,104	76,789	84,288	71,347	72,597	87,198	76,480	74,856	723,588
<b>DEBT COVERAGE RATIO:</b>	0.00	2.46	1.10	1.10	2.85	3.41	4.21	3.64	3.85	4.12	3.65	3.70	4.22	3.84	3.78	0.14

**Owner Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Monthly Operating Report (MOR)

As of December 2020

**4855 - Meadowbrook Commons**  
**City of Novi, A Michigan Corporation**  
**Novi, MI**

Monthly Operating Report for the Month Ended 12/31/2020

Occupancy/Vacancy	Occupied	Vacant	M/E Unit	Down	Total
January-20	175	-	-	-	175
February-20	175	-	-	-	175
March-20	175	-	-	-	175
April-20	175	-	-	-	175
May-20	175	-	-	-	175
June-20	175	-	-	-	175
July-20	175	-	-	-	175
August-20	175	-	-	-	175
September-20	174	1	-	-	175
October-20	175	-	-	-	175
November-20	175	-	-	-	175
December-20	175	-	-	-	175
<b>Economic Occupancy - Current Month</b>					99.31%
<b>Physical Occupancy - Current Month</b>					100.00%

Escrow Balances		
	Due Date	Amount
Insurance Premium - paid by the City of Novi- (Inc. 8%) Informational Only	07/01/2021	\$ 28,970

Security Deposit		
Cash Balance		\$ 166,622
Liability Balance		\$ 166,622
Security Over (Under) Funded		\$ -

Owner Distributions		
Budgeted Owner Distribution		\$ -

Management Fees	
Based on approved budget of \$5628.00 per month.	

Current Balances	Cash	AP	AR - Resident	AR - Subsidy
January-20	\$ 102,382	\$ 41,572	\$ -	\$ -
February-20	\$ 64,374	\$ 44,098	\$ -	\$ -
March-20	\$ 41,678	\$ 32,569	\$ -	\$ -
April-20	\$ 45,196	\$ 23,801	\$ -	\$ -
May-20	\$ 89,221	\$ 73,547	\$ -	\$ -
June-20	\$ 151,666	\$ 157,373	\$ -	\$ -
July-20	\$ 162,882	\$ 151,343	\$ -	\$ -
August-20	\$ 146,310	\$ 157,488	\$ -	\$ -
September-20	\$ 212,911	\$ 108,427	\$ -	\$ -
October-20	\$ 156,589	\$ 111,403	\$ -	\$ -
November-20	\$ 151,883	\$ 142,413	\$ -	\$ -
December-20	\$ 165,180	\$ 117,105	\$ -	\$ -

Net Operating Income	NOI - MTD	NOI - Budget	Variance
January-20	\$ 104,096	\$ 100,457	\$ 3,639
February-20	\$ 91,754	\$ 101,519	\$ (9,765)
March-20	\$ 113,923	\$ 116,040	\$ (2,117)
April-20	\$ 124,753	\$ 107,024	\$ 17,729
May-20	\$ 111,174	\$ 105,100	\$ 6,074
June-20	\$ 112,122	\$ 116,403	\$ (4,281)
July-20	\$ 124,099	\$ 74,722	\$ 49,377
August-20	\$ 98,279	\$ 95,515	\$ 2,764
September-20	\$ 122,154	\$ 117,531	\$ 4,623
October-20	\$ 121,462	\$ 100,571	\$ 20,891
November-20	\$ 107,907	\$ 109,231	\$ (1,324)
December-20	\$ 112,320	\$ 115,772	\$ (3,452)
<b>YTD NOI</b>	<b>\$ 686,221</b>	<b>\$ 613,342</b>	<b>\$ 72,879</b>

Owner	City of Novi
Community Manager	Virginia Hallam
Regional Property Manager	David Soule
Regional Vice President	David Soule
Administrative Assistant	Katie Soeltner
Property Accountant	Lindsey Smith
Accounts Payable Associate	Kyle Clarkson
Accounting Manager	Ashley Ley

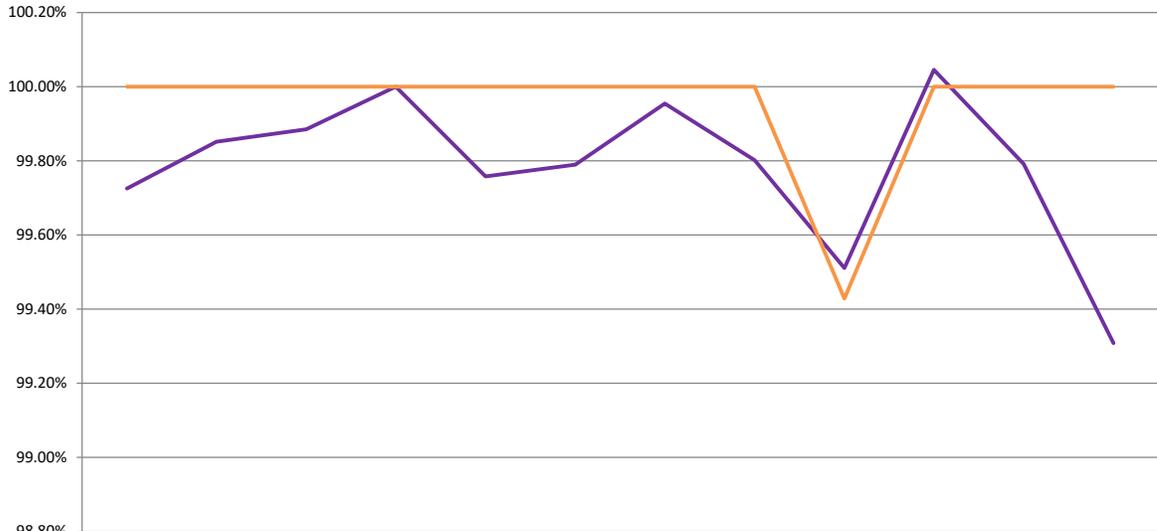
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# Meadowbrook Commons - Operating Analysis

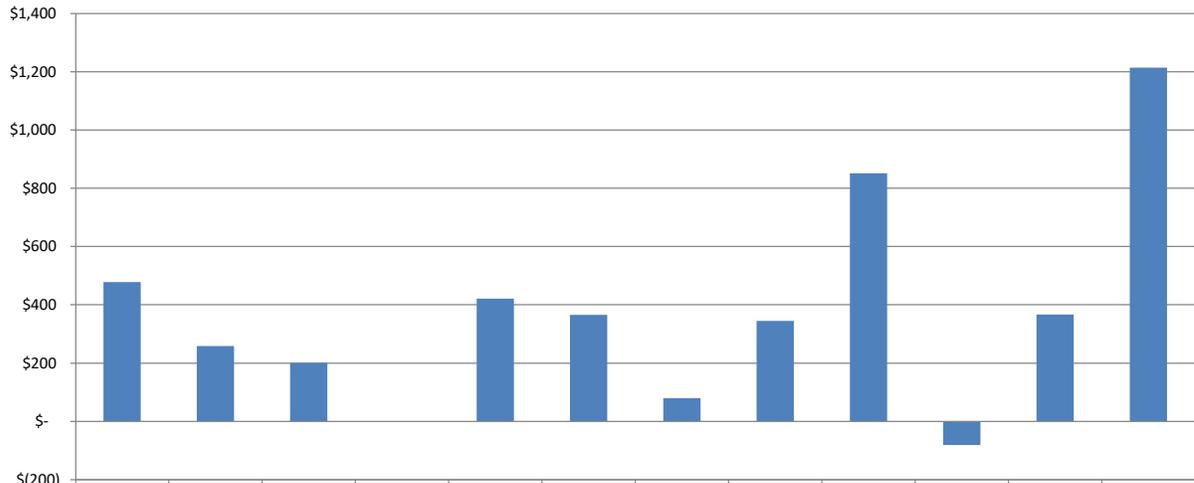
December-20

## Historical Economic Occupancy and Physical Occupancy Comparison



	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
Economic Occupancy	99.73%	99.85%	99.88%	100.00%	99.76%	99.79%	99.95%	99.80%	99.51%	100.05%	99.79%	99.31%
Physical Occupancy	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	99.43%	100.00%	100.00%	100.00%

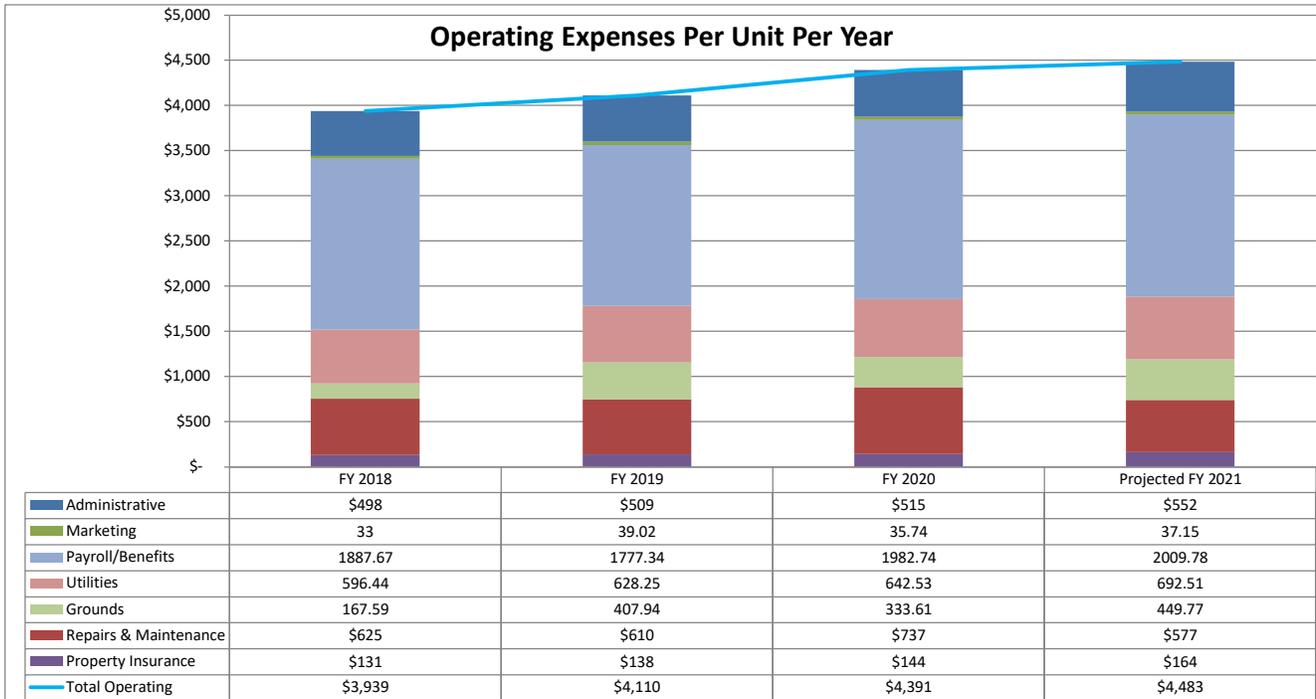
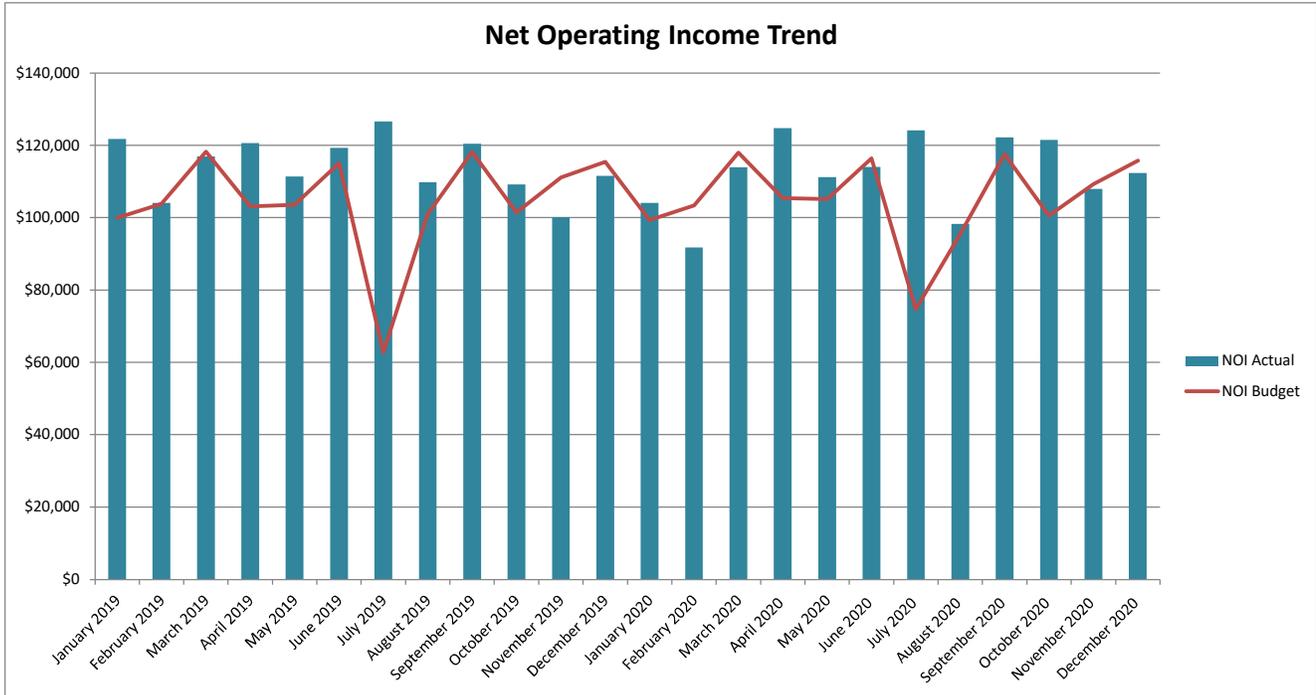
## Historical Economic Occupancy Factors



	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
Current AR tenant	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Current Bad Debt	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Concessions	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Vacancy Loss	\$478	\$258	\$201	\$-	\$421	\$366	\$79	\$345	\$852	\$(81)	\$367	\$1,214

# Meadowbrook Commons - Operating Analysis

December-20



Meadowbrook Commons  
STATEMENT OF PROFIT AND LOSS  
FOR THE PERIOD ENDING  
DECEMBER 31, 2020

JANUARY 5, 2021  
1:01 pm  
Page 1

	CURRENT MONTH ACTUAL	CURRENT MONTH BUDGET	CURRENT MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	PRIOR YTD ACTUAL	ANNUAL BUDGET
<b>ESTIMATED REVENUE</b>								
<b><u>664.000 Interest of Investments</u></b>								
4855-5440.000 Interest on Investments	-0-	-0-	-0-	\$ 6,220.03	-0-	\$ 6,220.03	\$ 10,904.21	-0-
<b><u>664.500 Unrealized gain (loss) on investments</u></b>								
4855-5997.000 Unrealized Gain/Loss on Investm	-0-	-0-	-0-	3,632.10	-0-	3,632.10	3,990.94	-0-
<b><u>665.000 Miscellaneous Income</u></b>								
4855-5920.000 Late Charges	-0-	-0-	-0-	30.00	-0-	30.00	30.00	-0-
4855-5930.000 Damages	-0-	-0-	-0-	340.00	-0-	340.00	207.00	-0-
4855-5990.000 Other Income	244.00	-0-	244.00	1,596.00	-0-	1,596.00	842.00	-0-
4855-5991.000 Application Processing Fees	125.00	50.00	75.00	225.00	300.00	(75.00)	425.00	600.00
	\$ 369.00	\$ 50.00	\$ 319.00	\$ 2,191.00	\$ 300.00	\$ 1,891.00	\$ 1,504.00	\$ 600.00
<b><u>665.594 Carport, Parking Fees, ect.</u></b>								
4855-5170.000 Carport / Parking Fees	\$ 680.00	\$ 650.00	\$ 30.00	\$ 4,060.00	\$ 3,900.00	\$ 160.00	\$ 3,870.00	\$ 7,800.00
<b><u>665.595 Laundry Income</u></b>								
4855-5910.000 Laundry Income	941.78	600.00	341.78	4,988.55	3,600.00	1,388.55	4,680.27	7,200.00
<b><u>665.596 Commerical rent (salon, ect.)</u></b>								
4855-5140.000 Commercial Rent	-0-	400.00	(400.00)	1,600.00	2,400.00	(800.00)	2,400.00	4,800.00
<b><u>664.950 Gain/Loss on Disposal of Fixed Assets</u></b>								
<b><u>668.000 Rental Income</u></b>								
4855-5120.000 Market Rent Potential	175,685.00	175,370.00	315.00	1,049,520.00	1,052,220.00	(2,700.00)	1,043,610.00	2,104,440.00
	\$ 175,685.00	\$ 175,370.00	\$ 315.00	\$ 1,049,520.00	\$ 1,052,220.00	\$ (2,700.00)	\$ 1,043,610.00	\$ 2,104,440.00
<b><u>668.100 Rental Income - vacancies, etc.</u></b>								
4855-5220.000 Vacancy Loss	\$ (1,214.00)	\$ (260.00)	\$ (954.00)	\$ (2,776.00)	\$ (3,280.00)	\$ 504.00	\$ (1,357.00)	\$ (4,800.00)
4855-5491.000 Other Rent Charges	100.00	20.00	80.00	599.00	120.00	479.00	505.00	240.00
4855-6252.000 Loss To Lease	(982.00)	310.00	(1,292.00)	(3,873.00)	(490.00)	(3,383.00)	(4,563.00)	4,240.00
4855-6253.000 Concessions	-0-	(387.00)	387.00	-0-	(2,322.00)	2,322.00	(31.45)	(4,640.00)
	\$ (2,096.00)	\$ (317.00)	\$ (1,779.00)	\$ (6,050.00)	\$ (5,972.00)	\$ (78.00)	\$ (5,446.45)	\$ (4,960.00)
<b>TOTAL INCOME</b>	\$ 175,579.78	\$ 176,753.00	\$ (1,173.22)	\$ 1,066,161.68	\$ 1,056,448.00	\$ 9,713.68	\$ 1,065,512.97	\$ 2,119,880.00

Meadowbrook Commons  
STATEMENT OF PROFIT AND LOSS  
FOR THE PERIOD ENDING  
DECEMBER 31, 2020

JANUARY 5, 2021  
1:01 pm  
Page 2

	CURRENT MONTH ACTUAL	CURRENT MONTH BUDGET	CURRENT MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	PRIOR YTD ACTUAL	ANNUAL BUDGET
<b>OPERATING EXPENSES</b>								
<b><u>727.000 Office Supplies</u></b>								
4855-6311.000 Office Supplies	\$ 391.92	\$ 300.00	\$ (91.92)	\$ 920.41	\$ 1,800.00	\$ 879.59	\$ 1,262.85	\$ 3,600.00
<b><u>728.000 Postage</u></b>								
4855-6316.000 Postage	103.12	100.00	(3.12)	356.70	600.00	243.30	377.90	1,200.00
<b><u>731.000 Custodial Supplies</u></b>								
4855-6515.000 Janitorial Supplies	271.13	267.00	(4.13)	563.17	1,602.00	1,038.83	1,622.35	3,200.00
<b><u>740.000 Operating Supplies</u></b>								
4855-6541.000 Supplies	55.05	156.00	100.95	176.25	939.00	762.75	477.03	1,875.00
4855-6590.000 Other Operating Expense	<u>144.37</u>	<u>100.00</u>	<u>(44.37)</u>	<u>912.27</u>	<u>600.00</u>	<u>(312.27)</u>	<u>1,007.04</u>	<u>1,200.00</u>
	\$ 199.42	\$ 256.00	\$ 56.58	\$ 1,088.52	\$ 1,539.00	\$ 450.48	\$ 1,484.07	\$ 3,075.00
<b><u>740.012 COVID-19 Crisis</u></b>								
4855-6912.000 COVID-19 Expense	\$ 316.98	-0-	\$ (316.98)	\$ 1,682.10	-0-	\$ (1,682.10)	-0-	-0-
<b><u>802.000 Data Processing</u></b>								
4855-6318.000 Computer Services - Supplies	801.55	1,232.00	430.45	4,320.57	8,236.00	3,915.43	3,733.10	15,611.00
<b><u>802.100 Bank Services</u></b>								
4855-6392.000 Bank Charges	-0-	100.00	100.00	48.00	600.00	552.00	67.00	1,200.00
<b><u>803.000 Independent Audit</u></b>								
4855-6350.010 Audit Fees	-0-	-0-	-0-	-0-	2,904.00	2,904.00	2,275.59	2,904.00
<b><u>804.000 Bad Debt</u></b>								
	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
<b><u>804.100 Bad Debt Collections</u></b>								
4855-6370.010 Write-Off Recovery	\$ 50.00	-0-	\$ (50.00)	-0-	-0-	-0-	-0-	-0-
<b><u>808.000 Rubbish</u></b>								
4855-6525.000 Trash Removal	534.88	1,444.00	909.12	4,593.67	8,914.00	4,320.33	5,939.25	17,825.00
<b><u>809.000 Membership &amp; Dues</u></b>								
4855-6394.000 Dues & Subscriptions	-0-	72.00	72.00	-0-	433.00	433.00	-0-	855.00
<b><u>810.000 Other Legal Fees</u></b>								
4855-6250.000 Credit Reports	62.04	58.00	(4.04)	258.10	352.00	93.90	508.66	700.00
4855-6340.000 Legal	-0-	-0-	-0-	(108.00)	400.00	508.00	71.00	800.00
<b><u>814.000 Contractual Services</u></b>								
4855-6545.000 Elevator Repairs - Contract	399.03	482.00	82.97	2,394.24	2,892.00	497.76	2,338.08	5,780.00
4855-6546.000 HVAC Repairs - Contract	-0-	250.00	250.00	629.00	5,500.00	4,871.00	380.00	7,000.00
4855-6582.010 Plumbing Repairs - Contract	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>210.00</u>	<u>1,400.00</u>	<u>1,190.00</u>	<u>594.00</u>	<u>2,800.00</u>
	\$ 399.03	\$ 732.00	\$ 332.97	\$ 3,233.24	\$ 9,792.00	\$ 6,558.76	\$ 3,312.08	\$ 15,580.00

Meadowbrook Commons  
STATEMENT OF PROFIT AND LOSS  
FOR THE PERIOD ENDING  
DECEMBER 31, 2020

JANUARY 5, 2021  
1:01 pm  
Page 3

	CURRENT MONTH ACTUAL	CURRENT MONTH BUDGET	CURRENT MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	PRIOR YTD ACTUAL	ANNUAL BUDGET
<b>OPERATING EXPENSES - CONTINUED</b>								
<b><u>816.700 Management Contract</u></b>								
4855-6320.000 Management Fees	\$ 5,628.00	\$ 5,466.00	\$ (162.00)	\$ 33,768.00	\$ 32,796.00	\$ (972.00)	\$ 32,796.00	\$ 65,592.00
<b><u>817.100 Management Contract - Salaries &amp; Benefits</u></b>								
4855-6310.000 Administrative Salaries	11,036.84	11,264.00	227.16	65,295.92	65,426.00	130.08	58,371.97	131,173.00
4855-6331.000 Employee Insurance - Health	3,012.79	2,956.00	(56.79)	15,834.79	17,736.00	1,901.21	17,292.97	35,472.00
4855-6510.000 Janitor/Maid Wages	2,601.28	2,627.00	25.72	15,489.44	15,402.00	(87.44)	14,924.01	30,663.00
4855-6535.000 Grounds Wages	3,043.17	3,249.00	205.83	17,806.13	18,124.00	317.87	17,259.96	36,324.00
4855-6540.000 Maintenance Payroll	7,154.28	7,455.00	300.72	41,430.30	42,819.00	1,388.70	39,849.24	85,502.00
4855-6711.000 Payroll Taxes	1,852.12	1,884.00	31.88	11,159.09	11,685.00	525.91	10,952.99	27,923.00
4855-6721.000 Workmen's Compensation	375.46	357.00	(18.46)	2,193.03	2,047.00	(146.03)	2,252.74	4,097.00
4855-6724.000 Employee Benefits - 401 (k)	295.36	496.00	200.64	1,737.55	2,858.00	1,120.45	1,246.99	5,709.00
	\$ 29,371.30	\$ 30,288.00	\$ 916.70	\$ 170,946.25	\$ 176,097.00	\$ 5,150.75	\$ 162,150.87	\$ 356,863.00
<b><u>850.000 Internal Technology</u></b>								
4855-6312.000 Internal Technology	-0-	-0-	-0-	\$ 19.32	-0-	\$ (19.32)	-0-	-0-
<b><u>851.000 Telephone</u></b>								
4855-6360.000 Telephone	702.08	808.00	105.92	4,122.91	4,848.00	725.09	4,323.97	9,696.00
4855-6518.000 Cable Services	78.96	-0-	(78.96)	315.84	-0-	(315.84)	513.28	-0-
	\$ 781.04	\$ 808.00	\$ 26.96	\$ 4,438.75	\$ 4,848.00	\$ 409.25	\$ 4,837.25	\$ 9,696.00
<b><u>880.000 Community Promotion</u></b>								
<b><u>900.200 Advertising</u></b>								
4855-6210.000 Advertising - Other	-0-	-0-	-0-	-0-	-0-	-0-	\$ 198.69	-0-
4855-6210.010 Advertising - Media	409.02	473.00	63.98	3,056.44	2,845.00	(211.44)	2,422.54	5,683.00
<b><u>910.000 Property &amp; Liability Insurance</u></b>								
4855-6720.000 Property Insurance	2,235.33	2,475.00	239.67	13,411.98	14,850.00	1,438.02	11,896.50	29,700.00
4855-6720.010 Other Insurance	-0-	-0-	-0-	-0-	420.00	420.00	-0-	420.00
4855-6720.020 Fidelity Bonds	-0-	-0-	-0-	-0-	-0-	-0-	-0-	500.00
<b><u>921.000 Heat</u></b>								
4855-6440.000 Gas - Units	95.80	50.00	(45.80)	181.96	700.00	518.04	21.71	1,000.00
4855-6452.000 Gas / Heat	429.63	1,600.00	1,170.37	2,866.58	5,620.00	2,753.42	4,380.37	17,500.00
	\$ 525.43	\$ 1,650.00	\$ 1,124.57	\$ 3,048.54	\$ 6,320.00	\$ 3,271.46	\$ 4,402.08	\$ 18,500.00
<b><u>922.000 Electricity</u></b>								
4855-6430.000 Electricity - Units	\$ 46.39	\$ 42.00	\$ (4.39)	\$ 67.51	\$ 576.00	\$ 508.49	\$ 101.75	\$ 1,000.00
4855-6450.000 Electricity - House	4,790.76	6,000.00	1,209.24	29,652.39	36,400.00	6,747.61	31,795.79	67,259.00
	\$ 4,837.15	\$ 6,042.00	\$ 1,204.85	\$ 29,719.90	\$ 36,976.00	\$ 7,256.10	\$ 31,897.54	\$ 68,259.00
<b><u>923.000 Water &amp; Sewer</u></b>								
4855-6451.000 Water / Sewer	-0-	-0-	-0-	\$ 22,698.22	\$ 22,260.00	\$ (438.22)	\$ 22,369.58	\$ 44,520.00

**Meadowbrook Commons**  
**STATEMENT OF PROFIT AND LOSS**  
**FOR THE PERIOD ENDING**  
**DECEMBER 31, 2020**

JANUARY 5, 2021  
1:01 pm  
Page 4

	CURRENT MONTH ACTUAL	CURRENT MONTH BUDGET	CURRENT MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	PRIOR YTD ACTUAL	ANNUAL BUDGET
<b>OPERATING EXPENSES - CONTINUED</b>								
<b><u>932.100 Service Agreements</u></b>								
4855-6542.010 Bldg Safety Systems	\$ 2,356.86	-0-	\$ (2,356.86)	\$ 16,178.94	\$ 8,164.00	\$ (8,014.94)	\$ 13,690.93	\$ 12,590.00
<b><u>933.000 Equipment Maintenance</u></b>								
4855-6570.000 Vehicle/Equip Oper Expense	-0-	42.00	42.00	808.53	752.00	(56.53)	328.50	1,500.00
<b><u>934.000 Building Maintenance</u></b>								
4855-6517.000 Janitorial Contracts Common Are	-0-	-0-	-0-	250.00	-0-	(250.00)	165.00	-0-
4855-6517.020 Carpet Cleaning	400.00	188.00	(212.00)	900.00	1,128.00	228.00	1,445.00	2,250.00
4855-6520.000 Extermination	268.63	137.00	(131.63)	1,417.27	822.00	(595.27)	3,362.19	1,640.00
4855-6544.000 Structural Repairs - Material	-0-	21.00	21.00	-0-	126.00	126.00	290.08	250.00
4855-6544.010 Structural Repairs - Contract	-0-	-0-	-0-	-0-	1,500.00	1,500.00	-0-	2,500.00
4855-6544.020 Building Exterior Repairs	-0-	-0-	-0-	-0-	1,000.00	1,000.00	963.70	3,000.00
4855-6560.010 Exterior Painting	-0-	900.00	900.00	-0-	900.00	900.00	-0-	1,800.00
4855-6560.020 Common Area Painting	-0-	-0-	-0-	-0-	5,750.00	5,750.00	8,885.00	7,500.00
4855-6560.030 Painting Units - Contract	3,910.00	500.00	(3,410.00)	6,188.00	3,000.00	(3,188.00)	7,293.00	6,000.00
4855-6561.000 Painting Supplies	418.86	17.00	(401.86)	1,449.22	1,702.00	252.78	2,713.68	3,400.00
4855-6563.000 Drapes & Blinds	168.42	-0-	(168.42)	240.42	500.00	259.58	137.90	1,000.00
4855-6571.000 Appliance Replacement	713.30	1,009.00	295.70	911.30	13,090.00	12,178.70	1,472.72	21,252.00
4855-6580.000 Repairs - Window	-0-	-0-	-0-	-0-	1,684.00	1,684.00	420.00	3,368.00
4855-6581.000 Electrical Repairs - Material	-0-	167.00	167.00	129.20	1,002.00	872.80	405.13	2,000.00
4855-6581.010 Electrical Repairs - Contract	-0-	-0-	-0-	447.50	1,550.00	1,102.50	-0-	3,100.00
4855-6582.000 Plumbing Repairs - Material	189.17	125.00	(64.17)	1,135.40	750.00	(385.40)	2,094.74	1,500.00
4855-6584.000 HVAC Repairs - Material	51.70	225.00	173.30	1,892.76	15,100.00	13,207.24	1,062.83	16,450.00
4855-6585.000 Appliance Repairs - Material	81.40	83.00	1.60	478.22	502.00	23.78	135.74	1,000.00
4855-6586.000 Repairs - Carpet/Floors	100.00	-0-	(100.00)	567.24	404.00	(163.24)	536.32	805.00
4855-6588.000 Lock & Key Repairs - Material	(15.00)	-0-	15.00	7.20	1,000.00	992.80	(290.00)	2,000.00
4855-6589.000 Light Bulb Replacement	183.73	-0-	(183.73)	831.35	1,100.00	268.65	567.06	2,200.00
4855-6590.010 Other Unit Renovation-Material	186.91	167.00	(19.91)	774.62	1,002.00	227.38	154.17	2,000.00
4855-6590.020 Unit Reconditioning Exp - Contra	-0-	-0-	-0-	235.00	-0-	(235.00)	-0-	-0-
4855-6590.030 Misc General Maintenance	-0-	-0-	-0-	-0-	17,500.00	17,500.00	-0-	19,500.00
4855-7110.000 Appliances	266.95	-0-	(266.95)	3,120.65	-0-	(3,120.65)	2,128.13	-0-
4855-7110.010 Buildings & Components	-0-	-0-	-0-	-0-	-0-	-0-	9,007.85	-0-
4855-7110.030 Office Equipment	-0-	-0-	-0-	-0-	-0-	-0-	3,280.37	-0-
4855-7110.040 Furniture & Fixtures	249.98	-0-	(249.98)	820.66	-0-	(820.66)	-0-	-0-
4855-7130.000 Carpet/Flooring	6,689.54	2,083.00	(4,606.54)	13,052.47	12,502.00	(550.47)	11,143.92	25,000.00
4855-7140.000 Windows/Doors/Blinds	500.00	-0-	(500.00)	2,102.00	-0-	(2,102.00)	1,000.00	-0-
4855-7202.000 Hot Water Tanks/Furnaces/Boile	12,921.12	-0-	(12,921.12)	15,521.14	-0-	(15,521.14)	3,749.16	-0-
	\$ 27,284.71	\$ 5,622.00	\$ (21,662.71)	\$ 52,471.62	\$ 83,614.00	\$ 31,142.38	\$ 62,123.69	\$ 129,515.00
<b><u>941.000 Grounds Maintenance</u></b>								
4855-6536.000 Grounds - Supplies	\$ 163.91	\$ 50.00	\$ (113.91)	\$ 3,435.88	\$ 2,675.00	\$ (760.88)	\$ 3,252.86	\$ 10,100.00
4855-6537.000 Grounds Maintenance Contract	3,880.00	-0-	(3,880.00)	28,390.00	15,805.00	(12,585.00)	23,919.02	26,400.00
4855-6548.000 Snow Removal	3,372.00	5,530.00	2,158.00	6,744.00	5,530.00	(1,214.00)	5,740.00	27,650.00
4855-7000.010 Land Improvements	-0-	-0-	-0-	-0-	-0-	-0-	524.08	-0-
	\$ 7,415.91	\$ 5,580.00	\$ (1,835.91)	\$ 38,569.88	\$ 24,010.00	\$ (14,559.88)	\$ 33,435.96	\$ 64,150.00

Meadowbrook Commons  
STATEMENT OF PROFIT AND LOSS  
FOR THE PERIOD ENDING  
DECEMBER 31, 2020

JANUARY 5, 2021  
1:01 pm  
Page 5

	CURRENT MONTH ACTUAL	CURRENT MONTH BUDGET	CURRENT MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	PRIOR YTD ACTUAL	ANNUAL BUDGET
OPERATING EXPENSES - CONTINUED								
<b>942.000 Office Equipment Lease</b>								
4855-6315.000 Office Equipment Rental	-0-	\$ 15.00	\$ 15.00	-0-	\$ 2,340.00	\$ 2,340.00	\$ 61.61	\$ 4,680.00
<b>956.000 Conferences &amp; Workshops</b>								
4855-6395.000 Human Services	115.79	-0-	(115.79)	115.79	-0-	(115.79)	281.43	-0-
4855-6397.000 Travel	64.40	42.00	(22.40)	64.40	252.00	187.60	-0-	500.00
4855-6398.000 Education	49.00	-0-	(49.00)	114.00	1,892.00	1,778.00	415.58	3,392.00
	\$ 229.19	\$ 42.00	\$ (187.19)	\$ 294.19	\$ 2,144.00	\$ 1,849.81	\$ 697.01	\$ 3,892.00
<b>963.000 Miscellaneous Expense</b>								
4855-6390.000 Other Administrative Expense	-0-	-0-	-0-	-0-	-0-	-0-	\$ 15.00	-0-
<b>969.000 Capital Outlay</b>								
4855-7208.000 Capital Outlay	12,822.20	-0-	(12,822.20)	14,446.88	-0-	(14,446.88)	5,750.00	-0-
<b>971.100 Land Improvements</b>								
TOTAL OPERATING EXPENSES	\$ 97,026.21	\$ 63,064.00	\$ (33,962.21)	\$ 420,833.92	\$ 455,608.00	\$ 34,774.08	\$ 409,727.60	\$ 882,610.00
NET OPERATING INCOME	\$ 78,553.57	\$ 113,689.00	\$ (35,135.43)	\$ 645,327.76	\$ 600,840.00	\$ 44,487.76	\$ 655,785.37	\$ 1,237,270.00
NON OPERATING ACTIVITY								
<b>991.000 Principal</b>								
4855-6890.010 1st Mort Principal Reduction	-0-	-0-	-0-	\$ 855,000.00	-0-	\$ (855,000.00)	\$ 880,000.00	\$ 810,000.00
<b>995.000 Interest Expense</b>								
4855-6820.000 Interest Expense	9,885.67	27,749.00	17,863.33	147,087.78	166,494.00	19,406.22	184,302.00	332,985.00
<b>996.000 Bond Costs</b>								
TOTAL NON-OPERATING ACTIVITY	\$ 9,885.67	\$ 27,749.00	\$ 17,863.33	\$ 1,002,087.78	\$ 166,494.00	\$ (835,593.78)	\$ 1,064,302.00	\$ 1,142,985.00
NET INCOME/(LOSS) BEFORE DEPRECIATION	\$ 68,667.90	\$ 85,940.00	\$(17,272.10)	\$(356,760.02)	\$ 434,346.00	\$(791,106.02)	\$(408,516.63)	\$ 94,285.00
<b>968.000 Depreciation</b>								
4855-6620.000 Depreciation Expense	\$ 28,333.50	-0-	\$ (28,333.50)	\$ 170,001.00	-0-	\$ (170,001.00)	\$ 170,001.00	-0-
NET INCOME/(LOSS)	\$ 40,334.40	\$ 85,940.00	\$(45,605.60)	\$(526,761.02)	\$ 434,346.00	\$(961,107.02)	\$(578,517.63)	\$ 94,285.00

**Executive Summary**  
**Meadowbrook Commons**  
For the Period Ended December 31, 2020

	FYE 2018 Actual	FYE 2019 Actual	FYE 2020 Actual	Current Month	FYE 2021 Projected
<b>Net Potential Rent</b>	<b>2,055,800.00</b>	<b>2,076,720.00</b>	<b>2,087,220.00</b>	<b>175,685.00</b>	<b>2,101,740.00</b>
<b>Reductions to Rent</b>					
Vacancy Loss	(2,819.00)	(2,406.00)	(3,081.00)	(1,214.00)	(4,296.00)
Loss To Lease	(11,587.09)	(11,925.00)	(6,109.00)	(982.00)	857.00
Concessions	(9,976.00)	(424.00)	(31.45)		(2,318.00)
<b>Total Reductions to Rent</b>	<b>(24,382.09)</b>	<b>(14,755.00)</b>	<b>(9,221.45)</b>	<b>(2,196.00)</b>	<b>(5,757.00)</b>
<b>Total Rental Income</b>	<b>2,031,417.91</b>	<b>2,061,965.00</b>	<b>2,077,998.55</b>	<b>173,489.00</b>	<b>2,095,983.00</b>
<b>Other Income</b>	<b>23,093.41</b>	<b>24,129.03</b>	<b>25,667.73</b>	<b>2,040.78</b>	<b>23,758.55</b>
<b>Total Income</b>	<b>2,054,511.32</b>	<b>2,086,094.03</b>	<b>2,103,666.28</b>	<b>175,529.78</b>	<b>2,119,741.55</b>
<b>Operating Expenses</b>					
Administrative	87,117.36	89,113.49	90,178.02	7,855.86	96,671.10
Marketing	5,774.51	6,828.72	6,254.59	471.06	6,500.54
Payroll & Benefits	330,342.46	311,034.72	346,979.97	29,371.30	351,712.25
Utilities	104,377.25	109,943.59	112,442.15	5,362.58	121,189.66
Grounds	29,328.61	71,390.02	58,382.03	7,415.91	78,709.88
Maintenance	109,445.09	106,741.66	129,004.92	10,497.40	101,046.61
Service Coordination					
Property Taxes					
Property Insurance & Fees	22,901.62	24,179.93	25,129.35	2,235.33	28,761.98
<b>Total Operating Expenses</b>	<b>689,286.90</b>	<b>719,232.13</b>	<b>768,371.03</b>	<b>63,209.44</b>	<b>784,592.02</b>
<b>Net Operating Income</b>	<b>1,365,224.42</b>	<b>1,366,861.90</b>	<b>1,335,295.25</b>	<b>112,320.34</b>	<b>1,335,149.53</b>
<b>Non-Operating Expenses</b>					
Debt Service	173,209.25	1,140,161.00	132,705.00	9,885.67	1,978,578.78
RR Funding					
RR Withdrawals					
Misc Escrow Activity	(21,353.13)	(17,395.30)	(25,295.19)		(6,220.03)
Miscellaneous	5,504.40	(11,369.93)	(11,470.42)		(3,632.10)
Owner Distribution					
Capital Improvements	41,998.02	49,243.72	56,262.43	33,766.77	63,243.90
<b>Total Non-Operating Expenses</b>	<b>199,358.54</b>	<b>1,160,639.49</b>	<b>152,201.82</b>	<b>43,652.44</b>	<b>2,031,970.55</b>
<b>Net Income/(Loss)</b>	<b>1,165,865.88</b>	<b>206,222.41</b>	<b>1,183,093.43</b>	<b>68,667.90</b>	<b>(696,821.02)</b>
<b>Debt Service % of Income</b>	<b>8.47</b>	<b>55.22</b>	<b>6.38</b>	<b>5.66</b>	<b>94.10</b>
<b>Debt Service Coverage Ratio</b>	<b>7.88 *</b>	<b>1.20 *</b>	<b>10.08 *</b>	<b>11.36 *</b>	<b>.67 *</b>
<b>Percentage of Gross Income</b>					
<b>Total Income</b>	<b>100.50 %</b>	<b>101.03 %</b>	<b>101.08 %</b>	<b>100.48 %</b>	<b>100.82 %</b>
Administrative	4.26 %	4.32 %	4.33 %	4.50 %	4.60 %
Marketing	.28 %	.33 %	.30 %	.27 %	.31 %
Payroll & Benefits	16.16 %	15.06 %	16.67 %	16.81 %	16.73 %
Utilities	5.11 %	5.32 %	5.40 %	3.07 %	5.76 %
Grounds	1.43 %	3.46 %	2.81 %	4.24 %	3.74 %
Repairs & Maintenance	5.35 %	5.17 %	6.20 %	6.01 %	4.81 %
Service Coordination					
Property Taxes					
Property Insurance	1.12 %	1.17 %	1.21 %	1.28 %	1.37 %
<b>Total Operating Expenses</b>	<b>33.72 %</b>	<b>34.83 %</b>	<b>36.92 %</b>	<b>36.18 %</b>	<b>37.32 %</b>
<b>Net Operating Income</b>	<b>66.78 %</b>	<b>66.20 %</b>	<b>64.16 %</b>	<b>64.30 %</b>	<b>63.50 %</b>
<b>Per Unit</b>					
<b>Total Income</b>	<b>11,740.06</b>	<b>\$ 11,920.54</b>	<b>12,020.95</b>	<b>1,003.02</b>	<b>12,112.81</b>
Administrative	497.81	\$ 509.22	515.30	44.89	552.41
Marketing	33.00	\$ 39.02	35.74	2.69	37.15
Payroll & Benefits	1,887.67	\$ 1,777.34	1,982.74	167.84	2,009.78
Utilities	596.44	\$ 628.25	642.53	30.64	692.51
Grounds	167.59	\$ 407.94	333.61	42.38	449.77
Repairs & Maintenance	625.40	\$ 609.95	737.17	59.99	577.41
Service Coordination					
Property Taxes					
Property Insurance	130.87	\$ 138.17	143.60	12.77	164.35
<b>Total Operating Expenses</b>	<b>3,938.78</b>	<b>\$ 4,109.90</b>	<b>4,390.69</b>	<b>361.20</b>	<b>4,483.38</b>
<b>Net Operating Income</b>	<b>7,801.28</b>	<b>\$ 7,810.64</b>	<b>7,630.26</b>	<b>641.82</b>	<b>7,629.43</b>
	FYE 2018 Balance	FYE 2019 Balance	FYE 2020 Balance	Current Balance	Current Balance
Cash	43,019.48	68,744.94	151,665.91	165,180.31	165,180.31
Accounts Receivable					
Accounts Payable	27,189.69	34,172.93	108,209.78	117,105.65	117,105.65

Meadowbrook Commons  
STATEMENT OF PROFIT AND LOSS  
FOR THE PERIOD ENDING  
DECEMBER 31, 2020

JANUARY 5, 2021  
1:01 pm  
Page 1

	CURRENT MONTH ACTUAL	CURRENT BUDGET	CURRENT MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	PRIOR YTD ACTUAL	ANNUAL BUDGET
<b>GROSS RENTAL INCOME</b>								
4855-5120.000 Market Rent Potential	\$ 175,685	\$ 175,370	\$ 315	\$ 1,049,520	\$ 1,052,220	\$ (2,700)	\$ 1,043,610	\$ 2,104,440
4855-5140.000 Commercial Rent	-0-	400	(400)	1,600	2,400	(800)	2,400	4,800
<b>TOTAL GROSS RENTAL INCOME</b>	<b>\$ 175,685</b>	<b>\$ 175,770</b>	<b>\$ (85)</b>	<b>\$ 1,051,120</b>	<b>\$ 1,054,620</b>	<b>\$ (3,500)</b>	<b>\$ 1,046,010</b>	<b>\$ 2,109,240</b>
<b>REDUCTIONS TO RENTAL INCOME</b>								
4855-5220.000 Vacancy Loss	\$ (1,214)	\$ (260)	\$ (954)	\$ (2,776)	\$ (3,280)	\$ 504	\$ (1,357)	\$ (4,800)
4855-6252.000 Loss To Lease	(982)	310	(1,292)	(3,873)	(490)	(3,383)	(4,563)	4,240
4855-6253.000 Concessions	-0-	(387)	387	-0-	(2,322)	2,322	(31)	(4,640)
<b>TOTAL REDUCTIONS TO RENTAL INCOME</b>	<b>\$ (2,196)</b>	<b>\$ (337)</b>	<b>\$ (1,859)</b>	<b>\$ (6,649)</b>	<b>\$ (6,092)</b>	<b>\$ (557)</b>	<b>\$ (5,951)</b>	<b>\$ (5,200)</b>
<b>TOTAL NET RENTAL INCOME</b>	<b>\$ 173,489</b>	<b>\$ 175,433</b>	<b>\$ (1,944)</b>	<b>\$ 1,044,471</b>	<b>\$ 1,048,528</b>	<b>\$ (4,057)</b>	<b>\$ 1,040,059</b>	<b>\$ 2,104,040</b>
<b>OTHER INCOME</b>								
4855-5170.000 Carport / Parking Fees	\$ 680	\$ 650	\$ 30	\$ 4,060	\$ 3,900	\$ 160	\$ 3,870	\$ 7,800
4855-5491.000 Other Rent Charges	100	20	80	599	120	479	505	240
4855-5910.000 Laundry Income	942	600	342	4,989	3,600	1,389	4,680	7,200
4855-5920.000 Late Charges	-0-	-0-	-0-	30	-0-	30	30	-0-
4855-5930.000 Damages	-0-	-0-	-0-	340	-0-	340	207	-0-
4855-5990.000 Other Income	244	-0-	244	1,596	-0-	1,596	842	-0-
4855-5991.000 Application Processing Fees	125	50	75	225	300	(75)	425	600
4855-6370.010 Write-Off Recovery	(50)	-0-	(50)	-0-	-0-	-0-	-0-	-0-
<b>TOTAL OTHER INCOME</b>	<b>\$ 2,041</b>	<b>\$ 1,320</b>	<b>\$ 721</b>	<b>\$ 11,839</b>	<b>\$ 7,920</b>	<b>\$ 3,919</b>	<b>\$ 10,559</b>	<b>\$ 15,840</b>
<b>TOTAL INCOME</b>	<b>\$ 175,530</b>	<b>\$ 176,753</b>	<b>\$ (1,223)</b>	<b>\$ 1,056,310</b>	<b>\$ 1,056,448</b>	<b>\$ (138)</b>	<b>\$ 1,050,618</b>	<b>\$ 2,119,880</b>

Meadowbrook Commons  
STATEMENT OF PROFIT AND LOSS  
FOR THE PERIOD ENDING  
DECEMBER 31, 2020

JANUARY 5, 2021  
1:01 pm  
Page 2

	CURRENT MONTH ACTUAL	CURRENT MONTH BUDGET	CURRENT MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	PRIOR YTD ACTUAL	ANNUAL BUDGET	
<b>ADMINISTRATIVE EXPENSES</b>									
4855-6311.000	Office Supplies	\$ 392	\$ 300	\$ (92)	\$ 920	\$ 1,800	\$ 880	\$ 1,263	\$ 3,600
4855-6312.000	Internal Technology	-0-	-0-	-0-	19	-0-	(19)	-0-	-0-
4855-6315.000	Office Equipment Rental	-0-	15	15	-0-	2,340	2,340	62	4,680
4855-6316.000	Postage	103	100	(3)	357	600	243	378	1,200
4855-6318.000	Computer Services - Supplies	802	1,232	430	4,321	8,236	3,915	3,733	15,611
4855-6320.000	Management Fees	5,628	5,466	(162)	33,768	32,796	(972)	32,796	65,592
4855-6340.000	Legal	-0-	-0-	-0-	(108)	400	508	71	800
4855-6350.010	Audit Fees	-0-	-0-	-0-	-0-	2,904	2,904	2,276	2,904
4855-6360.000	Telephone	702	808	106	4,123	4,848	725	4,324	9,696
4855-6390.000	Other Administrative Expense	-0-	-0-	-0-	-0-	-0-	-0-	15	-0-
4855-6392.000	Bank Charges	-0-	100	100	48	600	552	67	1,200
4855-6394.000	Dues & Subscriptions	-0-	72	72	-0-	433	433	-0-	855
4855-6395.000	Human Services	116	-0-	(116)	116	-0-	(116)	281	-0-
4855-6397.000	Travel	64	42	(22)	64	252	188	-0-	500
4855-6398.000	Education	49	-0-	(49)	114	1,892	1,778	416	3,392
<b>TOTAL ADMINISTRATIVE EXPENSES</b>		<b>\$ 7,856</b>	<b>\$ 8,135</b>	<b>\$ 279</b>	<b>\$ 43,742</b>	<b>\$ 57,101</b>	<b>\$ 13,359</b>	<b>\$ 45,681</b>	<b>\$ 110,030</b>
<b>MARKETING EXPENSES</b>									
4855-6210.000	Advertising - Other	-0-	-0-	-0-	-0-	-0-	-0-	\$ 199	-0-
4855-6210.010	Advertising - Media	409	473	64	3,056	2,845	(211)	2,423	5,683
4855-6250.000	Credit Reports	62	58	(4)	258	352	94	509	700
<b>TOTAL MARKETING EXPENSES</b>		<b>\$ 471</b>	<b>\$ 531</b>	<b>\$ 60</b>	<b>\$ 3,315</b>	<b>\$ 3,197</b>	<b>\$ (118)</b>	<b>\$ 3,130</b>	<b>\$ 6,383</b>
<b>PAYROLL &amp; BENEFITS</b>									
4855-6310.000	Administrative Salaries	\$ 11,037	\$ 11,264	\$ 227	\$ 65,296	\$ 65,426	\$ 130	\$ 58,372	\$ 131,173
4855-6331.000	Employee Insurance - Health	3,013	2,956	(57)	15,835	17,736	1,901	17,293	35,472
4855-6510.000	Janitor/Maid Wages	2,601	2,627	26	15,489	15,402	(87)	14,924	30,663
4855-6535.000	Grounds Wages	3,043	3,249	206	17,806	18,124	318	17,260	36,324
4855-6540.000	Maintenance Payroll	7,154	7,455	301	41,430	42,819	1,389	39,849	85,502
4855-6711.000	Payroll Taxes	1,852	1,884	32	11,159	11,685	526	10,953	27,923
4855-6721.000	Workmen's Compensation	375	357	(18)	2,193	2,047	(146)	2,253	4,097
4855-6724.000	Employee Benefits - 401 (k)	295	496	201	1,738	2,858	1,120	1,247	5,709
<b>TOTAL PAYROLL &amp; BENEFITS</b>		<b>\$ 29,371</b>	<b>\$ 30,288</b>	<b>\$ 917</b>	<b>\$ 170,946</b>	<b>\$ 176,097</b>	<b>\$ 5,151</b>	<b>\$ 162,151</b>	<b>\$ 356,863</b>

Meadowbrook Commons  
 STATEMENT OF PROFIT AND LOSS  
 FOR THE PERIOD ENDING  
 DECEMBER 31, 2020

JANUARY 5, 2021  
 1:01 pm  
 Page 3

	CURRENT MONTH ACTUAL	CURRENT MONTH BUDGET	CURRENT MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	PRIOR YTD ACTUAL	ANNUAL BUDGET
<b>UTILITY EXPENSES</b>								
4855-6430.000 Electricity - Units	\$ 46	\$ 42	\$ (4)	\$ 68	\$ 576	\$ 508	\$ 102	\$ 1,000
4855-6440.000 Gas - Units	96	50	(46)	182	700	518	22	1,000
4855-6450.000 Electricity - House	4,791	6,000	1,209	29,652	36,400	6,748	31,796	67,259
4855-6451.000 Water / Sewer	-0-	-0-	-0-	22,698	22,260	(438)	22,370	44,520
4855-6452.000 Gas / Heat	430	1,600	1,170	2,867	5,620	2,753	4,380	17,500
<b>TOTAL UTILITY EXPENSES</b>	<b>\$ 5,363</b>	<b>\$ 7,692</b>	<b>\$ 2,329</b>	<b>\$ 55,467</b>	<b>\$ 65,556</b>	<b>\$ 10,089</b>	<b>\$ 58,669</b>	<b>\$ 131,279</b>
<b>GROUNDS EXPENSES</b>								
4855-6536.000 Grounds - Supplies	\$ 164	\$ 50	\$ (114)	\$ 3,436	\$ 2,675	\$ (761)	\$ 3,253	\$ 10,100
4855-6537.000 Grounds Maintenance Contract	3,880	-0-	(3,880)	28,390	15,805	(12,585)	23,919	26,400
4855-6548.000 Snow Removal	3,372	5,530	2,158	6,744	5,530	(1,214)	5,740	27,650
<b>TOTAL GROUNDS EXPENSES</b>	<b>\$ 7,416</b>	<b>\$ 5,580</b>	<b>\$ (1,836)</b>	<b>\$ 38,570</b>	<b>\$ 24,010</b>	<b>\$ (14,560)</b>	<b>\$ 32,912</b>	<b>\$ 64,150</b>



Meadowbrook Commons  
STATEMENT OF PROFIT AND LOSS  
FOR THE PERIOD ENDING  
DECEMBER 31, 2020

JANUARY 5, 2021  
1:01 pm  
Page 5

	CURRENT MONTH ACTUAL	CURRENT MONTH BUDGET	CURRENT MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	PRIOR YTD ACTUAL	ANNUAL BUDGET
<b>TAXES &amp; INSURANCE</b>								
4855-6720.000 Property Insurance	\$ 2,235	\$ 2,475	\$ 240	\$ 13,412	\$ 14,850	\$ 1,438	\$ 11,897	\$ 29,700
4855-6720.010 Other Insurance	-0-	-0-	-0-	-0-	420	420	-0-	420
4855-6720.020 Fidelity Bonds	-0-	-0-	-0-	-0-	-0-	-0-	-0-	500
<b>TOTAL TAXES &amp; INSURANCE</b>	<b>\$ 2,235</b>	<b>\$ 2,475</b>	<b>\$ 240</b>	<b>\$ 13,412</b>	<b>\$ 15,270</b>	<b>\$ 1,858</b>	<b>\$ 11,897</b>	<b>\$ 30,620</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 63,209</b>	<b>\$ 60,981</b>	<b>\$ (2,228)</b>	<b>\$ 370,088</b>	<b>\$ 443,106</b>	<b>\$ 73,018</b>	<b>\$ 373,144</b>	<b>\$ 857,610</b>
<b>NET OPERATING INCOME</b>	<b>\$ 112,320</b>	<b>\$ 115,772</b>	<b>\$ (3,452)</b>	<b>\$ 686,222</b>	<b>\$ 613,342</b>	<b>\$ 72,880</b>	<b>\$ 677,474</b>	<b>\$ 1,262,270</b>
<b>NON-OPERATING ACTIVITY</b>								
<b>MISC NON-OPERATING ACTIVITY</b>								
4855-5997.000 Unrealized Gain/Loss on Investme	-0-	-0-	-0-	\$ (3,632)	-0-	\$ 3,632	\$ (3,991)	-0-
<b>TOTAL MISC NON-OPERATING ACTIVITY</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>\$ (3,632)</b>	<b>-0-</b>	<b>\$ 3,632</b>	<b>\$ (3,991)</b>	<b>-0-</b>
<b>MORTGAGE &amp; LOAN EXPENSES</b>								
4855-5440.000 Interest on Investments	-0-	-0-	-0-	\$ (6,220)	-0-	\$ 6,220	\$ (10,904)	-0-
4855-6820.000 Interest Expense	9,886	27,749	17,863	147,088	166,494	19,406	184,302	332,985
<b>TOTAL MORTGAGE &amp; LOAN EXPENSES</b>	<b>\$ 9,886</b>	<b>\$ 27,749</b>	<b>\$ 17,863</b>	<b>\$ 140,868</b>	<b>\$ 166,494</b>	<b>\$ 25,626</b>	<b>\$ 173,398</b>	<b>\$ 332,985</b>
<b>CAPITAL EXPENDITURES</b>								
4855-6912.000 COVID-19 Expense	\$ 317	-0-	\$ (317)	\$ 1,682	-0-	\$ (1,682)	-0-	-0-
4855-7000.010 Land Improvements	-0-	-0-	-0-	-0-	-0-	-0-	524	-0-
4855-7110.000 Appliances	267	-0-	(267)	3,121	-0-	(3,121)	2,128	-0-
4855-7110.010 Buildings & Components	-0-	-0-	-0-	-0-	-0-	-0-	9,008	-0-
4855-7110.030 Office Equipment	-0-	-0-	-0-	-0-	-0-	-0-	3,280	-0-
4855-7110.040 Furniture & Fixtures	250	-0-	(250)	821	-0-	(821)	-0-	-0-
4855-7130.000 Carpet/Flooring	6,690	2,083	(4,607)	13,052	12,502	(550)	11,144	25,000
4855-7140.000 Windows/Doors/Blinds	500	-0-	(500)	2,102	-0-	(2,102)	1,000	-0-
4855-7202.000 Hot Water Tanks/Furnaces/Boiler	12,921	-0-	(12,921)	15,521	-0-	(15,521)	3,749	-0-
4855-7208.000 Capital Outlay	12,822	-0-	(12,822)	14,447	-0-	(14,447)	5,750	-0-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 33,767</b>	<b>\$ 2,083</b>	<b>\$ (31,684)</b>	<b>\$ 50,746</b>	<b>\$ 12,502</b>	<b>\$ (38,244)</b>	<b>\$ 36,584</b>	<b>\$ 25,000</b>
<b>TOTAL NON-OPERATING ACTIVITY</b>	<b>\$ 43,652</b>	<b>\$ 29,832</b>	<b>\$ (13,820)</b>	<b>\$ 187,982</b>	<b>\$ 178,996</b>	<b>\$ (8,986)</b>	<b>\$ 205,990</b>	<b>\$ 357,985</b>
<b>NET INCOME/(LOSS) BEFORE DEPRECIATION</b>	<b>\$ 68,668</b>	<b>\$ 85,940</b>	<b>\$ (17,272)</b>	<b>\$ 498,240</b>	<b>\$ 434,346</b>	<b>\$ 63,894</b>	<b>\$ 471,483</b>	<b>\$ 904,285</b>

Meadowbrook Commons  
STATEMENT OF PROFIT AND LOSS  
FOR THE PERIOD ENDING  
DECEMBER 31, 2020

JANUARY 5, 2021  
1:01 pm  
Page 6

<b>DEPRECIATION &amp; AMORTIZATION</b>			
4855-6620.000 Depreciation Expense	\$ 28,334	\$ 170,001	\$ 170,001
<b>TOTAL DEPRECIATION &amp; AMORTIZATION</b>	<u>\$ 28,334</u>	<u>\$ 170,001</u>	<u>\$ 170,001</u>
<b>NET INCOME/(LOSS)</b>	<u>\$ 40,334</u>	<u>\$ 328,239</u>	<u>\$ 301,482</u>

Meadowbrook Commons  
 STATEMENT OF PROFIT AND LOSS  
 FOR THE PERIOD ENDING  
 DECEMBER 31, 2020

JANUARY 5, 2021  
 1:01 pm  
 Page 7

ADDITIONAL PROJECT ACTIVITY

	CURRENT MONTH ACTUAL	CURRENT MONTH BUDGET	CURRENT MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	PRIOR YTD ACTUAL	ANNUAL BUDGET
NET INCOME/(LOSS) BEFORE DEPRECIATION	\$ 68,668	\$ 85,940	\$ (17,272)	\$ 498,240	\$ 434,346	\$ 63,894	\$ 471,483	\$ 904,285
<b>OTHER NON-OPERATING ACTIVITY</b>								
4855-6890.010 1st Mort Principal Reduction	-0-	-0-	-0-	\$ 855,000	-0-	\$ (855,000)	\$ 880,000	\$ 810,000
<b>TOTAL OTHER NON-OPERATING ACTIVITY</b>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>\$ 855,000</u>	<u>-0-</u>	<u>\$ (855,000)</u>	<u>\$ 880,000</u>	<u>\$ 810,000</u>
<b>NET PROJECT ACTIVITY</b>	<u>\$ 68,668</u>	<u>\$ 85,940</u>	<u>\$ (17,272)</u>	<u>\$ (356,760)</u>	<u>\$ 434,346</u>	<u>\$ (791,106)</u>	<u>\$ (408,517)</u>	<u>\$ 94,285</u>
<b>TAX &amp; INSURANCE ESCROW - INFORMATIONAL</b>								
TOTAL TAX & INS ESCROW ACTIVITY	-0-			-0-			-0-	

Meadowbrook Commons  
HISTORICAL ANALYSIS  
FOR THE PERIOD ENDING  
DECEMBER 31, 2020

	December 2020	November 2020	October 2020	September 2020	August 2020	July 2020	June 2020	May 2020	April 2020	March 2020	February 2020	January 2020	Total 12 Months
<b>GROSS RENTAL INCOME</b>													
4855-5120.000 Market Rent Potential	\$ 175,685	\$ 175,685	\$ 175,685	\$ 174,155	\$ 174,155	\$ 174,155	\$ 173,935	\$ 173,935	\$ 173,935	\$ 173,935	\$ 173,935	\$ 173,935	\$ 2,093,130
4855-5140.000 Commercial Rent	-0-	-0-	400	400	400	400	-0-	-0-	-0-	400	400	400	2,800
<b>TOTAL GROSS RENTAL INCOME</b>	<b>\$ 175,685</b>	<b>\$ 175,685</b>	<b>\$ 176,085</b>	<b>\$ 174,555</b>	<b>\$ 174,555</b>	<b>\$ 174,555</b>	<b>\$ 173,935</b>	<b>\$ 173,935</b>	<b>\$ 173,935</b>	<b>\$ 174,335</b>	<b>\$ 174,335</b>	<b>\$ 174,335</b>	<b>\$ 2,095,930</b>
<b>REDUCTIONS TO RENTAL INCOME</b>													
4855-5220.000 Vacancy Loss	\$ (1,214)	\$ (367)	\$ 81	\$ (852)	\$ (345)	\$ (79)	\$ (366)	\$ (421)	-0-	\$ (201)	\$ (258)	\$ (478)	\$ (4,500)
4855-6252.000 Loss To Lease	(982)	(1,314)	(1,380)	208	(185)	(220)	(65)	(121)	(210)	(310)	(350)	(490)	(5,419)
<b>TOTAL REDUCTIONS TO RENTAL INCOME</b>	<b>\$ (2,196)</b>	<b>\$ (1,681)</b>	<b>\$ (1,299)</b>	<b>\$ (644)</b>	<b>\$ (530)</b>	<b>\$ (299)</b>	<b>\$ (431)</b>	<b>\$ (542)</b>	<b>\$ (210)</b>	<b>\$ (511)</b>	<b>\$ (608)</b>	<b>\$ (968)</b>	<b>\$ (9,919)</b>
<b>TOTAL NET RENTAL INCOME</b>	<b>\$ 173,489</b>	<b>\$ 174,004</b>	<b>\$ 174,786</b>	<b>\$ 173,911</b>	<b>\$ 174,025</b>	<b>\$ 174,256</b>	<b>\$ 173,504</b>	<b>\$ 173,393</b>	<b>\$ 173,725</b>	<b>\$ 173,824</b>	<b>\$ 173,727</b>	<b>\$ 173,367</b>	<b>\$ 2,086,011</b>
<b>OTHER INCOME</b>													
4855-5170.000 Carport / Parking Fees	\$ 680	\$ 680	\$ 681	\$ 659	\$ 680	\$ 680	\$ 680	\$ 680	\$ 679	\$ 680	\$ 760	\$ 640	\$ 8,179
4855-5491.000 Other Rent Charges	100	99	125	130	85	60	60	60	60	80	85	60	1,004
4855-5910.000 Laundry Income	942	815	788	824	736	884	802	903	604	1,214	1,687	89	10,287
4855-5920.000 Late Charges	-0-	-0-	-0-	15	-0-	15	-0-	-0-	-0-	-0-	-0-	15	45
4855-5930.000 Damages	-0-	-0-	-0-	-0-	-0-	340	-0-	-0-	-0-	-0-	-0-	-0-	340
4855-5990.000 Other Income	244	184	162	662	152	192	172	152	286	678	56	52	2,992
4855-5991.000 Application Processing Fees	125	25	25	-0-	25	25	50	50	-0-	25	50	100	500
4855-6370.010 Write-Off Recovery	(50)	-0-	-0-	-0-	-0-	50	-0-	-0-	-0-	-0-	-0-	-0-	-0-
<b>TOTAL OTHER INCOME</b>	<b>\$ 2,041</b>	<b>\$ 1,803</b>	<b>\$ 1,781</b>	<b>\$ 2,290</b>	<b>\$ 1,678</b>	<b>\$ 2,246</b>	<b>\$ 1,764</b>	<b>\$ 1,845</b>	<b>\$ 1,629</b>	<b>\$ 2,677</b>	<b>\$ 2,638</b>	<b>\$ 956</b>	<b>\$ 23,347</b>
<b>TOTAL INCOME</b>	<b>\$ 175,530</b>	<b>\$ 175,807</b>	<b>\$ 176,567</b>	<b>\$ 176,201</b>	<b>\$ 175,703</b>	<b>\$ 176,502</b>	<b>\$ 175,268</b>	<b>\$ 175,238</b>	<b>\$ 175,354</b>	<b>\$ 176,501</b>	<b>\$ 176,365</b>	<b>\$ 174,323</b>	<b>\$ 2,109,358</b>

Meadowbrook Commons  
HISTORICAL ANALYSIS  
FOR THE PERIOD ENDING  
DECEMBER 31, 2020

	December 2020	November 2020	October 2020	September 2020	August 2020	July 2020	June 2020	May 2020	April 2020	March 2020	February 2020	January 2020	Total 12 Months
<b>ADMINISTRATIVE EXPENSES</b>													
4855-6311.000 Office Supplies	\$ 392	\$ -	\$ 178	\$ 14	\$ 102	\$ 235	\$ 19	\$ 122	\$ 390	\$ 42	\$ 93	\$ 796	\$ 2,382
4855-6312.000 Internal Technology	-	-	10	-	-	10	-	-	10	-	-	-	29
4855-6316.000 Postage	103	77	18	10	128	21	23	33	73	26	125	19	655
4855-6318.000 Computer Services - Supplies	802	727	702	702	861	528	130	694	745	726	648	1,107	8,370
4855-6320.000 Management Fees	5,628	5,628	5,628	5,628	5,628	5,628	5,466	5,466	5,466	5,466	5,466	5,466	66,564
4855-6340.000 Legal	-	-	6	50	33	(197)	15	24	-	-	-	-	(69)
4855-6360.000 Telephone	702	781	702	702	598	638	695	695	653	695	633	681	8,175
4855-6392.000 Bank Charges	-	-	16	16	-	16	-	-	-	-	15	-	63
4855-6394.000 Dues & Subscriptions	-	-	-	-	-	-	-	-	-	-	310	376	686
4855-6395.000 Human Services	116	-	-	-	-	-	-	-	251	-	65	-	431
4855-6397.000 Travel	64	-	-	-	-	-	-	-	-	-	391	-	455
4855-6398.000 Education	49	-	65	-	-	-	-	-	-	-	-	383	497
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>\$ 7,856</b>	<b>\$ 7,213</b>	<b>\$ 7,325</b>	<b>\$ 7,121</b>	<b>\$ 7,349</b>	<b>\$ 6,879</b>	<b>\$ 6,348</b>	<b>\$ 7,033</b>	<b>\$ 7,588</b>	<b>\$ 6,954</b>	<b>\$ 7,746</b>	<b>\$ 8,828</b>	<b>\$ 88,239</b>
<b>MARKETING EXPENSES</b>													
4855-6210.000 Advertising - Other	-	-	-	-	-	-	-	-	8	250	-	-	258
4855-6210.010 Advertising - Media	409	555	409	649	409	625	301	301	535	409	692	263	5,557
4855-6220.000 Community Promotion	-	-	-	-	-	-	-	-	-	-	(108)	108	-
4855-6250.000 Credit Reports	62	16	16	47	16	103	16	76	16	61	167	30	624
<b>TOTAL MARKETING EXPENSES</b>	<b>\$ 471</b>	<b>\$ 571</b>	<b>\$ 425</b>	<b>\$ 696</b>	<b>\$ 425</b>	<b>\$ 728</b>	<b>\$ 317</b>	<b>\$ 377</b>	<b>\$ 558</b>	<b>\$ 720</b>	<b>\$ 752</b>	<b>\$ 401</b>	<b>\$ 6,439</b>
<b>PAYROLL &amp; BENEFITS</b>													
4855-6310.000 Administrative Salaries	\$ 11,037	\$ 10,760	\$ 11,037	\$ 11,037	\$ 11,037	\$ 10,389	\$ 10,507	\$ 12,355	\$ 11,913	\$ 10,350	\$ 10,910	\$ 11,190	\$ 132,520
4855-6331.000 Employee Insurance - Health	3,013	3,027	3,026	3,606	2,587	575	3,618	3,495	3,480	3,480	3,480	3,828	37,216
4855-6510.000 Janitor/Maid Wages	2,601	2,483	2,601	2,601	2,601	2,601	2,631	3,010	2,882	2,296	2,526	2,640	31,474
4855-6535.000 Grounds Wages	3,043	2,844	2,980	2,980	2,980	2,980	2,982	3,377	3,292	2,754	3,471	3,175	36,857
4855-6540.000 Maintenance Payroll	7,154	6,723	6,869	6,886	6,869	6,929	6,807	7,638	7,548	6,627	8,173	7,203	85,427
4855-6711.000 Payroll Taxes	1,852	1,771	1,828	1,910	1,926	1,873	1,775	2,038	2,038	2,008	2,640	2,592	24,251
4855-6721.000 Workmen's Compensation	375	354	366	366	366	366	364	412	403	343	414	382	4,510
4855-6724.000 Employee Benefits - 401 (k)	295	282	290	290	290	291	289	318	309	271	302	293	3,520
<b>TOTAL PAYROLL &amp; BENEFITS</b>	<b>\$ 29,371</b>	<b>\$ 28,243</b>	<b>\$ 28,996</b>	<b>\$ 29,675</b>	<b>\$ 28,655</b>	<b>\$ 26,005</b>	<b>\$ 28,973</b>	<b>\$ 32,644</b>	<b>\$ 31,864</b>	<b>\$ 28,129</b>	<b>\$ 31,915</b>	<b>\$ 31,303</b>	<b>\$ 355,775</b>

Meadowbrook Commons  
HISTORICAL ANALYSIS  
FOR THE PERIOD ENDING  
DECEMBER 31, 2020

	December 2020	November 2020	October 2020	September 2020	August 2020	July 2020	June 2020	May 2020	April 2020	March 2020	February 2020	January 2020	Total 12 Months
<b>UTILITY EXPENSES</b>													
4855-6430.000 Electricity - Units	\$ 46	\$ 28	\$ 28	\$ (51)	\$ 15	\$ -0-	\$ 15	\$ 24	\$ -0-	\$ -0-	\$ -0-	\$ 35	\$ 140
4855-6440.000 Gas - Units	96	55	25	2	4	-0-	5	13	112	-0-	21	29	361
4855-6450.000 Electricity - House	4,791	3,932	4,319	4,759	5,847	6,005	5,034	3,523	3,792	4,495	3,860	4,713	55,070
4855-6451.000 Water / Sewer	-0-	12,037	-0-	-0-	10,661	-0-	-0-	11,869	-0-	-0-	11,222	-0-	45,790
4855-6452.000 Gas / Heat	430	652	593	335	477	380	466	472	674	1,185	1,013	1,203	7,879
<b>TOTAL UTILITY EXPENSES</b>	<b>\$ 5,363</b>	<b>\$ 16,705</b>	<b>\$ 4,965</b>	<b>\$ 5,045</b>	<b>\$ 17,004</b>	<b>\$ 6,385</b>	<b>\$ 5,519</b>	<b>\$ 15,901</b>	<b>\$ 4,577</b>	<b>\$ 5,679</b>	<b>\$ 16,116</b>	<b>\$ 5,980</b>	<b>\$ 109,240</b>
<b>GROUNDS EXPENSES</b>													
4855-6536.000 Grounds - Supplies	\$ 164	\$ 315	\$ 2,226	\$ -0-	\$ 254	\$ 478	\$ -0-	\$ 1,031	\$ -0-	\$ 298	\$ 1,072	\$ 130	\$ 5,966
4855-6537.000 Grounds Maintenance Contract	3,880	1,450	(320)	4,000	16,020	3,360	9,810	-0-	-0-	-0-	-0-	2,420	40,620
4855-6548.000 Snow Removal	3,372	3,372	-0-	-0-	-0-	-0-	-0-	-0-	(770)	2,450	4,900	4,130	17,454
<b>TOTAL GROUNDS EXPENSES</b>	<b>\$ 7,416</b>	<b>\$ 5,137</b>	<b>\$ 1,906</b>	<b>\$ 4,000</b>	<b>\$ 16,274</b>	<b>\$ 3,838</b>	<b>\$ 9,810</b>	<b>\$ 1,031</b>	<b>\$ (770)</b>	<b>\$ 2,748</b>	<b>\$ 5,972</b>	<b>\$ 6,680</b>	<b>\$ 64,040</b>
<b>REPAIRS &amp; MAINTENANCE</b>													
4855-6515.000 Janitorial Supplies	\$ 271	\$ 127	\$ 55	\$ -0-	\$ 72	\$ 38	\$ 486	\$ 292	\$ 508	\$ 610	\$ 520	\$ 67	\$ 3,046
4855-6517.000 Janitorial Contracts Common Area	-0-	-0-	-0-	-0-	-0-	250	375	-0-	-0-	-0-	-0-	240	865
4855-6517.020 Carpet Cleaning	400	50	125	125	200	-0-	-0-	75	80	265	-0-	175	1,495
4855-6518.000 Cable Services	79	-0-	79	79	-0-	79	79	79	5	79	80	74	712
4855-6520.000 Extermination	269	435	135	135	444	-0-	865	152	135	285	135	-0-	2,990
4855-6525.000 Trash Removal	535	2,100	222	535	535	666	3,392	313	979	1,999	313	1,319	12,908
4855-6541.000 Supplies	55	51	7	13	-0-	50	-0-	51	-0-	248	16	31	522
4855-6542.010 Bldg Safety Systems	2,357	1,637	6,556	983	2,510	2,136	1,475	890	550	2,410	704	2,391	24,599
4855-6544.000 Structural Repairs - Material	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	56	56
4855-6544.010 Structural Repairs - Contract	-0-	-0-	-0-	-0-	-0-	-0-	165	-0-	-0-	-0-	-0-	-0-	165
4855-6544.020 Building Exterior Repairs	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	2,859	-0-	-0-	2,859
4855-6545.000 Elevator Repairs - Contract	399	399	399	399	399	399	399	824	399	399	399	649	5,463
4855-6546.000 HVAC Repairs - Contract	-0-	-0-	-0-	320	-0-	309	-0-	-0-	-0-	-0-	-0-	1,965	2,594
4855-6560.020 Common Area Painting	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	150	17,110	-0-	17,260
4855-6560.030 Painting Units - Contract	3,910	-0-	587	1,148	544	-0-	587	1,131	-0-	1,393	-0-	2,566	11,864
4855-6561.000 Painting Supplies	419	310	142	237	310	32	455	24	340	320	94	646	3,328
4855-6563.000 Drapes & Blinds	168	72	-0-	-0-	-0-	-0-	-0-	98	-0-	89	-0-	54	482
4855-6570.000 Vehicle/Equip Oper Expense	-0-	-0-	-0-	-0-	31	778	-0-	-0-	-0-	-0-	206	-0-	1,015
4855-6571.000 Appliance Replacement	713	-0-	-0-	-0-	198	312	396	-0-	643	-0-	-0-	1,374	3,636
4855-6581.000 Electrical Repairs - Material	-0-	-0-	-0-	-0-	-0-	129	-0-	200	69	396	14	38	846
4855-6581.010 Electrical Repairs - Contract	-0-	273	-0-	-0-	-0-	175	-0-	-0-	355	-0-	-0-	-0-	803
4855-6582.000 Plumbing Repairs - Material	189	590	188	-0-	-0-	168	-0-	200	200	1,462	170	726	3,893
4855-6582.010 Plumbing Repairs - Contract	-0-	-0-	-0-	210	-0-	-0-	220	-0-	-0-	295	-0-	785	1,510
4855-6584.000 HVAC Repairs - Material	52	399	298	434	257	453	158	185	293	1,066	-0-	218	3,812
4855-6585.000 Appliance Repairs - Material	81	96	176	-0-	-0-	125	18	-0-	140	548	-0-	81	1,266
4855-6586.000 Repairs - Carpet/Floors	100	-0-	110	282	-0-	75	-0-	-0-	-0-	-0-	-0-	354	921
4855-6588.000 Lock & Key Repairs - Material	(15)	135	(75)	-0-	-0-	(38)	-0-	(15)	-0-	-0-	(75)	(30)	(113)
4855-6589.000 Light Bulb Replacement	184	341	105	125	44	32	160	133	156	534	100	-0-	1,914
4855-6590.000 Other Operating Expense	144	130	130	250	130	130	130	68	130	65	130	191	1,625
4855-6590.010 Other Unit Renovation-Material	187	416	14	-0-	8	150	-0-	-0-	-0-	-0-	-0-	18	793
4855-6590.020 Unit Reconditioning Exp - Contract	-0-	235	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	235
4855-6590.030 Misc General Maintenance	-0-	-0-	-0-	-0-	-0-	-0-	922	-0-	26	249	209	164	1,572
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>\$ 10,497</b>	<b>\$ 7,797</b>	<b>\$ 9,253</b>	<b>\$ 5,275</b>	<b>\$ 5,482</b>	<b>\$ 6,333</b>	<b>\$ 10,197</b>	<b>\$ 5,095</b>	<b>\$ 4,365</b>	<b>\$ 16,365</b>	<b>\$ 20,127</b>	<b>\$ 14,152</b>	<b>\$ 114,937</b>

Meadowbrook Commons  
HISTORICAL ANALYSIS  
FOR THE PERIOD ENDING  
DECEMBER 31, 2020

	December 2020	November 2020	October 2020	September 2020	August 2020	July 2020	June 2020	May 2020	April 2020	March 2020	February 2020	January 2020	Total 12 Months
<b>SERVICE COORDINATION EXPENSES</b>													
TOTAL SERVICE COORDINATION EXPENSES	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
<b>TAXES &amp; INSURANCE</b>													
4855-6720.000 Property Insurance	\$ 2,235	\$ 2,235	\$ 2,235	\$ 2,235	\$ 2,235	\$ 2,235	\$ 1,983	\$ 1,983	\$ 1,983	\$ 1,983	\$ 1,983	\$ 1,983	\$ 25,308
4855-6720.010 Other Insurance	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	901	901
4855-6720.020 Fidelity Bonds	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	436	-0-	-0-	-0-	436
TOTAL TAXES & INSURANCE	\$ 2,235	\$ 2,235	\$ 2,235	\$ 2,235	\$ 2,235	\$ 2,235	\$ 1,983	\$ 1,983	\$ 2,419	\$ 1,983	\$ 1,983	\$ 2,883	\$ 26,645
TOTAL OPERATING EXPENSES	\$ 63,209	\$ 67,900	\$ 55,105	\$ 54,046	\$ 77,424	\$ 52,403	\$ 63,146	\$ 64,065	\$ 50,601	\$ 62,578	\$ 84,611	\$ 70,227	\$ 765,315
NET OPERATING INCOME	\$ 112,320	\$ 107,907	\$ 121,462	\$ 122,154	\$ 98,279	\$ 124,099	\$ 112,122	\$ 111,174	\$ 124,753	\$ 113,923	\$ 91,754	\$ 104,096	\$ 1,344,043



Meadowbrook Commons  
BUDGET TO ACTUAL ANALYSIS  
FOR THE PERIOD ENDING  
DECEMBER 31, 2020

	July Actual	August Actual	September Actual	October Actual	November Actual	December Actual	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget	2021 Projected	2021 Budget	Variance
<b>GROSS RENTAL INCOME</b>															
4855-5120.000 Market Rent Potential	\$ 174,155	\$ 174,155	\$ 174,155	\$ 175,685	\$ 175,685	\$ 175,685	\$ 175,370	\$ 175,370	\$ 175,370	\$ 175,370	\$ 175,370	\$ 175,370	\$ 2,101,740	\$ 2,104,440	\$ (2,700)
4855-5140.000 Commercial Rent	400	400	400	400	-0-	-0-	400	400	400	400	400	400	4,000	4,800	(800)
<b>TOTAL GROSS RENTAL INCOME</b>	<b>\$ 174,555</b>	<b>\$ 174,555</b>	<b>\$ 174,555</b>	<b>\$ 176,085</b>	<b>\$ 175,685</b>	<b>\$ 175,685</b>	<b>\$ 175,770</b>	<b>\$ 175,770</b>	<b>\$ 175,770</b>	<b>\$ 175,770</b>	<b>\$ 175,770</b>	<b>\$ 175,770</b>	<b>\$ 2,105,740</b>	<b>\$ 2,109,240</b>	<b>\$ (3,500)</b>
<b>REDUCTIONS TO RENTAL INCOME</b>															
4855-5220.000 Vacancy Loss	\$ (79)	\$ (345)	\$ (852)	\$ 81	\$ (367)	\$ (1,214)	\$ (260)	\$ (260)	\$ (250)	\$ (250)	\$ (250)	\$ (250)	\$ (4,296)	\$ (4,800)	\$ 504
4855-6252.000 Loss To Lease	(220)	(185)	208	(1,380)	(1,314)	(982)	420	540	690	860	1,060	1,160	857	4,240	(3,383)
4855-6253.000 Concessions	-0-	-0-	-0-	-0-	-0-	-0-	(387)	(387)	(386)	(386)	(386)	(386)	(2,318)	(4,640)	2,322
<b>TOTAL REDUCTIONS TO RENTAL INCOME</b>	<b>\$ (299)</b>	<b>\$ (530)</b>	<b>\$ (644)</b>	<b>\$ (1,299)</b>	<b>\$ (1,681)</b>	<b>\$ (2,196)</b>	<b>\$ (227)</b>	<b>\$ (107)</b>	<b>\$ 54</b>	<b>\$ 224</b>	<b>\$ 424</b>	<b>\$ 524</b>	<b>\$ (5,757)</b>	<b>\$ (5,200)</b>	<b>\$ (557)</b>
<b>TOTAL NET RENTAL INCOME</b>	<b>\$ 174,256</b>	<b>\$ 174,025</b>	<b>\$ 173,911</b>	<b>\$ 174,786</b>	<b>\$ 174,004</b>	<b>\$ 173,489</b>	<b>\$ 175,543</b>	<b>\$ 175,663</b>	<b>\$ 175,824</b>	<b>\$ 175,994</b>	<b>\$ 176,194</b>	<b>\$ 176,294</b>	<b>\$ 2,099,983</b>	<b>\$ 2,104,040</b>	<b>\$ (4,057)</b>
<b>OTHER INCOME</b>															
4855-5170.000 Carport / Parking Fees	\$ 680	\$ 680	\$ 659	\$ 681	\$ 680	\$ 680	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 7,960	\$ 7,800	\$ 160
4855-5491.000 Other Rent Charges	60	85	130	125	99	100	20	20	20	20	20	20	719	240	479
4855-5910.000 Laundry Income	884	736	824	788	815	942	600	600	600	600	600	600	8,589	7,200	1,389
4855-5920.000 Late Charges	15	-0-	15	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	30	-0-	30
4855-5930.000 Damages	340	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	340	-0-	340
4855-5990.000 Other Income	192	152	662	162	184	244	-0-	-0-	-0-	-0-	-0-	-0-	1,596	-0-	1,596
4855-5991.000 Application Processing Fees	25	25	-0-	25	25	125	50	50	50	50	50	50	525	600	(75)
4855-6370.010 Write-Off Recovery	50	-0-	-0-	-0-	-0-	(50)	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
<b>TOTAL OTHER INCOME</b>	<b>\$ 2,246</b>	<b>\$ 1,678</b>	<b>\$ 2,290</b>	<b>\$ 1,781</b>	<b>\$ 1,803</b>	<b>\$ 2,041</b>	<b>\$ 1,320</b>	<b>\$ 1,320</b>	<b>\$ 1,320</b>	<b>\$ 1,320</b>	<b>\$ 1,320</b>	<b>\$ 1,320</b>	<b>\$ 19,759</b>	<b>\$ 15,840</b>	<b>\$ 3,919</b>
<b>TOTAL INCOME</b>	<b>\$ 176,502</b>	<b>\$ 175,703</b>	<b>\$ 176,201</b>	<b>\$ 176,567</b>	<b>\$ 175,807</b>	<b>\$ 175,530</b>	<b>\$ 176,863</b>	<b>\$ 176,983</b>	<b>\$ 177,144</b>	<b>\$ 177,314</b>	<b>\$ 177,514</b>	<b>\$ 177,614</b>	<b>\$ 2,119,742</b>	<b>\$ 2,119,880</b>	<b>\$ (138)</b>

Meadowbrook Commons  
 BUDGET TO ACTUAL ANALYSIS  
 FOR THE PERIOD ENDING  
 DECEMBER 31, 2020

	July Actual	August Actual	September Actual	October Actual	November Actual	December Actual	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget	2021 Projected	2021 Budget	Variance
<b>ADMINISTRATIVE EXPENSES</b>															
4855-6311.000 Office Supplies	\$ 235	\$ 102	\$ 14	\$ 178	-0-	\$ 392	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 2,720	\$ 3,600	\$ 880
4855-6312.000 Internal Technology	10	-0-	-0-	10	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	19	-0-	(19)
4855-6315.000 Office Equipment Rental	-0-	-0-	-0-	-0-	-0-	-0-	1,140	15	15	1,140	15	15	2,340	4,680	2,340
4855-6316.000 Postage	21	128	10	18	77	103	100	100	100	100	100	100	957	1,200	243
4855-6318.000 Computer Services - Supplies	528	861	702	702	727	802	1,232	1,232	1,230	1,227	1,227	1,227	11,696	15,611	3,915
4855-6320.000 Management Fees	5,628	5,628	5,628	5,628	5,628	5,628	5,466	5,466	5,466	5,466	5,466	5,466	66,564	65,592	(972)
4855-6340.000 Legal	(197)	33	50	6	-0-	-0-	200	-0-	-0-	200	-0-	-0-	292	800	508
4855-6350.010 Audit Fees	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	2,904	2,904
4855-6360.000 Telephone	638	598	702	702	781	702	808	808	808	808	808	808	8,971	9,696	725
4855-6392.000 Bank Charges	16	-0-	16	16	-0-	-0-	100	100	100	100	100	100	648	1,200	552
4855-6394.000 Dues & Subscriptions	-0-	-0-	-0-	-0-	-0-	-0-	71	71	70	70	70	70	422	855	433
4855-6395.000 Human Services	-0-	-0-	-0-	-0-	-0-	116	-0-	-0-	-0-	-0-	-0-	-0-	116	-0-	(116)
4855-6397.000 Travel	-0-	-0-	-0-	-0-	-0-	64	42	42	41	41	41	41	312	500	188
4855-6398.000 Education	-0-	-0-	-0-	65	-0-	49	750	-0-	-0-	750	-0-	-0-	1,614	3,392	1,778
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>\$ 6,879</b>	<b>\$ 7,349</b>	<b>\$ 7,121</b>	<b>\$ 7,325</b>	<b>\$ 7,213</b>	<b>\$ 7,856</b>	<b>\$ 10,209</b>	<b>\$ 8,134</b>	<b>\$ 8,130</b>	<b>\$ 10,202</b>	<b>\$ 8,127</b>	<b>\$ 8,127</b>	<b>\$ 96,671</b>	<b>\$ 110,030</b>	<b>\$ 13,359</b>
<b>MARKETING EXPENSES</b>															
4855-6210.010 Advertising - Media	\$ 625	\$ 409	\$ 649	\$ 409	\$ 555	\$ 409	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473	\$ 5,894	\$ 5,683	\$ (211)
4855-6250.000 Credit Reports	103	16	47	16	16	62	58	58	58	58	58	58	606	700	94
<b>TOTAL MARKETING EXPENSES</b>	<b>\$ 728</b>	<b>\$ 425</b>	<b>\$ 696</b>	<b>\$ 425</b>	<b>\$ 571</b>	<b>\$ 471</b>	<b>\$ 531</b>	<b>\$ 531</b>	<b>\$ 531</b>	<b>\$ 531</b>	<b>\$ 531</b>	<b>\$ 531</b>	<b>\$ 6,501</b>	<b>\$ 6,383</b>	<b>\$ (118)</b>
<b>PAYROLL &amp; BENEFITS</b>															
4855-6310.000 Administrative Salaries	\$ 10,389	\$ 11,037	\$ 11,037	\$ 11,037	\$ 10,760	\$ 11,037	\$ 10,895	\$ 10,895	\$ 10,895	\$ 10,616	\$ 10,895	\$ 11,551	\$ 131,043	\$ 131,173	\$ 130
4855-6331.000 Employee Insurance - Health	575	2,587	3,606	3,026	3,027	3,013	2,956	2,956	2,956	2,956	2,956	2,956	33,571	35,472	1,901
4855-6510.000 Janitor/Maid Wages	2,601	2,601	2,601	2,601	2,483	2,601	2,526	2,526	2,526	2,411	2,526	2,746	30,750	30,663	(87)
4855-6535.000 Grounds Wages	2,980	2,980	2,980	2,980	2,844	3,043	3,133	3,133	3,133	2,762	2,893	3,146	36,006	36,324	318
4855-6540.000 Maintenance Payroll	6,929	6,869	6,886	6,869	6,723	7,154	7,187	7,187	7,187	6,643	6,947	7,532	84,113	85,502	1,389
4855-6711.000 Payroll Taxes	1,873	1,926	1,910	1,828	1,771	1,852	3,770	3,748	3,035	1,987	1,784	1,914	27,397	27,923	526
4855-6721.000 Workmen's Compensation	366	366	366	366	354	375	346	346	346	318	334	360	4,243	4,097	(146)
4855-6724.000 Employee Benefits - 401 (k)	291	290	290	290	282	295	477	477	477	452	467	501	4,589	5,709	1,120
<b>TOTAL PAYROLL &amp; BENEFITS</b>	<b>\$ 26,005</b>	<b>\$ 28,655</b>	<b>\$ 29,675</b>	<b>\$ 28,996</b>	<b>\$ 28,243</b>	<b>\$ 29,371</b>	<b>\$ 31,290</b>	<b>\$ 31,268</b>	<b>\$ 30,555</b>	<b>\$ 28,145</b>	<b>\$ 28,802</b>	<b>\$ 30,706</b>	<b>\$ 351,712</b>	<b>\$ 356,863</b>	<b>\$ 5,151</b>

Meadowbrook Commons  
BUDGET TO ACTUAL ANALYSIS  
FOR THE PERIOD ENDING  
DECEMBER 31, 2020

	July Actual	August Actual	September Actual	October Actual	November Actual	December Actual	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget	2021 Projected	2021 Budget	Variance
<b>UTILITY EXPENSES</b>															
4855-6430.000 Electricity - Units	-0-	\$ 15	\$ (51)	\$ 28	\$ 28	\$ 46	\$ 42	\$ 42	\$ 50	\$ 50	\$ 140	\$ 100	\$ 492	\$ 1,000	\$ 508
4855-6440.000 Gas - Units	-0-	4	2	25	55	96	20	20	30	30	100	100	482	1,000	518
4855-6450.000 Electricity - House	6,005	5,847	4,759	4,319	3,932	4,791	5,253	5,253	5,253	4,600	5,750	4,750	60,511	67,259	6,748
4855-6451.000 Water / Sewer	-0-	10,661	-0-	-0-	12,037	-0-	-0-	11,130	-0-	-0-	11,130	-0-	44,958	44,520	(438)
4855-6452.000 Gas / Heat	380	477	335	593	652	430	2,100	3,500	2,100	1,900	1,240	1,040	14,747	17,500	2,753
<b>TOTAL UTILITY EXPENSES</b>	<b>\$ 6,385</b>	<b>\$ 17,004</b>	<b>\$ 5,045</b>	<b>\$ 4,965</b>	<b>\$ 16,705</b>	<b>\$ 5,363</b>	<b>\$ 7,415</b>	<b>\$ 19,945</b>	<b>\$ 7,433</b>	<b>\$ 6,580</b>	<b>\$ 18,360</b>	<b>\$ 5,990</b>	<b>\$ 121,190</b>	<b>\$ 131,279</b>	<b>\$ 10,089</b>
<b>GROUNDS EXPENSES</b>															
4855-6536.000 Grounds - Supplies	\$ 478	\$ 254	-0-	\$ 2,226	\$ 315	\$ 164	\$ 1,050	\$ 50	\$ 50	\$ 50	\$ 5,175	\$ 1,050	\$ 10,861	\$ 10,100	\$ (761)
4855-6537.000 Grounds Maintenance Contract	3,360	16,020	4,000	(320)	1,450	3,880	-0-	-0-	-0-	-0-	3,824	6,771	38,985	26,400	(12,585)
4855-6548.000 Snow Removal	-0-	-0-	-0-	-0-	3,372	3,372	5,530	5,530	5,530	5,530	-0-	-0-	28,864	27,650	(1,214)
<b>TOTAL GROUNDS EXPENSES</b>	<b>\$ 3,838</b>	<b>\$ 16,274</b>	<b>\$ 4,000</b>	<b>\$ 1,906</b>	<b>\$ 5,137</b>	<b>\$ 7,416</b>	<b>\$ 6,580</b>	<b>\$ 5,580</b>	<b>\$ 5,580</b>	<b>\$ 5,580</b>	<b>\$ 8,999</b>	<b>\$ 7,821</b>	<b>\$ 78,710</b>	<b>\$ 64,150</b>	<b>\$ (14,560)</b>
<b>REPAIRS &amp; MAINTENANCE</b>															
4855-6515.000 Janitorial Supplies	\$ 38	\$ 72	-0-	\$ 55	\$ 127	\$ 271	\$ 267	\$ 267	\$ 266	\$ 266	\$ 266	\$ 266	\$ 2,161	\$ 3,200	\$ 1,039
4855-6517.000 Janitorial Contracts Common Ar	250	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	250	-0-	(250)
4855-6517.020 Carpet Cleaning	-0-	200	125	125	50	400	187	187	187	187	187	187	2,022	2,250	228
4855-6518.000 Cable Services	79	-0-	79	79	-0-	79	-0-	-0-	-0-	-0-	-0-	-0-	316	-0-	(316)
4855-6520.000 Extermination	-0-	444	135	135	435	269	137	137	136	136	136	136	2,235	1,640	(595)
4855-6525.000 Trash Removal	666	535	535	222	2,100	535	1,569	1,444	1,444	1,568	1,443	1,443	13,505	17,825	4,320
4855-6541.000 Supplies	50	-0-	13	7	51	55	156	156	156	156	156	156	1,112	1,875	763
4855-6542.010 Bldg Safety Systems	2,136	2,510	983	6,556	1,637	2,357	1,762	-0-	-0-	1,764	400	500	20,605	12,590	(8,015)
4855-6544.000 Structural Repairs - Material	-0-	-0-	-0-	-0-	-0-	-0-	21	21	21	21	20	20	124	250	126
4855-6544.010 Structural Repairs - Contract	-0-	-0-	-0-	-0-	-0-	-0-	500	-0-	-0-	500	-0-	-0-	1,000	2,500	1,500
4855-6544.020 Building Exterior Repairs	-0-	-0-	-0-	-0-	-0-	-0-	1,000	-0-	-0-	-0-	-0-	1,000	2,000	3,000	1,000
4855-6545.000 Elevator Repairs - Contract	399	399	399	399	399	399	482	482	481	481	481	481	5,282	5,780	498
4855-6546.000 HVAC Repairs - Contract	309	-0-	320	-0-	-0-	-0-	250	250	250	250	250	250	2,129	7,000	4,871
4855-6560.010 Exterior Painting	-0-	-0-	-0-	-0-	-0-	-0-	-0-	900	-0-	-0-	-0-	-0-	900	1,800	900
4855-6560.020 Common Area Painting	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	1,750	-0-	-0-	1,750	7,500	5,750
4855-6560.030 Painting Units - Contract	-0-	544	1,148	587	-0-	3,910	500	500	500	500	500	500	9,188	6,000	(3,188)
4855-6561.000 Painting Supplies	32	310	237	142	310	419	817	17	16	816	16	16	3,147	3,400	253
4855-6563.000 Drapes & Blinds	-0-	-0-	-0-	-0-	72	168	250	-0-	-0-	250	-0-	-0-	740	1,000	260
4855-6570.000 Vehicle/Equip Oper Expense	778	31	-0-	-0-	-0-	-0-	292	42	41	291	41	41	1,557	1,500	(57)
4855-6571.000 Appliance Replacement	198	-0-	-0-	-0-	-0-	713	4,719	587	126	2,478	126	126	9,073	21,252	12,179
4855-6580.000 Repairs - Window	-0-	-0-	-0-	-0-	-0-	-0-	1,684	-0-	-0-	-0-	-0-	-0-	1,684	3,368	1,684
4855-6581.000 Electrical Repairs - Material	129	-0-	-0-	-0-	-0-	-0-	167	167	166	166	166	166	1,127	2,000	873
4855-6581.010 Electrical Repairs - Contract	175	-0-	-0-	-0-	273	-0-	775	-0-	-0-	775	-0-	-0-	1,998	3,100	1,103
4855-6582.000 Plumbing Repairs - Material	168	-0-	-0-	188	590	189	125	125	125	125	125	125	1,885	1,500	(385)
4855-6582.010 Plumbing Repairs - Contract	-0-	-0-	210	-0-	-0-	-0-	700	-0-	-0-	700	-0-	-0-	1,610	2,800	1,190
4855-6584.000 HVAC Repairs - Material	453	257	434	298	399	52	225	225	225	225	225	225	3,243	16,450	13,207
4855-6585.000 Appliance Repairs - Material	125	-0-	-0-	176	96	81	83	83	83	83	83	83	976	1,000	24
4855-6586.000 Repairs - Carpet/Floors	75	-0-	282	110	-0-	100	202	-0-	-0-	199	-0-	-0-	968	805	(163)
4855-6588.000 Lock & Key Repairs - Material	(38)	-0-	-0-	(75)	135	(15)	500	-0-	-0-	500	-0-	-0-	1,007	2,000	993
4855-6589.000 Light Bulb Replacement	32	44	125	105	341	184	550	-0-	-0-	550	-0-	-0-	1,931	2,200	269
4855-6590.000 Other Operating Expense	130	130	250	130	130	144	100	100	100	100	100	100	1,512	1,200	(312)
4855-6590.010 Other Unit Renovation-Material	150	8	-0-	14	416	187	167	167	166	166	166	166	1,773	2,000	227
4855-6590.020 Unit Reconditioning Exp - Contr	-0-	-0-	-0-	-0-	235	-0-	-0-	-0-	-0-	-0-	-0-	-0-	235	-0-	(235)
4855-6590.030 Misc General Maintenance	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	2,000	-0-	-0-	2,000	19,500	17,500
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>\$ 6,333</b>	<b>\$ 5,482</b>	<b>\$ 5,275</b>	<b>\$ 9,253</b>	<b>\$ 7,797</b>	<b>\$ 10,497</b>	<b>\$ 18,187</b>	<b>\$ 5,857</b>	<b>\$ 4,489</b>	<b>\$ 17,003</b>	<b>\$ 4,887</b>	<b>\$ 5,987</b>	<b>\$ 101,047</b>	<b>\$ 158,285</b>	<b>\$ 57,238</b>

Meadowbrook Commons  
 BUDGET TO ACTUAL ANALYSIS  
 FOR THE PERIOD ENDING  
 DECEMBER 31, 2020

	July Actual	August Actual	September Actual	October Actual	November Actual	December Actual	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget	2021 Projected	2021 Budget	Variance
<b>SERVICE COORDINATION EXPENSES</b>															
TOTAL SERVICE COORDINATION EXPENSES	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
<b>TAXES &amp; INSURANCE</b>															
4855-6720.000 Property Insurance	\$ 2,235	\$ 2,235	\$ 2,235	\$ 2,235	\$ 2,235	\$ 2,235	\$ 2,475	\$ 2,475	\$ 2,475	\$ 2,475	\$ 2,475	\$ 2,475	\$ 28,262	\$ 29,700	\$ 1,438
4855-6720.010 Other Insurance	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	420	420
4855-6720.020 Fidelity Bonds	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	500	-0-	-0-	-0-	500	500	-0-
<b>TOTAL TAXES &amp; INSURANCE</b>	<b>\$ 2,235</b>	<b>\$ 2,235</b>	<b>\$ 2,235</b>	<b>\$ 2,235</b>	<b>\$ 2,235</b>	<b>\$ 2,235</b>	<b>\$ 2,475</b>	<b>\$ 2,475</b>	<b>\$ 2,975</b>	<b>\$ 2,475</b>	<b>\$ 2,475</b>	<b>\$ 2,475</b>	<b>\$ 28,762</b>	<b>\$ 30,620</b>	<b>\$ 1,858</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 52,403</b>	<b>\$ 77,424</b>	<b>\$ 54,046</b>	<b>\$ 55,105</b>	<b>\$ 67,900</b>	<b>\$ 63,209</b>	<b>\$ 76,687</b>	<b>\$ 73,790</b>	<b>\$ 59,693</b>	<b>\$ 70,516</b>	<b>\$ 72,181</b>	<b>\$ 61,637</b>	<b>\$ 784,592</b>	<b>\$ 857,610</b>	<b>\$ 73,018</b>
<b>NET OPERATING INCOME</b>	<b>\$ 124,099</b>	<b>\$ 98,279</b>	<b>\$ 122,154</b>	<b>\$ 121,462</b>	<b>\$ 107,907</b>	<b>\$ 112,320</b>	<b>\$ 100,176</b>	<b>\$ 103,193</b>	<b>\$ 117,451</b>	<b>\$ 106,798</b>	<b>\$ 105,333</b>	<b>\$ 115,977</b>	<b>\$ 1,335,150</b>	<b>\$ 1,262,270</b>	<b>\$ 72,880</b>



## Meadowbrook Commons

## BALANCE SHEET

AS OF

DECEMBER 31, 2020

JANUARY 5, 2021

1:01 pm

Page 1

CURRENT  
MONTHPRIOR  
MONTHCURRENT MONTH  
NET CHANGEBEGIN YR  
BALANCEYTD  
NET CHANGE

## CURRENT ASSETS

## UNRESTRICTED CASH

4855-1110.000	Petty Cash	\$	500	\$	500		-0-	\$	500		-0-
4855-1121.000	Operating Cash- Mercantile		89,666		76,369		13,298		76,152		13,514
4855-1121.050	Savings Account		75,514		75,514		-0-		75,514		-0-
<b>TOTAL UNRESTRICTED CASH</b>		<b>\$</b>	<b>165,680</b>	<b>\$</b>	<b>152,383</b>	<b>\$</b>	<b>13,298</b>	<b>\$</b>	<b>152,166</b>	<b>\$</b>	<b>13,514</b>

## DEPOSITS&amp; RESTRICTED CASH

4855-1125.000	Investments	\$	263,730	\$	308,087	\$	(44,358)	\$	69,525	\$	194,205
<b>TOTAL DEPOSITS &amp; RESTRICTED CASH</b>		<b>\$</b>	<b>263,730</b>	<b>\$</b>	<b>308,087</b>	<b>\$</b>	<b>(44,358)</b>	<b>\$</b>	<b>69,525</b>	<b>\$</b>	<b>194,205</b>

## ESCROWS

4855-1350.000	Investment- Pooled	\$	1,179,023	\$	1,079,023	\$	100,000	\$	1,725,391	\$	(546,368)
<b>TOTAL ESCROWS</b>		<b>\$</b>	<b>1,179,023</b>	<b>\$</b>	<b>1,079,023</b>	<b>\$</b>	<b>100,000</b>	<b>\$</b>	<b>1,725,391</b>	<b>\$</b>	<b>(546,368)</b>

## RENTAL RECEIVABLES

<b>TOTAL RENTAL RECEIVABLES</b>			-0-		-0-		-0-		-0-		-0-
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## OTHER RECEIVABLES

<b>TOTAL OTHER RECEIVABLES</b>			-0-		-0-		-0-		-0-		-0-
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<b>TOTAL CURRENT ASSETS</b>	<b>\$</b>	<b>1,608,433</b>	<b>\$</b>	<b>1,539,493</b>	<b>\$</b>	<b>68,940</b>	<b>\$</b>	<b>1,947,081</b>	<b>\$</b>	<b>(338,648)</b>
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Meadowbrook Commons  
BALANCE SHEET  
AS OF  
DECEMBER 31, 2020

JANUARY 5, 2021  
1:01 pm  
Page 2

	CURRENT MONTH	PRIOR MONTH	CURRENT MONTH NET CHANGE	BEGIN YR BALANCE	YTD NET CHANGE
<b>NON-CURRENT ASSETS</b>					
<b>DEFERRED CHARGES &amp; PREPAYMENTS</b>					
4855-1240.000 Prepaid Property Insurance	\$ 13,412	\$ 15,647	\$ (2,235)	\$ -0-	\$ 13,412
4855-1290.000 Prepaid Elevator	1,237	399	837	1,197	39
4855-1290.010 Prepaid monitoring	1,282	763	519	365	917
4855-1290.020 Prepaid Cable/Internet	183	-0-	183	-0-	183
4855-1290.060 Prepaid Trash	535	535	-0-	-0-	535
<b>TOTAL DEFERRED CHARGES</b>	<b>\$ 16,649</b>	<b>\$ 17,344</b>	<b>\$ (695)</b>	<b>\$ 1,562</b>	<b>\$ 15,087</b>
<b>FIXED ASSETS</b>					
4855-1401.000 Construction In Process - Contra	\$ 5,750	\$ 5,750	-0-	\$ 5,750	-0-
4855-1410.000 Land	1,705,497	1,705,497	-0-	1,705,497	-0-
4855-1420.000 Buildings	13,796,324	13,796,324	-0-	13,796,324	-0-
4855-4120.000 A/D Building	(6,691,183)	(6,662,850)	(28,334)	(6,521,182)	(170,001)
Furniture & Equipment	446,891	446,891	-0-	446,891	-0-
A/D Furniture & Equipment	(440,292)	(440,292)	-0-	(440,292)	-0-
Land Improvements	1,043,866	1,043,866	-0-	1,043,866	-0-
A/D Land Improvements	(156,580)	(156,580)	-0-	(156,580)	-0-
<b>TOTAL FIXED ASSETS</b>	<b>\$ 9,710,273</b>	<b>\$ 9,738,607</b>	<b>\$ (28,334)</b>	<b>\$ 9,880,274</b>	<b>\$ (170,001)</b>
<b>OTHER ASSETS</b>					
<b>TOTAL OTHER ASSETS</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>
<b>TOTAL ASSETS</b>	<b>\$ 11,335,355</b>	<b>\$ 11,295,444</b>	<b>\$ 39,911</b>	<b>\$ 11,828,917</b>	<b>\$ (493,563)</b>

Meadowbrook Commons  
BALANCE SHEET  
AS OF  
DECEMBER 31, 2020

JANUARY 5, 2021  
1:01 pm  
Page 3

	CURRENT MONTH	PRIOR MONTH	CURRENT MONTH NET CHANGE	BEGIN YR BALANCE	YTD NET CHANGE
<b>LIABILITIES</b>					
<b>CURRENT LIABILITIES</b>					
4855-2110.000 Vendor Payable	\$ 98,958	\$ 96,643	\$ 2,316	\$ 88,255	\$ 10,703
4855-2111.000 A/P - City of Novi	-0-	25,148	(25,148)	49,163	(49,163)
4855-2115.000 Payroll Accrual	12,021	12,021	-0-	12,021	-0-
4855-2124.000 Current Portion LT Debt	855,000	855,000	-0-	855,000	-0-
4855-2130.000 Accrued Interest Payable	91,230	81,345	9,886	31,916	59,314
4855-2170.000 Other Liab - Oper	270	2,770	(2,500)	2,560	(2,290)
4855-2176.000 Accrued Utility Expense	5,856	5,831	25	5,374	483
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$ 1,063,336</b>	<b>\$ 1,078,758</b>	<b>\$ (15,422)</b>	<b>\$ 1,044,289</b>	<b>\$ 19,047</b>
<b>DEPOSIT LIABILITIES</b>					
4855-2191.000 S/D Payable - Resident	\$ 166,622	\$ 167,294	\$ (672)	\$ 166,600	\$ 22
<b>TOTAL SECURITY DEPOSIT LIABILITIES</b>	<b>\$ 166,622</b>	<b>\$ 167,294</b>	<b>\$ (672)</b>	<b>\$ 166,600</b>	<b>\$ 22</b>
<b>DEFERRED RENTAL INCOME</b>					
4855-2210.000 Deferred Rent	\$ 20,890	\$ 5,130	\$ 15,760	\$ 6,225	\$ 14,665
4855-2210.020 Deferred Laundry Income	1,340	1,429	(89)	1,875	(536)
<b>TOTAL DEFERRED RENTAL INCOME</b>	<b>\$ 22,230</b>	<b>\$ 6,559</b>	<b>\$ 15,671</b>	<b>\$ 8,100</b>	<b>\$ 14,129</b>

Meadowbrook Commons  
BALANCE SHEET  
AS OF  
DECEMBER 31, 2020

JANUARY 5, 2021  
1:01 pm  
Page 4

	CURRENT MONTH	PRIOR MONTH	CURRENT MONTH NET CHANGE	BEGIN YR BALANCE	YTD NET CHANGE
<b>LONG-TERM LIABILITIES</b>					
4855-2320.000 Bonds Payable	\$ 4,720,000	\$ 4,720,000	-0-	\$ 4,720,000	-0-
<b>TOTAL LONG-TERM LIABILITIES</b>	<u>\$ 4,720,000</u>	<u>\$ 4,720,000</u>	<u>-0-</u>	<u>\$ 4,720,000</u>	<u>-0-</u>
<b>TOTAL LIABILITIES</b>	\$ 5,972,188	\$ 5,972,611	\$ (423)	\$ 5,938,989	\$ 33,198
<b>EQUITY</b>					
4855-3250.000 Net Assets	\$ 5,889,928	\$ 5,889,928	-0-	\$ 5,157,733	\$ 732,195
Current Year Net Income (Loss)	\$ (526,761)	\$ (567,095)	\$ 40,334	\$ 732,195	\$ (1,258,956)
<b>TOTAL EQUITY</b>	<u>\$ 5,363,167</u>	<u>\$ 5,322,833</u>	<u>\$ 40,334</u>	<u>\$ 5,889,928</u>	<u>\$ (526,761)</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>\$ 11,335,355</u>	<u>\$ 11,295,444</u>	<u>\$ 39,911</u>	<u>\$ 11,828,917</u>	<u>\$ (493,563)</u>

Meadowbrook Commons  
Accounts Payable  
As of December 31, 2020

	<b>30 days</b>	<b>31 - 60 days</b>	<b>61 - 90 days</b>	<b>90+ days</b>	<b>Total</b>	<b>Date Range</b>
<b>System Accounts Payable (see list)</b>	12,387.77	3,880.00	397.76	76,664.68	93,330.21	
KMG Prestige (Management Fee)	5,628.00				5,628.00	
Payables Total	18,015.77	3,880.00	397.76	76,664.68	98,958.21	
<b>Estimated Accruals</b>						
DTE (Electric)	5,488.74				5,488.74	11/24-12/31
Consumers Energy (Gas)	367.57				367.57	12/9-12/31
KMG Prestige (Estimated Payroll)	12,021.13				12,021.13	
MRK Pest Control (Pest Services)	270.00				270.00	Sept/Dec
Estimated Accrued Payables total	18,147.44	-	-	-	18,147.44	
<b>TOTAL PAYABLES</b>	<b>36,163.21</b>	<b>3,880.00</b>	<b>397.76</b>	<b>76,664.68</b>	<b>117,105.65</b>	

Invoice Aging Date: 12-31-2020  
Property: 4855 Meadowbrook Commons

Invoice	Description	Invoice Date	Expense Acct	Balance Due	Current	Over 30	Over 60	Over 90
APCO APCO INC								
4855-1573382-00	CREDIT - TOILET BOWLS	12-07-2020	4855-6582.000	124.99-	124.99-			
4855-1577422-00	HIGHER ELONGATED TOILET	12-09-2020	4855-6582.000	124.99	124.99			
4855-1578640-00	CONTACT PAPER FOR CABINET	2-15-2020	4855-6541.000	8.79	8.79			
			4855-6585.000	<u>81.40</u>	<u>81.40</u>			
	Vendor Totals			90.19	90.19	.00	.00	.00
ARBOR ARBOR SPRINGS WATER, INC.								
4855-1812742	WATER FOR OFFICE	12-16-2020	4855-6311.000	57.00	57.00			
ARTIC ARTIC WINDOW REPLACEMENT								
4855-20-100765	4 REPLACEMENT WINDOW GLAS	2-07-2020	4855-7140.000	326.00	326.00			
4855-20-100766	2 REPLACEMENT GLASS	12-07-2020	4855-7140.000	<u>174.00</u>	<u>174.00</u>			
	Vendor Totals			500.00	500.00	.00	.00	.00
CINTAS CINTAS CORPORATION								
4855-4070649079	LOGO MATS	12-21-2020	4855-6590.000	64.79	64.79			
DETROIT EDDTE ENERGY								
4855-190509-YDI05/01-05/09	237-ELECTRIC	5-09-2019	4855-6430.000	81.47-				81.47-
			4855-6430.000	11.63				11.63
4855-200908-PJK09/01-09/08	24885-ELECTR	9-08-2020	4855-6430.000	<u>50.67-</u>				<u>50.67-</u>
	Vendor Totals			120.51-	.00	.00	.00	120.51-
FALCON FALCON CARPET SERVICE INC								
4855-316895	24911 CARPET REPLACEMENT	12-07-2020	4855-7130.000	841.76	841.76			
4855-316901	24911 VINYL REPLACEMENT	12-07-2020	4855-7130.000	459.28	459.28			
4855-316971	232 VINYL REPLACEMENT	12-07-2020	4855-7130.000	324.87	324.87			
4855-316973	314 VINYL REPLACEMENT	12-07-2020	4855-7130.000	308.87	308.87			
4855-316975	235 VINYL FLOOR REPLACEME	2-07-2020	4855-7130.000	308.87	308.87			
4855-316977	232 CARPET REPLACEMENT	12-07-2020	4855-7130.000	662.49	662.49			
4855-317592	228 2 BED CARPET REPLACEM	2-14-2020	4855-7130.000	<u>1,097.39</u>	<u>1,097.39</u>			
	Vendor Totals			4,003.53	4,003.53	.00	.00	.00
GREATOAKS GREAT OAKS MAINTENANCE & NOVEMBER CONTRACT								
4855-16244		11-30-2020	4855-6548.000	3,880.00		3,880.00		
H&R H & R MAINTENANCE COMPANY INC								
4855-PT041001	314 FULL PAINT ONE BR	12-04-2020	4855-6560.030	544.00	544.00			
4855-PT041002	232 FULL PAINT 1 BR	12-02-2020	4855-6560.030	544.00	544.00			
4855-PT041003	235 FULL PAINT ONE BR	12-09-2020	4855-6560.030	544.00	544.00			
4855-PT041004	329 FULL ONE BED PAINT	12-04-2020	4855-6560.030	544.00	544.00			
4855-PT041005	228 FULL PAINT 2 BR	12-11-2020	4855-6560.030	561.00	561.00			
4855-PT041158	24911 FULL PAINT	12-11-2020	4855-6560.030	586.50	586.50			
4855-PT041159	25013 FULL PAINT RANCH	12-11-2020	4855-6560.030	<u>586.50</u>	<u>586.50</u>			
	Vendor Totals			3,910.00	3,910.00	.00	.00	.00
HDSUPPLY HD SUPPLY FACILITIES								
4855-9187311202	MAINTENANCE SUPPLIES	12-09-2020	4855-6541.000	12.46	12.46			
			4855-6542.010	180.01	180.01			
			4855-6563.000	90.36	90.36			
			4855-6582.000	61.01	61.01			
			4855-6589.000	<u>68.79</u>	<u>68.79</u>			
	Vendor Totals			412.63	412.63	.00	.00	.00
HMILANLEG LAW OFFICE OF STEVEN K GANN								
4855-50706	10-25 LEGAL EXPENSES	10-18-2018	4855-6340.000	59.00-				59.00-
4855-55622	10-22 LEGAL EXPENSES	10-13-2020	4855-6340.000	<u>6.00</u>			6.00	
	Vendor Totals			53.00-	.00	.00	6.00	59.00-
JOHNDEER34 SITEONE LANDSCAPE SUPPLY LLC								
4855-105420255	ANT BAIT STATIONS	12-14-2020	4855-6520.000	66.81	66.81			
			4855-6536.000	<u>108.00</u>	<u>108.00</u>			
	Vendor Totals			174.81	174.81	.00	.00	.00
KMGHEALTH KMG - BCBS/BCN								
4855-BCBS0520*	HEALTH INSURANCE MAY 20	05-20-2020	4855-2115.000	2,490.05				2,490.05
4855-BCBS0620	HEALTH INSURANCE	05-18-2020	4855-6331.000	2,490.05				2,490.05
4855-BCN0520*	HEALTH INSURANCE MAY 20	05-20-2020	4855-2115.000	725.90				725.90
4855-BCN0620	HEALTH INSURANCE	05-18-2020	4855-6331.000	<u>725.90</u>				<u>725.90</u>
	Vendor Totals			6,431.90	.00	.00	.00	6,431.90
MICHIGA-1EMICHIGAN ALARM LLC								
4855-33569	REPAIR BROKEN WIRE BLDG	12-03-2020	4855-6542.010	95.00	95.00			
MIDWESTP MIDWEST PROPERTY MAINTENANCE								
4855-104992	235 ONE BED CARPET CLEAN	12-04-2020	4855-6517.020	45.00	45.00			
4855-105228	329 ONE BED CARPET CLEAN	12-08-2020	4855-6517.020	75.00	75.00			

Invoice Aging Date: 12-31-2020  
Property: 4855 Meadowbrook Commons

Invoice	Description	Invoice Date	Expense Acct	Balance Due	Current	Over 30	Over 60	Over 90
MIDWESTP MIDWEST PROPERTY MAINTENANCE								
4855-105291	25013 CARPET CLEAN-VACANT	2-16-2020	4855-6517.020	80.00	80.00			
4855-105532	25051 CARPET CLEAN VACANT	2-14-2020	4855-6517.020	<u>50.00</u>	<u>50.00</u>			
	Vendor Totals			250.00	250.00	.00	.00	.00
OTIS OTIS ELEVATOR CO INC								
4855-1004001956	MAINTENANCE ELEVATOR CONT	2-09-2020	4855-6545.000	1,236.51	1,236.51			
PAYROLL KMG PRESTIGE PAYROLL								
4855-PR042420*	4/24/20 PAYROLL	05-15-2020	4855-2115.000	14,578.30				14,578.30
4855-PR051020	PRESTIGE PAYROLL	05-07-2020	4855-2115.000	14,574.43				14,574.43
4855-PR052220	PRESTIGE PAYROLL	05-20-2020	4855-2115.000	14,574.45				14,574.45
4855-PR061020	PRESTIGE PAYROLL	06-05-2020	4855-2115.000	13,508.31				13,508.31
4855-PR062520	PRESTIGE PAYROLL	06-23-2020	4855-2115.000	<u>11,846.69</u>				<u>11,846.69</u>
	Vendor Totals			69,082.18	.00	.00	.00	69,082.18
SHERW1197 SHERWIN WILLIAMS #1197								
4855-3526-1	PAINT FOR VACANTS	12-14-2020	4855-6561.000	196.31	196.31			
THEHOME-1E THE HOME DEPOT PRO								
4855-562137224	RAT BAIT STATIONS	07-20-2020	4855-6520.000	42.34				42.34
4855-562518506	SEALANT	07-21-2020	4855-6541.000	9.84				9.84
			4855-6561.000	186.30				186.30
			4855-6571.000	99.00				99.00
4855-567565817	SUPPLIES	08-17-2020	4855-6589.000	9.52				9.52
			4855-6520.000	24.48				24.48
			4855-6563.000	78.06				78.06
			4855-6582.000	97.48				97.48
			4855-6584.000	51.70				51.70
4855-568616825	GARBAGE DISPOSAL	08-21-2020	4855-6571.000	189.69				189.69
4855-569398464	SPRAY PAINT	08-26-2020	4855-6561.000	20.91				20.91
			4855-6571.000	203.97				203.97
4855-572128270	DISHWASHER	09-10-2020	4855-7110.000	266.95				266.95
4855-572768752	CONCRETE MIX	09-15-2020	4855-6536.000	25.91				25.91
4855-574893806	MAINTENANCE SUPPLIES	09-25-2020	4855-6541.000	23.96				23.96
4855-578987646	GARBAGE DISPOSALS	10-15-2020	4855-6571.000	220.64			220.64	
4855-580335073	MAGIC PAK BLOWER	10-22-2020	4855-7202.000	<u>171.12</u>			<u>171.12</u>	
	Vendor Totals			1,721.87	.00	.00	391.76	1,330.11
W.W.WIL-11 W.W. WILLIAMS CO LLC								
4855-5602948-00	TEST LOAD GENERATOR	12-11-2020	4855-6542.010	525.00	525.00			
WASHINGT WASHINGTON ELEVATOR, INC.								
4855-101854401	SALT FOR COMMUNITY	12-22-2020	4855-6548.000	872.00	872.00			
	Property Totals			93,330.21	12,387.77	3,880.00	397.76	76,664.68

Property: 4855

Check 4855	Date Meadowbrook Commons	Vendor	Name	Invoice	Invoice Date	Distribution Description	Property Expense Account	Amount Paid
9858	12-04-20	KMGP	KMG PRESTIGE	4855-NOV 20 M	11-30-2020	MGT FEE 11/30/20	4855-6320.000	5,628.00
9859	12-08-20	APCO	APCO INC	4855-1571232-	11-05-2020	LIGHT BULBS PLUMBING	4855-6589.000 4855-6582.000	16.80 340.46
				4855-1572551-	11-13-2020	TURN MATERIALS TURN MATERIALS	4855-6585.000 4855-6582.000	75.44 124.99
				4855-1573381-	11-17-2020	HIGH RISE TOILET	4855-6582.000	124.99
				4855-1574416-	11-23-2020	2 TOILET ELONGATED BOWLS SMOKE ALARMS	4855-7110.040 4855-6542.010	249.98 75.54
						Check Total		1,008.20*
9860	12-08-20	ARBOR	ARBOR SPRINGS WATER, INC.	4855-1807829	10-30-2020	4 GALLONS WATER-COOLER	4855-6316.000	38.00
9861	12-08-20	BRIGHTHSEN	BRIGHT HOUSE NETWORKS	4855-111320	11-13-2020	11-24 11/12-12/11 CABLE/INTERN 11-24 11/12-12/11 CABLE/INTERN	4855-6518.000 4855-6360.000	78.96 104.35
						Check Total		183.31*
9862	12-08-20	CINTAS	CINTAS CORPORATION	4855-40666768	11-09-2020	LOGO MATS	4855-6590.000	64.79
				4855-40679642	11-20-2020	COMMUNITY LOGO MAT	4855-6590.000	64.79
						Check Total		129.58*
9863	12-08-20	CINTASFIRE	CINTAS FIRE PROTECTION	4855-0D265902	11-12-2020	FIRE INSPECTION KITCHEN	4855-6542.010	363.35
				4855-26585786	08-07-2020	SPRINKLER INSPECTION	4855-6542.010	522.00
						Check Total		885.35*
9864	12-08-20	COMMUNNEWS	COMMUNITY NEWSLETTER EXCH.	4855-9881	11-02-2020	COMMUNITY NEWSLETTER	4855-6220.000	108.02
9865	12-08-20	DETROIT ED	DTE ENERGY	4855-201112-P	11-12-2020	10/29-11/12 302-ELECTRICITY	4855-6430.000	10.26
9866	12-08-20	FALCON	FALCON CARPET SERVICE INC	4855-315451	11-09-2020	VINYL REPLACEMENT #302	4855-7130.000	308.87
				4855-315454	11-09-2020	CARPET REPL #302	4855-7130.000	662.49
				4855-316413	11-23-2020	111 CARPET REPLACEMENT	4855-7130.000	662.49
				4855-316414	11-23-2020	111 VINYL REPLACEMENT	4855-7130.000	343.87
						Check Total		1,977.72*
9867	12-08-20	FJFDOOR-SA	FJF DOOR SALES CO INC	4855-170831	07-16-2020	SERVICING FIRE DOORS	4855-6542.010	595.60
9868	12-08-20	GREATOAKS	GREAT OAKS MAINTENANCE &	4855-15715	10-31-2020	OCT LAWN MAINT/FERT	4855-6537.000	3,360.00
				4855-15716	10-31-2020	WINTERIZE IRRIGATION SYSTEM	4855-6537.000	650.00
						Check Total		4,010.00*
9869	12-08-20	GREENLEAF	WM COMPACTOR SOLUTIONS INC	4855-RI988804	11-16-2020	6 CY STATIONARY COMPACTOR	4855-6525.000	312.73
				4855-RI988805	11-16-2020	2 CY FRONT LOAD CAN	4855-6525.000	222.15
						Check Total		534.88*
9870	12-08-20	H&R	H & R MAINTENANCE COMPANY IN	4855-PT040604	10-20-2020	REGLAZE COUNTER #130	4855-6590.000	235.00
9871	12-08-20	HDSUPPLY	HD SUPPLY FACILITIES	4855-91859971	10-20-2020	FRIDGE DEFROST TIMER APPLIANCE REPAIR/REPLACE	4855-6585.000 4855-7110.000	20.64 363.84
				4855-91860310	10-21-2020	LATEX GLOVES	4855-6912.000	20.13
				4855-91861062	10-23-2020	KLEENEX SMOKE DETECTOR BATTERIES BLINDS	4855-6515.000 4855-6542.010 4855-6563.000	56.25 97.86 72.00
						GARBAGE DISPOSALS LIGHT BULBS	4855-6571.000 4855-6589.000	172.78 23.99
				4855-91861586	10-26-2020	SOS PADS CAUTION TAPE	4855-6515.000 4855-6541.000	71.14 51.03
				4855-91861969	10-27-2020	LEASING SIGNS	4855-6210.010	107.31
				4855-91862851	10-29-2020	LEASING SIGN	4855-6210.010	38.97
				4855-91864660	11-05-2020	WASHER/DRYER COMBO	4855-7110.000	892.80
				4855-91864971	11-06-2020	DIAL ANTIBACTERIAL SOAP 1 GAL	4855-6912.000	42.20
				4855-91864971	11-06-2020	3.6 CU FT ELEC DRYER	4855-7110.000	555.34
				4855-91866497	11-12-2020	CLEANING SUPPLIES TOILET PAPER EASY OFF OVEN	4855-6561.000 4855-6515.000	15.34 140.13
						Check Total		2,741.75*

Property: 4855

Check	Date	Vendor	Name	Invoice	Invoice Date	Distribution Description	Property Expense Account	Amount Paid
<u>4855</u>	<u>Meadowbrook Commons</u>							
9872	12-08-20	LIGHTSUPPL	LIGHTING SUPPLY COMPANY	4855-V0484767	10-21-2020	LIGHT BULBS	4855-6589.000	300.61
9873	12-08-20	MICHIGA-1E	MICHIGAN ALARM LLC	4855-110320	11-03-2020	SECURITY MONITORING	4855-6542.010	549.89
9874	12-08-20	MIDWESTP	MIDWEST PROPERTY MAINTENANCE	4855-103384	11-10-2020	25057 TRAFFIC CLEAN	4855-6517.020	50.00
				4855-96316	08-21-2020	TRAFFIC AREA CLEAN #213	4855-6517.020	45.00
				4855-97933	09-14-2020	2 BED TRAFFIC AREA CLEAN 24885	4855-6517.020	105.00
						Check Total		200.00*
9875	12-08-20	MRKPESTCON	MRK PEST CONTROL	4855-968147	11-13-2020	OCTOBER CONTRACT FEE	4855-6520.000	135.00
				4855-968148	11-13-2020	TRAPPED 2 ANIMALS	4855-6520.000	300.00
						Check Total		435.00*
9876	12-08-20	PMAMIDMI	PMAMM	4855-2856	09-18-2020	CON ED	4855-6398.000	49.00
9877	12-08-20	REDFORD	REDFORD LOCK CO INC OF NOVI	4855-57432	11-02-2020	MASTER KEYING	4855-6588.000	150.00
9878	12-08-20	SERVICEPRO	SERVICEPRO PLUMBING	4855-19994313	10-29-2020	REPLACE EXTERIOR POLE LIGHTS	4855-6581.010	272.50
9879	12-08-20	SHERW1197	SHERWIN WILLIAMS #1197	4855-2259-0	11-05-2020	PAINT FOR 302	4855-6561.000	247.62
				4855-2780-5	11-17-2020	PAINT FOR #314	4855-6561.000	61.90
						Check Total		309.52*
9880	12-08-20	STAPLES-PJ	STAPLES CREDIT PLAN	4855-26525478	09-24-2020	COPY PAPER	4855-6311.000	44.17
				4855-26642142	10-08-2020	12-1 COPY PAPER	4855-6311.000	68.45
				4855-26642151	10-08-2020	OFFICE SUPPLIES	4855-6311.000	28.76
				4855-26920809	11-12-2020	OFFICE SUPPLIES	4855-6311.000	193.54
						Check Total		334.92*
9881	12-08-20	SUPERSALES	SUPERIOR SALES & SERVICE	4855-17422	11-02-2020	SUBURBAN UNITS (FURNACE)	4855-7202.000	2,064.69
				4855-17423	11-02-2020	HVAC PARTS	4855-6584.000	692.92
						Check Total		2,757.61*
9882	12-08-20	VIRGINIAHA	VIRGINIA HALLAM	4855-120820	12-08-2020	12-8 ACH PETTY CASH	4855-1110.000	290.93-
				4855-PC102920	11-13-2020	CLOROX WIPES/LYSOL SPRAY	4855-6912.000	55.02
						GAS FOR GATOR	4855-6536.000	30.00
						PETTY CASH HALLAM	4855-6395.000	17.60-
						RESIDENT/EMPLOYEE FUNCTION	4855-6395.000	133.39
						STAMPS	4855-6316.000	90.12
						Check Total		.00*
9883	12-08-20	WEINGARTZF	WEINGARTZ	4855-20353245	10-30-2020	SNOWBLOWER MAINTENANCE	4855-6536.000	314.64
9884	12-08-20	PAYROLL	KMG PRESTIGE PAYROLL	4855-PR121020	12-08-2020	PRESTIGE PAYROLL	4855-2115.000	13,131.22
9885	12-09-20	SDREFUNDS	ESTATE OF RICHARD HUMANIC	4855-202012-6	12-05-2020	Richard James Humanic SD REFUN	4855-2191.010	1,246.00
						Richard James Humanic SD REFUN	4855-2191.010	.00
						Check Total		1,246.00*
9886	12-11-20	DETROIT ED	DTE ENERGY	4855-201123-0	11-23-2020	10/23-11/23 24979-HSE-ELECTRIC	4855-6450.000	68.23
				4855-201123-A	11-23-2020	10/23-11/23 25019-HSE-ELECTRIC	4855-6450.000	154.25
				4855-201123-P	11-23-2020	11/07-11/23 111-ELECTRICITY	4855-6430.000	4.89
				4855-201123-R	11-23-2020	10/23-11/23 25059-HSE-ELECTRIC	4855-6450.000	111.37
				4855-201123-Y	11-23-2020	10/23-11/23 24915-HSE-ELECTRIC	4855-6450.000	85.23
				4855-201123-Y	11-23-2020	10/23-11/23 24891-HSE-ELECTRIC	4855-6450.000	153.63
				4855-201124-P	11-24-2020	10/24-11/24 25075-HSE-ELECTRIC	4855-6450.000	4,158.83
						Check Total		4,736.43*
9887	12-11-20	SPRINT4181	SPRINT	4855-112720	11-27-2020	10/24-11/23 CELL PHN	4855-6360.000	56.56
9888	12-16-20	KMGP	KMG PRESTIGE	4855-MSFT1220	12-15-2020	MICROSOFT OFFICE 365	4855-6318.000	16.02
				4855-POST1220	12-15-2020	UPS-POSTAGE	4855-6316.000	13.00
						Check Total		29.02*
9889	12-16-20	SOLUTIONS	KMG SOLUTIONS	4855-1-SITE12	12-15-2020	ONESITE SFTWRE FEE	4855-6318.000	308.00
				4855-BICRD122	12-15-2020	CORE REPORTING AND DESIGNER	4855-6318.000	80.50

Property: 4855

Check 4855	Date Meadowbrook Commons	Vendor	Name	Invoice	Invoice Date	Distribution Description	Property Expense Account	Amount Paid
9889	12-16-20			4855-LEASTR12	12-15-2020	LEASESTAR/MEDIA	4855-6210.010	262.50
				4855-ONEFMS12	12-15-2020	ONESITE FACILITIES MANAGEMENT	4855-6318.000	98.00
				4855-ONELDS12	12-15-2020	LEASE CRIMINAL CHK	4855-6250.000	62.04
				4855-ONEPTL12	12-15-2020	ONESITE PORTAL FEES	4855-6210.010	38.50
				4855-SLS1220	12-15-2020	SOFTWARE LICENSING/SUPPORT	4855-6318.000	173.53
						Check Total		1,023.07*
9890	12-18-20	CINTAS	CINTAS CORPORATION	4855-40693128	12-07-2020	LOGO MATS	4855-6590.000	64.79
9891	12-18-20	COMMUNNEWS	COMMUNITY NEWSLETTER EXCH.	4855-9894	12-01-2020	COMMUNITY NEWS LETTER	4855-6220.000	108.02
9892	12-18-20	DANWOOD-SU	DAN WOOD PLUMBING & HEATING	4855-487387	11-19-2020	LOCHINVAR TANK PER CITY BUDGET	4855-7202.000	12,750.00
9893	12-18-20	FALCON	FALCON CARPET SERVICE INC	4855-311640	09-18-2020	VINYL REPLACEMENT 316	4855-7130.000	354.67
				4855-311641	09-18-2020	CARPET 316	4855-7130.000	662.49
				4855-311724	09-18-2020	RESTRETCH BD/LR 24883	4855-6586.000	100.00
				4855-316621	11-30-2020	CARPET 314	4855-7130.000	662.49
						Check Total		1,779.65*
9894	12-18-20	GREATOAKS	GREAT OAKS MAINTENANCE &	4855-15831	11-15-2020	SNOW CONTRACT-DECEMBER	4855-6537.000	2,500.00
				4855-16077	12-01-2020	SNOW CONTRACT	4855-6548.000	2,500.00
						Check Total		5,000.00*
9895	12-18-20	HDSUPPLY	HD SUPPLY FACILITIES	4855-91869285	11-23-2020	LIGHT BULBS SHOWER HEAD-4	4855-6589.000 4855-6582.000	105.42 30.68
						Check Total		136.10*
9896	12-18-20	KSS-KALA	KSS ENTERPRISES	4855-1262819	10-28-2020	CLEANING SUPPLIES-COMMUNITY	4855-6912.000	344.41
				4855-1266679	11-11-2020	CLEANING SUPPLIES	4855-6515.000	392.96
						Check Total		737.37*
9897	12-18-20	MICHIGA-1E	MICHIGAN ALARM LLC	4855-33258	11-04-2020	SECURITY MONITORING	4855-6542.010	549.89
				4855-33558	12-03-2020	JANUARY MONITORING FEE	4855-6542.010	549.89
						Check Total		1,099.78*
9898	12-18-20	MRKPESTCON	MRK PEST CONTROL	4855-972096	12-07-2020	MONTHLY SERVICE NOVEMBER	4855-6520.000	135.00
9899	12-18-20	SIMPLEX	SIMPLEXGRINNELL LP	4855-41326411	11-06-2020	FIRE ALARM MATERIAL	4855-6542.010	379.00
9900	12-21-20	PAYROLL	KMG PRESTIGE PAYROLL	4855-PR122320	12-21-2020	PRESTIGE PAYROLL	4855-2115.000	13,227.29
9901	12-21-20	KMGP	KMG PRESTIGE	4855-BCBS0121	12-21-2020	HEALTH/DENTAL INS	4855-6331.000	1,672.25
				4855-BCN0121	12-21-2020	HEALTH/DENTAL INS	4855-6331.000	1,066.54
				4855-LIFE0121	12-21-2020	LIFE/DISABILITY INS	4855-6331.000	230.77
				4855-TELDOC01	12-21-2020	HEALTH/DENTAL INS	4855-6331.000	35.19
						Check Total		3,004.75*
9902	12-29-20	SDREFUNDS	DEE ANNE ALLEN	4855-202012-1	12-04-2020	Dee Anne Allen SD REFUND Dee Anne Allen SD REFUND	4855-2191.010 4855-2191.010	.00 1,343.00
						Check Total		1,343.00*
9903	12-29-20	SDREFUNDS	ESTATE OF ROBERT J HETTINGER	4855-202012-6	12-01-2020	Robert J Hettinger SD REFUND	4855-2191.010	770.00
9904	12-29-20	SDREFUNDS	EVELYN TOLAN	4855-202012-7	12-02-2020	Evelyn Tolan SD REFUND Evelyn Tolan SD REFUND	4855-2191.010 4855-2191.010	.00 552.00
						Check Total		552.00*
9905	12-29-20	SDREFUNDS	SD REFUNDS MARIA PEGORARO	4855-202012-7	12-01-2020	Maria Pegoraro SD REFUND	4855-2191.010	760.00
9906	12-29-20	BRIGHTHOUS	BRIGHT HOUSE NETWORKS	4855-122820	11-28-2020	12-15 11/27-12/26 INTERNET	4855-6360.000	541.17
9907	12-29-20	CONSUMERS	CONSUMERS ENERGY	4855-201207-0	12-07-2020	11/07-12/07 25059-HSE-GAS	4855-6452.000	39.86
				4855-201207-G	12-07-2020	11/07-12/07 25075-HSE1-GAS	4855-6452.000	15.30
				4855-201207-N	12-07-2020	11/07-12/07 25075-HSE3-GAS	4855-6452.000	15.30
				4855-201207-P	12-07-2020	12/02-12/07 25013-GAS	4855-6440.000	8.28
				4855-201207-R	12-07-2020	11/07-12/07 130-GAS	4855-6440.000	16.64

Property: 4855

Check 4855	Date Meadowbrook Commons	Vendor	Name	Invoice	Invoice Date	Distribution Description	Property Expense Account	Amount Paid
9907	12-29-20			4855-201207-V	12-07-2020	11/07-12/07 302-GAS	4855-6440.000	15.31
				4855-201207-Y	12-07-2020	11/17-12/07 111-GAS	4855-6440.000	12.71
				4855-201207-Y	12-07-2020	11/07-12/07 316-GAS	4855-6440.000	20.51
				4855-201208-T	12-08-2020	11/10-12/08 25075-HSE-GAS	4855-6452.000	393.00
				4855-201209-A	12-09-2020	11/24-12/09 329-GAS	4855-6440.000	11.22
						Check Total		548.13*
9908	12-29-20	DETROIT ED	DTE ENERGY	4855-201209-P	12-09-2020	11/24-12/09 329-ELECTRICITY	4855-6430.000	9.36
9909	12-29-20	KMGP	KMG PRESTIGE	4855-DD0121	12-23-2020	HEALTH/DENTAL INS	4855-6331.000	8.04
9910	12-30-20	SDREFUNDS	PETER WHITE	4855-202012-5	01-01-2021	Peter White SD REFUND	4855-2191.010	.00
						Peter White SD REFUND	4855-2191.010	1,247.00
						Check Total		1,247.00*
9911	12-30-20	BRIGHTHOUS	BRIGHT HOUSE NETWORKS	4855-121320	12-13-2020	12-29 12/12-1/11 CBL/INTERNET	4855-6360.000	104.35
						12-29 12/12-1/11 CBL/INTERNET	4855-6518.000	78.96
						Check Total		183.31*
9912	12-30-20	CONSUMERS	CONSUMERS ENERGY	4855-201207-A	12-07-2020	11/19-12/07 314-GAS	4855-6440.000	11.13
9913	12-30-20	DETROIT ED	DTE ENERGY	4855-201206-P	12-06-2020	11/19-12/06 314-ELECTRICITY	4855-6430.000	21.88
9914	12-30-20	GREENLEAF	WM COMPACTOR SOLUTIONS INC	4855-RI997088	12-18-2020	6CY COMPACTOR	4855-6525.000	312.73
				4855-RI997089	12-18-2020	2CY FRONT LOAD CAN	4855-6525.000	222.15
						Check Total		534.88*
9915	12-30-20	KMGP	KMG PRESTIGE	4855-CLS1220	12-30-2020	COMPUTER LICENSING SUPPORT	4855-6318.000	100.00
9916	12-30-20	TROUTMAN-A	ANN TROUTMAN	4855-MI122220	12-23-2020	12-28 MILEAGE TROUTMAN	4855-6397.000	64.40
						Bank Account Total		89,097.71*
						Property Total		89,097.71*

**DELINQUENT AND PREPAID**

Fiscal Period 062021 As of 01/01/2021

Parameters: Report Type: Details

Subproperties: ALL

Subjournals: ALL

Statuses to include: Applicant,Approved applicant,Former applicant,Pending resident,Current resident,Former resident; Include delinquencies that equal NTV Credit? Yes; Exclude transactions payable in arrears: No; Delinquency range 0 through 99999999; Aging Columns: Fiscal; Filter type: ALL; Summaries: ALL; Show Prepaid As Allocated: Yes; Include outstanding deposits: No;

Detail - 58 Account(s)

Unit	Name Phone Number Email	Status	Move-In/ Out	Code Description	Total Prepaid	Total Delinquent	Net Balance	Current	30 Days	60 Days	90+ Days	Prorate Credits	Deposits Held	Outstanding Deposit	# Late/ # NSF
103	Trimm, Gordon (248) 719-7183	Current resident	05/ 6/2016	PMTOPACH	(5.00)	0.00	(5.00)	(5.00)	0.00	0.00	0.00	0.00	765.00	0.00	0/0
104	Ansbro, Elizabeth C (810) 227-1984 eansbro@comcast.net	Current resident	01/12/2019	PMTOPACH	(795.00)	0.00	(795.00)	(795.00)	0.00	0.00	0.00	0.00	760.00	0.00	0/0
114	Ayers, Eleanor (248) 349-8724 dayers0416@gmail.com	Current resident	11/ 8/2019	PMTOPACH	(15.00)	0.00	(15.00)	(15.00)	0.00	0.00	0.00	0.00	775.00	0.00	0/0
115	LaCroix, Mary (248) 773-8320	Current resident	10/19/2017	PMTOPIRD	(785.00)	0.00	(785.00)	0.00	(785.00)	0.00	0.00	0.00	1,140.00	0.00	0/0
116	Barrix, Nyda E (248) 513-3128	Current resident	08/19/2013	PMTOPACH	(10.00)	0.00	(10.00)	(10.00)	0.00	0.00	0.00	0.00	1,040.00	0.00	0/0
118	McDonald, Thomas Francis (989) 545-8330 tmacms@yahoo.com	Current resident	06/22/2020	PMTOPACH	(15.00)	0.00	(15.00)	(15.00)	0.00	0.00	0.00	0.00	775.00	0.00	0/0
122	Taylor, Mary (248) 946-4610	Current resident	04/ 1/2018	PMTOPACH	(10.00)	0.00	(10.00)	(10.00)	0.00	0.00	0.00	0.00	760.00	0.00	0/0
129	Phillips, Beverly (248) 773-8967 jill0358@yahoo.com	Current resident	10/ 5/2018	PMTOPACH	(5.00)	0.00	(5.00)	(5.00)	0.00	0.00	0.00	0.00	780.00	0.00	0/0
131	Gardner, Carol A (248) 249-5975 carol_g48336@att.net	Current resident	03/12/2012	PMTOPACH	(6.00)	0.00	(6.00)	(6.00)	0.00	0.00	0.00	0.00	725.00	0.00	0/0

\* -- Resident is under eviction

† -- Balance due includes NSF transaction(s). Please refer to the appropriate ledger for more information

‡ -- Includes amounts that are 120+ days past due

§ -- Cash basis charge codes: Income account will match the AR account

\*\* -- The resident count total delinquent number is the number of unique residents that are delinquent. It may not be equal to the sum of the current, 30, 60, and 90+ delinquencies.

**DELINQUENT AND PREPAID**

Fiscal Period 062021 As of 01/01/2021

Parameters: Report Type: Details

Subproperties: ALL

Subjournals: ALL

Statuses to include: Applicant, Approved applicant, Former applicant, Pending resident, Current resident, Former resident; Include delinquencies that equal NTV Credit? Yes; Exclude transactions payable in arrears: No; Delinquency range 0 through 99999999; Aging Columns: Fiscal; Filter type: ALL; Summaries: ALL; Show Prepaid As Allocated: Yes; Include outstanding deposits: No;

Detail - 58 Account(s)

Unit	Name Phone Number Email	Status	Move-In/ Out	Code Description	Total Prepaid	Total Delinquent	Net Balance	Current	30 Days	60 Days	90+ Days	Prorate Credits	Deposits Held	Outstanding Deposit	# Late/ # NSF
134	Bear, Eugene (248) 939-7368 Eugene.bear174@gmail.com	Current resident	10/ 1/2019	PMTOPACH	(51.00)	0.00	(51.00)	(51.00)	0.00	0.00	0.00	0.00	1,230.00	0.00	0/1
135	Storch, Carol storch.mary@gmail.com	Current resident	08/ 7/2018	PMTOPIRD	(15.00)	0.00	(15.00)	(15.00)	0.00	0.00	0.00	0.00	770.00	0.00	0/0
201	Hoch, Janna polszewski123@comcast.net	Current resident	08/ 1/2019	PMTOPACH	(5.00)	0.00	(5.00)	(5.00)	0.00	0.00	0.00	0.00	815.00	0.00	0/0
205	Okonkowski, Leo L (248) 444-4307	Current resident	11/ 1/2011	PMTOPACH	(15.00)	0.00	(15.00)	(15.00)	0.00	0.00	0.00	0.00	680.00	0.00	0/0
208	Smith, Theresa (248) 348-5220 drblarson@gmail.com	Current resident	09/10/2004	PMTOPACH	(985.00)	0.00	(985.00)	(985.00)	0.00	0.00	0.00	0.00	800.00	0.00	0/0
210	Anderson, Judith (248) 755-0253	Current resident	06/ 7/2017	PMTOPIRD	(60.00)	0.00	(60.00)	(60.00)	0.00	0.00	0.00	0.00	765.00	0.00	0/0
213	Chilenko, Lois (931) 787-6741 chile.33@comcast.net	Current resident	11/29/2018	PMTOPACH	(5.00)	0.00	(5.00)	(5.00)	0.00	0.00	0.00	0.00	830.00	0.00	0/0
219	Stachowksi, Diane (248) 662-8299 dianestack53@yahoo.com	Current resident	08/ 1/2019	PMTOPACH	(770.00)	0.00	(770.00)	(750.00)	(20.00)	0.00	0.00	0.00	750.00	0.00	0/0
222	Brown, Barbara Ann (248) 719-7018 ktb0912@aol.com	Current resident	09/27/2019	PMTOPACH	(10.00)	0.00	(10.00)	(10.00)	0.00	0.00	0.00	0.00	785.00	0.00	0/0

\* -- Resident is under eviction

† -- Balance due includes NSF transaction(s). Please refer to the appropriate ledger for more information

‡ -- Includes amounts that are 120+ days past due

§ -- Cash basis charge codes: Income account will match the AR account

\*\* -- The resident count total delinquent number is the number of unique residents that are delinquent. It may not be equal to the sum of the current, 30, 60, and 90+ delinquencies.

**DELINQUENT AND PREPAID**

Fiscal Period 062021 As of 01/01/2021

Parameters: Report Type: Details

Subproperties: ALL

Subjournals: ALL

Statuses to include: Applicant,Approved applicant,Former applicant,Pending resident,Current resident,Former resident; Include delinquencies that equal NTV Credit? Yes; Exclude transactions payable in arrears: No; Delinquency range 0 through 99999999; Aging Columns: Fiscal; Filter type: ALL; Summaries: ALL; Show Prepaid As Allocated: Yes; Include outstanding deposits: No;

Detail - 58 Account(s)

Unit	Name Phone Number Email	Status	Move-In/ Out	Code Description	Total Prepaid	Total Delinquent	Net Balance	Current	30 Days	60 Days	90+ Days	Prorate Credits	Deposits Held	Outstanding Deposit	# Late/ # NSF
224	Prior, Eunice (440) 228-9066 esprior@hotmail.com	Current resident	02/ 9/2015	PMTOPACH	(820.00)	0.00	(820.00)	(820.00)	0.00	0.00	0.00	0.00	780.00	0.00	0/0
227	Dooley, Collette (248) 349-3614 medstro2@aol.com	Current resident	12/ 1/2015	PMTOPACH	(1,632.50)	0.00	(1,632.50)	(1,632.50)	0.00	0.00	0.00	0.00	1,060.00	0.00	0/0
232	Abbott, Cecilia A (989) 745-2596	Current resident	12/ 7/2020	PMTOPACH	(35.00)	0.00	(35.00)	(35.00)	0.00	0.00	0.00	0.00	915.00	(120.00)	0/0
235	Wizinsky, Elizabeth (248) 219-1225 wwizinsky@aol.com	Current resident	12/ 7/2020	PMTOPACH	(1,550.00)	0.00	(1,550.00)	(1,550.00)	0.00	0.00	0.00	0.00	760.00	0.00	0/0
302	Lula, Marjorie R (810) 294-7657 lula.kimberly56@gmail.com	Current resident	11/13/2020	PMTOPACH	(25.00)	0.00	(25.00)	(25.00)	0.00	0.00	0.00	0.00	795.00	0.00	0/0
303	Wojno, Irene (248) 974-0103	Current resident	09/26/2006	PMTOPACH	(10.00)	0.00	(10.00)	(10.00)	0.00	0.00	0.00	0.00	690.00	0.00	0/0
305	Mckeeon, Lorel (248) 380-3054	Current resident	11/ 7/2016	PMTOPACH	(5.00)	0.00	(5.00)	(5.00)	0.00	0.00	0.00	0.00	725.00	0.00	0/0
315	Dallou, Mary (586) 404-0571	Current resident	05/ 1/2018	PMTOPACH	(20.00)	0.00	(20.00)	(20.00)	0.00	0.00	0.00	0.00	735.00	0.00	0/0
318	Baptist, Florence (248) 347-1033	Current resident	07/ 1/2008	PMTOPACH	(35.00)	0.00	(35.00)	(35.00)	0.00	0.00	0.00	0.00	690.00	0.00	0/0
319	Jackson, Mary E (734) 679-2658	Current resident	12/17/2010	PMTOPACH	(10.00)	0.00	(10.00)	(10.00)	0.00	0.00	0.00	0.00	665.00	0.00	0/0

\* -- Resident is under eviction

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\*\* -- The resident count total delinquent number is the number of unique residents that are delinquent. It may not be equal to the sum of the current, 30, 60, and 90+ delinquencies.

**DELINQUENT AND PREPAID**

Fiscal Period 062021 As of 01/01/2021

Parameters: Report Type: Details

Subproperties: ALL

Subjournals: ALL

Statuses to include: Applicant, Approved applicant, Former applicant, Pending resident, Current resident, Former resident; Include delinquencies that equal NTV Credit? Yes; Exclude transactions payable in arrears: No; Delinquency range 0 through 99999999; Aging Columns: Fiscal; Filter type: ALL; Summaries: ALL; Show Prepaid As Allocated: Yes; Include outstanding deposits: No;

Detail - 58 Account(s)

Unit	Name Phone Number Email	Status	Move-In/ Out	Code Description	Total Prepaid	Total Delinquent	Net Balance	Current	30 Days	60 Days	90+ Days	Prorate Credits	Deposits Held	Outstanding Deposit	# Late/ # NSF
320	Faulkner, Lorraine (248) 449-1997	Current resident	10/ 6/2006	PMTOPACH	(10.00)	0.00	(10.00)	(10.00)	0.00	0.00	0.00	0.00	645.00	0.00	0/0
321	Hornacek, Gertrude C (248) 344-4341	Current resident	01/ 7/2011	PMTOPACH	(10.00)	0.00	(10.00)	(10.00)	0.00	0.00	0.00	0.00	735.00	0.00	0/0
324	Canney, Patricia (734) 748-3266 pado1953@gmail.com	Current resident	08/16/2019	PMTOPACH	(13.45)	0.00	(13.45)	(13.45)	0.00	0.00	0.00	0.00	820.00	0.00	0/0
325	Tutay, Georgianna Rose (248) 425-5843 TutayGR@gmail.com	Current resident	01/12/2006	PMTOPACH	(1.00)	0.00	(1.00)	(1.00)	0.00	0.00	0.00	0.00	600.00	0.00	1/0
327	Radke, Jean (248) 348-1577 jradke@mi.rr.com	Current resident	07/ 9/2018	PMTOPACH	(5.00)	0.00	(5.00)	(5.00)	0.00	0.00	0.00	0.00	1,025.00	0.00	0/0
331	Yearby, Joan (248) 719-9818 joanyearby@gmail.com	Current resident	03/ 1/2018	PMTOPACH	(1,080.00)	0.00	(1,080.00)	(1,080.00)	0.00	0.00	0.00	0.00	1,065.00	0.00	0/0
332	SARIEE, Mary J (248) 893-5956	Current resident	03/10/2011	PMTOPACH	(45.00)	0.00	(45.00)	(45.00)	0.00	0.00	0.00	0.00	735.00	0.00	0/0
333	Nolff, Sarah M (248) 529-6085 smn1931@gmail.com	Current resident	05/ 1/2020	PMTOPACH	(15.00)	0.00	(15.00)	(15.00)	0.00	0.00	0.00	0.00	835.00	0.00	0/0
335	Hartley, Michael (248) 321-7864 mrhartley7@gmail.com	Current resident	11/ 6/2020	PMTOPACH	(760.00)	0.00	(760.00)	(760.00)	0.00	0.00	0.00	0.00	819.00	(59.00)	0/0

\* -- Resident is under eviction

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‡ -- Includes amounts that are 120+ days past due

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\*\* -- The resident count total delinquent number is the number of unique residents that are delinquent. It may not be equal to the sum of the current, 30, 60, and 90+ delinquencies.

**DELINQUENT AND PREPAID**

Fiscal Period 062021 As of 01/01/2021

Parameters: Report Type: Details

Subproperties: ALL

Subjournals: ALL

Statuses to include: Applicant,Approved applicant,Former applicant,Pending resident,Current resident,Former resident; Include delinquencies that equal NTV Credit? Yes; Exclude transactions payable in arrears: No; Delinquency range 0 through 99999999; Aging Columns: Fiscal; Filter type: ALL; Summaries: ALL; Show Prepaid As Allocated: Yes; Include outstanding deposits: No;

Detail - 58 Account(s)

Unit	Name Phone Number Email	Status	Move-In/ Out	Code Description	Total Prepaid	Total Delinquent	Net Balance	Current	30 Days	60 Days	90+ Days	Prorate Credits	Deposits Held	Outstanding Deposit	# Late/ # NSF
337	Young, Loretta (248) 773-8877	Current resident	04/22/2013	PMTOPACH	(5.00)	0.00	(5.00)	(5.00)	0.00	0.00	0.00	0.00	1,030.00	0.00	0/0
24877	Robins, Adele (248) 449-6839	Current resident	07/ 7/2018	PMTOPACH	(5.00)	0.00	(5.00)	(5.00)	0.00	0.00	0.00	0.00	1,240.00	0.00	0/0
24903	Altomaro, Sophie (248) 513-3124 larryaltomaro@hotmail.com	Current resident	04/ 1/2017	PMTOPACH	(1,265.00)	0.00	(1,265.00)	(1,265.00)	0.00	0.00	0.00	0.00	1,220.00	0.00	0/0
24907	Hewitt, Marilyn C (248) 308-2544 hewittmom6@icloud.com	Current resident	11/14/2014	PMTOPIRD	(10.00)	0.00	(10.00)	(10.00)	0.00	0.00	0.00	0.00	1,205.00	0.00	0/0
24911	White, Peter (248) 596-0231 whitepeter@att.net	Former resident	12/27/2020	PMTOPIRD	(5.00)	0.00	(5.00)	(5.00)	0.00	0.00	0.00	0.00	0.00	0.00	0/0
24923	Sammut, Judith (248) 773-8411	Current resident	06/ 1/2012	PMTOPACH	(9.00)	0.00	(9.00)	(9.00)	0.00	0.00	0.00	0.00	1,175.00	0.00	0/0
24945	Rytel, Richard E (248) 513-4648 slrytel@hotmail.com	Current resident	09/ 1/2014	PMTOPACH	(30.00)	0.00	(30.00)	(30.00)	0.00	0.00	0.00	0.00	1,205.00	0.00	0/0
24947	Arney, Rusell (248) 773-8882 russarneysr@icloud.com	Current resident	02/10/2018	PMTOPACH	(10.00)	0.00	(10.00)	(10.00)	0.00	0.00	0.00	0.00	1,230.00	0.00	0/0
24967	Kauffman, Shirley A (248) 231-8123 tturnzewski@aol.com	Current resident	12/ 5/2013	PMTOPACH	(20.00)	0.00	(20.00)	(20.00)	0.00	0.00	0.00	0.00	1,195.00	0.00	0/0

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**DELINQUENT AND PREPAID**

Fiscal Period 062021 As of 01/01/2021

Parameters: Report Type: Details  
 Subproperties: ALL  
 Subjournals: ALL

Statuses to include: Applicant, Approved applicant, Former applicant, Pending resident, Current resident, Former resident; Include delinquencies that equal NTV Credit? Yes; Exclude transactions payable in arrears: No; Delinquency range 0 through 99999999; Aging Columns: Fiscal; Filter type: ALL; Summaries: ALL; Show Prepaid As Allocated: Yes; Include outstanding deposits: No;

Detail - 58 Account(s)

Unit	Name Phone Number Email	Status	Move-In/ Out	Code Description	Total Prepaid	Total Delinquent	Net Balance	Current	30 Days	60 Days	90+ Days	Prorate Credits	Deposits Held	Outstanding Deposit	# Late/ # NSF
24973	Kardasz, Georgene (248) 719-7135 georgie600@fbcglobal.net	Current resident	03/16/2010	PMTOPIRD	(5.00)	0.00	(5.00)	(5.00)	0.00	0.00	0.00	0.00	1,160.00	0.00	1/0
24975	Miller, Harold (734) 891-5430	Current resident	10/ 1/2017	PMTOPIRD	(30.00)	0.00	(30.00)	(30.00)	0.00	0.00	0.00	0.00	1,230.00	0.00	0/1
24987	Wiec, Sophia (248) 513-3774	Current resident	12/ 8/2017	PMTOPIRD	(70.00)	0.00	(70.00)	(70.00)	0.00	0.00	0.00	0.00	1,230.00	0.00	0/0
24997	Haran, Maureen (248) 348-6808 gmharan8@gmail.com	Current resident	07/16/2018	PMTOPIRD	(40.00)	0.00	(40.00)	(40.00)	0.00	0.00	0.00	0.00	1,240.00	0.00	0/0
25013	Russette, Joanne C (248) 344-8274 mal@amdgservices.com	Current resident	12/18/2020	PMTOPACH	(59.00)	0.00	(59.00)	(59.00)	0.00	0.00	0.00	0.00	1,255.00	0.00	0/0
25015	Bartlo, Constance (248) 719-7080 cbartlo5@att.net	Current resident	07/11/2014	PMTOPACH	(10.00)	0.00	(10.00)	(10.00)	0.00	0.00	0.00	0.00	1,205.00	0.00	0/0
25029	Chinn, Anne (248) 303-0366 annechinn@att.net	Current resident	01/ 9/2020	PMTOPACH	(55.00)	0.00	(55.00)	(55.00)	0.00	0.00	0.00	0.00	1,245.00	0.00	0/0
25033	Brown, Robert (248) 349-5014 mrbrown@insight.rr.com	Current resident	08/29/2011	PMTOPACH	(1,265.00)	0.00	(1,265.00)	(1,265.00)	0.00	0.00	0.00	0.00	1,175.00	0.00	0/0
25035	Bok, Lawrence (248) 347-1722	Current resident	06/ 1/2006	PMTOPACH	(45.00)	0.00	(45.00)	(45.00)	0.00	0.00	0.00	0.00	1,080.00	0.00	0/0

\* -- Resident is under eviction

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**DELINQUENT AND PREPAID**

Fiscal Period 062021 As of 01/01/2021

Parameters: Report Type: Details  
 Subproperties: ALL  
 Subjournals: ALL

Statuses to include: Applicant, Approved applicant, Former applicant, Pending resident, Current resident, Former resident; Include delinquencies that equal NTV Credit? Yes; Exclude transactions payable in arrears: No; Delinquency range 0 through 99999999; Aging Columns: Fiscal; Filter type: ALL; Summaries: ALL; Show Prepaid As Allocated: Yes; Include outstanding deposits: No;

Detail - 58 Account(s)

Unit	Name Phone Number Email	Status	Move-In/ Out	Code Description	Total Prepaid	Total Delinquent	Net Balance	Current	30 Days	60 Days	90+ Days	Prorate Credits	Deposits Held	Outstanding Deposit	# Late/ # NSF
25037	Godfrey, Carol (248) 946-4661 chris@godfreylawoffi ces.com	Current resident	11/ 4/2017	PMTOPACH	(1,255.00)	0.00	(1,255.00)	(1,255.00)	0.00	0.00	0.00	0.00	1,230.00	0.00	0/0
25053	Schultz, Theodore P (248) 349-9018 karenbrown1636@att. net	Current resident	10/26/2020	PMTOPACH	(86.00)	0.00	(86.00)	(86.00)	0.00	0.00	0.00	0.00	1,255.00	0.00	0/0
25057	Moreau, Joseph (248) 773-8388	Current resident	10/24/2017	PMTOPIRD	(60.00)	0.00	(60.00)	(60.00)	0.00	0.00	0.00	0.00	1,230.00	0.00	0/0
<b>Grand Totals:</b>					(13,982.95)	0.00	(13,982.95)	(13,177.95)	(805.00)	0.00	0.00	0.00	54,074.00		
<b>Resident Count:</b>					58	0 **		0	0	0	0				
						<b>Net Prepaid:</b>	(13,982.95)								
						<b>Net Delinquent:</b>	0.00								

\* -- Resident is under eviction

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‡ -- Includes amounts that are 120+ days past due

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\*\* -- The resident count total delinquent number is the number of unique residents that are delinquent. It may not be equal to the sum of the current, 30, 60, and 90+ delinquencies.

**DELINQUENT AND PREPAID**

Fiscal Period 062021 As of 01/01/2021

Parameters: Report Type: Details  
 Subproperties: ALL  
 Subjournals: ALL

Statuses to include: Applicant, Approved applicant, Former applicant, Pending resident, Current resident, Former resident; Include delinquencies that equal NTV Credit? Yes; Exclude transactions payable in arrears: No; Delinquency range 0 through 99999999; Aging Columns: Fiscal; Filter type: ALL; Summaries: ALL; Show Prepaid As Allocated: Yes; Include outstanding deposits: No;

\*\* These subtotals consist of transaction code level balances, and may not sum up to grand totals that equate to beginning/ending prepaid or delinquent balances that are subtotaled by resident ledger or subjournal, such as is done on the Resident Summary Balances report.

Summary By Transaction Code **														
Description	Delinquent / Prepaid Account	Beginning Prepaid	Current Prepaid	Change In Prepaid	Beginning Delinquent	Current Delinquent	Change In Delinquent	Beginning Balance	Current Balance	Change In Balance	Current	30 Days	60 Days	90+ Days
PMTOPACH	1130.000	(3,308.95)	(12,902.95)	(9,594.00)	0.00	0.00	0.00	(3,308.95)	(12,902.95)	(9,594.00)	(12,882.95)	(20.00)	0.00	0.00
PMTOPIRD	1130.000	(1,821.00)	(1,080.00)	741.00	0.00	0.00	0.00	(1,821.00)	(1,080.00)	741.00	(295.00)	(785.00)	0.00	0.00
		(5,129.95)	(13,982.95) A	(8,853.00)	0.00	0.00	0.00	(5,129.95)	(13,982.95)	(8,853.00)	(13,177.95)	(805.00)	0.00	0.00

Summary by General Ledger Account			
		Beginning	Ending
<b>Grand Totals:</b>		<b>(5,129.95)</b>	<b>(13,982.95)</b>
			<b>(8,853.00)</b>
1130.000 Resident Receivables	<b>Total:</b>	<b>(5,129.95)</b>	<b>(13,982.95)</b>
	PMTOPACH	<b>(3,308.95)</b>	<b>(12,902.95)</b>
	PMTOPIRD	<b>(1,821.00)</b>	<b>(1,080.00)</b>
		<b>741.00</b>	

A- \$13,982.95  
6,907.00 Dec Deposits  
 20,889.95 Bal in 2210

\* -- Resident is under eviction  
 † -- Balance due includes NSF transaction(s). Please refer to the appropriate ledger for more information  
 ‡ -- Includes amounts that are 120+ days past due  
 § -- Cash basis charge codes: Income account will match the AR account  
 \*\* -- The resident count total delinquent number is the number of unique residents that are delinquent. It may not be equal to the sum of the current, 30, 60, and 90+ delinquencies.

**ALL UNITS**

As of 12/25/2020

**Parameters:** Sub Property: ALL  
 Unit Range Start: first unit; Unit Range End: last unit;  
 Report Type: Details + Summary ; Sort By: Floorplan

Bldg/Unit	Floorplan	SQFT	Market Rent	Amt/SQFT	Lease Rent	Actual Amt/SQFT	Name	Move-In	Lease Start	Lease End	Deposits On Hand	Made Ready	Effective Rent
205	ACV	558	760.00	1.36	760.00	1.36	Okonkowski, Leo L	11/01/2011	11/01/2020	10/31/2021	680.00	N	760.00
209	ACV	558	760.00	1.36	750.00	1.34	Reviere, Cheryl	04/14/2017	05/01/2020	04/30/2021	725.00	Y	760.00
215	ACV	558	760.00	1.36	760.00	1.36	Harper, Marjorie Ann	11/08/2019	12/01/2020	11/30/2021	750.00	Y	760.00
219	ACV	558	760.00	1.36	750.00	1.34	Stachowski, Diane	08/01/2019	08/01/2020	07/31/2021	750.00	Y	760.00
225	ACV	558	760.00	1.36	750.00	1.34	Smutek, Frances	06/01/2015	06/01/2020	05/31/2021	710.00	Y	760.00
229	ACV	558	760.00	1.36	760.00	1.36	Coleman, Elizabeth	09/01/2001	10/01/2020	09/30/2021	530.00	N	760.00
235	ACV	558	760.00	1.36	760.00	1.36	Wizinsky, Elizabeth	12/07/2020	12/07/2020	12/31/2021	760.00	Y	760.00
239	ACV	558	760.00	1.36	750.00	1.34	Balbo, Peter	01/01/2018	02/01/2020	01/31/2021	735.00	N	760.00
305	ACV	558	760.00	1.36	760.00	1.36	Mckeon, Lorel	11/07/2016	12/01/2020	11/30/2021	725.00	Y	760.00
309	ACV	558	760.00	1.36	760.00	1.36	Fitzgerald, Barbara Jane	10/18/2019	11/01/2020	10/31/2021	750.00	N	760.00
315	ACV	558	760.00	1.36	750.00	1.34	Dallou, Mary	05/01/2018	05/01/2020	04/30/2021	735.00	Y	760.00
319	ACV	558	760.00	1.36	750.00	1.34	Jackson, Mary E	12/17/2010	02/01/2020	01/31/2021	665.00	Y	760.00
325	ACV	558	760.00	1.36	750.00	1.34	Tutay, Georgianna Rose	01/12/2006	03/01/2020	02/28/2021	600.00	N	760.00
329	ACV	558	760.00	1.36	760.00	1.36	Patton, Linda D	12/11/2020	12/11/2020	12/31/2021	760.00	N	760.00
335	ACV	558	760.00	1.36	760.00	1.36	Hartley, Michael	11/06/2020	11/09/2020	11/30/2021	819.00	Y	760.00
339	ACV	558	760.00	1.36	760.00	1.36	Zucal, Helen	11/19/2018	12/01/2020	11/30/2021	745.00	Y	760.00
<b>16 total for:</b>	<b>ACV</b>	<b>8,928</b>	<b>12,160.00</b>	<b>1.36</b>	<b>12,090.00</b>	<b>1.35</b>	<b>8,928 occupied SQFT</b>						<b>12,160.00</b>
104	ACVP	558	785.00	1.41	775.00	1.39	Ansbro, Elizabeth C	01/12/2019	02/01/2020	01/31/2021	760.00	Y	785.00
108	ACVP	558	785.00	1.41	785.00	1.41	Clark, Velda	11/02/2009	11/01/2020	10/31/2021	670.00	N	785.00
114	ACVP	558	785.00	1.41	785.00	1.41	Ayers, Eleanor	11/08/2019	12/01/2020	11/30/2021	775.00	Y	785.00
118	ACVP	558	785.00	1.41	775.00	1.39	McDonald, Thomas Francis	06/22/2020	06/22/2020	06/30/2021	775.00	Y	785.00
122	ACVP	558	785.00	1.41	775.00	1.39	Taylor, Mary	04/01/2018	04/01/2020	03/31/2021	760.00	Y	785.00
126	ACVP	558	785.00	1.41	775.00	1.39	Cardenas, Maria	04/01/2017	05/01/2020	04/30/2021	750.00	Y	785.00
132	ACVP	558	785.00	1.41	785.00	1.41	Kolenda, Dolores	09/17/2015	10/01/2020	09/30/2021	745.00	Y	785.00
135	ACVP	558	785.00	1.41	785.00	1.41	Storch, Carol	08/07/2018	09/01/2020	08/31/2021	770.00	Y	785.00
<b>8 total for:</b>	<b>ACVP</b>	<b>4,464</b>	<b>6,280.00</b>	<b>1.41</b>	<b>6,240.00</b>	<b>1.40</b>	<b>4,464 occupied SQFT</b>						<b>6,280.00</b>
102	BC	558	845.00	1.51	845.00	1.51	Nega, Virginia	08/07/2015	09/01/2020	08/31/2021	805.00	Y	845.00
112	BC	570	845.00	1.48	845.00	1.48	Cartwright, Audrey	11/16/2016	12/01/2019	11/30/2020	810.00	Y	845.00
120	BC	570	845.00	1.48	845.00	1.48	Ryan, Betty	08/07/2018	09/01/2020	08/31/2021	830.00	Y	845.00
130	BC	570	845.00	1.48	845.00	1.48	Slusser, Marlene	11/07/2020	11/07/2020	11/30/2021	845.00	Y	845.00
203	BC	570	845.00	1.48	835.00	1.46	McDonnell, Mary Anne	06/03/2015	06/01/2020	05/31/2021	795.00	N	845.00

**ALL UNITS**

As of 12/25/2020

**Parameters:** Sub Property: ALL  
 Unit Range Start: first unit; Unit Range End: last unit;  
 Report Type: Details + Summary ; Sort By:Floorplan

Bldg/Unit	Floorplan	SQFT	Market Rent	Amt/SQFT	Lease Rent	Actual Amt/SQFT	Name	Move-In	Lease Start	Lease End	Deposits On Hand	Made Ready	Effective Rent
213	BC	570	845.00	1.48	845.00	1.48	Chilenko, Lois	11/29/2018	12/01/2020	11/30/2021	830.00	Y	845.00
223	BC	570	845.00	1.48	835.00	1.46	Alter, Ann	02/17/2018	03/01/2020	02/28/2021	820.00	Y	845.00
233	BC	570	845.00	1.48	835.00	1.46	Walton, Norma	07/20/2018	08/01/2020	07/31/2021	690.00	Y	845.00
303	BC	570	845.00	1.48	845.00	1.48	Wojno, Irene	09/26/2006	10/01/2020	09/30/2021	690.00	N	845.00
313	BC	570	845.00	1.48	835.00	1.46	Bishop, Jane	03/01/2007	03/01/2020	02/28/2021	690.00	N	845.00
323	BC	570	845.00	1.48	845.00	1.48	Bryan, Mary Ann	10/02/2015	11/01/2020	10/31/2021	805.00	Y	845.00
333	BC	570	845.00	1.48	835.00	1.46	Nolff, Sarah M	05/01/2020	05/01/2020	04/30/2021	835.00	Y	845.00
<b>12 total for:</b>	<b>BC</b>	<b>6,828</b>	<b>10,140.00</b>	<b>1.49</b>	<b>10,090.00</b>	<b>1.48</b>	<b>6,828 occupied SQFT</b>						<b>10,140.00</b>
201	BCV	570	830.00	1.46	820.00	1.44	Hoch, Janna	08/01/2019	08/01/2020	07/31/2021	815.00	Y	830.00
221	BCV	570	830.00	1.46	820.00	1.44	Mullins, Lorraine	05/23/2018	06/01/2020	05/31/2021	805.00	Y	830.00
301	BCV	570	830.00	1.46	820.00	1.44	O'Donohue, Richard	03/01/2009	03/01/2020	02/28/2021	735.00	Y	830.00
321	BCV	570	830.00	1.46	820.00	1.44	Hornacek, Gertrude C	01/07/2011	02/01/2020	01/31/2021	735.00	Y	830.00
<b>4 total for:</b>	<b>BCV</b>	<b>2,280</b>	<b>3,320.00</b>	<b>1.46</b>	<b>3,280.00</b>	<b>1.44</b>	<b>2,280 occupied SQFT</b>						<b>3,320.00</b>
101	BE	558	795.00	1.42	795.00	1.42	Pangman, Margaret	08/03/2020	08/03/2020	08/31/2021	795.00	Y	795.00
105	BE	570	795.00	1.39	785.00	1.38	Ciufo, Marilyn L	04/11/2014	05/01/2020	04/30/2021	735.00	Y	795.00
111	BE	570	795.00	1.39	795.00	1.39	Mujadin, Cathy D	11/20/2020	11/20/2020	11/30/2021	795.00	Y	795.00
119	BE	570	795.00	1.39	785.00	1.38	Wilk, Timothy	04/01/2016	05/01/2020	04/30/2021	755.00	Y	795.00
123	BE	570	795.00	1.39	785.00	1.38	Danilowicz, Gregory N	12/01/2011	01/01/2020	12/31/2020	715.00	Y	795.00
129	BE	570	795.00	1.39	795.00	1.39	Phillips, Beverly	10/05/2018	11/01/2019	10/31/2020	780.00	N	795.00
202	BE	570	795.00	1.39	795.00	1.39	Trepton, Ernest	11/22/2019	12/01/2020	11/30/2021	785.00	Y	795.00
206	BE	570	795.00	1.39	785.00	1.38	Morrison, Patricia	02/26/2016	03/01/2020	02/28/2021	755.00	Y	795.00
212	BE	570	795.00	1.39	795.00	1.39	Giese, George	12/01/2018	12/01/2020	11/30/2021	780.00	Y	795.00
220	BE	570	795.00	1.39	785.00	1.38	Anderson, Linda	06/30/2020	06/30/2020	06/30/2021	785.00	Y	795.00
222	BE	570	795.00	1.39	795.00	1.39	Brown, Barbara Ann	09/27/2019	10/01/2020	09/30/2021	785.00	Y	795.00
226	BE	570	795.00	1.39	785.00	1.38	Mitchell, Virgiline	05/13/2008	06/01/2020	05/31/2021	655.00	N	795.00
232	BE	570	795.00	1.39	795.00	1.39	Abbott, Cecilia A	12/07/2020	12/07/2020	12/31/2021	915.00	Y	795.00
240	BE	570	795.00	1.39	795.00	1.39	Oberts, Ann	10/16/2017	11/01/2020	10/31/2021	770.00	Y	795.00
302	BE	570	795.00	1.39	795.00	1.39	Lula, Marjorie R	11/13/2020	11/13/2020	11/30/2021	795.00	Y	795.00
306	BE	570	795.00	1.39	785.00	1.38	Smalley, Mary	12/27/2018	01/01/2020	12/31/2020	780.00	Y	795.00
312	BE	570	795.00	1.39	785.00	1.38	De Armas, Mary I	06/13/2011	06/01/2020	05/31/2021	715.00	Y	795.00
320	BE	570	795.00	1.39	795.00	1.39	Faulkner, Lorraine	10/06/2006	10/01/2020	09/30/2021	645.00	N	795.00
322	BE	570	795.00	1.39	795.00	1.39	Anderson, Donna	08/07/2015	09/01/2020	08/31/2021	755.00	Y	795.00

**ALL UNITS**

As of 12/25/2020

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Bldg/Unit	Floorplan	SQFT	Market		Lease Rent	Actual		Move-In	Lease Start	Lease End	Deposits On Hand	Made Ready	Effective Rent
			Rent	Amt/SQFT		Amt/SQFT	Name						
326	BE	570	795.00	1.39	785.00	1.38	Blem-Schuman, Joann	07/20/2012	08/01/2020	07/31/2021	725.00	Y	795.00
332	BE	570	795.00	1.39	785.00	1.38	SARIEE, Mary J	03/10/2011	02/01/2020	01/31/2021	735.00	Y	795.00
340	BE	570	795.00	1.39	795.00	1.39	Wallace, Arthur	08/07/2018	09/01/2020	08/31/2021	780.00	Y	795.00
<b>22 total for:</b>	<b>BE</b>	<b>12,528</b>	<b>17,490.00</b>	<b>1.40</b>	<b>17,390.00</b>	<b>1.39</b>	<b>12,528 occupied SQFT</b>						<b>17,490.00</b>
103	CE	622	805.00	1.29	795.00	1.28	Trimm, Gordon	05/06/2016	06/01/2020	05/31/2021	765.00	Y	805.00
113	CE	622	805.00	1.29	795.00	1.28	Lepkowski, Edward R	05/08/2020	05/08/2020	05/31/2021	795.00	Y	805.00
115	CE	622	805.00	1.29	805.00	1.29	LaCroix, Mary	10/19/2017	11/01/2020	10/31/2021	1,140.00	Y	805.00
117	CE	622	805.00	1.29	795.00	1.28	Terry, Roy	03/19/2015	04/01/2020	03/31/2021	755.00	Y	805.00
121	CE	622	805.00	1.29	805.00	1.29	Bennett, James	11/22/2019	12/01/2020	11/30/2021	795.00	Y	805.00
131	CE	622	805.00	1.29	795.00	1.28	Gardner, Carol A	03/12/2012	04/01/2020	03/31/2021	725.00	Y	805.00
133	CE	622	805.00	1.29	805.00	1.29	McDonald, Helen M.	10/19/2010	11/01/2020	10/31/2021	710.00	Y	805.00
238	CE	622	805.00	1.29	805.00	1.29	Fell, Thelma Rita	10/18/2019	11/01/2020	10/31/2021	795.00	Y	805.00
338	CE	622	805.00	1.29	805.00	1.29	Mills, Rosemary	09/28/2020	09/28/2020	09/30/2021	805.00	Y	805.00
<b>9 total for:</b>	<b>CE</b>	<b>5,598</b>	<b>7,245.00</b>	<b>1.29</b>	<b>7,205.00</b>	<b>1.29</b>	<b>5,598 occupied SQFT</b>						<b>7,245.00</b>
204	CEVB	622	830.00	1.33	830.00	1.33	Cauchi, June	10/01/2013	10/01/2020	09/30/2021	955.00	Y	830.00
214	CEVB	622	830.00	1.33	820.00	1.32	Warren, Rodney allan	07/01/2017	07/01/2020	06/30/2021	805.00	Y	830.00
216	CEVB	622	830.00	1.33	830.00	1.33	Reechko, Shirley	08/06/2015	09/01/2020	08/31/2021	790.00	Y	830.00
218	CEVB	622	830.00	1.33	820.00	1.32	Guczwa, Carolyn	06/25/2018	07/01/2020	06/30/2021	805.00	Y	830.00
224	CEVB	622	830.00	1.33	820.00	1.32	Prior, Eunice	02/09/2015	03/01/2020	02/28/2021	780.00	Y	830.00
234	CEVB	622	830.00	1.33	820.00	1.32	Baske, Gloria	01/20/2006	01/01/2020	12/31/2020	655.00	N	830.00
236	CEVB	622	830.00	1.33	820.00	1.32	McKenzie, Margaret	06/07/2017	07/01/2020	06/30/2021	795.00	Y	830.00
304	CEVB	622	830.00	1.33	820.00	1.32	Brick, Michael	03/01/2015	03/01/2020	02/28/2021	780.00	Y	830.00
314	CEVB	622	830.00	1.33	830.00	1.33	Ross, William K	12/01/2020	12/01/2020	12/31/2021	830.00	Y	830.00
316	CEVB	622	830.00	1.33	830.00	1.33	Tress, Carmela	09/21/2020	09/21/2020	09/30/2021	790.00	Y	830.00
318	CEVB	622	830.00	1.33	820.00	1.32	Baptist, Florence	07/01/2008	07/01/2020	06/30/2021	690.00	N	830.00
324	CEVB	622	830.00	1.33	830.00	1.33	Canney, Patricia	08/16/2019	09/01/2020	08/31/2021	820.00	Y	830.00
334	CEVB	622	830.00	1.33	830.00	1.33	Spencer, Elaine	10/04/2019	10/01/2020	09/30/2021	735.00	Y	830.00
336	CEVB	622	830.00	1.33	820.00	1.32	Williams, Marie Eleanor	06/07/2017	07/01/2020	06/30/2021	795.00	Y	830.00
<b>14 total for:</b>	<b>CEVB</b>	<b>8,708</b>	<b>11,620.00</b>	<b>1.33</b>	<b>11,540.00</b>	<b>1.33</b>	<b>8,708 occupied SQFT</b>						<b>11,620.00</b>
107	DE	755	985.00	1.30	975.00	1.29	Peterson, Shirley J	12/06/2013	05/23/2017	05/31/2018	915.00	Y	985.00

**ALL UNITS**

As of 12/25/2020

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 Report Type: Details + Summary ; Sort By: Floorplan

Bldg/Unit	Floorplan	SQFT	Market Rent	Amt/SQFT	Lease Rent	Actual Amt/SQFT	Name	Move-In	Lease Start	Lease End	Deposits On Hand	Made Ready	Effective Rent
125	DE	755	985.00	1.30	975.00	1.29	Walley, Barbara Jean	01/09/2020	01/09/2020	01/31/2021	975.00	Y	985.00
<b>2 total for:</b>	<b>DE</b>	<b>1,510</b>	<b>1,970.00</b>	<b>1.30</b>	<b>1,950.00</b>	<b>1.29</b>	<b>1,510 occupied SQFT</b>						<b>1,970.00</b>
208	DEVB	755	985.00	1.30	985.00	1.30	Smith, Theresa	09/10/2004	10/01/2020	09/30/2021	800.00	N	985.00
228	DEVB	755	985.00	1.30	985.00	1.30	Banko, Randy D	12/11/2020	12/11/2020	12/31/2021	985.00	Y	985.00
308	DEVB	755	985.00	1.30	975.00	1.29	Moore, Sally	03/01/2019	03/01/2020	02/28/2021	970.00	Y	985.00
328	DEVB	755	985.00	1.30	975.00	1.29	Bolstrum, Audrey	05/01/2012	05/01/2020	04/30/2021	905.00	Y	985.00
<b>4 total for:</b>	<b>DEVB</b>	<b>3,020</b>	<b>3,940.00</b>	<b>1.30</b>	<b>3,920.00</b>	<b>1.30</b>	<b>3,020 occupied SQFT</b>						<b>3,940.00</b>
109	ECE	862	1,080.00	1.25	1,080.00	1.25	Ferrara, Mary	11/29/2018	12/01/2020	11/30/2021	1,065.00	Y	1,080.00
127	ECE	862	1,080.00	1.25	1,070.00	1.24	Kuhn, Dolores	05/01/2015	05/01/2020	04/30/2021	1,030.00	Y	1,080.00
210	ECE	862	1,080.00	1.25	1,070.00	1.24	Anderson, Judith	06/07/2017	07/01/2020	06/30/2021	765.00	N	1,080.00
230	ECE	862	1,080.00	1.25	1,070.00	1.24	Forrester, Mary Louise	08/01/2019	08/01/2020	07/31/2021	1,070.00	Y	1,080.00
310	ECE	862	1,080.00	1.25	1,070.00	1.24	Wilk, Helen	12/07/2016	01/01/2020	12/31/2020	1,045.00	Y	1,080.00
330	ECE	862	1,080.00	1.25	1,070.00	1.24	Retich, Kathryn Diane	04/19/2013	05/01/2020	04/30/2021	1,010.00	Y	1,080.00
<b>6 total for:</b>	<b>ECE</b>	<b>5,172</b>	<b>6,480.00</b>	<b>1.25</b>	<b>6,430.00</b>	<b>1.24</b>	<b>5,172 occupied SQFT</b>						<b>6,480.00</b>
110	ECV	862	1,090.00	1.26	1,090.00	1.26	Davis, Elva	11/12/2015	12/01/2020	11/30/2021	1,050.00	N	1,090.00
128	ECV	862	1,090.00	1.26	1,080.00	1.25	Pernak, Virginia	05/01/2017	05/01/2020	04/30/2021	1,055.00	Y	1,090.00
211	ECV	862	1,090.00	1.26	1,080.00	1.25	Parsons, Theresa Anne	01/07/2020	01/07/2020	01/31/2021	1,080.00	Y	1,090.00
231	ECV	862	1,090.00	1.26	1,090.00	1.26	Deighton, William A	10/12/2012	11/01/2020	10/31/2021	1,010.00	Y	1,090.00
311	ECV	862	1,090.00	1.26	1,090.00	1.26	Resto, Perla M	09/11/2015	10/01/2020	09/30/2021	1,050.00	Y	1,090.00
331	ECV	862	1,090.00	1.26	1,080.00	1.25	Yearby, Joan	03/01/2018	03/01/2020	02/28/2021	1,065.00	Y	1,090.00
<b>6 total for:</b>	<b>ECV</b>	<b>5,172</b>	<b>6,540.00</b>	<b>1.26</b>	<b>6,510.00</b>	<b>1.26</b>	<b>5,172 occupied SQFT</b>						<b>6,540.00</b>
106	FE	904	1,100.00	1.22	1,090.00	1.21	Jordan, Constance	01/19/2018	02/01/2020	01/31/2021	1,075.00	Y	1,100.00
116	FE	904	1,100.00	1.22	1,100.00	1.22	Barrix, Nyda E	08/19/2013	09/01/2020	08/31/2021	1,040.00	Y	1,100.00
124	FE	904	1,100.00	1.22	1,090.00	1.21	Christensen, Christine	07/01/2016	07/01/2020	06/30/2021	1,065.00	Y	1,100.00
134	FE	904	1,100.00	1.22	1,100.00	1.22	Bear, Eugene	10/01/2019	11/01/2020	10/31/2021	1,230.00	Y	1,100.00
207	FE	904	1,100.00	1.22	1,100.00	1.22	Moore, Kathryn Lynn	11/01/2005	11/01/2020	10/31/2021	925.00	N	1,100.00
217	FE	904	1,100.00	1.22	1,100.00	1.22	Klausmeier, Caroline Lillian	09/20/2019	10/01/2020	09/30/2021	1,090.00	Y	1,100.00
227	FE	904	1,100.00	1.22	1,090.00	1.21	Dooley, Collette	12/01/2015	01/01/2020	12/31/2020	1,060.00	Y	1,100.00
237	FE	904	1,100.00	1.22	1,090.00	1.21	Kushman, Barbara Lynn	05/10/2019	06/01/2020	05/31/2021	1,215.00	Y	1,100.00

Community - Meadowbrook Commons  
**ALL UNITS**

As of 12/25/2020

Parameters: Sub Property: ALL  
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Bldg/Unit	Floorplan	SQFT	Market		Lease Rent	Actual		Move-In	Lease Start	Lease End	Deposits On Hand	Made Ready	Effective Rent
			Rent	Amt/SQFT		Amt/SQFT	Name						
307	FE	904	1,100.00	1.22	1,090.00	1.21	Kartje, Marilyn	03/01/2008	04/01/2020	03/31/2021	955.00	N	1,100.00
317	FE	904	1,100.00	1.22	1,100.00	1.22	Wojnarski, Joan	09/01/2001	10/01/2020	09/30/2021	770.00	N	1,100.00
327	FE	904	1,100.00	1.22	1,090.00	1.21	Radke, Jean	07/09/2018	08/01/2020	07/31/2021	1,025.00	Y	1,100.00
337	FE	904	1,100.00	1.22	1,090.00	1.21	Young, Loretta	04/22/2013	05/01/2020	04/30/2021	1,030.00	Y	1,100.00
<b>12 total for:</b>	<b>FE</b>	<b>10,848</b>	<b>13,200.00</b>	<b>1.22</b>	<b>13,130.00</b>	<b>1.21</b>	<b>10,848 occupied SQFT</b>						<b>13,200.00</b>
24875	RANCH	952	1,255.00	1.32	1,245.00	1.31	Brown, Beverly	02/01/2020	02/01/2020	01/31/2021	1,245.00	Y	1,255.00
24877	RANCH	952	1,255.00	1.32	1,245.00	1.31	Robins, Adele	07/07/2018	08/01/2020	07/31/2021	1,240.00	Y	1,255.00
24879	RANCH	952	1,255.00	1.32	1,245.00	1.31	Wray, Kenneth	05/01/2017	05/01/2020	04/30/2021	1,220.00	Y	1,255.00
24881	RANCH	952	1,255.00	1.32	1,255.00	1.32	Kong, Young Sun	09/01/2011	09/01/2020	08/31/2021	1,175.00	Y	1,255.00
24883	RANCH	952	1,255.00	1.32	1,245.00	1.31	Laidlaw, Helen	02/11/2013	03/01/2020	02/28/2021	1,185.00	Y	1,255.00
24885	RANCH	952	1,255.00	1.32	1,255.00	1.32	Donahoe, Kathleen A	09/09/2020	09/09/2020	08/31/2021	1,255.00	Y	1,255.00
24887	RANCH	952	1,255.00	1.32	1,255.00	1.32	Klotz, Deanna J	11/04/2019	12/01/2020	11/30/2021	1,245.00	Y	1,255.00
24889	RANCH	952	1,255.00	1.32	1,245.00	1.31	Wildasin, Frank	04/19/2017	05/01/2020	04/30/2021	1,220.00	Y	1,255.00
24899	RANCH	952	1,255.00	1.32	1,245.00	1.31	Peach, Linda	03/16/2019	04/01/2020	03/31/2021	1,240.00	Y	1,255.00
24901	RANCH	952	1,255.00	1.32	1,245.00	1.31	Faber, Leona M	02/01/2014	02/01/2020	01/31/2021	1,195.00	Y	1,255.00
24903	RANCH	952	1,255.00	1.32	1,245.00	1.31	Altomaro, Sophie	04/01/2017	04/01/2020	04/30/2020	1,220.00	Y	1,255.00
24905	RANCH	952	1,255.00	1.32	1,245.00	1.31	Masson, Alice	05/01/2001	06/01/2020	05/31/2021	960.00	N	1,255.00
24907	RANCH	952	1,255.00	1.32	1,255.00	1.32	Hewitt, Marilyn C	11/14/2014	12/01/2020	11/30/2021	1,205.00	Y	1,255.00
24909	RANCH	952	1,255.00	1.32	1,245.00	1.31	Jordan, Susan	06/05/2020	06/05/2020	06/30/2021	1,245.00	Y	1,255.00
24911	RANCH	952	1,255.00	1.32	1,245.00	1.31	White, Peter	01/06/2006	01/01/2020	12/31/2020	1,080.00	N	1,255.00
24913	RANCH	952	1,255.00	1.32	1,245.00	1.31	Mooney, Prtricia	01/06/2020	01/06/2020	01/31/2021	1,245.00	Y	1,255.00
24923	RANCH	952	1,255.00	1.32	1,245.00	1.31	Sammur, Judith	06/01/2012	06/01/2020	05/31/2021	1,175.00	Y	1,255.00
24925	RANCH	952	1,255.00	1.32	1,255.00	1.32	Schmieder, Betty Jean	10/12/2015	11/01/2020	10/31/2021	1,215.00	Y	1,255.00
24927	RANCH	952	1,255.00	1.32	1,245.00	1.31	Stella, Angela	05/12/2017	06/01/2020	05/31/2021	1,220.00	Y	1,255.00
24929	RANCH	952	1,255.00	1.32	1,245.00	1.31	Moore, Dorothy	02/15/2008	03/01/2020	02/28/2021	1,110.00	N	1,255.00
24931	RANCH	952	1,255.00	1.32	1,245.00	1.31	Hsu, Margaret	06/22/2016	07/01/2020	06/30/2021	1,220.00	Y	1,255.00
24933	RANCH	952	1,255.00	1.32	1,245.00	1.31	Eszes, Sandra J	02/07/2020	02/07/2020	02/28/2021	1,245.00	Y	1,255.00
24943	RANCH	952	1,255.00	1.32	1,255.00	1.32	Burpee, Janifer D	10/01/2014	10/01/2020	09/30/2021	1,205.00	Y	1,255.00
24945	RANCH	952	1,255.00	1.32	1,255.00	1.32	Rytel, Richard E	09/01/2014	09/01/2020	08/31/2021	1,205.00	Y	1,255.00
24947	RANCH	952	1,255.00	1.32	1,245.00	1.31	Arney, Rusell	02/10/2018	03/01/2020	02/28/2021	1,230.00	Y	1,255.00
24949	RANCH	952	1,255.00	1.32	1,255.00	1.32	Webber, Jeannine	10/01/2018	10/01/2020	09/30/2021	1,240.00	N	1,255.00
24951	RANCH	952	1,255.00	1.32	1,255.00	1.32	Trudeau, Helen	07/28/2017	09/01/2020	08/31/2021	1,230.00	Y	1,255.00
24953	RANCH	952	1,255.00	1.32	1,245.00	1.31	Edwards, Naomi	03/09/2018	04/01/2020	03/31/2021	1,230.00	Y	1,255.00

Community - Meadowbrook Commons  
**ALL UNITS**

As of 12/25/2020

Parameters: Sub Property: ALL  
 Unit Range Start: first unit; Unit Range End: last unit;  
 Report Type: Details + Summary ; Sort By:Floorplan

Bldg/Unit	Floorplan	SQFT	Market Rent	Amt/SQFT	Lease Rent	Actual Amt/SQFT	Name	Move-In	Lease Start	Lease End	Deposits On Hand	Made Ready	Effective Rent
24963	RANCH	952	1,255.00	1.32	1,245.00	1.31	Persky, Sheila W	03/06/2020	03/06/2020	03/31/2021	1,245.00	Y	1,255.00
24965	RANCH	952	1,255.00	1.32	1,245.00	1.31	Eckert, Caroline	12/21/2015	01/01/2020	12/31/2020	1,215.00	Y	1,255.00
24967	RANCH	952	1,255.00	1.32	1,245.00	1.31	Kauffman, Shirley A	12/05/2013	01/01/2020	12/31/2020	1,195.00	Y	1,255.00
24969	RANCH	952	1,255.00	1.32	1,245.00	1.31	Kaminski, Mary P	06/06/2008	07/01/2020	06/30/2021	1,110.00	N	1,255.00
24971	RANCH	952	1,255.00	1.32	1,255.00	1.32	Rice, Mary P	09/05/2014	10/01/2020	09/30/2021	1,205.00	Y	1,255.00
24973	RANCH	952	1,255.00	1.32	1,245.00	1.31	Kardasz, Georgene	03/16/2010	04/01/2020	03/31/2021	1,160.00	Y	1,255.00
24975	RANCH	952	1,255.00	1.32	1,255.00	1.32	Miller, Harold	10/01/2017	10/01/2019	09/30/2020	1,230.00	Y	1,255.00
24977	RANCH	952	1,255.00	1.32	1,245.00	1.31	Hart, Marilynn A	02/22/2011	04/01/2020	03/31/2021	1,160.00	Y	1,255.00
24987	RANCH	952	1,255.00	1.32	1,245.00	1.31	Wiec, Sophia	12/08/2017	01/01/2020	12/31/2020	1,230.00	Y	1,255.00
24989	RANCH	952	1,255.00	1.32	1,245.00	1.31	Hatch, Melba Juanita	01/03/2020	01/03/2020	01/31/2021	1,245.00	N	1,255.00
24991	RANCH	952	1,255.00	1.32	1,245.00	1.31	Johnson, Gay J	05/11/2020	05/11/2020	05/31/2021	1,245.00	Y	1,255.00
24993	RANCH	952	1,255.00	1.32	1,245.00	1.31	Kaczmar, Helene	12/05/2018	01/01/2020	12/31/2020	1,240.00	Y	1,255.00
24995	RANCH	952	1,255.00	1.32	1,245.00	1.31	Richards, Jacqueline	05/01/2015	05/01/2020	04/30/2021	1,205.00	N	1,255.00
24997	RANCH	952	1,255.00	1.32	1,245.00	1.31	Haran, Maureen	07/16/2018	08/01/2020	07/31/2021	1,240.00	Y	1,255.00
25007	RANCH	952	1,255.00	1.32	1,245.00	1.31	Pohlman, Carolyn	03/01/2016	04/01/2020	03/31/2021	1,215.00	Y	1,255.00
25009	RANCH	952	1,255.00	1.32	1,255.00	1.32	Mazur, Joan V	11/21/2014	12/01/2020	11/30/2021	1,205.00	Y	1,255.00
25011	RANCH	952	1,255.00	1.32	1,255.00	1.32	Urlick, Mary	09/03/2015	09/01/2020	08/31/2021	1,215.00	Y	1,255.00
25013	RANCH	952	1,255.00	1.32	1,255.00	1.32	Russette, Joanne C	12/18/2020	12/18/2020	12/31/2021	1,255.00	Y	1,255.00
25015	RANCH	952	1,255.00	1.32	1,245.00	1.31	Bartlo, Constance	07/11/2014	08/01/2020	07/31/2021	1,205.00	Y	1,255.00
25017	RANCH	952	1,255.00	1.32	1,245.00	1.31	Johns, Catherine A	04/07/2014	05/01/2020	04/30/2021	1,195.00	Y	1,255.00
25027	RANCH	952	1,255.00	1.32	1,255.00	1.32	Huyck, Joy Ann	12/01/2019	12/01/2020	11/30/2021	1,245.00	Y	1,255.00
25029	RANCH	952	1,255.00	1.32	1,245.00	1.31	Chinn, Anne	01/09/2020	01/09/2020	01/31/2021	1,245.00	Y	1,255.00
25031	RANCH	952	1,255.00	1.32	1,255.00	1.32	Maguire, Joseph	10/16/2017	11/01/2020	10/31/2021	1,230.00	Y	1,255.00
25033	RANCH	952	1,255.00	1.32	1,255.00	1.32	Brown, Robert	08/29/2011	09/01/2020	08/31/2021	1,175.00	Y	1,255.00
25035	RANCH	952	1,255.00	1.32	1,255.00	1.32	Bok, Lawrence	06/01/2006	11/01/2016	11/30/2016	1,080.00	N	1,255.00
25037	RANCH	952	1,255.00	1.32	1,255.00	1.32	Godfrey, Carol	11/04/2017	11/01/2020	10/31/2021	1,230.00	Y	1,255.00
25047	RANCH	952	1,255.00	1.32	1,255.00	1.32	Payne, Carole M	08/07/2020	08/07/2020	08/31/2021	1,255.00	Y	1,255.00
25049	RANCH	952	1,255.00	1.32	1,245.00	1.31	Howe, Betty E	01/16/2012	02/01/2020	01/31/2021	1,175.00	N	1,255.00
25051	RANCH	952	1,255.00	1.32	1,245.00	1.31	Rembiesa, Donald	12/04/2018	01/01/2020	12/31/2020	1,240.00	Y	1,255.00
25053	RANCH	952	1,255.00	1.32	1,255.00	1.32	Schultz, Theodore P	10/26/2020	10/26/2020	10/31/2021	1,255.00	Y	1,255.00
25055	RANCH	952	1,255.00	1.32	1,255.00	1.32	Bona, Shirley Ann	09/22/2019	10/01/2020	09/30/2021	1,245.00	Y	1,255.00
25057	RANCH	952	1,255.00	1.32	1,255.00	1.32	Moreau, Joseph	10/24/2017	11/01/2020	10/31/2021	1,230.00	Y	1,255.00
<b>60 total for:</b>	<b>RANCH</b>	<b>57,120</b>	<b>75,300.00</b>	<b>1.32</b>	<b>74,930.00</b>	<b>1.31</b>	<b>57,120 occupied SQFT</b>						<b>75,300.00</b>



**ALL UNITS**

As of 12/25/2020

**Parameters:** Sub Property: ALL  
 Unit Range Start: first unit; Unit Range End: last unit;  
 Report Type: Details + Summary ; Sort By: Floorplan

Physical Occupancy	Occupied	%	Vacant	%	Total	Occupancy %	Excluding Unavailable	Including Unavailable
<b>SQFT</b>	<b>132,176</b>	<b>100.00</b>	<b>0</b>	<b>0.00</b>	<b>132,176</b>	<b>Include Vacant Leased</b>	<b>100.00</b>	<b>100.00</b>
<b>Unit Count</b>	<b>175</b>	<b>100.00</b>	<b>0</b>	<b>0.00</b>	<b>175</b>	<b>Exclude Vacant Leased</b>	<b>100.00</b>	<b>100.00</b>

Exposure to Vacancy	Number	%	Moves/Transfers	Vacant Units Make Ready Status	Number	%	Total Leased	Admin/Down	Total Available
Currently Vacant Units	0	0.00	December In	Ready	0	0.00	0	0	0
Less Vacant Leased	0	0.00	December Out	Not Ready	0	0.00	0	0	0
Plus Occupied On Notice	6	3.43							
Less Occupied Pre-leased	(6)	3.43							
<b>Net Exposure to Vacancy</b>	<b>0</b>	<b>0.00</b>		<b>Total Vacant Units</b>	<b>0</b>	<b>100.00</b>	<b>0</b>	<b>0</b>	<b>0</b>

Rental Rates	Occupied	Amt/SQFT	%	Vacant	Amt/SQFT	%	Total	Amt/SQFT	%
Market Rent	175,685.00	1.33	100.00	0.00	0.00	0.00	175,685.00	1.33	100.00
Lease Rent	174,705.00	1.32	99.44				174,705.00	1.32	99.44
Loss to Lease	980.00	0.01	0.56				980.00	0.01	

**AVAILABILITY**

As of 12/25/2020

Parameters: Status - ALL; Unavailable Units Included; Make Ready Status - Both ready and not ready; Sort By - Unit; Show Amenity List - Yes; Show Scheduled Make Ready Date; Market Rent Type - Market + Addl.;

**DETAIL**

Bldg/ Unit	Floor Plan	SQFT	Market + Addl.	Curr/Last Lease Rent	Floor Level	Move- Out	Days Vacant	Estimated Vacancy Cost	Make Ready	Preleased					Comments	
										Date Applied	Date Approved	Scheduled Move-In	Lease Rent	Lease Signed		Name
<b>NTV Leased (6)</b>																
SKIP 239	ACV	558	760.00	750.00		12/31/2020	-6		01/01/2021	11/25/2020		01/04/2021	760.00	N	Hardy, Joyce	Designation: Conventional
Amenities: Ceramic tile master bath, Doors with peepholes , Garbage disposal, Linen closet master bath, Linoleum tile kitchen floor, Rich carpet master bedroom, White on white appliances																
BREAK 309	ACV	558	760.00	760.00		12/31/2020	-6		01/05/2021	12/01/2020		01/11/2021	760.00	N	Morgan, Donald	
Amenities: Ceramic tile master bath, Doors with peepholes , Garbage disposal, Linen closet master bath, Linoleum tile kitchen floor, Rich carpet master bedroom, White on white appliances																
BREAK 329	ACV	558	760.00	760.00		01/08/2021	-14		01/08/2021	12/11/2020		01/11/2021	760.00	N	Enghardt, Catherine	
Amenities: Ceramic tile master bath, Doors with peepholes , Garbage disposal, Linen closet master bath, Linoleum tile kitchen floor, Rich carpet master bedroom, White on white appliances																
SKIP 24911	RANCH	952	1,255.00	1,245.00		12/27/2020	-2		12/25/2020	03/12/2020		12/28/2020	1,255.00	N	Sharland, Kathleen A	
Amenities: Ceramic tile master bath, Doors with peepholes , Garbage disposal, Linen closet master bath, Linoleum tile kitchen floor, Private entry , Rich carpet master bedroom, Stackable washer/dryer , White on white appliances																
24989	RANCH	952	1,255.00	1,245.00		01/31/2021	-37		02/03/2021	02/18/2020		02/05/2021	1,255.00	N	Weaver, Ralph	
Amenities: Ceramic tile master bath, Doors with peepholes , Garbage disposal, Linen closet master bath, Linoleum tile kitchen floor, Private entry , Rich carpet master bedroom, Stackable washer/dryer , White on white appliances																
BREAK 24995	RANCH	952	1,255.00	1,245.00		12/31/2020	-6		01/05/2021	03/06/2020		01/11/2021	1,255.00	N	Maccioni, Priscilla	
Amenities: Ceramic tile master bath, Doors with peepholes , Garbage disposal, Linen closet master bath, Linoleum tile kitchen floor, Private entry , Rich carpet master bedroom, Stackable washer/dryer , White on white appliances																

**SKIPS - Excerpted from detail section**

Bldg/ Unit	Floor Plan	#Error	SQFT	Market + Addl.	Curr/Last Lease Rent	Floor Level	Skip Date	Days Vacant	Bill Until	Make Ready	Preleased					Comments	
											Date Applied	Date Approved	Scheduled Move-In	Lease Rent	Lease Signed		Name
<b>NTV Leased (2)</b>																	
SKIP 239	ACV		558	760.00	750.00		12/31/2020	-6	01/31/2021	01/01/2021	11/25/2020		01/04/2021	760.00	N	Hardy, Joyce	Designation: Conventional
Amenities: Ceramic tile master bath, Doors with peepholes , Garbage disposal, Linen closet master bath, Linoleum tile kitchen floor, Rich carpet master bedroom, White on white appliances																	
SKIP 24911	RANCH		952	1,255.00	1,245.00		12/27/2020	-2	12/31/2020	12/25/2020	03/12/2020		12/28/2020	1,255.00	N	Sharland, Kathleen A	
Amenities: Ceramic tile master bath, Doors with peepholes , Garbage disposal, Linen closet master bath, Linoleum tile kitchen floor, Private entry , Rich carpet master bedroom, Stackable washer/dryer , White on white appliances																	

**AVAILABILITY**  
As of 12/25/2020

Parameters: Status - ALL; Unavailable Units Included; Make Ready Status - Both ready and not ready; Sort By - Unit; Show Amenity List - Yes; Show Scheduled Make Ready Date; Market Rent Type - Market + Addl.;

**BREAKS - Excerpted from detail section**

Bldg/ Unit	Floor Plan	#Error	SQFT	Market + Addl.	Curr/Last Lease Rent	Floor Level	Skip Date	Days Vacant	Bill Until	Make Ready	Preleased				Comments	
											Date Applied	Date Approved	Scheduled Move-In	Lease Rent		Lease Signed
<b>NTV Leased (3)</b>																
BREAK 309	ACV		558	760.00	760.00		12/31/2020	-6		01/05/2021	12/01/2020		01/11/2021	760.00	N	Morgan, Donald
	Amenities: Ceramic tile master bath, Doors with peepholes , Garbage disposal, Linen closet master bath, Linoleum tile kitchen floor, Rich carpet master bedroom, White on white appliances															
BREAK 329	ACV		558	760.00	760.00		01/08/2021	-14		01/08/2021	12/11/2020		01/11/2021	760.00	N	Enhardt, Catherine
	Amenities: Ceramic tile master bath, Doors with peepholes , Garbage disposal, Linen closet master bath, Linoleum tile kitchen floor, Rich carpet master bedroom, White on white appliances															
BREAK 24995	RANCH		952	1,255.00	1,245.00		12/31/2020	-6		01/05/2021	03/06/2020		01/11/2021	1,255.00	N	Maccioni, Priscilla
	Amenities: Ceramic tile master bath, Doors with peepholes , Garbage disposal, Linen closet master bath, Linoleum tile kitchen floor, Private entry , Rich carpet master bedroom, Stackable washer/dryer , White on white appliances															



Date	Jrn	Ref 1	Ref 2	Batch	Transaction Desc	Beginning Balance	Debit	Credit	Ending Balance
4855 Meadowbrook Commons (12-01-2020 - 12-31-2020)									
4855-1110.000 Petty Cash									
12-08-2020	APJ	VIRGINIAHA	4855-12082	262894	12-8 ACH PETTY CASH		290.93-		
12-09-2020	GLJ	JE		196353	PC Funding Hallam		290.93		
Total Account 4855-1110.000 - Petty Cash						500.00*	.00*	.00*	500.00*
4855-1121.000 Operating Cash- Mercantile									
12-01-2020	GLJ	JE		196227	06/2021-400 Deposited-Ctrl#400		1,080.00		
12-01-2020	GLJ	JE		196227	06/2021-402 Deposited-Ctrl#402		830.00		
12-01-2020	GLJ	JE		196227	06/2021-401 Deposited-Ctrl#401		3,350.00		
12-01-2020	GLJ	JE		196233	06/2021-403 Deposited-Ctrl#403		43,526.00		
12-01-2020	GLJ	JE		196245	06/2021-404 Deposited-Ctrl#404		3,865.00		
12-02-2020	GLJ	JE		196263	06/2021-405 Deposited-Ctrl#405		23,627.00		
12-02-2020	GLJ	JE		196263	06/2021-407 Deposited-Ctrl#407		67,244.00		
12-02-2020	GLJ	JE		196278	06/2021-408 Deposited-Ctrl#408		4,650.00		
12-02-2020	GLJ	JE		196278	06/2021-406 Deposited-Ctrl#406		855.00		
12-03-2020	GLJ	JE		196278	06/2021-409 Deposited-Ctrl#409		18,420.00		
12-04-2020	PDJ			262847	Summary Entry			5,628.00-	
12-04-2020	GLJ	JE		196311	06/2021-410 Deposited-Ctrl#410		1,255.00		
12-07-2020	GLJ	JE		196347	06/2021-412 Deposited-Ctrl#412		1,605.00		
12-07-2020	GLJ	JE		196347	06/2021-411 Deposited-Ctrl#411		2,097.50		
12-08-2020	PDJ			262896	Summary Entry			18,131.36-	
12-08-2020	PDJ			262907	Summary Entry			13,131.22-	
12-08-2020	GLJ	JE		196347	06/2021-414 Deposited-Ctrl#414		613.00		
12-08-2020	GLJ	JE		196382	06/2021-413 Deposited-Ctrl#413		750.00		
12-09-2020	PDJ			262929	Summary Entry			1,246.00-	
12-09-2020	GLJ	JE		196347	Funds Transfer			93,799.78-	
12-09-2020	GLJ	JE		196353	PC Funding Hallam			290.93-	
12-10-2020	GLJ	JE		196475	06/2021-415 Deposited-Ctrl#415		1,355.00		
12-11-2020	PDJ			262971	Summary Entry			4,792.99-	
12-11-2020	GLJ	JE		196546	06/2021-416 Deposited-Ctrl#416		1,677.00		
12-15-2020	GLJ	JE		196645	06/2021-417 Deposited-Ctrl#417		20.00		
12-16-2020	PDJ			263063	Summary Entry			1,052.09-	
12-16-2020	GLJ	JE		196693	06/2021-418 Deposited-Ctrl#418		19.00		
12-17-2020	GLJ	JE		196693	06/2021-419 Deposited-Ctrl#419		5.00		
12-18-2020	PDJ			263125	Summary Entry			22,189.71-	
12-18-2020	GLJ	JE		196700	06/2021-420 Deposited-Ctrl#420		1,906.00		
12-21-2020	PDJ			263151	Summary Entry			13,227.29-	
12-21-2020	PDJ			263152	Summary Entry			3,004.75-	
12-22-2020	GLJ	JE		196723	06/2021-421 Deposited-Ctrl#421		1,520.00		
12-23-2020	GLJ	JE	12/31/2020	196714	Bank Rec Operating Account			25.50-	
12-25-2020	GLJ	JE		196742	06/2021-422 Deposited-Ctrl#422		9,335.00		
12-29-2020	PDJ			263293	Summary Entry			3,425.00-	
12-29-2020	PDJ			263293	Summary Entry			1,106.70-	
12-30-2020	PDJ			263308	Summary Entry			1,247.00-	
12-30-2020	PDJ			263342	Summary Entry			915.60-	
12-31-2020	GLJ	JE		196796	07/2021-400 Deposited-Ctrl#400		6,067.00		
12-31-2020	GLJ	JE		196796	07/2021-402 Deposited-Ctrl#402		840.00		
Total Account 4855-1121.000 - Operating Cash- Mercantile						76,368.65*	196,511.50*	183,213.92-*	89,666.23*
4855-1121.050 Savings Account									
Total Account 4855-1121.050 - Savings Account						75,514.08*	.00*	.00*	75,514.08*
4855-1125.000 Investments									
12-09-2020	GLJ	JE		196347	Funds Transfer		93,799.78		
12-31-2020	GLJ			196795	City of Novi Reconciliation			138,157.44-	
Total Account 4855-1125.000 - Investments						308,087.41*	93,799.78*	138,157.44-*	263,729.75*
4855-1130.000 Resident Receivables									
12-01-2020	GLJ	JE		196192	06/2021-920 Adjustmen-Ctrl#920		830.00		
12-01-2020	GLJ	JE		196227	06/2021-400 Deposited-Ctrl#400			1,080.00-	
12-01-2020	GLJ	JE		196227	06/2021-402 Deposited-Ctrl#402			830.00-	
12-01-2020	GLJ	JE		196227	06/2021-401 Deposited-Ctrl#401			3,350.00-	
12-01-2020	GLJ	JE		196227	Extra Keys Or Lock Changes		15.00		
12-01-2020	GLJ	JE		196227	Misc Income		60.00		
12-01-2020	GLJ	JE		196233	06/2021-403 Deposited-Ctrl#403			43,526.00-	
12-01-2020	GLJ	JE		196233	Reserved Or Covered Parking Ch		680.00		
12-01-2020	GLJ	JE		196233	Month To Month Charges		100.00		
12-01-2020	GLJ	JE		196233	Application Fee		25.00		
12-01-2020	GLJ	JE		196233	Rent		173,880.00		
12-01-2020	GLJ	JE		196233	Misc Income		184.00		
12-01-2020	GLJ	JE		196245	06/2021-404 Deposited-Ctrl#404			3,865.00-	
12-02-2020	GLJ	JE		196263	06/2021-935 Adjustmen-Ctrl#935		2.00		
12-02-2020	GLJ	JE		196263	06/2021-407 Deposited-Ctrl#407			67,244.00-	
12-02-2020	GLJ	JE		196263	06/2021-405 Deposited-Ctrl#405			23,627.00-	
12-02-2020	GLJ	JE		196263	Rent			702.00-	
12-02-2020	GLJ	JE		196278	06/2021-408 Deposited-Ctrl#408			4,650.00-	
12-02-2020	GLJ	JE		196278	06/2021-406 Deposited-Ctrl#406			855.00-	
12-03-2020	GLJ	JE		196278	06/2021-409 Deposited-Ctrl#409			18,420.00-	
12-04-2020	GLJ	JE		196278	Application Fee		25.00		
12-04-2020	GLJ	JE		196278	Rent			653.00-	
12-04-2020	GLJ	JE		196311	06/2021-935 Adjustmen-Ctrl#935		653.00		
12-04-2020	GLJ	JE		196311	06/2021-410 Deposited-Ctrl#410			1,255.00-	
12-05-2020	GLJ	JE		196311	06/2021-935 Adjustmen-Ctrl#935		1.00		
12-05-2020	GLJ	JE		196311	Rent			1,245.00-	
12-07-2020	GLJ	JE		196311	Rent		460.00		
12-07-2020	GLJ	JE		196311	Application Fee		75.00		
12-07-2020	GLJ	JE		196347	06/2021-920 Adjustmen-Ctrl#920		760.00		
12-07-2020	GLJ	JE		196347	06/2021-411 Deposited-Ctrl#411			2,097.50-	
12-07-2020	GLJ	JE		196347	06/2021-412 Deposited-Ctrl#412			1,605.00-	
12-08-2020	GLJ	JE		196347	06/2021-414 Deposited-Ctrl#414			613.00-	
12-08-2020	GLJ	JE		196382	06/2021-413 Deposited-Ctrl#413			750.00-	
12-10-2020	GLJ	JE		196475	06/2021-920 Adjustmen-Ctrl#920		760.00		
12-10-2020	GLJ	JE		196475	06/2021-415 Deposited-Ctrl#415			1,355.00-	
12-11-2020	GLJ	JE		196475	Rent		1,182.00		
12-11-2020	GLJ	JE		196546	06/2021-920 Adjustmen-Ctrl#920		985.00		
12-11-2020	GLJ	JE		196546	06/2021-416 Deposited-Ctrl#416			1,677.00-	
12-15-2020	GLJ	JE		196645	06/2021-417 Deposited-Ctrl#417			20.00-	
12-16-2020	GLJ	JE		196693	06/2021-418 Deposited-Ctrl#418			19.00-	
12-17-2020	GLJ	JE		196693	06/2021-419 Deposited-Ctrl#419			5.00-	
12-18-2020	GLJ	JE		196693	Rent		567.00		
12-18-2020	GLJ	JE		196700	06/2021-920 Adjustmen-Ctrl#920		1,255.00		
12-18-2020	GLJ	JE		196700	06/2021-420 Deposited-Ctrl#420			1,906.00-	
12-21-2020	GLJ	JE		196700	Loss To Lease In Force			982.00-	
12-21-2020	GLJ	JE		196700	Vacancy Loss			1,214.00-	
12-21-2020	GLJ	JE		196700	Loss To Lease In Force		982.00		
12-21-2020	GLJ	JE		196700	Rent		1,214.00		
12-22-2020	GLJ	JE		196723	06/2021-421 Deposited-Ctrl#421			1,520.00-	
12-25-2020	GLJ	JE		196730	Laundry Room Income		852.50		
12-25-2020	GLJ	JE		196742	06/2021-422 Deposited-Ctrl#422			9,335.00-	
12-31-2020	GLJ			196812	Balance AR/PPD		8,853.00		
Total Account 4855-1130.000 - Resident Receivables						.00*	194,400.50*	194,400.50-*	.00*
4855-1240.000 Prepaid Property Insurance									

Date	Jrn	Ref 1	Ref 2	Batch	Transaction Desc	Beginning Balance	Debit	Credit	Ending Balance
4855-1240.000	Prepaid Property Insurance - Continued								
12-31-2020	REC			196788	Property Insurance Expense			2,235.33-	
	Total Account 4855-1240.000 - Prepaid Property Insurance					15,647.35*	.00*	2,235.33-*	13,412.02*
4855-1290.000	Prepaid Elevator								
12-31-2020	GLJ			196812	Adj PPD Elevator		.01		
12-31-2020	REC	1/1/20	3/31/20	196788	Elevator contract- Otis			399.04-	
12-31-2020	REV		Actual	196813	PPD Elevator		1,236.51		
	Total Account 4855-1290.000 - Prepaid Elevator					399.03*	1,236.52*	399.04-*	1,236.51*
4855-1290.010	Prepaid monitoring								
12-01-2020	REV		Actual	196238	PPD Monitoring			549.89-	
12-31-2020	GLJ			196812	Monitoring Expense			30.42-	
12-31-2020	GLJ			196826	PPD Monitoring		549.89		
12-31-2020	REV		Actual	196813	PPD Jan Monitoring		549.89		
	Total Account 4855-1290.010 - Prepaid monitoring					762.79*	1,099.78*	580.31-*	1,282.26*
4855-1290.020	Prepaid Cable/Internet								
12-31-2020	REV		Actual	196813	PPD Internet		104.35		
12-31-2020	REV		Actual	196813	PPD Cable		78.96		
	Total Account 4855-1290.020 - Prepaid Cable/Internet					.00*	183.31*	.00*	183.31*
4855-1290.060	Prepaid Trash								
12-01-2020	REV		Actual	196238	PPD Dec Trash			534.88-	
12-31-2020	REV		Actual	196813	PPD Dec Trash		534.88		
	Total Account 4855-1290.060 - Prepaid Trash					534.88*	534.88*	534.88-*	534.88*
4855-1350.000	Investment- Pooled								
12-31-2020	GLJ			196795	City of Novi Reconciliation		100,000.00		
	Total Account 4855-1350.000 - Investment- Pooled					1,079,022.76*	100,000.00*	.00*	1,179,022.76*
4855-1401.000	Construction In Process - Contra								
	Total Account 4855-1401.000 - Construction In Process - Contra					5,750.00*	.00*	.00*	5,750.00*
4855-1410.000	Land								
	Total Account 4855-1410.000 - Land					1,705,496.60*	.00*	.00*	1,705,496.60*
4855-1420.000	Buildings								
	Total Account 4855-1420.000 - Buildings					13,796,324.14*	.00*	.00*	13,796,324.14*
4855-1450.000	Furniture and Fixtures								
	Total Account 4855-1450.000 - Furniture and Fixtures					446,891.34*	.00*	.00*	446,891.34*
4855-1491.000	Land Improvements								
	Total Account 4855-1491.000 - Land Improvements					1,043,866.35*	.00*	.00*	1,043,866.35*
4855-2110.000	Vendor Payable								
12-01-2020	APJ			262770	Summary Entry			947.75-	
12-04-2020	PDJ			262847	Summary Entry		5,628.00		
12-07-2020	APJ			262885	Summary Entry			2,537.77-	
12-08-2020	APJ			262894	Summary Entry			290.93	
12-08-2020	APJ			262906	Summary Entry			13,131.22-	
12-08-2020	PDJ			262896	Summary Entry		18,131.36		
12-08-2020	PDJ			262907	Summary Entry		13,131.22		
12-09-2020	APJ			262923	Summary Entry			1,246.00-	
12-09-2020	PDJ			262929	Summary Entry		1,246.00		
12-10-2020	APJ			262968	Summary Entry			26,120.34-	
12-11-2020	PDJ			262971	Summary Entry		4,792.99		
12-16-2020	APJ			263051	Summary Entry			1,052.09-	
12-16-2020	PDJ			263063	Summary Entry		1,052.09		
12-18-2020	PDJ			263125	Summary Entry		22,189.71		
12-21-2020	APJ			263150	Summary Entry			16,232.04-	
12-21-2020	PDJ			263151	Summary Entry		13,227.29		
12-21-2020	PDJ			263152	Summary Entry		3,004.75		
12-23-2020	APJ			263216	Summary Entry			8.04-	
12-28-2020	APJ			263248	Summary Entry			64.40-	
12-28-2020	APJ			263262	Summary Entry			9,803.49-	
12-29-2020	APJ			263284	Summary Entry			3,425.00-	
12-29-2020	APJ			263303	Summary Entry			10,161.00-	
12-29-2020	PDJ			263287	Summary Entry		3,425.00		
12-29-2020	PDJ			263293	Summary Entry		1,106.70		
12-30-2020	APJ			263306	Summary Entry			1,247.00-	
12-30-2020	APJ			263337	Summary Entry			100.00-	
12-30-2020	PDJ			263308	Summary Entry		1,247.00		
12-30-2020	PDJ			263342	Summary Entry		915.60		
12-31-2020	APJ			263391	Summary Entry			5,628.00-	
	Total Account 4855-2110.000 - Vendor Payable					96,642.71-*	89,097.71*	91,413.21-*	98,958.21-*
4855-2111.000	A/P - City of Novi								
12-31-2020	GLJ			196795	City of Novi Reconciliation		25,148.00		
12-31-2020	GLJ			196812	City of Novi Reconciliation		.33		
	Total Account 4855-2111.000 - A/P - City of Novi					25,148.33-*	25,148.33*	.00*	.00*
4855-2115.000	Payroll Accrual								
12-08-2020	APJ	PAYROLL	4855-PR121	262906	PRESTIGE PAYROLL		13,131.22		
12-10-2020	PR	1656		196346	Batch 1656 - PR Post checks su			13,131.22-	
12-21-2020	APJ	PAYROLL	4855-PR122	263150	PRESTIGE PAYROLL		13,227.29		
12-23-2020	PR	1660		196697	Batch 1660 - PR Post checks su			13,227.29-	
	Total Account 4855-2115.000 - Payroll Accrual					12,021.13-*	26,358.51*	26,358.51-*	12,021.13-*
4855-2124.000	Current Portion LT Debt								
	Total Account 4855-2124.000 - Current Portion LT Debt					855,000.00-*	.00*	.00*	855,000.00-*
4855-2130.000	Accrued Interest Payable								
12-31-2020	REC			196788	City of Novi- Accrued Interest			9,885.67-	
	Total Account 4855-2130.000 - Accrued Interest Payable					81,344.73-*	.00*	9,885.67-*	91,230.40-*
4855-2170.000	Other Liab - Oper								
12-01-2020	REV		Estimate	196238	Accrue Sept/Nov Pest		270.00		
12-01-2020	REV		Estimate	196238	Accrue Nov Snow Removal		2,500.00		
12-31-2020	REV		Estimate	196813	Accrue Sept/Dec Pest			270.00-	
	Total Account 4855-2170.000 - Other Liab - Oper					2,770.00-*	2,770.00*	270.00-*	270.00-*

Date	Jrn	Ref 1	Ref 2	Batch	Transaction Desc	Beginning Balance	Debit	Credit	Ending Balance
4855-2176.000					Accrued Utility Expense				
12-01-2020	REV	Estimate		196238	Accrue Electric 10/23-11/30		5,429.52		
12-01-2020	REV	Estimate		196238	Accrue Gas 11/10-11/30		401.40		
12-31-2020	REV	Estimate		196813	Accrue Electric 11/24-12/31			5,488.74-	
12-31-2020	REV	Estimate		196813	Accrue Gas 12/9-12/31			367.57-	
					Total Account 4855-2176.000 - Accrued Utility Expense	5,830.92-*	5,830.92*	5,856.31-*	5,856.31-*
4855-2191.000					S/D Payable - Resident				
12-01-2020	GLJ	JE		196192	06/2021-920 Adjustmen-Ctrl#920			830.00-	
12-01-2020	GLJ	JE		196227	Deposit Refunded		1,530.00		
12-02-2020	GLJ	JE		196263	06/2021-935 Adjustmen-Ctrl#935			2.00-	
12-02-2020	GLJ	JE		196263	Deposit Refunded		550.00		
12-02-2020	GLJ	JE		196263	Pet Deposit Refunded		2.00		
12-04-2020	GLJ	JE		196278	Pet Deposit Refunded		653.00		
12-04-2020	GLJ	JE		196278	Deposit Refunded		690.00		
12-04-2020	GLJ	JE		196311	06/2021-935 Adjustmen-Ctrl#935			653.00-	
12-05-2020	GLJ	JE		196311	06/2021-935 Adjustmen-Ctrl#935			1.00-	
12-05-2020	GLJ	JE		196311	Deposit Refunded		1,245.00		
12-05-2020	GLJ	JE		196311	Pet Deposit Refunded		1.00		
12-07-2020	GLJ	JE		196347	06/2021-920 Adjustmen-Ctrl#920			760.00-	
12-10-2020	GLJ	JE		196475	06/2021-920 Adjustmen-Ctrl#920			760.00-	
12-11-2020	GLJ	JE		196546	06/2021-920 Adjustmen-Ctrl#920			985.00-	
12-18-2020	GLJ	JE		196700	06/2021-920 Adjustmen-Ctrl#920			1,255.00-	
12-31-2020	REV	Actual		196813	SD Refund		1,247.00		
					Total Account 4855-2191.000 - S/D Payable - Resident	167,294.00-*	5,918.00*	5,246.00-*	166,622.00-*
4855-2191.010					S/D Payable - Refund				
12-01-2020	GLJ	JE		196227	Deposit Refunded			1,530.00-	
12-02-2020	GLJ	JE		196263	Deposit Refunded			550.00-	
12-02-2020	GLJ	JE		196263	Pet Deposit Refunded			2.00-	
12-04-2020	GLJ	JE		196278	Deposit Refunded			690.00-	
12-04-2020	GLJ	JE		196278	Pet Deposit Refunded			653.00-	
12-05-2020	GLJ	JE		196311	Deposit Refunded			1,245.00-	
12-05-2020	GLJ	JE		196311	Pet Deposit Refunded			1.00-	
12-09-2020	APJ	SDREFUNDS	4855-20201	262923	Richard James Humanic SD REFUND		1,246.00		
12-29-2020	APJ	SDREFUNDS	4855-20201	263284	Dee Anne Allen SD REFUND		1,343.00		
12-29-2020	APJ	SDREFUNDS	4855-20201	263284	Robert J Hettinger SD REFUND		770.00		
12-29-2020	APJ	SDREFUNDS	4855-20201	263284	Evelyn Tolan SD REFUND		552.00		
12-29-2020	APJ	SDREFUNDS	4855-20201	263284	Maria Pegoraro SD REFUND		760.00		
12-30-2020	APJ	SDREFUNDS	4855-20201	263306	Peter White SD REFUND		1,247.00		
12-31-2020	REV	Actual		196813	SD Refund			1,247.00-	
					Total Account 4855-2191.010 - S/D Payable - Refund	.00*	5,918.00*	5,918.00-*	.00*
4855-2210.000					Deferred Rent				
12-31-2020	GLJ	JE		196796	07/2021-400 Deposited-Ctrl#400			6,067.00-	
12-31-2020	GLJ	JE		196796	07/2021-402 Deposited-Ctrl#402			840.00-	
12-31-2020	GLJ			196812	Balance AR/PPD			8,853.00-	
					Total Account 4855-2210.000 - Deferred Rent	5,129.95-*	.00*	15,760.00-*	20,889.95-*
4855-2210.020					Deferred Laundry Income				
12-31-2020	REC			196788	Amortize AAL Laundry 7 Years		89.28		
					Total Account 4855-2210.020 - Deferred Laundry Income	1,428.96-*	89.28*	.00*	1,339.68-*
4855-2320.000					Bonds Payable				
					Total Account 4855-2320.000 - Bonds Payable	4,720,000.00-*	.00*	.00*	4,720,000.00-*
4855-3250.000					Net Assets				
					Total Account 4855-3250.000 - Net Assets	5,889,928.22-*	.00*	.00*	5,889,928.22-*
4855-4120.000					A/D Building				
12-31-2020	REC			196788	Est.Depreciation/Amortization			28,333.50-	
					Total Account 4855-4120.000 - A/D Building	6,662,849.60-*	.00*	28,333.50-*	6,691,183.10-*
4855-4150.000					A/D Furniture and Fixture				
					Total Account 4855-4150.000 - A/D Furniture and Fixture	440,292.29-*	.00*	.00*	440,292.29-*
4855-4191.000					A/D Land Improvements				
					Total Account 4855-4191.000 - A/D Land Improvements	156,579.96-*	.00*	.00*	156,579.96-*
4855-5120.000					Market Rent Potential				
12-01-2020	GLJ	JE		196233	Rent			173,880.00-	
12-02-2020	GLJ	JE		196263	Rent		702.00		
12-04-2020	GLJ	JE		196278	Rent		653.00		
12-05-2020	GLJ	JE		196311	Rent		1,245.00		
12-07-2020	GLJ	JE		196311	Rent			460.00-	
12-11-2020	GLJ	JE		196475	Rent			1,182.00-	
12-18-2020	GLJ	JE		196693	Rent			567.00-	
12-21-2020	GLJ	JE		196700	Rent			1,214.00-	
12-21-2020	GLJ	JE		196700	Loss To Lease In Force			982.00-	
					Total Account 4855-5120.000 - Market Rent Potential	873,835.00-*	2,600.00*	178,285.00-*	1,049,520.00-*
4855-5140.000					Commercial Rent				
					Total Account 4855-5140.000 - Commercial Rent	1,600.00-*	.00*	.00*	1,600.00-*
4855-5170.000					Carpport / Parking Fees				
12-01-2020	GLJ	JE		196233	Reserved Or Covered Parking Ch			680.00-	
					Total Account 4855-5170.000 - Carport / Parking Fees	3,380.00-*	.00*	680.00-*	4,060.00-*
4855-5220.000					Vacancy Loss				
12-21-2020	GLJ	JE		196700	Vacancy Loss		1,214.00		
					Total Account 4855-5220.000 - Vacancy Loss	1,562.00*	1,214.00*	.00*	2,776.00*
4855-5440.000					Interest on Investments				
					Total Account 4855-5440.000 - Interest on Investments	6,220.03-*	.00*	.00*	6,220.03-*
4855-5491.000					Other Rent Charges				
12-01-2020	GLJ	JE		196233	Month To Month Charges			100.00-	
					Total Account 4855-5491.000 - Other Rent Charges	499.00-*	.00*	100.00-*	599.00-*
4855-5910.000					Laundry Income				
12-25-2020	GLJ	JE		196730	Laundry Room Income			852.50-	
12-31-2020	REC			196788	Amortize AAL Laundry 7 Years			89.28-	
					Total Account 4855-5910.000 - Laundry Income	4,046.77-*	.00*	941.78-*	4,988.55-*

Date	Jrn	Ref 1	Ref 2	Batch	Transaction Desc	Beginning Balance	Debit	Credit	Ending Balance
4855-5920.000	Late Charges								
					Total Account 4855-5920.000 - Late Charges	30.00-*	.00*	.00*	30.00-*
4855-5930.000	Damages								
					Total Account 4855-5930.000 - Damages	340.00-*	.00*	.00*	340.00-*
4855-5990.000	Other Income								
12-01-2020	GLJ	JE		196227	Misc Income			60.00-	
12-01-2020	GLJ	JE		196233	Misc Income			184.00-	
					Total Account 4855-5990.000 - Other Income	1,352.00-*	.00*	244.00-*	1,596.00-*
4855-5991.000	Application Processing Fees								
12-01-2020	GLJ	JE		196233	Application Fee			25.00-	
12-04-2020	GLJ	JE		196278	Application Fee			25.00-	
12-07-2020	GLJ	JE		196311	Application Fee			75.00-	
					Total Account 4855-5991.000 - Application Processing Fees	100.00-*	.00*	125.00-*	225.00-*
4855-5997.000	Unrealized Gain/Loss on Investments								
					Total Account 4855-5997.000 - Unrealized Gain/Loss on Investments	3,632.10-*	.00*	.00*	3,632.10-*
4855-6210.010	Advertising - Media								
12-16-2020	APJ	SOLUTIONS	4855-LEAST	263051	LEASESTAR/MEDIA		262.50		
12-16-2020	APJ	SOLUTIONS	4855-ONEPT	263051	ONESITE PORTAL FEES		38.50		
12-31-2020	GLJ			196812	Rcls Newsletter		108.02		
					Total Account 4855-6210.010 - Advertising - Media	2,647.42*	409.02*	.00*	3,056.44*
4855-6220.000	Community Promotion								
12-10-2020	APJ	COMMUNNEWS	4855-9894	262968	COMMUNITY NEWS LETTER		108.02		
12-31-2020	GLJ			196812	Rcls Newsletter			108.02-	
					Total Account 4855-6220.000 - Community Promotion	.00*	108.02*	108.02-*	.00*
4855-6250.000	Credit Reports								
12-16-2020	APJ	SOLUTIONS	4855-ONELD	263051	LEASE CRIMINAL CHK		62.04		
					Total Account 4855-6250.000 - Credit Reports	196.06*	62.04*	.00*	258.10*
4855-6252.000	Loss To Lease								
12-21-2020	GLJ	JE		196700	Loss To Lease In Force		982.00		
					Total Account 4855-6252.000 - Loss To Lease	2,891.00*	982.00*	.00*	3,873.00*
4855-6310.000	Administrative Salaries								
12-10-2020	PR	1656		196346	Batch 1656 - PR Post checks su		5,518.42		
12-23-2020	PR	1660		196697	Batch 1660 - PR Post checks su		5,518.42		
					Total Account 4855-6310.000 - Administrative Salaries	54,259.08*	11,036.84*	.00*	65,295.92*
4855-6311.000	Office Supplies								
12-01-2020	APJ	STAPLES-PJ	4855-26525	262770	COPY PAPER		44.17		
12-01-2020	APJ	STAPLES-PJ	4855-26642	262770	12-1 COPY PAPER		68.45		
12-01-2020	APJ	STAPLES-PJ	4855-26642	262770	OFFICE SUPPLIES		28.76		
12-01-2020	APJ	STAPLES-PJ	4855-26920	262770	OFFICE SUPPLIES		193.54		
12-29-2020	APJ	ARBOR	4855-18127	263303	WATER FOR OFFICE		57.00		
					Total Account 4855-6311.000 - Office Supplies	528.49*	391.92*	.00*	920.41*
4855-6312.000	Internal Technology								
					Total Account 4855-6312.000 - Internal Technology	19.32*	.00*	.00*	19.32*
4855-6316.000	Postage								
12-07-2020	APJ	VIRGINIAHA	4855-PC102	262885	STAMPS		90.12		
12-16-2020	APJ	KMGP	4855-POST1	263051	UPS-POSTAGE		13.00		
					Total Account 4855-6316.000 - Postage	253.58*	103.12*	.00*	356.70*
4855-6318.000	Computer Services - Supplies								
12-16-2020	APJ	KMGP	4855-MSFT1	263051	MICROSOFT OFFICE 365		16.02		
12-16-2020	APJ	SOLUTIONS	4855-1-SIT	263051	ONESITE SFTWRE FEE		308.00		
12-16-2020	APJ	SOLUTIONS	4855-BICRD	263051	CORE REPORTING AND DESIGNER		80.50		
12-16-2020	APJ	SOLUTIONS	4855-ONEFM	263051	ONESITE FACILITIES MANAGEMENT		98.00		
12-16-2020	APJ	SOLUTIONS	4855-SLS12	263051	SOFTWARE LICENSING/SUPPORT		173.53		
12-23-2020	GLJ	JE	12/31/2020	196714	Bank Rec RPI Operating Ac		25.50		
12-30-2020	APJ	KMGP	4855-CLS12	263337	COMPUTER LICENSING SUPPORT		100.00		
					Total Account 4855-6318.000 - Computer Services - Supplies	3,519.02*	801.55*	.00*	4,320.57*
4855-6320.000	Management Fees								
12-31-2020	APJ	KMGP	4855-DEC 2	263391	MGT FEE 12/31/20		5,628.00		
					Total Account 4855-6320.000 - Management Fees	28,140.00*	5,628.00*	.00*	33,768.00*
4855-6331.000	Employee Insurance - Health								
12-21-2020	APJ	KMGP	4855-BCBS0	263150	HEALTH/DENTAL INS		1,672.25		
12-21-2020	APJ	KMGP	4855-BCN01	263150	HEALTH/DENTAL INS		1,066.54		
12-21-2020	APJ	KMGP	4855-LIFE0	263150	LIFE/DISABILITY INS		230.77		
12-21-2020	APJ	KMGP	4855-TELDO	263150	HEALTH/DENTAL INS		35.19		
12-23-2020	APJ	KMGP	4855-DD012	263216	HEALTH/DENTAL INS		8.04		
					Total Account 4855-6331.000 - Employee Insurance - Health	12,822.00*	3,012.79*	.00*	15,834.79*
4855-6340.000	Legal								
					Total Account 4855-6340.000 - Legal	108.00-*	.00*	.00*	108.00-*
4855-6360.000	Telephone								
12-01-2020	APJ	BRIGHTHSEN	4855-11132	262770	11-24 11/12-12/11 CABLE/INTERN		104.35		
12-10-2020	APJ	SPRINT4181	4855-11272	262968	10/24-11/23 CELL PHN		56.56		
12-28-2020	APJ	BRIGHTHOUS	4855-12282	263262	12-15 11/27-12/26 INTERNET		541.17		
12-29-2020	APJ	BRIGHTHOUS	4855-12132	263303	12-29 12/12-1/11 CBL/INTERNET		104.35		
12-31-2020	REV		Actual	196813	PPD Internet			104.35-	
					Total Account 4855-6360.000 - Telephone	3,420.83*	806.43*	104.35-*	4,122.91*
4855-6370.010	Write-Off Recovery								
12-31-2020	GLJ			196795	City of Novi Reconciliation		50.00		
					Total Account 4855-6370.010 - Write-Off Recovery	50.00-*	50.00*	.00*	.00*
4855-6392.000	Bank Charges								
					Total Account 4855-6392.000 - Bank Charges	48.00*	.00*	.00*	48.00*



Date	Jrn	Ref 1	Ref 2	Batch	Transaction Desc	Beginning Balance	Debit	Credit	Ending Balance
4855-6536.000 Grounds - Supplies - Continued									
12-07-2020	APJ	VIRGINIAHA	4855-PC102	262885	GAS FOR GATOR		30.00		
12-29-2020	APJ	JOHNDEER34	4855-10542	263303	BURLAP FOR TREES		108.00		
12-29-2020	APJ	THEHOME-1E	4855-57276	263303	CONCRETE MIX		25.91		
Total Account 4855-6536.000 - Grounds - Supplies						3,271.97*	163.91*	.00*	3,435.88*
4855-6537.000 Grounds Maintenance Contract									
12-10-2020	APJ	GREATOAKS	4855-15831	262968	SNOW CONTRACT-DECEMBER		2,500.00		
12-31-2020	GLJ			196812	Rcls Lawn Care		3,880.00		
12-31-2020	GLJ			196812	Rcls December Snow			2,500.00-	
Total Account 4855-6537.000 - Grounds Maintenance Contract						24,510.00*	6,380.00*	2,500.00-*	28,390.00*
4855-6540.000 Maintenance Payroll									
12-10-2020	PR	1656		196346	Batch 1656 - PR Post checks su		3,565.74		
12-23-2020	PR	1660		196697	Batch 1660 - PR Post checks su		3,588.54		
Total Account 4855-6540.000 - Maintenance Payroll						34,276.02*	7,154.28*	.00*	41,430.30*
4855-6541.000 Supplies									
12-29-2020	APJ	APCO	4855-15786	263303	CONTACT PAPER FOR CABINET		8.79		
12-29-2020	APJ	HDSUPPLY	4855-91873	263303	MAINTENANCE SUPPLIES		12.46		
12-29-2020	APJ	THEHOME-1E	4855-56251	263303	SEALANT		9.84		
12-29-2020	APJ	THEHOME-1E	4855-57489	263303	MAINTENANCE SUPPLIES		23.96		
Total Account 4855-6541.000 - Supplies						121.20*	55.05*	.00*	176.25*
4855-6542.010 Bldg Safety Systems									
12-01-2020	REV		Actual	196238	PPD Monitoring		549.89		
12-07-2020	APJ	APCO	4855-15744	262885	SMOKE ALARMS		75.54		
12-07-2020	APJ	CINTASFIRE	4855-26585	262885	SPRINKLER INSPECTION		522.00		
12-10-2020	APJ	MICHIGA-1E	4855-33258	262968	SECURITY MONITORING		549.89		
12-10-2020	APJ	MICHIGA-1E	4855-33558	262968	JANUARY MONITORING FEE		549.89		
12-10-2020	APJ	SIMPLEX	4855-41326	262968	FIRE ALARM MATERIAL		379.00		
12-29-2020	APJ	HDSUPPLY	4855-91873	263303	BATTERIES SMOKE ALARMS		180.01		
12-29-2020	APJ	MICHIGA-1E	4855-33569	263303	REPAIR BROKEN WIRE BLDG 7		95.00		
12-29-2020	APJ	W.W.WIL-11	4855-56029	263303	TEST LOAD GENERATOR		525.00		
12-31-2020	GLJ			196812	Monitoring Expense		30.42		
12-31-2020	GLJ			196826	PPD Monitoring			549.89-	
12-31-2020	REV		Actual	196813	PPD Jan Monitoring			549.89-	
Total Account 4855-6542.010 - Bldg Safety Systems						13,822.08*	3,456.64*	1,099.78-*	16,178.94*
4855-6545.000 Elevator Repairs - Contract									
12-29-2020	APJ	OTIS	4855-10040	263303	MAINTENANCE ELEVATOR CONTRACT		1,236.51		
12-31-2020	GLJ			196812	Adj PPD Elevator			.01-	
12-31-2020	REC	1/1/20	3/31/20	196788	Elevator contract- Otis		399.04		
12-31-2020	REV		Actual	196813	PPD Elevator			1,236.51-	
Total Account 4855-6545.000 - Elevator Repairs - Contract						1,995.21*	1,635.55*	1,236.52-*	2,394.24*
4855-6546.000 HVAC Repairs - Contract									
Total Account 4855-6546.000 - HVAC Repairs - Contract						629.00*	.00*	.00*	629.00*
4855-6548.000 Snow Removal									
12-01-2020	REV		Estimate	196238	Accrue Nov Snow Removal			2,500.00-	
12-10-2020	APJ	GREATOAKS	4855-16077	262968	SNOW CONTRACT		2,500.00		
12-28-2020	APJ	GREATOAKS	4855-16244	263262	NOVEMBER CONTRACT		3,880.00		
12-29-2020	APJ	WASHINGT	4855-10185	263303	SALT FOR COMMUNITY		872.00		
12-31-2020	GLJ			196812	Rcls Lawn Care			3,880.00-	
12-31-2020	GLJ			196812	Rcls December Snow		2,500.00		
Total Account 4855-6548.000 - Snow Removal						3,372.00*	9,752.00*	6,380.00-*	6,744.00*
4855-6560.030 Painting Units - Contract									
12-29-2020	APJ	H&R	4855-PT041	263303	314 FULL PAINT ONE BR		544.00		
12-29-2020	APJ	H&R	4855-PT041	263303	232 FULL PAINT 1 BR		544.00		
12-29-2020	APJ	H&R	4855-PT041	263303	235 FULL PAINT ONE BR		544.00		
12-29-2020	APJ	H&R	4855-PT041	263303	329 FULL ONE BED PAINT		544.00		
12-29-2020	APJ	H&R	4855-PT041	263303	228 FULL PAINT 2 BR		561.00		
12-29-2020	APJ	H&R	4855-PT041	263303	24911 FULL PAINT		586.50		
12-29-2020	APJ	H&R	4855-PT041	263303	25013 FULL PAINT RANCH		586.50		
Total Account 4855-6560.030 - Painting Units - Contract						2,278.00*	3,910.00*	.00*	6,188.00*
4855-6561.000 Painting Supplies									
12-01-2020	APJ	HDSUPPLY	4855-91866	262770	CLEANING SUPPLIES		15.34		
12-28-2020	APJ	SHERW1197	4855-3526-	263262	PAINT FOR VACANTS		196.31		
12-29-2020	APJ	THEHOME-1E	4855-56251	263303	VINYL STENCILS FOR CARPORTS		186.30		
12-29-2020	APJ	THEHOME-1E	4855-56939	263303	SPRAY PAINT		20.91		
Total Account 4855-6561.000 - Painting Supplies						1,030.36*	418.86*	.00*	1,449.22*
4855-6563.000 Drapes & Blinds									
12-29-2020	APJ	HDSUPPLY	4855-91873	263303	BLINDS		90.36		
12-29-2020	APJ	THEHOME-1E	4855-56756	263303	BLINDS		78.06		
Total Account 4855-6563.000 - Drapes & Blinds						72.00*	168.42*	.00*	240.42*
4855-6570.000 Vehicle/Equip Oper Expense									
Total Account 4855-6570.000 - Vehicle/Equip Oper Expense						808.53*	.00*	.00*	808.53*
4855-6571.000 Appliance Replacement									
12-29-2020	APJ	THEHOME-1E	4855-56251	263303	GARBAGE DISPOSALS		99.00		
12-29-2020	APJ	THEHOME-1E	4855-56861	263303	GARBAGE DISPOSAL		189.69		
12-29-2020	APJ	THEHOME-1E	4855-56939	263303	GARBAGE DISPOSALS		203.97		
12-29-2020	APJ	THEHOME-1E	4855-57898	263303	GARBAGE DISPOSALS		220.64		
Total Account 4855-6571.000 - Appliance Replacement						198.00*	713.30*	.00*	911.30*
4855-6581.000 Electrical Repairs - Material									
Total Account 4855-6581.000 - Electrical Repairs - Material						129.20*	.00*	.00*	129.20*
4855-6581.010 Electrical Repairs - Contract									
Total Account 4855-6581.010 - Electrical Repairs - Contract						447.50*	.00*	.00*	447.50*
4855-6582.000 Plumbing Repairs - Material									
12-10-2020	APJ	APCO	4855-15733	262968	CREDIT - TOILET BOWLS		124.99-		
12-10-2020	APJ	HDSUPPLY	4855-91869	262968	SHOWER HEAD-4		30.68		
12-28-2020	APJ	APCO	4855-15774	263262	HIGHER ELONGATED TOILET		124.99		
12-29-2020	APJ	HDSUPPLY	4855-91873	263303	PLUMBING SUPPLIES		61.01		
12-29-2020	APJ	THEHOME-1E	4855-56756	263303	TOILET AND FAUCET SUPPLIES		97.48		
Total Account 4855-6582.000 - Plumbing Repairs - Material						946.23*	189.17*	.00*	1,135.40*

Date	Jrn	Ref 1	Ref 2	Batch	Transaction Desc	Beginning Balance	Debit	Credit	Ending Balance
4855-6582.010	Plumbing Repairs - Contract								
	Total Account 4855-6582.010 - Plumbing Repairs - Contract					210.00*	.00*	.00*	210.00*
4855-6584.000	HVAC Repairs - Material								
12-29-2020	APJ	THEHOME-1E	4855-56756	263303	FURNACE FILTERS		51.70		
	Total Account 4855-6584.000 - HVAC Repairs - Material					1,841.06*	51.70*	.00*	1,892.76*
4855-6585.000	Appliance Repairs - Material								
12-29-2020	APJ	APCO	4855-15786	263303	APPLIANCE PARTS/CABINET		81.40		
	Total Account 4855-6585.000 - Appliance Repairs - Material					396.82*	81.40*	.00*	478.22*
4855-6586.000	Repairs - Carpet/Floors								
12-10-2020	APJ	FALCON	4855-31172	262968	RESTRETCH BD/LR 24883		100.00		
	Total Account 4855-6586.000 - Repairs - Carpet/Floors					467.24*	100.00*	.00*	567.24*
4855-6588.000	Lock & Key Repairs - Material								
12-01-2020	GLJ	JE		196227	Extra Keys Or Lock Changes			15.00-	
	Total Account 4855-6588.000 - Lock & Key Repairs - Material					22.20*	.00*	15.00-*	7.20*
4855-6589.000	Light Bulb Replacement								
12-10-2020	APJ	HDSUPPLY	4855-91869	262968	LIGHT BULBS		105.42		
12-29-2020	APJ	HDSUPPLY	4855-91873	263303	LIGHT BULBS		68.79		
12-29-2020	APJ	THEHOME-1E	4855-56756	263303	SUPPLIES		9.52		
	Total Account 4855-6589.000 - Light Bulb Replacement					647.62*	183.73*	.00*	831.35*
4855-6590.000	Other Operating Expense								
12-01-2020	APJ	CINTAS	4855-40679	262770	COMMUNITY LOGO MAT		64.79		
12-10-2020	APJ	CINTAS	4855-40693	262968	LOGO MATS		64.79		
12-29-2020	APJ	CINTAS	4855-40706	263303	LOGO MATS		64.79		
12-31-2020	GLJ			196795	City of Novi Reconciliation			50.00-	
	Total Account 4855-6590.000 - Other Operating Expense					767.90*	194.37*	50.00-*	912.27*
4855-6590.010	Other Unit Renovation-Material								
12-31-2020	GLJ			196795	City of Novi Reconciliation		187.24		
12-31-2020	GLJ			196812	City of Novi Reconciliation			.33-	
	Total Account 4855-6590.010 - Other Unit Renovation-Material					587.71*	187.24*	.33-*	774.62*
4855-6590.020	Unit Reconditioning Exp - Contract								
	Total Account 4855-6590.020 - Unit Reconditioning Exp - Contract					235.00*	.00*	.00*	235.00*
4855-6620.000	Depreciation Expense								
12-31-2020	REC			196788	Est.Depreciation/Amortization		28,333.50		
	Total Account 4855-6620.000 - Depreciation Expense					141,667.50*	28,333.50*	.00*	170,001.00*
4855-6711.000	Payroll Taxes								
12-10-2020	PR	1656		196346	Batch 1656 - PR Post checks su		922.62		
12-23-2020	PR	1660		196697	Batch 1660 - PR Post checks su		929.50		
	Total Account 4855-6711.000 - Payroll Taxes					9,306.97*	1,852.12*	.00*	11,159.09*
4855-6720.000	Property Insurance								
12-31-2020	REC			196788	Property Insurance Expense		2,235.33		
	Total Account 4855-6720.000 - Property Insurance					11,176.65*	2,235.33*	.00*	13,411.98*
4855-6721.000	Workmen's Compensation								
12-10-2020	PR	1656		196346	Batch 1656 - PR Post checks su		186.51		
12-23-2020	PR	1660		196697	Batch 1660 - PR Post checks su		188.95		
	Total Account 4855-6721.000 - Workmen's Compensation					1,817.57*	375.46*	.00*	2,193.03*
4855-6724.000	Employee Benefits - 401 (k)								
12-10-2020	PR	1656		196346	Batch 1656 - PR Post checks su		147.45		
12-23-2020	PR	1660		196697	Batch 1660 - PR Post checks su		147.91		
	Total Account 4855-6724.000 - Employee Benefits - 401 (k)					1,442.19*	295.36*	.00*	1,737.55*
4855-6820.000	Interest Expense								
12-31-2020	REC			196788	City of Novi- Accrued Interest		9,885.67		
	Total Account 4855-6820.000 - Interest Expense					137,202.11*	9,885.67*	.00*	147,087.78*
4855-6890.010	1st Mort Principal Reduction								
	Total Account 4855-6890.010 - 1st Mort Principal Reduction					855,000.00*	.00*	.00*	855,000.00*
4855-6912.000	COVID-19 Expense								
12-07-2020	APJ	VIRGINIAHA	4855-PC102	262885	CLOROX WIPES/LYSOL SPRAY		55.02		
12-31-2020	GLJ			196812	Rcls Hand Sanitizer		261.96		
	Total Account 4855-6912.000 - COVID-19 Expense					1,365.12*	316.98*	.00*	1,682.10*
4855-7110.000	Appliances								
12-29-2020	APJ	THEHOME-1E	4855-57212	263303	DISHWASHER		266.95		
	Total Account 4855-7110.000 - Appliances					2,853.70*	266.95*	.00*	3,120.65*
4855-7110.040	Furniture & Fixtures								
12-07-2020	APJ	APCO	4855-15744	262885	2 TOILET ELONGATED BOWLS		249.98		
	Total Account 4855-7110.040 - Furniture & Fixtures					570.68*	249.98*	.00*	820.66*
4855-7130.000	Carpet/Flooring								
12-07-2020	APJ	FALCON	4855-31641	262885	111 CARPET REPLACEMENT		662.49		
12-07-2020	APJ	FALCON	4855-31641	262885	111 VINYL REPLACEMENT		343.87		
12-10-2020	APJ	FALCON	4855-31164	262968	VINYL REPLACEMENT 316		354.67		
12-10-2020	APJ	FALCON	4855-31164	262968	CARPET 316		662.49		
12-10-2020	APJ	FALCON	4855-31662	262968	CARPET 314		662.49		
12-28-2020	APJ	FALCON	4855-31689	263262	24911 CARPET REPLACEMENT		841.76		
12-28-2020	APJ	FALCON	4855-31690	263262	24911 VINYL REPLACEMENT		459.28		
12-28-2020	APJ	FALCON	4855-31697	263262	232 VINYL REPLACEMENT		324.87		
12-28-2020	APJ	FALCON	4855-31697	263262	314 VINYL REPLACEMENT		308.87		
12-28-2020	APJ	FALCON	4855-31697	263262	235 VINYL FLOOR REPLACEMENT		308.87		
12-28-2020	APJ	FALCON	4855-31697	263262	232 CARPET REPLACEMENT		662.49		
12-28-2020	APJ	FALCON	4855-31759	263262	228 2 BED CARPET REPLACEMENT		1,097.39		
	Total Account 4855-7130.000 - Carpet/Flooring					6,362.93*	6,689.54*	.00*	13,052.47*
4855-7140.000	Windows/Doors/Blinds								
12-28-2020	APJ	ARTIC	4855-20-10	263262	4 REPLACEMENT WINDOW GLASS		326.00		

Date	Jrn	Ref 1	Ref 2	Batch	Transaction Desc	Beginning Balance	Debit	Credit	Ending Balance
4855-7140.000		Windows/Doors/Blinds - Continued							
12-28-2020	APJ	ARTIC	4855-20-10	263262	2 REPLACEMENT GLASS		174.00		
		Total Account 4855-7140.000 - Windows/Doors/Blinds				1,602.00*	500.00*	.00*	2,102.00*
4855-7202.000		Hot Water Tanks/Furnaces/Boilers							
12-10-2020	APJ	DANWOOD-SU	4855-48738	262968	LOCHINVAR TANK PER CITY BUDGET		12,750.00		
12-29-2020	APJ	THEHOME-1E	4855-58033	263303	MAGIC PAK BLOWER		171.12		
		Total Account 4855-7202.000 - Hot Water Tanks/Furnaces/Boilers				2,600.02*	12,921.12*	.00*	15,521.14*
4855-7208.000		Capital Outlay							
12-31-2020	GLJ			196795	City of Novi Reconciliation		12,822.20		
		Total Account 4855-7208.000 - Capital Outlay				1,624.68*	12,822.20*	.00*	14,446.88*
		Total Property 4855 - Meadowbrook Commons				.00*	907,409.12*	907,409.12-*	.00*
GRAND TOTALS						.00*	907,409.12*	907,409.12-*	.00*

**RENT ROLL DETAIL**

As of 12/25/2020

Parameters: Properties - ALL; Show All Unit Designations or Filter by - ALL; Subjournals - ALL; Exclude Formers? - Yes; Sort by - Unit; Report Type - Details + Summary; Show Unit Rent as - Market + Addl.;

**details**

Unit	Floorplan	unit designation	SQFT	Unit/Lease Status	Name	Move-In Move-Out	Lease Start	Lease End	Market + Addl.	Sub Journal	Trans Code	Lease Rent	Other Charges/ Credits	Total Billing	Dep On Hand	balance
101	BE	N/A	558	Occupied	Pangman, Margaret	08/03/2020	08/03/2020	08/31/2021	795.00	RESIDENT	RENT	795.00	0.00	795.00	795.00	0.00
102	BC	N/A	558	Occupied	Nega, Virginia	08/07/2015	09/01/2020	08/31/2021	845.00	RESIDENT	RENT	845.00	0.00	845.00	805.00	0.00
103	CE	N/A	622	Occupied	Trimm, Gordon	05/06/2016	06/01/2020	05/31/2021	805.00	RESIDENT	PARKING	0.00	20.00	815.00	765.00	(5.00)
											RESIDENT	RENT	795.00	0.00		
104	ACVP	N/A	558	Occupied	Ansbro, Elizabeth	01/12/2019	02/01/2020	01/31/2021	785.00	RESIDENT	PARKING	0.00	20.00	795.00	760.00	(795.00)
											RESIDENT	RENT	775.00	0.00		
105	BE	N/A	570	Occupied	Ciufo, Marilyn	04/11/2014	05/01/2020	04/30/2021	795.00	RESIDENT	RENT	785.00	0.00	785.00	735.00	0.00
106	FE	N/A	904	Occupied	Jordan, Constance	01/19/2018	02/01/2020	01/31/2021	1,100.00	RESIDENT	RENT	1,090.00	0.00	1,090.00	1,075.00	0.00
107	DE	N/A	755	Occupied	Peterson, Shirley	12/06/2013	05/23/2017	05/31/2018	985.00	RESIDENT	RENT	975.00	0.00	975.00	915.00	0.00
108	ACVP	N/A	558	Occupied	Clark, Velda	11/02/2009	11/01/2020	10/31/2021	785.00	RESIDENT	RENT	785.00	0.00	785.00	670.00	0.00
109	ECE	N/A	862	Occupied	Ferrara, Mary	11/29/2018	12/01/2020	11/30/2021	1,080.00	RESIDENT	PARKING	0.00	20.00	1,100.00	1,065.00	0.00
											RESIDENT	RENT	1,080.00	0.00		
110	ECV	N/A	862	Occupied	Davis, Elva	11/12/2015	12/01/2020	11/30/2021	1,090.00	RESIDENT	PARKING	0.00	20.00	1,110.00	1,050.00	0.00
											RESIDENT	RENT	1,090.00	0.00		
111	BE	N/A	570	Occupied	Mujadin, Cathy	11/20/2020	11/20/2020	11/30/2021	795.00	RESIDENT	RENT	795.00	0.00	795.00	795.00	0.00
112	BC	Conventional	570	Occupied	Cartwright, Audrey	11/16/2016	12/01/2019	11/30/2020	845.00	RESIDENT	MTOM	0.00	20.00	865.00	810.00	0.00
											RESIDENT	RENT	845.00	0.00		
113	CE	N/A	622	Occupied	Lepkowski, Edward	05/08/2020	05/08/2020	05/31/2021	805.00	RESIDENT	RENT	795.00	0.00	795.00	795.00	0.00
114	ACVP	Conventional	558	Occupied	Ayers, Eleanor	11/08/2019	12/01/2020	11/30/2021	785.00	RESIDENT	RENT	785.00	0.00	785.00	775.00	(15.00)
115	CE	N/A	622	Occupied	LaCroix, Mary	10/19/2017	11/01/2020	10/31/2021	805.00	RESIDENT	RENT	805.00	0.00	805.00	1,140.00	(785.00)
116	FE	N/A	904	Occupied	Barrix, Nyda	08/19/2013	09/01/2020	08/31/2021	1,100.00	RESIDENT	PARKING	0.00	20.00	1,120.00	1,040.00	(10.00)
											RESIDENT	RENT	1,100.00	0.00		
117	CE	N/A	622	Occupied	Terry, Roy	03/19/2015	04/01/2020	03/31/2021	805.00	RESIDENT	RENT	795.00	0.00	795.00	755.00	0.00
118	ACVP	N/A	558	Occupied	McDonald, Thomas	06/22/2020	06/22/2020	06/30/2021	785.00	RESIDENT	PARKING	0.00	20.00	795.00	775.00	(15.00)
											RESIDENT	RENT	775.00	0.00		
119	BE	N/A	570	Occupied	Wilk, Timothy	04/01/2016	05/01/2020	04/30/2021	795.00	RESIDENT	RENT	785.00	0.00	785.00	755.00	0.00
120	BC	N/A	570	Occupied	Ryan, Betty	08/07/2018	09/01/2020	08/31/2021	845.00	RESIDENT	RENT	845.00	0.00	845.00	830.00	0.00
121	CE	N/A	622	Occupied	Bennett, James	11/22/2019	12/01/2020	11/30/2021	805.00	RESIDENT	RENT	805.00	0.00	805.00	795.00	0.00
122	ACVP	N/A	558	Occupied	Taylor, Mary	04/01/2018	04/01/2020	03/31/2021	785.00	RESIDENT	RENT	775.00	0.00	775.00	760.00	(10.00)
123	BE	N/A	570	Occupied	Danilowicz, Gregory	12/01/2011	01/01/2020	12/31/2020	795.00	RESIDENT	PARKING	0.00	20.00	805.00	715.00	0.00

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**details**

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		N/A		Pending renewal	Danilowicz, Gregory	12/01/2011	01/01/2021	12/31/2021		RESIDENT RENT		785.00	0.00			
		N/A								RESIDENT PARKING		0.00 *	20.00 *	815.00 *	0.00	0.00
										RESIDENT RENT		795.00 *	0.00 *			
124	FE	N/A	904	Occupied	Christensen, Christine	07/01/2016	07/01/2020	06/30/2021	1,100.00	RESIDENT RENT		1,090.00	0.00	1,090.00	1,065.00	0.00
125	DE	N/A	755	Occupied	Walley, Barbara	01/09/2020	01/09/2020	01/31/2021	985.00	RESIDENT RENT		975.00	0.00	975.00	975.00	0.00
		N/A		Pending renewal	Walley, Barbara	01/09/2020	02/01/2021	01/31/2022		RESIDENT RENT		985.00 *	0.00 *	985.00 *	0.00	0.00
126	ACVP	N/A	558	Occupied	Cardenas, Maria	04/01/2017	05/01/2020	04/30/2021	785.00	RESIDENT RENT		775.00	0.00	775.00	750.00	0.00
127	ECE	N/A	862	Occupied	Kuhn, Dolores	05/01/2015	05/01/2020	04/30/2021	1,080.00	RESIDENT RENT		1,070.00	0.00	1,070.00	1,030.00	0.00
128	ECV	N/A	862	Occupied	Pernak, Virginia	05/01/2017	05/01/2020	04/30/2021	1,090.00	RESIDENT RENT		1,080.00	0.00	1,080.00	1,055.00	0.00
129	BE	N/A	570	Occupied	Phillips, Beverly	10/05/2018	11/01/2019	10/31/2020	795.00	RESIDENT MTOM		0.00	20.00	815.00	780.00	(5.00)
										RESIDENT RENT		795.00	0.00			
130	BC	N/A	570	Occupied	Slusser, Marlene	11/07/2020	11/07/2020	11/30/2021	845.00	RESIDENT RENT		845.00	0.00	845.00	845.00	0.00
131	CE	N/A	622	Occupied	Gardner, Carol	03/12/2012	04/01/2020	03/31/2021	805.00	RESIDENT PARKING		0.00	20.00	815.00	725.00	(6.00)
										RESIDENT RENT		795.00	0.00			
132	ACVP	Conventional	558	Occupied	Kolenda, Dolores	09/17/2015	10/01/2020	09/30/2021	785.00	RESIDENT PARKING		0.00	20.00	805.00	745.00	0.00
										RESIDENT RENT		785.00	0.00			
133	CE	N/A	622	Occupied	McDonald, Helen	10/19/2010	11/01/2020	10/31/2021	805.00	RESIDENT RENT		805.00	0.00	805.00	710.00	0.00
134	FE	N/A	904	Occupied	Bear, Eugene	10/01/2019	11/01/2020	10/31/2021	1,100.00	RESIDENT PARKING		0.00	20.00	1,120.00	1,230.00	(51.00)
										RESIDENT RENT		1,100.00	0.00			
135	ACVP	N/A	558	Occupied	Storch, Carol	08/07/2018	09/01/2020	08/31/2021	785.00	RESIDENT RENT		785.00	0.00	785.00	770.00	(15.00)
201	BCV	N/A	570	Occupied	Hoch, Janna	08/01/2019	08/01/2020	07/31/2021	830.00	RESIDENT RENT		820.00	0.00	820.00	815.00	(5.00)
202	BE	N/A	570	Occupied	Trepton, Ernest	11/22/2019	12/01/2020	11/30/2021	795.00	RESIDENT RENT		795.00	0.00	795.00	785.00	0.00
203	BC	N/A	570	Occupied	McDonnell, Mary Anne	06/03/2015	06/01/2020	05/31/2021	845.00	RESIDENT PARKING		0.00	20.00	855.00	795.00	0.00
										RESIDENT RENT		835.00	0.00			
204	CEVB	N/A	622	Occupied	Cauchi, June	10/01/2013	10/01/2020	09/30/2021	830.00	RESIDENT RENT		830.00	0.00	830.00	955.00	0.00
205	ACV	N/A	558	Occupied	Okonkowski, Leo	11/01/2011	11/01/2020	10/31/2021	760.00	RESIDENT PARKING		0.00	20.00	780.00	680.00	(15.00)
										RESIDENT RENT		760.00	0.00			
206	BE	N/A	570	Occupied	Morrison, Patricia	02/26/2016	03/01/2020	02/28/2021	795.00	RESIDENT RENT		785.00	0.00	785.00	755.00	0.00
207	FE	N/A	904	Occupied	Moore, Kathryn	11/01/2005	11/01/2020	10/31/2021	1,100.00	RESIDENT PARKING		0.00	20.00	1,120.00	925.00	0.00
										RESIDENT RENT		1,100.00	0.00			
208	DEVB	N/A	755	Occupied	Smith, Theresa	09/10/2004	10/01/2020	09/30/2021	985.00	RESIDENT RENT		985.00	0.00	985.00	800.00	(985.00)
209	ACV	N/A	558	Occupied	Reviere, Cheryl	04/14/2017	05/01/2020	04/30/2021	760.00	RESIDENT RENT		750.00	0.00	750.00	725.00	0.00

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210	ECE	N/A	862	Occupied	Anderson, Judith	06/07/2017	07/01/2020	06/30/2021	1,080.00	RESIDENT PARKING		0.00	20.00	1,090.00	765.00	(60.00)
										RESIDENT RENT		1,070.00	0.00			
211	ECV	N/A	862	Occupied	Parsons, Theresa	01/07/2020	01/07/2020	01/31/2021	1,090.00	RESIDENT RENT		1,080.00	0.00	1,080.00	1,080.00	0.00
212	BE	N/A	570	Occupied	Giese, George	12/01/2018	12/01/2020	11/30/2021	795.00	RESIDENT RENT		795.00	0.00	795.00	780.00	0.00
213	BC	N/A	570	Occupied	Chilenko, Lois	11/29/2018	12/01/2020	11/30/2021	845.00	RESIDENT RENT		845.00	0.00	845.00	830.00	(5.00)
214	CEVB	N/A	622	Occupied	Warren, Rodney	07/01/2017	07/01/2020	06/30/2021	830.00	RESIDENT RENT		820.00	0.00	820.00	805.00	0.00
215	ACV	N/A	558	Occupied	Harper, Marjorie	11/08/2019	12/01/2020	11/30/2021	760.00	RESIDENT RENT		760.00	0.00	760.00	750.00	0.00
216	CEVB	N/A	622	Occupied	Reechko, Shirley	08/06/2015	09/01/2020	08/31/2021	830.00	RESIDENT RENT		830.00	0.00	830.00	790.00	0.00
217	FE	N/A	904	Occupied	Klausmeier, Caroline	09/20/2019	10/01/2020	09/30/2021	1,100.00	RESIDENT PARKING		0.00	20.00	1,120.00	1,090.00	0.00
										RESIDENT RENT		1,100.00	0.00			
218	CEVB	N/A	622	Occupied	Guczwa, Carolyn	06/25/2018	07/01/2020	06/30/2021	830.00	RESIDENT PARKING		0.00	20.00	840.00	805.00	0.00
										RESIDENT RENT		820.00	0.00			
219	ACV	N/A	558	Occupied	Stachowski, Diane	08/01/2019	08/01/2020	07/31/2021	760.00	RESIDENT RENT		750.00	0.00	750.00	750.00	(770.00)
220	BE	N/A	570	Occupied	Anderson, Linda	06/30/2020	06/30/2020	06/30/2021	795.00	RESIDENT PARKING		0.00	20.00	805.00	785.00	0.00
										RESIDENT RENT		785.00	0.00			
221	BCV	N/A	570	Occupied	Mullins, Lorraine	05/23/2018	06/01/2020	05/31/2021	830.00	RESIDENT PARKING		0.00	20.00	840.00	805.00	0.00
										RESIDENT RENT		820.00	0.00			
222	BE	Conventional	570	Occupied	Brown, Barbara	09/27/2019	10/01/2020	09/30/2021	795.00	RESIDENT RENT		795.00	0.00	795.00	785.00	(10.00)
223	BC	N/A	570	Occupied	Alter, Ann	02/17/2018	03/01/2020	02/28/2021	845.00	RESIDENT PARKING		0.00	20.00	855.00	820.00	0.00
										RESIDENT RENT		835.00	0.00			
224	CEVB	N/A	622	Occupied	Prior, Eunice	02/09/2015	03/01/2020	02/28/2021	830.00	RESIDENT RENT		820.00	0.00	820.00	780.00	(820.00)
225	ACV	N/A	558	Occupied	Smutek, Frances	06/01/2015	06/01/2020	05/31/2021	760.00	RESIDENT RENT		750.00	0.00	750.00	710.00	0.00
226	BE	N/A	570	Occupied	Mitchell, Virgiline	05/13/2008	06/01/2020	05/31/2021	795.00	RESIDENT RENT		785.00	0.00	785.00	655.00	0.00
227	FE	Conventional	904	Occupied	Dooley, Collette	12/01/2015	01/01/2020	12/31/2020	1,100.00	RESIDENT PARKING		0.00	20.00	1,110.00	1,060.00	(1,632.50)
										RESIDENT RENT		1,090.00	0.00			
		Conventional		Pending renewal	Dooley, Collette	12/01/2015	01/01/2021	12/31/2021		RESIDENT PARKING		0.00 *	20.00 *	1,120.00 *	0.00	0.00
										RESIDENT RENT		1,100.00 *	0.00 *			
228	DEVB	N/A	755	Occupied	Banko, Randy	12/11/2020	12/11/2020	12/31/2021	985.00	RESIDENT RENT		985.00	0.00	985.00	985.00	0.00
229	ACV	N/A	558	Occupied	Coleman, Elizabeth	09/01/2001	10/01/2020	09/30/2021	760.00	RESIDENT RENT		760.00	0.00	760.00	530.00	0.00
230	ECE	N/A	862	Occupied	Forrester, Mary	08/01/2019	08/01/2020	07/31/2021	1,080.00	RESIDENT RENT		1,070.00	0.00	1,070.00	1,070.00	0.00
231	ECV	N/A	862	Occupied	Deighton, William	10/12/2012	11/01/2020	10/31/2021	1,090.00	RESIDENT PARKING		0.00	20.00	1,110.00	1,010.00	0.00
										RESIDENT RENT		1,090.00	0.00			

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232	BE	N/A	570	Occupied	Abbott, Cecilia	12/07/2020	12/07/2020	12/31/2021	795.00	RESIDENT	RENT	795.00	0.00	795.00	915.00	(35.00)
233	BC	N/A	570	Occupied	Walton, Norma	07/20/2018	08/01/2020	07/31/2021	845.00	RESIDENT	RENT	835.00	0.00	835.00	690.00	0.00
234	CEVB	N/A	622	Occupied	Baske, Gloria	01/20/2006	01/01/2020	12/31/2020	830.00	RESIDENT	RENT	820.00	0.00	820.00	655.00	0.00
		N/A		Pending renewal	Baske, Gloria	01/20/2006	01/01/2021	12/31/2021		RESIDENT	RENT	830.00 *	0.00 *	830.00 *	0.00	0.00
235	ACV	N/A	558	Occupied	Wizinsky, Elizabeth	12/07/2020	12/07/2020	12/31/2021	760.00	RESIDENT	RENT	760.00	0.00	760.00	760.00	(1,550.00)
236	CEVB	N/A	622	Occupied	McKenzie, Margaret	06/07/2017	07/01/2020	06/30/2021	830.00	RESIDENT	RENT	820.00	0.00	820.00	795.00	0.00
237	FE	N/A	904	Occupied	Kushman, Barbara	05/10/2019	06/01/2020	05/31/2021	1,100.00	RESIDENT	PARKING	0.00	20.00	1,110.00	1,215.00	0.00
										RESIDENT	RENT	1,090.00	0.00			
238	CE	N/A	622	Occupied	Fell, Thelma	10/18/2019	11/01/2020	10/31/2021	805.00	RESIDENT	RENT	805.00	0.00	805.00	795.00	0.00
239	ACV	Conventional	558	Occupied-NTVL	Balbo, Peter	01/01/2018	02/01/2020	01/31/2021	760.00	RESIDENT	RENT	750.00	0.00	750.00	735.00	0.00
		Conventional		Applicant	Hardy, Joyce	01/04/2021	01/04/2021	01/31/2022		RESIDENT	RENT	760.00 *	0.00 *	760.00 *	0.00	0.00
240	BE	N/A	570	Occupied	Oberts, Ann	10/16/2017	11/01/2020	10/31/2021	795.00	RESIDENT	PARKING	0.00	20.00	815.00	770.00	0.00
										RESIDENT	RENT	795.00	0.00			
301	BCV	Conventional	570	Occupied	O'Donohue, Richard	03/01/2009	03/01/2020	02/28/2021	830.00	RESIDENT	RENT	820.00	0.00	820.00	735.00	0.00
302	BE	Conventional	570	Occupied	Lula, Marjorie	11/13/2020	11/13/2020	11/30/2021	795.00	RESIDENT	RENT	795.00	0.00	795.00	795.00	(25.00)
303	BC	N/A	570	Occupied	Wojno, Irene	09/26/2006	10/01/2020	09/30/2021	845.00	RESIDENT	RENT	845.00	0.00	845.00	690.00	(10.00)
304	CEVB	N/A	622	Occupied	Brick, Michael	03/01/2015	03/01/2020	02/28/2021	830.00	RESIDENT	RENT	820.00	0.00	820.00	780.00	0.00
305	ACV	N/A	558	Occupied	Mckeon, Lorel	11/07/2016	12/01/2020	11/30/2021	760.00	RESIDENT	RENT	760.00	0.00	760.00	725.00	(5.00)
306	BE	N/A	570	Occupied	Smalley, Mary	12/27/2018	01/01/2020	12/31/2020	795.00	RESIDENT	RENT	785.00	0.00	785.00	780.00	0.00
		N/A		Pending renewal	Smalley, Mary	12/27/2018	01/01/2021	12/31/2021		RESIDENT	RENT	795.00 *	0.00 *	795.00 *	0.00	0.00
307	FE	N/A	904	Occupied	Kartje, Marilyn	03/01/2008	04/01/2020	03/31/2021	1,100.00	RESIDENT	RENT	1,090.00	0.00	1,090.00	955.00	0.00
308	DEVB	N/A	755	Occupied	Moore, Sally	03/01/2019	03/01/2020	02/28/2021	985.00	RESIDENT	RENT	975.00	0.00	975.00	970.00	0.00
309	ACV	N/A	558	Occupied-NTVL	Fitzgerald, Barbara	10/18/2019	11/01/2020	10/31/2021	760.00	RESIDENT	PARKING	0.00	20.00	780.00	750.00	0.00
										RESIDENT	RENT	760.00	0.00			
		N/A		Applicant	Morgan, Donald	01/11/2021	01/11/2021	01/31/2022		RESIDENT	RENT	760.00 *	0.00 *	760.00 *	0.00	0.00
310	ECE	N/A	862	Occupied	Wilk, Helen	12/07/2016	01/01/2020	12/31/2020	1,080.00	RESIDENT	PARKING	0.00	20.00	1,090.00	1,045.00	0.00
										RESIDENT	RENT	1,070.00	0.00			
		N/A		Pending renewal	Wilk, Helen	12/07/2016	01/01/2021	12/31/2021		RESIDENT	PARKING	0.00 *	20.00 *	1,100.00 *	0.00	0.00
										RESIDENT	RENT	1,080.00 *	0.00 *			
311	ECV	N/A	862	Occupied	Resto, Perla	09/11/2015	10/01/2020	09/30/2021	1,090.00	RESIDENT	RENT	1,090.00	0.00	1,090.00	1,050.00	0.00

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**details**

Unit	Floorplan	unit designation	SQFT	Unit/Lease Status	Name	Move-In Move-Out	Lease Start	Lease End	Market + Addl.	Sub Journal	Trans Code	Lease Rent	Other Charges/ Credits	Total Billing	Dep On Hand	balance
312	BE	N/A	570	Occupied	De Armas, Mary	06/13/2011	06/01/2020	05/31/2021	795.00	RESIDENT	RENT	785.00	0.00	785.00	715.00	0.00
313	BC	N/A	570	Occupied	Bishop, Jane	03/01/2007	03/01/2020	02/28/2021	845.00	RESIDENT	RENT	835.00	0.00	835.00	690.00	0.00
314	CEVB	N/A	622	Occupied	Ross, William	12/01/2020	12/01/2020	12/31/2021	830.00	RESIDENT	RENT	830.00	0.00	830.00	830.00	0.00
315	ACV	N/A	558	Occupied	Dallou, Mary	05/01/2018	05/01/2020	04/30/2021	760.00	RESIDENT	RENT	750.00	0.00	750.00	735.00	(20.00)
316	CEVB	N/A	622	Occupied	Tress, Carmela	09/21/2020	09/21/2020	09/30/2021	830.00	RESIDENT	RENT	830.00	0.00	830.00	790.00	0.00
317	FE	N/A	904	Occupied	Wojnarski, Joan	09/01/2001	10/01/2020	09/30/2021	1,100.00	RESIDENT	PARKING	0.00	20.00	1,120.00	770.00	0.00
											RESIDENT	RENT	1,100.00	0.00		
318	CEVB	N/A	622	Occupied	Baptist, Florence	07/01/2008	07/01/2020	06/30/2021	830.00	RESIDENT	RENT	820.00	0.00	820.00	690.00	(35.00)
319	ACV	N/A	558	Occupied	Jackson, Mary	12/17/2010	02/01/2020	01/31/2021	760.00	RESIDENT	RENT	750.00	0.00	750.00	665.00	(10.00)
320	BE	N/A	570	Occupied	Faulkner, Lorraine	10/06/2006	10/01/2020	09/30/2021	795.00	RESIDENT	RENT	795.00	0.00	795.00	645.00	(10.00)
321	BCV	Conventional	570	Occupied	Hornacek, Gertrude	01/07/2011	02/01/2020	01/31/2021	830.00	RESIDENT	RENT	820.00	0.00	820.00	735.00	(10.00)
322	BE	N/A	570	Occupied	Anderson, Donna	08/07/2015	09/01/2020	08/31/2021	795.00	RESIDENT	RENT	795.00	0.00	795.00	755.00	0.00
323	BC	N/A	570	Occupied	Bryan, Mary Ann	10/02/2015	11/01/2020	10/31/2021	845.00	RESIDENT	RENT	845.00	0.00	845.00	805.00	0.00
324	CEVB	N/A	622	Occupied	Canney, Patricia	08/16/2019	09/01/2020	08/31/2021	830.00	RESIDENT	RENT	830.00	0.00	830.00	820.00	(13.45)
325	ACV	N/A	558	Occupied	Tutay, Georgianna	01/12/2006	03/01/2020	02/28/2021	760.00	RESIDENT	PARKING	0.00	20.00	770.00	600.00	(1.00)
											RESIDENT	RENT	750.00	0.00		
326	BE	N/A	570	Occupied	Blem-Schuman, JoAnn	07/20/2012	08/01/2020	07/31/2021	795.00	RESIDENT	RENT	785.00	0.00	785.00	725.00	0.00
327	FE	N/A	904	Occupied	Radke, Jean	07/09/2018	08/01/2020	07/31/2021	1,100.00	RESIDENT	RENT	1,090.00	0.00	1,090.00	1,025.00	(5.00)
328	DEVB	N/A	755	Occupied	Bolstrum, Audrey	05/01/2012	05/01/2020	04/30/2021	985.00	RESIDENT	PARKING	0.00	20.00	995.00	905.00	0.00
											RESIDENT	RENT	975.00	0.00		
329	ACV	N/A	558	Occupied-NTVL	Patton, Linda	12/11/2020	12/11/2020	12/31/2021	760.00	RESIDENT	RENT	760.00	0.00	760.00	760.00	0.00
		N/A		Applicant	Enghardt, Catherine	01/11/2021	01/11/2021	01/31/2022		RESIDENT	RENT	760.00 *	0.00 *	760.00 *	0.00	0.00
330	ECE	N/A	862	Occupied	Retich, Kathryn	04/19/2013	05/01/2020	04/30/2021	1,080.00	RESIDENT	PARKING	0.00	20.00	1,090.00	1,010.00	0.00
											RESIDENT	RENT	1,070.00	0.00		
331	ECV	N/A	862	Occupied	Yearby, Joan	03/01/2018	03/01/2020	02/28/2021	1,090.00	RESIDENT	RENT	1,080.00	0.00	1,080.00	1,065.00	(1,080.00)
332	BE	N/A	570	Occupied	Sariee, Mary Jo	03/10/2011	02/01/2020	01/31/2021	795.00	RESIDENT	PARKING	0.00	20.00	805.00	735.00	(45.00)
											RESIDENT	RENT	785.00	0.00		
333	BC	N/A	570	Occupied	Nolff, Sarah	05/01/2020	05/01/2020	04/30/2021	845.00	RESIDENT	RENT	835.00	0.00	835.00	835.00	(15.00)
334	CEVB	N/A	622	Occupied	Spencer, Elaine	10/04/2019	10/01/2020	09/30/2021	830.00	RESIDENT	PARKING	0.00	20.00	850.00	735.00	0.00
											RESIDENT	RENT	830.00	0.00		

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As of 12/25/2020

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**details**

Unit	Floorplan	unit designation	SQFT	Unit/Lease Status	Name	Move-In Move-Out	Lease Start	Lease End	Market + Addl.	Sub Journal	Trans Code	Lease Rent	Other Charges/ Credits	Total Billing	Dep On Hand	balance
335	ACV	N/A	558	Occupied	Hartley, Michael	11/06/2020	11/09/2020	11/30/2021	760.00	RESIDENT	RENT	760.00	0.00	760.00	819.00	(760.00)
336	CEVB	N/A	622	Occupied	Williams, Marie	06/07/2017	07/01/2020	06/30/2021	830.00	RESIDENT	PARKING	0.00	20.00	840.00	795.00	0.00
										RESIDENT	RENT	820.00	0.00			
337	FE	N/A	904	Occupied	Young, Loretta	04/22/2013	05/01/2020	04/30/2021	1,100.00	RESIDENT	PARKING	0.00	20.00	1,110.00	1,030.00	(5.00)
										RESIDENT	RENT	1,090.00	0.00			
338	CE	N/A	622	Occupied	Mills, Rosemary	09/28/2020	09/28/2020	09/30/2021	805.00	RESIDENT	RENT	805.00	0.00	805.00	805.00	0.00
339	ACV	N/A	558	Occupied	Zucal, Helen	11/19/2018	12/01/2020	11/30/2021	760.00	RESIDENT	PARKING	0.00	20.00	780.00	745.00	0.00
										RESIDENT	RENT	760.00	0.00			
340	BE	N/A	570	Occupied	Wallace, Arthur	08/07/2018	09/01/2020	08/31/2021	795.00	RESIDENT	RENT	795.00	0.00	795.00	780.00	0.00
24875	RANCH	N/A	952	Occupied	Brown, Beverly	02/01/2020	02/01/2020	01/31/2021	1,255.00	RESIDENT	MISCINCOME	0.00	12.00	1,257.00	1,245.00	0.00
										RESIDENT	RENT	1,245.00	0.00			
24877	RANCH	N/A	952	Occupied	Robins, Adele	07/07/2018	08/01/2020	07/31/2021	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,240.00	(5.00)
24879	RANCH	N/A	952	Occupied	Wray, Kenneth	05/01/2017	05/01/2020	04/30/2021	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,220.00	0.00
24881	RANCH	N/A	952	Occupied	Kong, Young Sun	09/01/2011	09/01/2020	08/31/2021	1,255.00	RESIDENT	RENT	1,255.00	0.00	1,255.00	1,175.00	0.00
24883	RANCH	N/A	952	Occupied	Laidlaw, Helen	02/11/2013	03/01/2020	02/28/2021	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,185.00	0.00
24885	RANCH	N/A	952	Occupied	Donahoe, Kathleen	09/09/2020	09/09/2020	08/31/2021	1,255.00	RESIDENT	RENT	1,255.00	0.00	1,255.00	1,255.00	0.00
24887	RANCH	N/A	952	Occupied	Klotz, Deanna	11/04/2019	12/01/2020	11/30/2021	1,255.00	RESIDENT	RENT	1,255.00	0.00	1,255.00	1,245.00	0.00
24889	RANCH	N/A	952	Occupied	Wildasin, Frank	04/19/2017	05/01/2020	04/30/2021	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,220.00	0.00
24899	RANCH	N/A	952	Occupied	Peach, Linda	03/16/2019	04/01/2020	03/31/2021	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,240.00	0.00
24901	RANCH	N/A	952	Occupied	Faber, Leona	02/01/2014	02/01/2020	01/31/2021	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,195.00	0.00
24903	RANCH	N/A	952	Occupied	Altomaro, Sophie	04/01/2017	04/01/2020	04/30/2020	1,255.00	RESIDENT	MTOM	0.00	20.00	1,265.00	1,220.00	(1,265.00)
										RESIDENT	RENT	1,245.00	0.00			
24905	RANCH	N/A	952	Occupied	Masson, Alice	05/01/2001	06/01/2020	05/31/2021	1,255.00	RESIDENT	MISCINCOME	0.00	12.00	1,257.00	960.00	0.00
										RESIDENT	RENT	1,245.00	0.00			
24907	RANCH	N/A	952	Occupied	Hewitt, Marilyn	11/14/2014	12/01/2020	11/30/2021	1,255.00	RESIDENT	RENT	1,255.00	0.00	1,255.00	1,205.00	(10.00)
24909	RANCH	N/A	952	Occupied	Jordan, Susan	06/05/2020	06/05/2020	06/30/2021	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,245.00	0.00
24911	RANCH	N/A	952	Occupied-NTVL	White, Peter	01/06/2006 12/27/2020	01/01/2020	12/31/2020	1,255.00	RESIDENT	MISCINCOME	0.00	10.00	1,255.00	1,080.00	(5.00)
										RESIDENT	RENT	1,245.00	0.00			
		N/A		Applicant	Sharland, Kathleen	12/28/2020	12/28/2020	12/31/2021		RESIDENT	RENT	1,255.00 *	0.00 *	1,255.00 *	0.00	0.00
24913	RANCH	N/A	952	Occupied	Mooney, Patricia	01/06/2020	01/06/2020	01/31/2021	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,245.00	0.00
24923	RANCH	N/A	952	Occupied	Sammut, Judith	06/01/2012	06/01/2020	05/31/2021	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,175.00	(9.00)
24925	RANCH	N/A	952	Occupied	Schmieder, Betty Jean	10/12/2015	11/01/2020	10/31/2021	1,255.00	RESIDENT	RENT	1,255.00	0.00	1,255.00	1,215.00	0.00

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24927	RANCH	N/A	952	Occupied	Stella, Angela	05/12/2017	06/01/2020	05/31/2021	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,220.00	0.00
24929	RANCH	N/A	952	Occupied	Moore, Dorothy	02/15/2008	03/01/2020	02/28/2021	1,255.00	RESIDENT	MISCINCOME	0.00	10.00	1,255.00	1,110.00	0.00
										RESIDENT	RENT	1,245.00	0.00			
24931	RANCH	N/A	952	Occupied	Hsu, Margaret	06/22/2016	07/01/2020	06/30/2021	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,220.00	0.00
24933	RANCH	Conventional	952	Occupied	Eszes, Sandra	02/07/2020	02/07/2020	02/28/2021	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,245.00	0.00
24943	RANCH	N/A	952	Occupied	Burpee, Janifer	10/01/2014	10/01/2020	09/30/2021	1,255.00	RESIDENT	RENT	1,255.00	0.00	1,255.00	1,205.00	0.00
24945	RANCH	N/A	952	Occupied	Rytel, Richard	09/01/2014	09/01/2020	08/31/2021	1,255.00	RESIDENT	RENT	1,255.00	0.00	1,255.00	1,205.00	(30.00)
24947	RANCH	N/A	952	Occupied	Arney, Russell	02/10/2018	03/01/2020	02/28/2021	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,230.00	(10.00)
24949	RANCH	N/A	952	Occupied	Webber, Jeannine	10/01/2018	10/01/2020	09/30/2021	1,255.00	RESIDENT	RENT	1,255.00	0.00	1,255.00	1,240.00	0.00
24951	RANCH	N/A	952	Occupied	Trudeau, Helen	07/28/2017	09/01/2020	08/31/2021	1,255.00	RESIDENT	MISCINCOME	0.00	10.00	1,265.00	1,230.00	0.00
										RESIDENT	RENT	1,255.00	0.00			
24953	RANCH	N/A	952	Occupied	Edwards, Naomi	03/09/2018	04/01/2020	03/31/2021	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,230.00	0.00
24963	RANCH	N/A	952	Occupied	Persky, Sheila	03/06/2020	03/06/2020	03/31/2021	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,245.00	0.00
24965	RANCH	N/A	952	Occupied	Eckert, Caroline	12/21/2015	01/01/2020	12/31/2020	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,215.00	0.00
				Pending renewal	Eckert, Caroline	12/21/2015	01/01/2021	12/31/2021		RESIDENT	RENT	1,255.00 *	0.00 *	1,255.00 *	0.00	0.00
24967	RANCH	N/A	952	Occupied	Kauffman, Shirley	12/05/2013	01/01/2020	12/31/2020	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,195.00	(20.00)
24969	RANCH	N/A	952	Occupied	Kaminski, Mary	06/06/2008	07/01/2020	06/30/2021	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,110.00	0.00
24971	RANCH	N/A	952	Occupied	Rice, Mary	09/05/2014	10/01/2020	09/30/2021	1,255.00	RESIDENT	MISCINCOME	0.00	10.00	1,265.00	1,205.00	0.00
										RESIDENT	RENT	1,255.00	0.00			
24973	RANCH	N/A	952	Occupied	Kardasz, Georgene	03/16/2010	04/01/2020	03/31/2021	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,160.00	(5.00)
24975	RANCH	N/A	952	Occupied	Miller, Harold	10/01/2017	10/01/2019	09/30/2020	1,255.00	RESIDENT	MISCINCOME	0.00	10.00	1,285.00	1,230.00	(30.00)
										RESIDENT	MTOM	0.00	20.00			
										RESIDENT	RENT	1,255.00	0.00			
24977	RANCH	N/A	952	Occupied	Hart, Marilynn	02/22/2011	04/01/2020	03/31/2021	1,255.00	RESIDENT	MISCINCOME	0.00	10.00	1,255.00	1,160.00	0.00
										RESIDENT	RENT	1,245.00	0.00			
24987	RANCH	N/A	952	Occupied	Wiec, Sophia	12/08/2017	01/01/2020	12/31/2020	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,230.00	(70.00)
				Pending renewal	Wiec, Sophia	12/08/2017	01/01/2021	12/31/2021		RESIDENT	RENT	1,255.00 *	0.00 *	1,255.00 *	0.00	0.00
24989	RANCH	N/A	952	Occupied-NTVL	Hatch, Melba	01/03/2020	01/03/2020	01/31/2021	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,245.00	0.00
				Applicant	Weaver, Ralph	02/05/2021	02/05/2021	02/28/2022		RESIDENT	RENT	1,255.00 *	0.00 *	1,255.00 *	0.00	0.00
24991	RANCH	Conventional	952	Occupied	Johnson, Gay	05/11/2020	05/11/2020	05/31/2021	1,255.00	RESIDENT	MISCINCOME	0.00	10.00	1,255.00	1,245.00	0.00
										RESIDENT	RENT	1,245.00	0.00			
24993	RANCH	N/A	952	Occupied	Kaczmar, Helene	12/05/2018	01/01/2020	12/31/2020	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,240.00	0.00

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		N/A		Pending renewal	Kaczmar, Helene	12/05/2018	01/01/2021	12/31/2021		RESIDENT	RENT	1,255.00 *	0.00 *	1,255.00 *	0.00	0.00
24995	RANCH	N/A	952	Occupied-NTVL	Richards, Jacqueline	05/01/2015	05/01/2020	04/30/2021	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,205.00	0.00
		N/A		Applicant	Maccioni, Priscilla	01/11/2021	01/11/2021	01/31/2022		RESIDENT	RENT	1,255.00 *	0.00 *	1,255.00 *	0.00	0.00
24997	RANCH	N/A	952	Occupied	Haran, Maureen	07/16/2018	08/01/2020	07/31/2021	1,255.00	RESIDENT	MISCINCOME	0.00	12.00	1,257.00	1,240.00	(40.00)
										RESIDENT	RENT	1,245.00	0.00			
25007	RANCH	N/A	952	Occupied	Pohlman, Carolyn	03/01/2016	04/01/2020	03/31/2021	1,255.00	RESIDENT	MISCINCOME	0.00	12.00	1,257.00	1,215.00	0.00
										RESIDENT	RENT	1,245.00	0.00			
25009	RANCH	N/A	952	Occupied	Mazur, Joan	11/21/2014	12/01/2020	11/30/2021	1,255.00	RESIDENT	RENT	1,255.00	0.00	1,255.00	1,205.00	0.00
25011	RANCH	N/A	952	Occupied	Urick, Mary	09/03/2015	09/01/2020	08/31/2021	1,255.00	RESIDENT	RENT	1,255.00	0.00	1,255.00	1,215.00	0.00
25013	RANCH	Conventional	952	Occupied	Russette, Joanne	12/18/2020	12/18/2020	12/31/2021	1,255.00	RESIDENT	RENT	1,255.00	0.00	1,255.00	1,255.00	(59.00)
25015	RANCH	N/A	952	Occupied	Bartlo, Constance	07/11/2014	08/01/2020	07/31/2021	1,255.00	RESIDENT	MISCINCOME	0.00	12.00	1,257.00	1,205.00	(10.00)
										RESIDENT	RENT	1,245.00	0.00			
25017	RANCH	N/A	952	Occupied	Johns, Catherine	04/07/2014	05/01/2020	04/30/2021	1,255.00	RESIDENT	MISCINCOME	0.00	12.00	1,257.00	1,195.00	0.00
										RESIDENT	RENT	1,245.00	0.00			
25027	RANCH	N/A	952	Occupied	Huyck, Joy	12/01/2019	12/01/2020	11/30/2021	1,255.00	RESIDENT	RENT	1,255.00	0.00	1,255.00	1,245.00	0.00
25029	RANCH	N/A	952	Occupied	Chinn, Anne	01/09/2020	01/09/2020	01/31/2021	1,255.00	RESIDENT	MISCINCOME	0.00	12.00	1,257.00	1,245.00	(55.00)
										RESIDENT	RENT	1,245.00	0.00			
25031	RANCH	N/A	952	Occupied	Maguire, Joseph	10/16/2017	11/01/2020	10/31/2021	1,255.00	RESIDENT	RENT	1,255.00	0.00	1,255.00	1,230.00	0.00
25033	RANCH	N/A	952	Occupied	Brown, Robert	08/29/2011	09/01/2020	08/31/2021	1,255.00	RESIDENT	MISCINCOME	0.00	10.00	1,265.00	1,175.00	(1,265.00)
										RESIDENT	RENT	1,255.00	0.00			
25035	RANCH	N/A	952	Occupied	Bok, Lawrence	06/01/2006	11/01/2016	11/30/2016	1,255.00	RESIDENT	MTOM	0.00	20.00	1,275.00	1,080.00	(45.00)
										RESIDENT	RENT	1,255.00	0.00			
25037	RANCH	N/A	952	Occupied	Godfrey, Carol	11/04/2017	11/01/2020	10/31/2021	1,255.00	RESIDENT	RENT	1,255.00	0.00	1,255.00	1,230.00	(1,255.00)
25047	RANCH	N/A	952	Occupied	Payne, Carole	08/07/2020	08/07/2020	08/31/2021	1,255.00	RESIDENT	RENT	1,255.00	0.00	1,255.00	1,255.00	0.00
25049	RANCH	N/A	952	Occupied	Howe, Betty	01/16/2012	02/01/2020	01/31/2021	1,255.00	RESIDENT	MISCINCOME	0.00	10.00	1,255.00	1,175.00	0.00
										RESIDENT	RENT	1,245.00	0.00			
25051	RANCH	N/A	952	Occupied	Rembiesa, Donald	12/04/2018	01/01/2020	12/31/2020	1,255.00	RESIDENT	RENT	1,245.00	0.00	1,245.00	1,240.00	0.00
		N/A		Pending renewal	Rembiesa, Donald	12/04/2018	01/01/2021	12/31/2021		RESIDENT	RENT	1,255.00 *	0.00 *	1,255.00 *	0.00	0.00
25053	RANCH	N/A	952	Occupied	Schultz, Theodore	10/26/2020	10/26/2020	10/31/2021	1,255.00	RESIDENT	MISCINCOME	0.00	10.00	1,265.00	1,255.00	(86.00)
										RESIDENT	RENT	1,255.00	0.00			
25055	RANCH	N/A	952	Occupied	Bona, Shirley	09/22/2019	10/01/2020	09/30/2021	1,255.00	RESIDENT	RENT	1,255.00	0.00	1,255.00	1,245.00	0.00

\* indicates amounts not included in detail totals

**RENT ROLL DETAIL**

As of 12/25/2020

**Parameters:** Properties - ALL; Show All Unit Designations or Filter by - ALL; Subjournals - ALL; Exclude Formers? - Yes; Sort by - Unit; Report Type - Details + Summary; Show Unit Rent as - Market + Addl.;

**details**

Unit	Floorplan	unit designation	SQFT	Unit/Lease Status	Name	Move-In Move-Out	Lease Start	Lease End	Market + Addl.	Sub Journal	Trans Code	Lease Rent	Other Charges/ Credits	Total Billing	Dep On Hand	balance
25057	RANCH	N/A	952	Occupied	Moreau, Joseph	10/24/2017	11/01/2020	10/31/2021	1,255.00	RESIDENT	RENT	1,255.00	0.00	1,255.00	1,230.00	(60.00)
<b>totals:</b>									<b>175,685.00</b>			<b>174,705.00</b>	<b>964.00</b>	<b>175,669.00</b>	<b>167,869.00</b>	

\* indicates amounts not included in detail totals

**RENT ROLL DETAIL**

As of 12/25/2020

Parameters: Properties - ALL; Show All Unit Designations or Filter by - ALL; Subjournals - ALL; Exclude Formers? - Yes; Sort by - Unit; Report Type - Details + Summary; Show Unit Rent as - Market + Addl.;

**Amt / SQFT: Market = 132,176 SQFT; Leased = 132,176 SQFT;**

Floorplan	# Units	Average SQFT	Average Market + Addl.	Market + Addl. Amt / SQFT	Average Leased	Leased Amt / SQFT	Units Occupied	Occupancy %	Units Available
ACV	16	558	760.00	1.36	755.63	1.35	16	100.00	0
ACVP	8	558	785.00	1.41	780.00	1.40	8	100.00	0
BC	12	569	845.00	1.49	840.83	1.48	12	100.00	0
BCV	4	570	830.00	1.46	820.00	1.44	4	100.00	0
BE	22	569	795.00	1.40	790.45	1.39	22	100.00	0
CE	9	622	805.00	1.29	800.56	1.29	9	100.00	0
CEVB	14	622	830.00	1.33	824.29	1.33	14	100.00	0
DE	2	755	985.00	1.30	975.00	1.29	2	100.00	0
DEVB	4	755	985.00	1.30	980.00	1.30	4	100.00	0
ECE	6	862	1,080.00	1.25	1,071.67	1.24	6	100.00	0
ECV	6	862	1,090.00	1.26	1,085.00	1.26	6	100.00	0
FE	12	904	1,100.00	1.22	1,094.17	1.21	12	100.00	0
RANCH	60	952	1,255.00	1.32	1,248.83	1.31	60	100.00	0
<b>totals / averages:</b>	<b>175</b>	<b>755</b>	<b>1,003.91</b>	<b>1.33</b>	<b>998.31</b>	<b>1.32</b>	<b>175</b>	<b>100.00</b>	<b>0</b>

**occupancy and rents summary for current date**

unit status	Market + Addl.	# units	potential rent
Occupied, no NTV	169,640.00	169	168,700.00
Occupied, NTV		0	-
Occupied NTV Leased	6,045.00	6	6,005.00
Vacant Leased		0	-
Admin/Down		0	-
Vacant Not Leased		0	-
<b>totals:</b>	<b>175,685.00</b>	<b>175</b>	<b>174,705.00</b>

**summary billing by sub journal for current date**

sub journal	amount
RESIDENT	175,669.00
<b>total:</b>	<b>175,669.00</b>

**RENT ROLL DETAIL**

As of 12/25/2020

**Parameters:** Properties - ALL; Show All Unit Designations or Filter by - ALL; Subjournals - ALL; Exclude Formers? - Yes; Sort by - Unit; Report Type - Details + Summary; Show Unit Rent as - Market + Addl.;

**summary billing by transaction code for current date**

<b>code</b>	<b>amount</b>
MISCINCOME	184.00
MTOM	100.00
PARKING	680.00
RENT	174,705.00
<b>total:</b>	<b>175,669.00</b>

# Variance Report

# Variance Report for: Meadowbrook Commons

	<b>Month:</b>	Nov-2020	<b>RPM</b>	David Soule	dsoule@kmgprestige.com
<b>Site Mgr</b>	Virginia Hallam	virginia.hallam@kmgprestige.com			
<b>PM</b>	None Currently Assigned		<b>Accountant</b>	Lindsey Smith	lindsey.smith@kmgprestige.com

	<i>Current Month Actual</i>	<i>Current Month Budget</i>	<i>Current Month Variance</i>	<i>YTD Actual</i>	<i>YTD Budget</i>	<i>YTD Variance</i>
<b>Gross Rental Income</b>	\$175,685.00	\$175,770.00	(\$85.00)	\$875,435.00	\$878,850.00	(\$3,415.00)

*Variance explanation:* Beauty salon income of \$400 not collected due to covid-19 closure, creating an unfavorable variance this reporting period.

*Action Plan:*

<b>Reductions to Rental Income</b>	\$947.00	(\$857.00)	\$1,804.00	\$1,329.00	(\$4,155.00)	\$5,484.00
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*Variance explanation:*

*Action Plan:*

	<i>Current Month Actual</i>	<i>Current Month Budget</i>	<i>Current Month Variance</i>	<i>YTD Actual</i>	<i>YTD Budget</i>	<i>YTD Variance</i>
<b>Other Income</b>	\$1,803.00	\$1,320.00	\$483.00	\$9,798.00	\$6,600.00	\$3,198.00

*Variance explanation:*

Additional key fob purchase along with laundry income more than budgeted creating a positive variance this reporting period.

*Action Plan:*

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<b>Total Income</b>	\$178,435.00	\$176,233.00	\$2,202.00	\$886,562.00	\$881,295.00	\$5,267.00
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<b>Administrative Expenses</b>	\$7,213.00	\$8,135.00	\$922.00	\$35,886.00	\$48,966.00	\$13,080.00
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*Variance explanation:*

Less than budgeted expenses this reporting period creating a positive variance.

*Action Plan:*

<b>Marketing Expenses</b>	\$571.00	\$531.00	(\$40.00)	\$2,843.00	\$2,666.00	(\$177.00)
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*Variance explanation:*

Leasing lawn signs for vacant apartments purchased creating an unfavorable variance this reporting period.

*Action Plan:*

	<i>Current Month Actual</i>	<i>Current Month Budget</i>	<i>Current Month Variance</i>	<i>YTD Actual</i>	<i>YTD Budget</i>	<i>YTD Variance</i>
<b>Payroll &amp; Benefits</b>	\$28,244.00	\$29,330.00	\$1,086.00	\$141,575.00	\$145,809.00	\$4,234.00

*Variance explanation:* Newly hired staff member creating a favorable variance this reporting period.

*Action Plan:*

<b>Utility Expenses</b>	\$16,704.00	\$16,972.00	\$268.00	\$50,104.00	\$57,864.00	\$7,760.00
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*Variance explanation:* Less than budgeted utility expense this reporting period creating a positive variance.

*Action Plan:*

<b>Grounds Expenses</b>	\$5,137.00	\$3,371.00	(\$1,766.00)	\$31,154.00	\$18,430.00	(\$12,724.00)
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*Variance explanation:* Accrued October lawn contract this reporting period in addition to fertilization of grounds not accounted for the month of october, creating an unfavorable variance this reporting period.

*Action Plan:* Will need to manage and closely monitor contract closely to prevent this from happening in the future.

	<i>Current Month Actual</i>	<i>Current Month Budget</i>	<i>Current Month Variance</i>	<i>YTD Actual</i>	<i>YTD Budget</i>	<i>YTD Variance</i>
<b>Repairs &amp; Maintenance</b>	\$7,795.00	\$6,608.00	(\$1,187.00)	\$34,140.00	\$95,595.00	\$61,455.00

*Variance explanation:*

City of Novi reconciliation in trash service this reporting period creating an unfavorable variance

*Action Plan:*

<b>Taxes &amp; Insurance</b>	\$2,235.00	\$2,475.00	\$240.00	\$11,177.00	\$12,795.00	\$1,618.00
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*Variance explanation:*

City manages these line items.

*Action Plan:*

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<b>Total Operating Expenses</b>	\$67,899.00	\$67,422.00	(\$477.00)	\$306,879.00	\$382,125.00	\$75,246.00
<b>NOI</b>	\$110,536.00	\$108,811.00	\$1,725.00	\$579,683.00	\$499,170.00	\$80,513.00
<b>Misc Non-Operating Expenses</b>	(\$3,632.00)	\$0.00	\$3,632.00	(\$3,632.00)	\$0.00	\$3,632.00

*Variance explanation:*

*Action Plan:*

	<i>Current Month Actual</i>	<i>Current Month Budget</i>	<i>Current Month Variance</i>	<i>YTD Actual</i>	<i>YTD Budget</i>	<i>YTD Variance</i>
<b>Mortgage &amp; Loan Expenses</b>	\$91,439.00	\$27,749.00	(\$63,690.00)	\$130,982.00	\$138,745.00	\$7,763.00

*Variance explanation:* City manages these line items.

*Action Plan:*

<b>Capitla Expenditures</b>	\$7,588.00	\$2,083.00	(\$5,505.00)	\$16,980.00	\$10,419.00	(\$6,561.00)
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*Variance explanation:* Purchase of appliances: washer/dryer combo, electric dryer, refrigerator, 3 garbage disposals and suburban furnace creating an unfavorable variance this reporting period.

*Action Plan:*

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<b>Total Non-Operating Activity</b>	\$95,395.00	\$29,832.00	(\$65,563.00)	\$144,330.00	\$149,164.00	\$4,834.00
<b>Net Income/(Loss)</b>	\$15,141.00	\$78,979.00	(\$63,838.00)	\$435,353.00	\$350,006.00	\$85,347.00

# Leasing Activity

1/1/2020 - 12/31/2020

01/13/2021 11:39:44AM

## LEASING ACTIVITY DETAIL

LEA-236-001

1/1/2020 12:00:00AM through 12/31/2020 12:00:00AM

Parameters: Leasing consultant(s): All; Page break between each consultant: Yes; On-site or off-site or all activities: ALL; Rows to be Highlighted: None

**Leasing Consultant: Dorsey, Yakisha**

Date	This Contact Type	# of Return Visits	Off-Site Conversion This Period	Prospect Name	Initial Contact Type	Ad Source	Floor Plan Group	Floor Plan	Date Needed	Next Scheduled Follow Up	Current Guest Card Status	Leases	Waitlist	Cancelled/ Denied	Results/ Lost Reason
01/02/2020			No	Brown, Beverly	Visit	Other	2x1.5	RANCH	02/01/2020		Leased	1	0	0	Leased
01/02/2020			No	Lashmet, Jean	Visit	Other	2x1.5	Not Selected	01/09/2020		Leased	0	1	0	Waitlisted
01/02/2020	Visit	0	No	*Brown, Beverly	Visit	Other	2x1.5	Not Selected	02/01/2020		Leased	0	0	0	HIGH probability of leasing (Active)
01/03/2020			No	Chinn, Anne	Fax/Letter	Other	2x1.5	RANCH	02/29/2020		Leased	1	0	0	Leased
01/09/2020			No	Persky, Sheila	Visit	Other	2x1.5	RANCH	03/01/2020		Leased	1	0	0	Leased
01/09/2020	E-mail		No	Persky, Sheila	Visit	Other	2x1.5	Not Selected	03/01/2020		Leased	0	0	0	N/A
01/09/2020	E-mail		No	Persky, Sheila	Visit	Other	2x1.5	Not Selected	03/01/2020		Leased	0	0	0	N/A
01/14/2020			No	Schrader, Debra	Fax/Letter	Other	2x1.5	FE	03/01/2020	03/13/2020	Leased	0	1	0	Waitlisted
01/14/2020	Visit	0	Yes	Schrader, Debra	Fax/Letter	Other	2x1.5	FE	03/01/2020	03/13/2020	Leased	0	0	0	N/A
01/14/2020	Fax/Letter		No	*Schrader, Debra	Fax/Letter	Other	2x1.5	FE	03/01/2020	03/13/2020	Leased	0	0	0	Still looking (Active)
01/14/2020	Fax/Letter		No	*Thomas, Barbara	Fax/Letter	Other	1x1	ACV	03/30/2020		Leased	0	0	0	Still looking (Active)
01/17/2020	Phone call		No	*Reynolds, Bonnie	Phone call	Other	2x1.5	FE	03/12/2020		Leased	0	0	0	Still looking (Active)
01/20/2020	Phone call		No	*Deseck, Joyce	Phone call	Other	2x1.5	Not Selected	01/20/2021	01/21/2020	Active	0	0	0	Still looking (Active)
01/21/2020	Visit	0	Yes	Raymond, Barbara	Phone call	Other	1x1	ACV	01/14/2021		Leased	0	0	0	N/A
01/21/2020	Phone call		No	*Raymond, Barbara	Phone call	Other	1x1	ACV	01/14/2021		Leased	0	0	0	Still looking (Active)
01/23/2020	Visit	0	No	*Nolff, Sarah	Visit	Other	1x1	ACV	07/01/2020		Leased	0	0	0	Still looking (Active)
01/23/2020	Visit	0	No	*Pantuso, Anthony	Visit	Other	2x1.5	FE	07/23/2020		Leased	0	0	0	Still looking (Active)
01/23/2020	Fax/Letter		No	*Nolff, Sarah	Fax/Letter	Other	1x1	Not Selected	01/22/2020	01/24/2020	Active	0	0	0	Still looking (Active)
01/27/2020	Phone call		No	*Arney, Susan	Phone call	Other	2x1.5	FE	01/27/2021		Leased	0	0	0	Still looking (Active)
01/29/2020	Phone call		No	Reynolds, Bonnie	Phone call	Other	2x1.5	FE	03/12/2020		Leased	0	0	0	N/A
01/30/2020			No	Milton, Faye	Visit	Other	2x1.5	Not Selected	12/05/2019		Unqualified	0	0	1	

**LEASING ACTIVITY DETAIL**

1/1/2020 12:00:00AM through 12/31/2020 12:00:00AM

**Parameters:** Leasing consultant(s): All; Page break between each consultant: Yes; On-site or off-site or all activities: ALL; Rows to be Highlighted: None

**Leasing Consultant:** Dorsey, Yakisha

- continued -

Date	This Contact Type	# of Return Visits	Off-Site Conversion This Period	Prospect Name	Initial Contact Type	Ad Source	Floor Plan Group	Floor Plan	Date Needed	Next Scheduled Follow Up	Current Guest Card Status	Leases	Waitlist	Cancelled/ Denied	Results/ Lost Reason
01/30/2020	Fax/Letter		No	Reynolds, Bonnie	Phone call	Other	2x1.5	FE	03/12/2020		Leased	0	0	0	N/A
02/04/2020	Visit	0	No	Pietrowski, Joan	Visit	Other	2x2	ECE	02/03/2021		Leased	0	0	0	N/A
02/05/2020	Visit	0	No	*Pietrowski, Joan	Visit	Other	2x2	ECE	02/03/2021		Leased	0	0	0	Still looking (Active)
02/05/2020	Visit	0	No	*Flaviani, Christine	Visit	Other	2x1.5	RANCH	02/05/2021		Leased	0	0	0	Still looking (Active)
02/07/2020	Visit	0	No	*Schmidt, Margaret	Visit	Other	2x1.5	RANCH	02/07/2021		Leased	0	0	0	Still looking (Active)
02/07/2020	Visit	0	No	*Massee, Janet	Visit	Other	1x1	BC	02/07/2021		Leased	0	0	0	Still looking (Active)
02/13/2020	Phone call		No	Massee, Janet	Visit	Other	1x1	BC	02/07/2021		Leased	0	0	0	N/A
02/13/2020	Visit	0	No	*Serwick, Kathleen	Visit	Other	2x1.5	RANCH	07/01/2020		Leased	0	0	0	Still looking (Active)
02/13/2020	Visit	0	No	*Sewick, Kathleen	Visit	Other	2x1.5	Not Selected	02/13/2021	02/14/2020	Active	0	0	0	Still looking (Active)
02/17/2020	Visit	0	No	Flaviani, Christine	Visit	Other	2x1.5	RANCH	02/05/2021		Leased	0	0	0	N/A
02/18/2020			No	Anderson, Linda	Visit	Other	1x1	BE	02/18/2021		Leased	1	0	0	Leased
02/18/2020			No	Arpajian, John	Visit	Other	2x1.5	FE	04/01/2020		Leased	0	1	0	Waitlisted
02/18/2020			No	Bambrick Flesher, Patricia	Visit	Other	1x1	ACV	03/01/2020		Leased	0	1	0	Waitlisted
02/18/2020			No	Walsh, Jennifer	Visit	Other	2x1.5	RANCH	06/01/2020		Leased	0	1	0	Waitlisted
02/18/2020	Phone call		No	Abrams, Leonard	Visit	Other	1x1	Not Selected	02/18/2021	02/19/2020	Active	0	0	0	N/A
02/18/2020	Phone call		No	Gamm, Joyce	Visit	Other	2x1.5	Not Selected	02/18/2021	02/19/2020	Active	0	0	0	N/A
02/18/2020	Phone call		No	Gamm, Joyce	Visit	Other	2x1.5	Not Selected	02/18/2021	02/19/2020	Active	0	0	0	N/A
02/18/2020	Visit	0	No	Allevato, Lucille	Visit	Other	1x1	ACV	02/18/2021		Leased	0	0	0	N/A
02/18/2020	Visit	0	No	*Gamm, Joyce	Visit	Other	2x1.5	Not Selected	02/18/2021	02/19/2020	Active	0	0	0	Still looking (Active)
02/19/2020			No	Barth, Anna	Visit	Other	2x1.5	FE	02/28/2020		Leased	0	1	0	Waitlisted
02/19/2020			No	Bauman, Sandra	Visit	Other	1x1	ACV	02/28/2021		Leased	0	1	0	Waitlisted
02/19/2020			No	Bayles, Beverly	Fax/Letter	Other	2x1.5	FE	02/19/2020		Leased	0	1	0	Waitlisted
02/19/2020			No	Betts, Margret	Phone call	Other	2x1	DE	02/28/2021		Leased	0	1	0	Waitlisted

**LEASING ACTIVITY DETAIL**

1/1/2020 12:00:00AM through 12/31/2020 12:00:00AM

**Parameters:** Leasing consultant(s): All; Page break between each consultant: Yes; On-site or off-site or all activities: ALL; Rows to be Highlighted: None

**Leasing Consultant: Dorsey, Yakisha**

- continued -

Date	This Contact Type	# of Return Visits	Off-Site Conversion This Period	Prospect Name	Initial Contact Type	Ad Source	Floor Plan Group	Floor Plan	Date Needed	Next Scheduled Follow Up	Current Guest Card Status	Leases	Waitlist	Cancelled/ Denied	Results/ Lost Reason
02/19/2020			No	Bidigare, Loretta	Visit	Other	2x1	DE	02/28/2021		Leased	0	1	0	Waitlisted
02/19/2020			No	Black, Carolyn	Visit	Other	2x1	DE	02/19/2020		Leased	0	1	0	Waitlisted
02/19/2020			No	Bouzas, Isabel	Visit	Other	1x1	ACV	02/28/2021		Leased	0	1	0	Waitlisted
02/20/2020			No	Brewer, Sally	Visit	Other	2x1.5	FE	02/28/2021		Leased	0	1	0	Waitlisted
02/20/2020			No	Byrne, Nora	Visit	Other	1x1	ACV	02/28/2021		Leased	0	1	0	Waitlisted
02/20/2020			No	Casey, Michael	Visit	Other	1x1	ACV	02/28/2021		Leased	0	1	0	Waitlisted
02/20/2020			No	Chartier, Elsie	Fax/Letter	Other	1x1	BC	02/20/2020		Leased	1	0	0	Leased
02/20/2020			No	Clint, Kimberly	Visit	Zillow	1x1	ACV	02/20/2020		Leased	0	1	0	Waitlisted
02/20/2020			No	Collins, Patrick	Visit	Other	2x1.5	FE	09/20/2020		Leased	0	1	0	Waitlisted
02/20/2020			No	Coone, Jerry	Visit	Other	2x1.5	FE	07/26/2020		Leased	0	1	0	Waitlisted
02/20/2020			No	Cornellier, Raymond	Visit	Other	2x1.5	FE	02/28/2020		Leased	0	1	0	Waitlisted
02/20/2020			No	Cornellier, Paul	Visit	Other	1x1	ACV	02/28/2021		Leased	0	1	0	Waitlisted
02/20/2020			No	Cowan, Marion	Visit	Other	2x1	DE	02/28/2020		Leased	0	1	0	Waitlisted
02/20/2020			No	Crawford, Judi	Visit	Other	2x1.5	FE	04/01/2021		Leased	0	1	0	Waitlisted
02/20/2020			No	Culbert, Carolyn	Visit	Other	2x1	DE	02/20/2020		Leased	0	1	0	Waitlisted
02/20/2020			No	Cull, Linda	Phone call	Other	1x1	ACV	02/20/2020		Leased	0	1	0	Waitlisted
02/20/2020			No	Daluisio, Sandra	Visit	Other	2x2	ECE	02/28/2021		Leased	0	1	0	Waitlisted
02/20/2020			No	Shields-Davis, Susan	Visit	Other	1x1	ACV	07/28/2020		Leased	0	1	0	Waitlisted
02/20/2020			No	Thomas, Barbara	Fax/Letter	Other	1x1	ACV	03/30/2020		Leased	0	1	0	Waitlisted
02/20/2020	Visit	0	No	'Chiasson, Lauren	Visit	Other	1x1	ACV	02/28/2021		Leased	0	0	0	Still looking (Active)
02/20/2020	Visit	0	No	'Coone, Jerry	Visit	Other	2x1.5	FE	07/26/2020		Leased	0	0	0	Still looking (Active)
02/21/2020			No	Arney, Susan	Phone call	Other	2x1.5	FE	01/27/2021		Leased	0	1	0	Waitlisted
02/21/2020			No	Davis, Norman	Visit	Other	2x2	ECE	07/01/2020		Leased	0	1	0	Waitlisted
02/21/2020			No	DeDea, Mary	Visit	Other	1x1	ACV	04/01/2020		Leased	0	1	0	Waitlisted
02/21/2020			No	DeGravise, Arthur	Visit	Other	2x1.5	FE	07/28/2020		Leased	0	1	0	Waitlisted

## LEASING ACTIVITY DETAIL

1/1/2020 12:00:00AM through 12/31/2020 12:00:00AM

Parameters: Leasing consultant(s): All; Page break between each consultant: Yes; On-site or off-site or all activities: ALL; Rows to be Highlighted: None

Leasing Consultant: Dorsey, Yakisha

- continued -

Date	This Contact Type	# of Return Visits	Off-Site Conversion This Period	Prospect Name	Initial Contact Type	Ad Source	Floor Plan Group	Floor Plan	Date Needed	Next Scheduled Follow Up	Current Guest Card Status	Leases	Waitlist	Cancelled/ Denied	Results/ Lost Reason
02/21/2020			No	Dekorte, Juilanne	Visit	Other	2x1	DE	07/28/2020		Leased	0	1	0	Waitlisted
02/21/2020			No	Demos, Ann	Visit	Other	1x1	ACV	07/17/2020		Leased	0	1	0	Waitlisted
02/21/2020			No	Doherty, Nancy	Visit	Other	1x1	ACV	07/02/2020		Leased	0	1	0	Waitlisted
02/21/2020			No	Donahoe, Kathleen	Visit	Other	2x1.5	RANCH	04/01/2020		Leased	1	0	0	Leased
02/21/2020			No	Doyle-Davis, Lauren	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
02/21/2020			No	Dudek, Edward	Visit	Other	2x1	DE	07/01/2020		Leased	0	1	0	Waitlisted
02/21/2020			No	Mullan, Sylvia	Visit	Other	2x1	DE	08/19/2020		Leased	0	1	0	Waitlisted
02/21/2020	Visit	0	No	<sup>1</sup> Mullan, Sylvia	Visit	Other	2x1	DE	08/19/2020		Leased	0	0	0	Still looking (Active)
02/21/2020	Visit	0	No	<sup>1</sup> Dekorte, Juilanne	Visit	Other	2x1	DE	07/28/2020		Leased	0	0	0	Still looking (Active)
02/21/2020	Visit	0	No	<sup>1</sup> Demos, Ann	Visit	Other	1x1	ACV	07/17/2020		Leased	0	0	0	Still looking (Active)
02/21/2020	Visit	0	No	<sup>1</sup> Doherty, Nancy	Visit	Other	1x1	ACV	07/02/2020		Leased	0	0	0	Still looking (Active)
02/24/2020			No	Edwards, Eva	Visit	Referred by family	1x1	BC	02/24/2020		Leased	0	1	0	Waitlisted
02/24/2020			No	Fantino, Ron	Visit	Other	2x1.5	FE	07/01/2020		Leased	0	1	0	Waitlisted
02/24/2020			No	Fearon, Laurie	Visit	Other	2x2	ECE	07/01/2020		Leased	0	1	0	Waitlisted
02/24/2020			No	Fernane, Marie	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
02/24/2020			No	Finkbiner, Jean	Visit	Other	2x1.5	RANCH	07/01/2020		Leased	0	1	0	Waitlisted
02/24/2020			No	Flaviani, Christine	Visit	Other	2x1.5	RANCH	02/05/2021		Leased	0	1	0	Waitlisted
02/24/2020			No	Ford, Marjorie	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
02/24/2020	Visit	0	No	<sup>1</sup> Fernane, Marie	Visit	Other	1x1	ACV	07/01/2020		Leased	0	0	0	Still looking (Active)
02/24/2020	Phone call		No	<sup>1</sup> Vecore, Deanne	Phone call	Other	1x1	Not Selected	07/01/2020	02/25/2020	Active	0	0	0	Still looking (Active)
02/25/2020			No	Fahrenkrug, Barbara	Visit	Other	1x1	ACV	07/01/2020		Lost	0	1	0	Waitlisted / Changed their mind (Not interested)
02/25/2020			No	Fearon, Robert	Visit	Other	2x1.5	FE	07/01/2020		Leased	0	1	0	Waitlisted

## LEASING ACTIVITY DETAIL

1/1/2020 12:00:00AM through 12/31/2020 12:00:00AM

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Leasing Consultant: Dorsey, Yakisha

- continued -

Date	This Contact Type	# of Return Visits	Off-Site Conversion This Period	Prospect Name	Initial Contact Type	Ad Source	Floor Plan Group	Floor Plan	Date Needed	Next Scheduled Follow Up	Current Guest Card Status	Leases	Waitlist	Cancelled/ Denied	Results/ Lost Reason
02/25/2020			No	Friel, Beverly	Visit	Drive by	1x1	ACV	02/25/2020		Leased	0	1	0	Waitlisted
02/25/2020	Visit	0	No	'Fearon, Robert	Visit	Other	2x1.5	FE	07/01/2020		Leased	0	0	0	Still looking (Active)
02/26/2020			No	Beijer, Gun	Visit	Other	2x1.5	FE	07/01/2020		Leased	0	1	0	Waitlisted
02/26/2020			No	Gabel, Linda	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
02/26/2020			No	Galloway, Harold	Visit	Other	2x1.5	FE	07/01/2020		Leased	0	1	0	Waitlisted
02/26/2020			No	Gormley, Doris	Visit	Other	2x1	DE	07/01/2020		Leased	0	1	0	Waitlisted
02/26/2020			No	Griggs, Willie	E-mail	Other	2x1	DE	07/01/2020		Leased	0	1	0	Waitlisted
02/26/2020			No	Gudith, Arlene	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
02/26/2020			No	Lepkowski, Edward	Visit	Other	1x1	CE	04/01/2020		Leased	1	0	0	Leased
02/27/2020			No	Hamilton, Carol	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
02/27/2020			No	Harper, Dianne	Visit	Other	2x1	DE	07/01/2020		Leased	0	1	0	Waitlisted
02/27/2020			No	Held, Rose	Visit	Other	2x1.5	RANCH	07/01/2020		Leased	0	1	0	Waitlisted
02/27/2020			No	Hoblock, Catherine	Visit	Other	2x1.5	FE	07/01/2020		Leased	0	1	0	Waitlisted
02/27/2020			No	Hubbert, Elizabeth	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
02/28/2020			No	Hacker, Gladys	Visit	Other	2x1	DE	10/22/2020		Leased	0	1	0	Waitlisted
02/28/2020			No	James, Patricia	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
02/28/2020			No	Jones, Fay	Visit	Other	2x1.5	RANCH	07/01/2020		Leased	0	1	0	Waitlisted
02/28/2020			No	Khan, Abdus	Visit	Referred by family	1x1	ACV	02/28/2020		Leased	0	1	0	Waitlisted
02/28/2020			No	Kinsey, Shirley	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
02/28/2020			No	Kirwan, Helen	Visit	Other	2x1	DE	02/28/2020		Leased	0	1	0	Waitlisted
02/28/2020			No	Koocone, Betty	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
02/28/2020			No	Kovac, Dorothy	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
02/28/2020			No	Kucmierz, Jude	Visit	Other	2x1	DE	07/01/2020		Leased	0	1	0	Waitlisted
02/28/2020	Visit	0	No	Klavons, Adan	Visit	Locator Service	1x1	ACV	02/28/2020		Leased	0	0	0	N/A
03/03/2020			No	Ferrise, Liz	Visit	Other	2x1.5	RANCH	08/03/2020		Leased	0	1	0	Waitlisted
03/03/2020			No	Hull, Lois	Visit	Other	2x1.5	RANCH	09/01/2020		Leased	0	1	0	Waitlisted

**LEASING ACTIVITY DETAIL**

1/1/2020 12:00:00AM through 12/31/2020 12:00:00AM

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**Leasing Consultant: Dorsey, Yakisha**

- continued -

Date	This Contact Type	# of Return Visits	Off-Site Conversion This Period	Prospect Name	Initial Contact Type	Ad Source	Floor Plan Group	Floor Plan	Date Needed	Next Scheduled Follow Up	Current Guest Card Status	Leases	Waitlist	Cancelled/ Denied	Results/ Lost Reason
03/03/2020	Visit	0	No	1Ferrise, Liz	Visit	Other	2x1.5	RANCH	08/03/2020		Leased	0	0	0	Still looking (Active)
03/03/2020	Visit	0	No	1Hull, Lois	Visit	Other	2x1.5	RANCH	09/01/2020		Leased	0	0	0	Still looking (Active)
03/06/2020			No	Johnson, Gay	Phone call	Other	2x1.5	RANCH	07/01/2020		Leased	1	0	0	Leased
03/06/2020			No	Lachowicz, Antoinette	Phone call	Drive by	1x1	CE	03/06/2020		Leased	0	1	0	Waitlisted
03/06/2020			No	Lally, Kenneth	Visit	Other	2x1.5	RANCH	07/01/2020		Leased	0	1	0	Waitlisted
03/06/2020			No	Lenhard, Phyllis	Visit	Other	2x1	DE	07/01/2021		Leased	0	1	0	Waitlisted
03/06/2020			No	Liu, Wenlan	Fax/Letter	Other	2x1	DE	07/01/2020		Leased	0	1	0	Waitlisted
03/06/2020			No	Lombardi, Albert	Visit	Other	1x1	ACV	07/01/2021		Leased	0	1	0	Waitlisted
03/06/2020			No	Lula, Marjorie	E-mail	Other	1x1	BE	07/01/2020		Leased	1	0	0	Leased
03/06/2020			No	Maccioni, Priscilla	Visit	Other	2x1.5	RANCH	01/11/2021		Leased	1	0	0	Leased
03/06/2020			No	MacLean, Norma	Visit	Other	1x1	ACV	07/01/2021		Leased	0	1	0	Waitlisted
03/06/2020			No	Maclennan, Hugh	E-mail	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
03/06/2020			No	Manning, William	Visit	Word of Mouth	2x1	DE	07/01/2020		Leased	0	1	0	Waitlisted
03/06/2020			No	Marshall, Betty	Fax/Letter	Referred by family	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
03/06/2020			No	Martin, Muriel	Visit	Other	2x1	DE	07/01/2020		Leased	0	1	0	Waitlisted
03/06/2020			No	Marzonie, Joan	Visit	Other	2x1.5	RANCH	07/01/2020		Leased	0	1	0	Waitlisted
03/06/2020			No	Massee, Janet	Visit	Other	1x1	BC	02/07/2021		Leased	0	1	0	Waitlisted
03/06/2020			No	Mastantuono, Cheryl	Visit	Other	2x1.5	RANCH	07/01/2020		Leased	0	1	0	Waitlisted
03/06/2020			No	McGraw, Thomas	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
03/06/2020			No	McGuire, Elizabeth	Visit	Other	2x1	DE	03/06/2020		Leased	0	1	0	Waitlisted
03/06/2020			No	Meadors, Harold	Visit	Other	2x1.5	FE	03/06/2020		Leased	0	1	0	Waitlisted
03/06/2020			No	Medonis, Edward	Visit	Other	2x1	DE	07/01/2020		Leased	0	1	0	Waitlisted
03/06/2020			No	Metcalfe, Lawrence	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
03/06/2020			No	Michniacki, Rose	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
03/06/2020			No	MILLS, JAMES	Visit	Prior resident	2x1.5	FE	03/06/2020		Leased	0	1	0	Waitlisted

## LEASING ACTIVITY DETAIL

1/1/2020 12:00:00AM through 12/31/2020 12:00:00AM

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## Leasing Consultant: Dorsey, Yakisha

- continued -

Date	This Contact Type	# of Return Visits	Off-Site Conversion This Period	Prospect Name	Initial Contact Type	Ad Source	Floor Plan Group	Floor Plan	Date Needed	Next Scheduled Follow Up	Current Guest Card Status	Leases	Waitlist	Cancelled/ Denied	Results/ Lost Reason
03/06/2020			No	Mujadin, Cathy	Visit	Other	1x1	BE	07/01/2020		Leased	1	0	0	Leased
03/06/2020			No	Ponos, Rose	Visit	Other	2x1.5	RANCH	07/01/2020	03/12/2020	Leased	0	1	0	Waitlisted
03/06/2020			No	Schmidt, Margaret	Visit	Other	2x1.5	RANCH	02/07/2021		Leased	0	1	0	Waitlisted
03/06/2020	Phone call		No	Johnson, Gay	Phone call	Other	2x1.5	RANCH	07/01/2020		Leased	0	0	0	N/A
03/06/2020	Visit	0	No	Schmidt, Margaret	Visit	Other	2x1.5	RANCH	02/07/2021		Leased	0	0	0	N/A
03/06/2020	Phone call		No	*Johnson, Gay	Phone call	Other	2x1.5	RANCH	07/01/2020		Leased	0	0	0	Still looking (Active)
03/06/2020	Visit	0	No	*Ponos, Rose	Visit	Other	2x1.5	RANCH	07/01/2020	03/12/2020	Leased	0	0	0	Still looking (Active)
03/07/2020			No	Nettles, Donna	Visit	Other	2x1.5	RANCH	07/01/2020		Leased	0	1	0	Waitlisted
03/07/2020			No	Nick, William	Visit	Other	2x1.5	RANCH	07/01/2020		Leased	0	1	0	Waitlisted
03/07/2020			No	Nolff, Sarah	Visit	Other	1x1	BC	07/01/2020		Leased	1	0	0	Leased
03/07/2020			No	O'Donohue-Williams, Susan (Resident name: O'Donohue-Williams, Susan)	Visit	Other	2x1	DE	07/01/2020		Leased	0	1	0	Waitlisted
03/07/2020			No	O'hara, Mary (Resident name: O'hara, Mary)	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
03/07/2020			No	Oleszkowicz, Patrick	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
03/09/2020	Phone call		No	*Lachowicz, Antoinette	Phone call	Drive by	1x1	CE	03/06/2020		Leased	0	0	0	N/A
03/09/2020	Phone call		No	Johnson, Gay	Phone call	Other	2x1.5	RANCH	07/01/2020		Leased	0	0	0	N/A
03/09/2020	Visit	0	No	*MacLean, Norma	Visit	Other	1x1	ACV	07/01/2021		Leased	0	0	0	Still looking (Active)
03/10/2020	Fax/Letter		No	*Marshall, Betty	Fax/Letter	Referred by family	1x1	ACV	07/01/2020		Leased	0	0	0	N/A
03/11/2020			No	Ondik, Josephine	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
03/11/2020			No	Padyjasek, Stella	Visit	Other	1x1	CEVB	07/01/2020		Leased	0	1	0	Waitlisted
03/11/2020			No	Paesani, Shirley	Visit	Other	2x1.5	FE	07/01/2020		Leased	0	1	0	Waitlisted
03/11/2020			No	Palmer, Louis	Visit	Other	2x1.5	RANCH	07/01/2020		Leased	0	1	0	Waitlisted
03/11/2020			No	Pantuso, Anthony	Visit	Other	2x1.5	FE	07/23/2020		Leased	0	1	0	Waitlisted
03/11/2020			No	PARKER, LINDA	Visit	Other	2x1	DE	03/11/2020		Leased	0	1	0	Waitlisted

**LEASING ACTIVITY DETAIL**

1/1/2020 12:00:00AM through 12/31/2020 12:00:00AM

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**Leasing Consultant: Dorsey, Yakisha**

- continued -

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03/11/2020			No	Pavianto, Claudia	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
03/11/2020			No	Payne, Carole	Visit	Other	2x1.5	RANCH	08/07/2020		Leased	1	0	0	Leased
03/11/2020			No	Perry, Carol	Visit	Other site	2x1	DE	03/11/2020		Leased	0	1	0	Waitlisted
03/11/2020			No	Price, Janette	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
03/11/2020			No	Rapnicki, John	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
03/11/2020	Phone call		No	Ponos, Rose	Visit	Other	2x1.5	RANCH	07/01/2020	03/12/2020	Leased	0	0	0	N/A
03/11/2020	Visit	0	No	*Perry, Carol	Visit	Other site	2x1	DE	03/11/2020		Leased	0	0	0	N/A
03/11/2020	Visit	0	No	Pantuso, Anthony	Visit	Other	2x1.5	FE	07/23/2020		Leased	0	0	0	N/A
03/11/2020	Visit	0	No	*Nick, William	Visit	Other	2x1.5	RANCH	07/01/2020		Leased	0	0	0	Still looking (Active)
03/11/2020	Visit	0	No	*O'Donohue-Williams, Susan	Visit	Other	2x1	DE	07/01/2020		Leased	0	0	0	Still looking (Active)
03/11/2020	Visit	0	No	*Oleszkowicz, Patrick	Visit	Other	1x1	ACV	07/01/2020		Leased	0	0	0	Still looking (Active)
03/11/2020	Visit	0	No	*Ondik, Josephine	Visit	Other	1x1	ACV	07/01/2020		Leased	0	0	0	Still looking (Active)
03/11/2020	Visit	0	No	*Palmer, Louis	Visit	Other	2x1.5	RANCH	07/01/2020		Leased	0	0	0	Still looking (Active)
03/12/2020			No	Pietrowski, Joan	Visit	Other	2x2	ECE	02/03/2021		Leased	0	1	0	Waitlisted
03/12/2020			No	Rathbun, Phillip	Visit	Other	2x1.5	FE	07/01/2020		Leased	0	1	0	Waitlisted
03/12/2020			No	Raymond, Barbara	Phone call	Other	1x1	ACV	01/14/2021		Leased	0	1	0	Waitlisted
03/12/2020			No	Rensberger, Patricia	Visit	Other	2x1.5	RANCH	07/01/2020		Leased	0	1	0	Waitlisted
03/12/2020			No	Reynolds, Bonnie	Phone call	Other	2x1.5	FE	03/12/2020		Leased	0	1	0	Waitlisted
03/12/2020			No	Rhodes, LYNETTE	Visit	Other	2x1.5	FE	07/01/2020		Leased	0	1	0	Waitlisted
03/12/2020			No	Rich, Robert	Visit	Other	2x1.5	FE	07/01/2020		Leased	0	1	0	Waitlisted
03/12/2020			No	Riley, Audrey	Visit	Other	2x1.5	FE	07/01/2020		Leased	0	1	0	Waitlisted
03/12/2020			No	Riley, Lawrence	Visit	Other	2x1.5	FE	07/01/2020		Leased	0	1	0	Waitlisted
03/12/2020			No	Rogers, Thomas	Visit	ApartmentGuide.com	2x1	DE	03/12/2020		Leased	0	1	0	Waitlisted
03/12/2020			No	Rowe, Dana	Visit	Other	2x1	DE	07/01/2020		Leased	0	1	0	Waitlisted

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1/1/2020 12:00:00AM through 12/31/2020 12:00:00AM

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**Leasing Consultant: Dorsey, Yakisha**

- continued -

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03/12/2020			No	Russette, Joanne	Visit	Other	2x1.5	RANCH	07/01/2020		Leased	1	0	0	Leased
03/12/2020			No	Schlecter, Harriet	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
03/12/2020			No	Schneeman, Martha	Visit	Other	2x1	DE	07/01/2020		Leased	0	1	0	Waitlisted
03/12/2020			No	Schonfeld, Frances	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
03/12/2020			No	Schultz, Theodore	Visit	Other	2x1.5	RANCH	07/01/2020		Leased	1	0	0	Leased
03/12/2020			No	Serwick, Kathleen	Visit	Other	2x1.5	RANCH	07/01/2020		Leased	0	1	0	Waitlisted
03/12/2020			No	Sharland, Kathleen	Visit	Other	2x1.5	RANCH	07/01/2020		Leased	1	0	0	Leased
03/12/2020			No	Sheehy, Josephine	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
03/12/2020			No	Sills, Robert	Visit	Other	1x1	ACV	07/02/2020		Leased	0	1	0	Waitlisted
03/12/2020			No	Sine, Florence	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
03/12/2020			No	Sochocki, Jean	Visit	Other	2x1.5	FE	07/01/2020		Leased	0	1	0	Waitlisted
03/12/2020			No	Spaman-Holland, Charlotte	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
03/12/2020			No	Squier, June	Visit	Other	2x1.5	FE	07/01/2020		Leased	0	1	0	Waitlisted
03/12/2020			No	STACK, ELIZABETH	Visit	Referred by family	1x1	ACV	03/12/2020		Leased	0	1	0	Waitlisted
03/12/2020			No	Stein, Dawn	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
03/12/2020	Phone call		No	Schmidt, Lawrence	Visit	Other	2x1.5	RANCH	12/31/2020	03/13/2020	Leased	0	0	0	N/A
03/12/2020	Phone call		No	Sovel, Ron	Visit	Other	2x1.5	FE	03/13/2020		Leased	0	0	0	N/A
03/12/2020	Visit	0	No	'STACK, ELIZABETH	Visit	Referred by family	1x1	ACV	03/12/2020		Leased	0	0	0	N/A
03/12/2020	Visit	0	No	'Riley, Audrey	Visit	Other	2x1.5	FE	07/01/2020		Leased	0	0	0	Still looking (Active)
03/13/2020			No	Allevato, Lucille	Visit	Other	1x1	ACV	02/18/2021		Leased	0	1	0	Waitlisted
03/13/2020			No	Auxier, Hubert	Visit	Other	2x1	DE	03/13/2020		Leased	0	1	0	Waitlisted
03/13/2020			No	Babb, Mildred	Visit	Other	2x1	DE	03/13/2020		Leased	0	1	0	Waitlisted
03/13/2020			No	Sinelli, Denise	Visit	Other	2x1.5	FE	07/01/2020		Leased	0	1	0	Waitlisted
03/13/2020			No	Sovel, Ron	Visit	Other	2x1.5	FE	03/13/2020		Leased	0	1	0	Waitlisted
03/13/2020			No	Stevens, Ann	Visit	Other	2x1.5	FE	11/01/2020		Leased	0	1	0	Waitlisted
03/13/2020			No	Stiegel, Ruth	Visit	Other	2x1.5	RANCH	07/01/2020		Leased	0	1	0	Waitlisted

**LEASING ACTIVITY DETAIL**

1/1/2020 12:00:00AM through 12/31/2020 12:00:00AM

**Parameters:** Leasing consultant(s): All; Page break between each consultant: Yes; On-site or off-site or all activities: ALL; Rows to be Highlighted: None

**Leasing Consultant: Dorsey, Yakisha**

- continued -

Date	This Contact Type	# of Return Visits	Off-Site Conversion This Period	Prospect Name	Initial Contact Type	Ad Source	Floor Plan Group	Floor Plan	Date Needed	Next Scheduled Follow Up	Current Guest Card Status	Leases	Waitlist	Cancelled/ Denied	Results/ Lost Reason
03/13/2020			No	Sweezey, Lillian	Visit	Other	2x1.5	RANCH	07/01/2020		Leased	0	1	0	Waitlisted
03/13/2020	Phone call		No	Sovel, Ron	Visit	Other	2x1.5	FE	03/13/2020		Leased	0	0	0	N/A
03/13/2020	Phone call		No	Stevens, Ann	Visit	Other	2x1.5	FE	11/01/2020		Leased	0	0	0	N/A
03/17/2020			No	Adams, Mae	Visit	Apartment Guide	1x1	ACV	03/17/2020		Leased	0	1	0	Waitlisted
03/17/2020			No	Baburao, Kosaraju	Visit	Other	2x1.5	FE	03/17/2020		Leased	0	1	0	Waitlisted
03/17/2020			No	Barney, Patricia	Visit	Other	2x1.5	FE	03/17/2020		Leased	0	1	0	Waitlisted
03/17/2020			No	Barton, Lois	Visit	Other	2x1.5	FE	03/17/2020		Leased	0	1	0	Waitlisted
03/17/2020			No	Castro, Edward	Visit	Other	2x1.5	FE	02/25/2021		Leased	0	1	0	Waitlisted
03/17/2020			No	Coonce, Jerry	Visit	Other	2x1	DE	07/01/2020		Leased	0	1	0	Waitlisted
03/17/2020			No	Freeman, George	Visit	Other	2x1.5	FE	07/01/2020		Leased	0	1	0	Waitlisted
03/17/2020	Visit	0	No	Coonce, Jerry	Visit	Other	2x1	DE	07/01/2020		Leased	0	0	0	Still looking (Active)
04/06/2020	Phone call		No	Porter, Marcia	Phone call	Other	1x1	Not Selected	04/06/2020	04/07/2020	Active	0	0	0	Still looking (Active)
04/27/2020	Visit	0	No	Johnson, Betty	Visit	Other	1x1	ACV	04/28/2021		Leased	0	0	0	Still looking (Active)
04/28/2020			No	Johnson, Betty	Visit	Other	1x1	ACV	04/28/2021		Leased	0	1	0	Waitlisted
05/21/2020			No	McDonald, Thomas	Visit	Other	1x1	ACVP	10/18/2019		Leased	1	0	1	Lease cancelled
06/01/2020	Visit	0	No	Roberts, David	Visit	ForRent.com	Not Selected	Not Selected	07/18/2014	06/02/2020	Active	0	0	0	N/A
06/01/2020	Visit	0	No	Roberts, Lillie	Visit	Word of Mouth	4X2	Not Selected	10/12/2011	06/02/2020	Active	0	0	0	N/A
06/01/2020	Visit	0	No	Roberts, Pamela	Visit	Apartments.com	2x1	Not Selected	10/23/2012	06/02/2020	Active	0	0	0	N/A
10/01/2020			No	Fahrenkrug, Barbara	Visit	Other	1x1	ACV	07/01/2020		Lost	0	0	1	Lease cancelled / Changed their mind (Not interested)



**LEASING ACTIVITY DETAIL**

1/1/2020 12:00:00AM through 12/31/2020 12:00:00AM

**Parameters:** Leasing consultant(s): All; Page break between each consultant: Yes; On-site or off-site or all activities: ALL; Rows to be Highlighted: None

**Leasing Consultant: Hallam, Virginia**

Date	This Contact Type	# of Return Visits	Off-Site Conversion This Period	Prospect Name	Initial Contact Type	Ad Source	Floor Plan Group	Floor Plan	Date Needed	Next Scheduled Follow Up	Current Guest Card Status	Leases	Waitlist	Cancelled/ Denied	Results/ Lost Reason
01/02/2020	E-mail		No	Lashmet, Jean	Visit	Other	2x1.5	Not Selected	01/09/2020		Leased	0	0	0	N/A
01/02/2020	E-mail		No	Brown, Beverly	Visit	Other	2x1.5	Not Selected	02/01/2020		Leased	0	0	0	N/A
01/07/2020	Phone call		No	'Dawson, Kathy	Phone call	Property web site	2x1	Not Selected	03/31/2020	01/09/2020	Active	0	0	0	MEDIUM probability of leasing (Active)
02/19/2020			No	Taddei, Sylvia	Visit	Other	2x1	DE	12/31/2020		Leased	0	1	0	Waitlisted
02/19/2020			No	Tatarian, Janice	Visit	Other	1x1	ACV	12/31/2020		Leased	0	1	0	Waitlisted
02/20/2020			No	Salisbury, Daryle	Visit	Other	2x1.5	FE	12/31/2021		Leased	0	1	0	Waitlisted
02/20/2020			No	Saurer, Romona	Visit	Other	2x1	DE	12/31/2020		Leased	0	1	0	Waitlisted
02/20/2020			No	Schier, Gary	Visit	Other	2x1	DE	12/31/2020		Leased	0	1	0	Waitlisted
02/20/2020			No	Teed, John	Visit	Other	2x1.5	RANCH	12/21/2020		Leased	0	1	0	Waitlisted
02/20/2020			No	Thomas, Cheryl	Visit	Other	2x1.5	RANCH	12/31/2020		Leased	0	1	0	Waitlisted
02/20/2020			No	Thompson, Peggy	Visit	Other	2x1	DEVB	12/31/2020		Lost	1	0	0	Leased / Changed their mind (Not interested)
02/20/2020			No	Trout, Clara	Visit	Other	2x1	DE	12/31/2020		Leased	0	1	0	Waitlisted
02/20/2020			No	VanHouton, Alan	Visit	Other	2x1.5	RANCH	12/31/2020		Leased	0	1	0	Waitlisted
02/20/2020	Visit	0	No	Teed, John	Visit	Other	2x1.5	RANCH	12/21/2020		Leased	0	0	0	N/A
02/20/2020	Visit	0	No	'Thomas, Cheryl	Visit	Other	2x1.5	RANCH	12/31/2020		Leased	0	0	0	MEDIUM probability of leasing (Active)
02/27/2020			No	Hall, James	Visit	Other	2x1	DE	07/01/2020		Leased	0	1	0	Waitlisted
02/27/2020			No	Hollman, Georgiana	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
02/28/2020			No	Jasuja, Subhash	Visit	Other	2x1.5	RANCH	07/07/2020		Leased	0	1	0	Waitlisted
02/28/2020			No	Johnson, Patricia	Visit	Other	2x1	DE	12/31/2020		Leased	0	1	0	Waitlisted
02/28/2020			No	Jordan, Ann	Visit	Other	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
02/28/2020			No	Jordan, Susan	Visit	Other	2x1.5	RANCH	07/07/2020		Leased	1	0	0	Leased
02/28/2020			No	Kachadurian, Anita	Visit	Other	2x1	DE	07/01/2020		Leased	0	1	0	Waitlisted

**LEASING ACTIVITY DETAIL**

1/1/2020 12:00:00AM through 12/31/2020 12:00:00AM

**Parameters:** Leasing consultant(s): All; Page break between each consultant: Yes; On-site or off-site or all activities: ALL; Rows to be Highlighted: None

**Leasing Consultant:** Hallam, Virginia

- continued -

Date	This Contact Type	# of Return Visits	Off-Site Conversion This Period	Prospect Name	Initial Contact Type	Ad Source	Floor Plan Group	Floor Plan	Date Needed	Next Scheduled Follow Up	Current Guest Card Status	Leases	Waitlist	Cancelled/ Denied	Results/ Lost Reason
02/28/2020			No	Kauffman, Don	Visit	Current resident	1x1	ACV	07/01/2020		Leased	0	1	0	Waitlisted
02/28/2020			No	Kidd, Clarine	Visit	Other	1x1	ACV	12/31/2020		Leased	0	1	0	Waitlisted
02/28/2020			No	Kirchner-Johnson, Elaine	Visit	Other	2x1.5	RANCH	12/31/2020		Leased	0	1	0	Waitlisted
03/06/2020			No	Schmidt, Lawrence	Visit	Other	2x1.5	RANCH	12/31/2020	03/13/2020	Leased	0	1	0	Waitlisted
03/06/2020	Visit	0	No	'Schmidt, Lawrence	Visit	Other	2x1.5	RANCH	12/31/2020	03/13/2020	Leased	0	0	0	LOW probability of leasing (Active)
06/08/2020	Phone call		No	'Kinsman, Georgene	Phone call	Other property	2x1.5	Not Selected	01/31/2021	06/09/2020	Active	0	0	0	HIGH probability of leasing (Active)
06/11/2020			No	Bunge, Terrell	Phone call	Other	2x1.5	FE	07/31/2020		Leased	0	1	0	Waitlisted
06/11/2020			No	Pangman, Margaret	Phone call	Other	1x1	BE	07/31/2020		Leased	1	0	0	Leased
06/11/2020	Phone call		No	'Pangman, Margaret	Phone call	Other	1x1	ACV	07/31/2020		Leased	0	0	0	HIGH probability of leasing (Active)
06/11/2020	Phone call		No	'Bunge, Terrell	Phone call	Other	2x1.5	FE	07/31/2020		Leased	0	0	0	HIGH probability of leasing (Active)
07/21/2020	Phone call		No	'Averett, April	Phone call	Other	1x1	Not Selected	08/31/2020	07/22/2020	Active	0	0	0	HIGH probability of leasing (Active)
08/19/2020	Phone call		No	'Jacobs, Gloria	Phone call	Other	2x1.5	Not Selected	01/01/2021	08/20/2020	Active	0	0	0	HIGH probability of leasing (Active)
08/24/2020	Phone call		No	'Weisl, Sandy	Phone call	Other	2x1.5	Not Selected	08/01/2021	08/25/2020	Active	0	0	0	HIGH probability of leasing (Active)
08/24/2020	Phone call		No	'Evans, Darlene	Phone call	Other	2x1	Not Selected	09/01/2020	08/25/2020	Active	0	0	0	LOW probability of leasing (Active)

**LEASING ACTIVITY DETAIL**

1/1/2020 12:00:00AM through 12/31/2020 12:00:00AM

**Parameters:** Leasing consultant(s): All; Page break between each consultant: Yes; On-site or off-site or all activities: ALL; Rows to be Highlighted: None

**Leasing Consultant:** Hallam, Virginia

- continued -

Date	This Contact Type	# of Return Visits	Off-Site Conversion This Period	Prospect Name	Initial Contact Type	Ad Source	Floor Plan Group	Floor Plan	Date Needed	Next Scheduled Follow Up	Current Guest Card Status	Leases	Waitlist	Cancelled/ Denied	Results/ Lost Reason
08/25/2020	Phone call		No	'Smith, Belinda	Phone call	Other	2x1.5	Not Selected	01/01/2021	08/26/2020	Active	0	0	0	HIGH probability of leasing (Active)
11/10/2020			No	Thompson, Peggy	Visit	Other	2x1	DEVB	12/31/2020		Lost	0	0	1	Lease cancelled / Changed their mind (Not interested)
11/12/2020	Phone call		No	Rohn, Christina	Internet	Other	1x1	ACV	12/10/2020		Lost	0	0	0	Moving in with relative or other (Lost) / Changed their mind (Not interested)
11/19/2020	Videotelephony - Tour		No	'Williams, Latrina	Videotelephony - Tour	Other	1x1	Not Selected	04/30/2021	11/20/2020	Active	0	0	0	LOW probability of leasing (Active)
11/24/2020	E-mail		No	Mickevicius, Dorothy	Phone call	Other	1x1	Not Selected	12/11/2020		Unqualified	0	0	0	Credit rating below standard (Unqualified)
11/30/2020	Phone call		No	'Hull, Tim	Phone call	Sign	1x1	Not Selected	12/16/2020	12/01/2020	Active	0	0	0	HIGH probability of leasing (Active)
12/01/2020			No	Morgan, Donald	Visit	Sign	1x1	ACV	01/11/2021		Leased	1	0	0	Leased
12/01/2020	Visit	0	No	'Morgan, Donald	Visit	Sign	1x1	Not Selected	01/11/2021		Leased	0	0	0	HIGH probability of leasing (Active)
12/01/2020	E-mail		No	Morgan, Donald	Visit	Sign	1x1	Not Selected	01/11/2021		Leased	0	0	0	N/A



## LEASING ACTIVITY DETAIL

1/1/2020 12:00:00AM through 12/31/2020 12:00:00AM

Parameters: Leasing consultant(s): All; Page break between each consultant: Yes; On-site or off-site or all activities: ALL; Rows to be Highlighted: None

**Leasing Consultant: Reyes, Misty**

Date	This Contact Type	# of Return Visits	Off-Site Conversion This Period	Prospect Name	Initial Contact Type	Ad Source	Floor Plan Group	Floor Plan	Date Needed	Next Scheduled Follow Up	Current Guest Card Status	Leases	Waitlist	Cancelled/ Denied	Results/ Lost Reason
07/20/2020			No	Beets, Nancy	Phone call	Other	2x1	DE	08/01/2020		Leased	0	1	0	Waitlisted
07/20/2020	Phone call		No	1Beets, Nancy	Phone call	Other	2x1	DE	08/01/2020		Leased	0	0	0	Still looking (Active)
07/27/2020	Phone call		No	1Buford, Michael	Phone call	Other	2x1.5	RANCH	09/30/2020	07/28/2020	Active	0	0	0	HIGH probability of leasing (Active)
08/25/2020			No	Mills, Rosemary	Phone call	ApartmentGuide.com	1x1	CE	08/25/2020		Leased	1	0	0	Leased
08/25/2020	Phone call		No	1Mills, Rosemary	Phone call	ApartmentGuide.com	1x1	ACV	08/25/2020		Leased	0	0	0	HIGH probability of leasing (Active)
08/28/2020	Visit	0	No	1Seflic, Greta	Visit	Other	1x1	Not Selected	09/01/2020	08/29/2020	Active	0	0	0	HIGH probability of leasing (Active)
08/31/2020			No	Melton, Patricia	Visit	Other	2x1.5	FE	12/31/2020		Leased	0	1	0	Waitlisted
08/31/2020			No	Weisl, Sandra	Visit	Other	2x1.5	RANCH	10/31/2020		Leased	0	1	0	Waitlisted
08/31/2020	Visit	0	No	1Weisl, Sandra	Visit	Other	2x1.5	RANCH	10/31/2020		Leased	0	0	0	HIGH probability of leasing (Active)
08/31/2020	Visit	0	No	1Melton, Patricia	Visit	Other	2x1.5	FE	12/31/2020		Leased	0	0	0	HIGH probability of leasing (Active)
10/01/2020	Phone call		No	Fahrenkrug, Barbara	Visit	Other	1x1	ACV	07/01/2020		Lost	0	0	0	No response (Lost) / Changed their mind (Not interested)
10/02/2020			No	Slusser, Marlene	Phone call	Word of Mouth	1x1	BC	11/07/2020		Leased	1	0	0	Leased
10/02/2020	Phone call		No	1Slusser, Marlene	Phone call	Word of Mouth	1x1	Not Selected	11/07/2020		Leased	0	0	0	HIGH probability of leasing (Active)
10/28/2020			No	Wizinsky, Elizabeth	Phone call	Word of Mouth	1x1	ACV	12/07/2020		Leased	1	0	0	Leased
10/28/2020	Phone call		No	Wizinsky, Elizabeth	Visit	Drive by	1x1	BE	05/01/2012	10/29/2020	Leased	0	0	0	N/A

**LEASING ACTIVITY DETAIL**

1/1/2020 12:00:00AM through 12/31/2020 12:00:00AM

**Parameters:** Leasing consultant(s): All; Page break between each consultant: Yes; On-site or off-site or all activities: ALL; Rows to be Highlighted: None

**Leasing Consultant:** Reyes, Misty

- continued -

Date	This Contact Type	# of Return Visits	Off-Site Conversion This Period	Prospect Name	Initial Contact Type	Ad Source	Floor Plan Group	Floor Plan	Date Needed	Next Scheduled Follow Up	Current Guest Card Status	Leases	Waitlist	Cancelled/ Denied	Results/ Lost Reason
10/28/2020	Phone call		No	Wizinsky, Elizabeth	Visit	Drive by	1x1	BE	05/01/2012	10/29/2020	Leased	0	0	0	N/A
10/28/2020	Phone call		No	'Wizinsky, Elizabeth	Phone call	Word of Mouth	1x1	ACV	12/07/2020		Leased	0	0	0	HIGH probability of leasing (Active)
11/05/2020			No	Hartley, Michael	Visit	Other	1x1	ACV	11/06/2020		Leased	1	0	0	Leased
11/05/2020			No	Rohn, Christina	Internet	Other	1x1	ACV	12/10/2020		Lost	1	0	0	Leased / Changed their mind (Not interested)
11/05/2020	Visit	0	No	'Hartley, Michael	Visit	Other	1x1	ACV	11/06/2020		Leased	0	0	0	HIGH probability of leasing (Active)
11/05/2020	Internet		No	'Rohn, Christina	Internet	Other	1x1	ACV	12/10/2020		Lost	0	0	0	HIGH probability of leasing (Active) / Changed their mind (Not interested)
11/05/2020	Internet		No	'Maltise, Richard	Internet	Property web site	2x1.5	RANCH	12/31/2020	11/06/2020	Active	0	0	0	HIGH probability of leasing (Active)
11/10/2020	Phone call		No	Thompson, Peggy	Visit	Other	2x2	ECE	12/31/2020		Lost	0	0	0	Lost (Lost) / Changed their mind (Not interested)
11/11/2020			No	Banko, Randy	Phone call	Other	2x1	DEVB	12/11/2020		Leased	1	0	0	Leased
11/11/2020	Phone call		No	'Banko, Randy	Phone call	Other	2x1	DE	12/11/2020		Leased	0	0	0	HIGH probability of leasing (Active)
11/12/2020			No	Patton, Linda	Phone call	Other	1x1	ACV	12/11/2020		Leased	1	0	0	Leased
11/12/2020			No	Rohn, Christina	Internet	Other	1x1	ACV	12/10/2020		Lost	0	0	1	Lease cancelled / Changed their mind (Not interested)

**LEASING ACTIVITY DETAIL**

1/1/2020 12:00:00AM through 12/31/2020 12:00:00AM

**Parameters:** Leasing consultant(s): All; Page break between each consultant: Yes; On-site or off-site or all activities: ALL; Rows to be Highlighted: None

**Leasing Consultant:** Reyes, Misty

- continued -

Date	This Contact Type	# of Return Visits	Off-Site Conversion This Period	Prospect Name	Initial Contact Type	Ad Source	Floor Plan Group	Floor Plan	Date Needed	Next Scheduled Follow Up	Current Guest Card Status	Leases	Waitlist	Cancelled/ Denied	Results/ Lost Reason
11/12/2020	Phone call		No	1Patton, Linda	Phone call	Other	1x1	Not Selected	12/11/2020		Leased	0	0	0	HIGH probability of leasing (Active)
11/16/2020			No	Mickevicius, Dorothy	Phone call	Other	1x1	CEVB	12/11/2020		Unqualified	1	0	0	Leased
11/16/2020	Phone call		No	1Mickevicius, Dorothy	Phone call	Other	1x1	Not Selected	12/11/2020		Unqualified	0	0	0	HIGH probability of leasing (Active)
11/17/2020	Phone call		No	1Ross, William	Phone call	Zumper.com	1x1	Not Selected	12/11/2020		Leased	0	0	0	HIGH probability of leasing (Active)
11/24/2020			No	Mickevicius, Dorothy	Phone call	Other	1x1	CEVB	12/11/2020		Unqualified	0	0	1	
11/24/2020			No	Ross, William	Phone call	Zumper.com	1x1	CEVB	12/11/2020		Leased	1	0	0	Leased
11/25/2020			No	Hardy, Joyce	Phone call	Other	1x1	ACV	01/16/2021		Leased	1	0	0	Leased
11/25/2020	Phone call		No	1Hardy, Joyce	Phone call	Other	1x1	ACV	01/16/2021		Leased	0	0	0	HIGH probability of leasing (Active)
12/04/2020	Phone call		No	1Van Tull, Eloise	Phone call	Other	2x1.5	Not Selected	01/30/2021	12/05/2020	Active	0	0	0	HIGH probability of leasing (Active)
12/09/2020	Visit	0	No	1Payne, Jeannette	Visit	Other	1x1	Not Selected	03/06/2021	12/10/2020	Active	0	0	0	HIGH probability of leasing (Active)
12/10/2020	Visit	0	No	1Enghardt, Catherine	Visit	Other	1x1	Not Selected	01/01/2021		Leased	0	0	0	HIGH probability of leasing (Active)
12/11/2020			No	Enghardt, Catherine	Visit	Other	1x1	ACV	01/01/2021		Leased	1	0	0	Leased
12/16/2020			No	Grundy, Cynthia	Phone call	Word of Mouth	2x1.5	FE	02/01/2021		Leased	0	1	0	Waitlisted
12/16/2020	Phone call		No	1Grundy, Cynthia	Phone call	Word of Mouth	2x1.5	FE	02/01/2021		Leased	0	0	0	HIGH probability of leasing (Active)



**LEASING ACTIVITY DETAIL**

1/1/2020 12:00:00AM through 12/31/2020 12:00:00AM

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**Leasing Consultant: HOUSE**

Date	This Contact Type	# of Return Visits	Off-Site Conversion This Period	Prospect Name	Initial Contact Type	Ad Source	Floor Plan Group	Floor Plan	Date Needed	Next Scheduled Follow Up	Current Guest Card Status	Leases	Waitlist	Cancelled/ Denied	Results/ Lost Reason
01/30/2020	Fax/Letter		No	Milton, Faye	Visit	Other	2x1.5	Not Selected	12/05/2019		Unqualified	0	0	0	Credit rating below standard (Unqualified)
02/18/2020			No	VanWagner, Nancy	Visit	Other	2x1	DE	12/31/2020		Leased	0	1	0	Waitlisted
02/18/2020			No	Vivero, Dora	Visit	Other	2x1	DE	12/31/2020		Leased	0	1	0	Waitlisted
02/18/2020			No	Voss, Cheryl	Visit	Other	1x1	ACV	02/18/2020		Leased	0	1	0	Waitlisted
02/18/2020			No	Walker, Lester	Visit	Word of Mouth	2x1.5	RANCH	02/18/2020		Leased	0	1	0	Waitlisted
02/18/2020			No	Warshaw, Bertha	Visit	Other	2x1.5	RANCH	12/31/2020		Leased	0	1	0	Waitlisted
02/18/2020			No	Weaver, Ralph	Visit	Other	2x1.5	RANCH	12/31/2020		Leased	1	0	0	Leased
02/18/2020			No	Wehner, Sharron	Visit	Other	2x1	DE	12/31/2020		Leased	0	1	0	Waitlisted
02/18/2020			No	White, Janet	Visit	Other	2x1	DE	12/31/2020		Leased	0	1	0	Waitlisted
02/18/2020			No	White, Talbert	Visit	Other	2x1.5	RANCH	12/31/2020		Leased	0	1	0	Waitlisted
02/18/2020			No	Wilkinson, Rollo	Visit	Other	2x1	DE	12/01/2020		Leased	0	1	0	Waitlisted
02/18/2020			No	Yee, Stella	Visit	Other	1x1	ACV	05/31/2020		Leased	0	1	0	Waitlisted
02/18/2020			No	Young, Janet	Visit	Other	2x1.5	FE	05/31/2020		Leased	0	1	0	Waitlisted
02/18/2020			No	Zapinski, Betty	Visit	Other	2x2	ECE	12/31/2020		Leased	0	1	0	Waitlisted
02/18/2020			No	Zook, Ina	Visit	Other	2x1	DE	12/31/2020		Leased	0	1	0	Waitlisted
02/18/2020			No	Zorn,Carolynn	Visit	Other	2x1	DE	12/31/2020		Leased	0	1	0	Waitlisted
02/28/2020			No	Klavons, Adan	Visit	Locator Service	1x1	ACV	02/28/2020		Leased	0	1	0	Waitlisted
03/12/2020			No	Rudis, Algis	Visit	Prior resident	2x1.5	FE	03/12/2020		Leased	0	1	0	Waitlisted
03/13/2020			No	Abrams, Leonard	Visit	Word of Mouth	1x1	ACV	03/13/2020		Leased	0	1	0	Waitlisted

**Totals for HOUSE :**

'New Prospects:	0	Phone Call:	0	Property Referral:	0	Visits:	0	- 'Not In Ratio:	0	= Net Visits:	0		
Return Visits:	0	Fax/Letter:	1	Internet:	0	Leases:	1	+ Waitlist:	17	- Cancelled/Denied:	0	= Net Leases:	18
Off-Site Conversions:	0	E-mail:	0	Videotelephony - Tour:	0					Close %:	1,800.00		
		Call Center:	0	Self-guided - Tour:	0								
		Text Message:	0	Pre-recorded - Tour:	0								
		Event:	0										



# Snow Removal Contract

**SNOW REMOVAL CONTRACT**

This Contract made on this 20 day of October, 2020 by and between

City of Novi, A Michigan Corporation commonly known as,  
*(Legal Name)*

Meadowbrook Commons,  
*(Name of Development)*

, hereinafter referred to as **OWNER**, and whose address and telephone number for purposes of notice under

this Contract are: 25075 Meadowbrook Rd

*(Development Address)*

Novi, MI 48375  
*(Include City, State, ZIP)*

(248) 305-8646  
*(Development Phone Number)*

and Great Oaks Maintenance, hereinafter referred to as **VENDOR**,  
*(Contractor Business Name)*

whose Federal Identification Number is 38-3595741 and whose address and telephone  
*(ID Number REQUIRED)*

number for purposes of notice under this Contract are 28025 Samuel Linden Ct

*(Vendor Address)*

Novi, MI 48377  
*(Include City, State, ZIP)*

(248) 939-0544  
*(Vendor Phone Number)*

hereby enter into this Contract for snow removal, sanding and salting, subject to the following terms and conditions:

**SECTION I. Term** - This contract shall begin on 11-1, 2020 and terminate on and including 03-31, 2020 subject to premature termination provisions hereinafter set forth in Sections IV and VII of this Contract.

**SECTION II. Location** – Services are to be performed at: 25075 Meadowbrook Rd  
*(Development Address)*

Novi, MI 48375  
*(Include City, State, ZIP)*

, hereinafter the **PROPERTY**.

**SECTION III. Scope of Services to be Performed**

A. **Snow Removal:** Vendor shall promptly service the Property when snowfall reaches an accumulation of two inches (2”) in the parking lot and roadways without demand from the Owner. Upon receipt of the Vendor's invoice, on-site manager will review the invoice, verify that the service was performed, and forward the invoice to the main office for payment from the Owners' account. Salting or sanding on the property shall be performed in accordance with the addendum attached to this Contract.

- B. Vendor understands and agrees to perform all work in a good and competent manner without delay and by exercising due diligence in accordance with the specifications set forth herein this Contract and in accordance with industry standards and procedures.
- C. It is understood and agreed between the parties that time is of the essence with respect to all terms of this Contract, and in particular with respect to the performance of work called for herein. Vendor agrees to commence work immediately when the conditions described herein exist and/or immediately after the Owner notifies Vendor of the need for services in accordance with this Contract. Vendor acknowledges that its failure to perform its duties as and when described herein may cause serious or grave injury to the Owner/Property by virtue of injury or damage to the property and its residents and other individuals.
- D. Snow Removal from Parking Lots to be performed as follows:
- i. When snow accumulation reaches 2 inches.
  - ii. Inaccessible parking areas should be cleaned later in the same day.
  - iii. Snow should not be pushed against light poles, trees, carports, or moved to a location on the Property or adjoining property which would be known or anticipated that snow would melt and freeze into ice on the abutting sidewalk, steps, walkway or other area posing a dangerous and hazardous condition to individuals who traverse that area.
  - iv. Snow must not block or cover drains, fire hydrants, emergency exits or drives, sidewalks or carports.
  - v. Handicap or disabled parking areas must be cleared in a manner to allow ingress and egress and in particular snow shall not be plowed into any handicap or disabled parking or adjacent vehicle exit area.
  - vi. Snow must not be pushed onto sidewalks or handicap or disabled ramps.
  - vii. A site plan of the Property is attached as a part of this agreement as Exhibit 1, reflecting the area least likely to disrupt the residents, flow of traffic, and day-to-day operation of the community. The map will also indicate the location of fire hydrants, speed bumps, bollard lights and other low protrusions, which should be avoided.
- E. Vendor agrees to supervise, inspect and direct all work performed at the Property, to be responsible for the work and Vendor's employees and agents, and to take reasonable precautions to protect the Property, Property residents' property, and adjoining or abutting properties, and the safety of individuals who traverse those areas.
- F. All work is to be performed in a time and manner so as to least likely disrupt the Property residents but promptly when the weather conditions necessitate immediate action.
- G. Vendor shall be responsible to the Owner, Property residents and other individuals or property for the acts and/or omissions of all the Vendor's employees, subcontractors, agents or others performing work on behalf of said Vendor. Vendor shall be responsible for all property damages caused by the performance of work called herein and shall promptly repair all damages to the condition that existed prior to the damage or reimburse the injured party for the cost of making such repairs.
- H. Vendor agrees that this Contract shall not be assigned without first seeking and obtaining the expressed written consent of the Owner.
- I. The Owner or its authorized agent may, as conditions require, order changes in the work, consisting of additions, deletions or other revisions and the contract price and contract time adjusted accordingly. The Owner, or its authorized agent, must authorize any revisions in writing.

- J. Vendor shall have no claim against the Owner or Managing Agent (as “Managing Agent” is defined in Section IV(D)) for damage to their equipment or injury to the Vendor, its agents, employees or other individuals under its control.
- K. Vendor shall have no claim against the Managing Agent for payment of services, it being expressly understood that the Owner is solely liable for the payment of services rendered under this Contract.
- L. Vendor will treat Owner’s property as a priority during a snowstorm and timely perform its duties.

**SECTION IV. Insurance** – The Vendor shall maintain at all times, while obligated to perform the services requested under this Contract, the following Insurance coverage:

- A. Automobile Liability Insurance for all vehicles used by the Vendor in order to perform this Contract. The minimum bodily injury coverage (including death) shall not be less than One Million dollars (\$1,000,000.00) for each occurrence. The property damage coverage shall not be less than Five hundred thousand dollars (\$500,000.00) for each occurrence. If said bodily injury and property damage coverage are combined, the total amount of coverage is to be no less than One Million dollars (\$1,000,000.00) per occurrence. Vendor is completely responsible for damages regardless of insurance limits carried and/or available at the time of loss.
- B. A policy of General Liability Insurance and Comprehensive Liability covering loss resulting from the Vendor’s direct and indirect activities, whether performed by Vendor or its subcontractors, agents, or employees and covering injuries to persons or property who/which may be injured or damaged as a result of performance of this contract. The minimum bodily injury coverage (including death) shall not be less than One Million dollars (\$1,000,000.00) for each occurrence. The property damage coverage required shall not be less than One Million dollars (\$1,000,000.00) for each occurrence and shall protect the work and any improvements to or on the Property, including automobiles, and also covers any abutting or adjacent property to the area where the work is being performed. If said bodily injury and property damage coverage are combined, the total amount of coverage is to be no less than One Million dollars (\$1,000,000.00) per occurrence. Vendor is completely responsible for damages regardless of insurance limits carried and/or available at the time of loss.
- C. If Vendor employs any staff whatsoever, Vendor shall provide a policy of Workers Compensation and Employers’ liability insurance for the protection of Vendor’s employees or agents. The policy must be in place at all times. The minimum policy limits are \$500,000.00.
- D. Vendor agrees to provide proof of insurance requirements by providing a Certificate of Insurance stating that the **MANAGEMENT AGENT** (as selected below) and Owner, and each of foregoing’s successors and/or assigns have been included as Additional Insured on the General Liability and Automobile Liability. The policy and/or policies cannot be changed, cancelled, allowed to expire, or coverage limits reduced without providing 30 days prior written notice to the Owner and Managing Agent.

**Proof of Insurance is to be sent to Managing Agent (as selected below):**

KMG Prestige, Inc.     Affinity Property Management, LLC     Watermark Management Group, LLC

Address: 25075 Meadowbrook RD Novi, MI 48375

- E. Vendor agrees to provide proof of Insurance requirements within two (2) business days of the date of signing this Contract. No services shall be performed by Vendor before acceptance of the insurance documents provided. In the event Vendor fails to provide the requested proof of insurance, Owner may at its sole election declare the Vendor in Default and decree this Contract as being null and void. If after any work has been performed by the Vendor, Owner learns that the policy was not obtained or was cancelled, Vendor will forfeit its rights to payment for any services it performed while in default of this Insurance provision.

**SECTION V. Indemnification**

- A. Vendor agrees that it shall indemnify and hold harmless the OWNER, the Apartment Community and the MANAGING AGENT, agents and employees from any and all actions or causes of actions, claims, demands, liabilities, losses, damages, expenses of any kind and nature whatsoever, including actual attorney fees, which the Owner or Management Agent may sustain or be liable for in consequence of any injury or damage to persons or property which may arise directly or indirectly from the performance of this Contract by the Vendor or its subcontractors, agents, employees or anyone directly or indirectly employed by or acting for them due to negligence or their failure to exercise ordinary care. Vendor agrees to fully indemnify for damages regardless of insurance limits carried and/or available at the time of loss.
- B. Vendor acknowledges that it is knowledgeable, experienced and skilled in the area of snow removal, salting and sanding and will exercise ordinary care in the execution of this Contract.

**SECTION VI. Premature Termination – Failure to Perform as Agreed.** The Owner, at its sole discretion, may terminate this Contract at any time after default by the Vendor in the performance of the terms contained herein after providing Vendor with 24-hour notice to cure the default. It being understood by the Vendor that timely performance of this Contract is of the essence. In the event of termination of this Contract due to Vendor's default in providing services, Vendor shall be entitled to payment at the contract price for all accepted services prior to the default, less any sums Owner has had to expend to others to perform the work for which Vendor did not perform. If the sums should be insufficient to cover the additional expense, Vendor shall be liable for the difference.

**SECTION VII.** The laws of the State of Michigan shall govern this Contract. Any claims, actions, lawsuits, or proceedings enforce or pursuant to this Contract shall be held solely in the district or circuit court with personal jurisdiction over the Property, and each party hereby submits him, her, or itself to the jurisdiction of such courts and waives the defense of *forum non conveniens* and similar against such courts' jurisdiction.

**SECTION VIII. Assignment by Owner.** Vendor hereby agrees and consents to Owner's assignment of this Contract in the event that Owner is sold to, merged with, assumed by, acquired by and/or substantially all of its assets are transferred to another person or entity.

**SECTION IX. Severability.** If any provision of this Contract is found to be void, illegal or invalid, the remaining provisions shall remain in full force and effect and this Contract shall be construed as if the void, illegal or invalid provision was omitted.

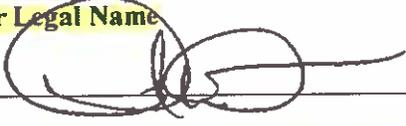
**SECTION X. Waiver.** The failure of a party to require the strict performance of any term of this Contract shall not be deemed to be a waiver or modification of any such term and shall not affect the right of a party to enforce such term or to demand strict performance thereof at any future time.

**SECTION XI. Entire Agreement.** This Contract contains the entire agreement between the parties, supersedes all other agreements (oral or written) between the parties concerning the subject matter herein, and may not be amended except in writing signed by all parties.

Service Addendum attached (check one)

- Addendum A: Per push removal /no sidewalks, stairs, curbs, etc. unless authorized/approved by ownership.
- Addendum B: Per push removal including removal of snow on sidewalks, stairs, curbs, etc.
- Addendum C: Season Contract/no sidewalks, stairs, curbs, etc.
- Addendum D: Season Contract removal including the sidewalks, stairs, curbs, etc.

10/21/20  
Date

Great Oaks Maintenance  
Vendor Legal Name  
By:   
Signature - Officer  
Its: Vice President  
Title

10-20-2020  
Date

City of Novi, A Michigan Corporation  
Apartment Community Owner (Legal Name)  
By: Dan M. Sault  
Regional Property Manager  
Its: Agent for Owner

**ADDENDUM C**

Seasonal snow removal for Parking Lot/Roadway not including sidewalks, curbs, stairs, etc.

Name of Development: Meadowbrook Commons

Seasonal Pricing:

**Seasonal Pricing:** Annual Amount: 12500, breakdown as a monthly cost of \$2500 starting on 11-1-2020 and ending on 03-31-2020.

Vendor will apply a mixture of sand and/or salt to the parking lot and roadways when weather conditions exists such as to be deemed to be a hazard

**Payments -** Vendor shall invoice monthly for snow removal and be paid in accordance with the rates checked above.

**Monthly invoices must be sent to the Owner for payment at the following address:**

**Name of Development** Meadowbrook Commons

**Address** 25075 Meadowbrook Rd

**City, State, ZIP** Novi, MI 48375

Great Oaks Maintenance

**Vendor Legal Name**

**By:**

**Name/Title**

Vice President

City of Novi, A Michigan Corporation

**Apartment Community Owner (Legal Name)**

**By:**

**Name/Title**

Ginny Hallam Com. Manager



# 2020-21 Snow Removal Proposal

**Great Oaks Maintenance**

**Client Name:** KMG Prestige  
**Project Name:** Meadowbrook Commons - SNO20-21  
**Job Site Address:** 25075 Meadowbrook Road Novi, MI 48375 **Billing Address:** 102 S. Main St. Mt. Pleasant, MI 48858  
**Estimate ID:** EST1090825  
**Date:** Oct 02, 2020

We are pleased to provide you with the following proposal for snow removal and salting services.

Seasonal Contracts to be invoiced in (5) monthly installments.

Please check the 'Approved' box beside all services you wish included in your seasonal service package.

Approved?	Service Description	Seasonal Price
<input type="checkbox"/>	Plowing Lot/Roadways	\$4,850.00
<input type="checkbox"/>	Salting Lot/Roadways	\$7,650.00
<input checked="" type="checkbox"/>	Seasonal Package (all services) Includes all of the services as described above. The total of all services is \$12,500.00 plus taxes in the amount of \$0.00 for an overall total of \$12,500.00.	5 payments of \$2,500.00

**TIME & MATERIAL RATES**

- Plow Truck w/operator -- \$95.00/hr
- Skid Loader w/operator -- \$95.00/hr
- 3yd Loader w/operator -- \$150.00/hr
- Dump Truck w/operator -- \$140.00/hr
- Labor -- \$50.00/hr

**Snow and Ice Maintenance Terms of Service**

1. In consideration of the payments described in Schedule "A" attached hereto, the Contractor shall perform the work (the "Work") described in Schedule "A" at the lands and premises municipally known as \_\_\_\_\_ (the "Premises") during the period commencing the first day of \_\_\_\_ 20\_\_ and ending the last day of \_\_\_\_ 20\_\_.

2. If requested to do so by the Client, the Contractor shall provide evidence of compliance with applicable workers' compensation legislation, including payments due thereunder. Evidence of such insurance shall be provided by the Contractor to the Client upon the

Contractor Initials: DO Customer Initials: VH

28025 Samuel Linden Ct  
Novi MI 48377

p. (248) 939-0544  
f. (248) 449-4925

www.greatoaklandscapes.com  
email: Ddoane@greatoaklandscapes.com

Meadowbrook Commons - SNO20-21 (EST1090825)

request of the Client

3. The Contractor shall be responsible for and shall restore at its expense all damage to the property of the Client caused by the Contractor in the performance of the Work which damage was not reasonably foreseeable as a consequence of the Contractor's performance of this Agreement. The Client acknowledges that some damage to the property of the Client is reasonably foreseeable as a consequence of the Contractor's performance of this Agreement, which reasonably foreseeable damage includes, but is not limited to, damage to concrete, asphalt, sod, grass and planting materials due to the application of ice melting products and surface damage to curbs and asphalt due to the clearing of snow and ice.

4. The Contractor shall indemnify and hold harmless the Client, its agents and employees from and against any claim for damages arising from an occurrence of bodily injury or death or the destruction of tangible personal property provided that the damages are caused by the negligence or breach of this Agreement of the Contractor or anyone for whom the Contractor is responsible in law and provided that the Contractor is given notice of the claim by the Client within a reasonable time following the occurrence but in any event within 48 hours of the Client first acquiring knowledge of the circumstances of the claim. The Client expressly waives the right to be indemnified by the Contractor and agrees to indemnify and hold harmless the Contractor, its agents and employees from and against any claim for damages save and except those which arise due to the negligence or breach of this Agreement of the Contractor.

5. The Client expressly acknowledges that it has physical possession of, is responsible for and has control over the condition of the Premises. If the Contractor is delayed in the performance of any portion of the Work by the application of a by-law, by a stop work order (providing the order was not issued as a result of an act or omission of the Contractor), by labour disputes, lock outs, fire, or by any other circumstance reasonably beyond the Contractor's control, including extremely heavy winter conditions, then the time for the performance of that portion of the Work shall until the Contractor is no longer so delayed. If during any particular attendance the Contractor is unable to perform work in an area of the Premises due to the presence of any vehicles, structures or equipment on the Premises, the Contractor will not be required to perform the Work in those areas until the Contractor's next attendance at the Premises.

7. Should the Contractor fail to comply with the requirements of this Agreement to a substantial degree, the Client may notify the Contractor in writing that the Contractor is in default of its contractual obligations and instruct the Contractor to correct the default within 5 business days. If the Contractor fails to correct the default in the time specified or subsequently agreed upon, the Client may correct the default and deduct the cost thereof from any payment due to the Contractor or terminate the Agreement. If the Client so terminates the Agreement, the Contractor shall be entitled to be paid for the value of all Work performed to the date of the termination.

### Description of the Work

The Contractor will attend at the Premises, within 4 hours of the first accumulation of 1.5" of snow during a Snowfall, to commence snow Clearing once in accordance with the Drawings and Specifications. If a further accumulation 2" occurs during a Snowfall, the Contractor will return to commence a second pass to again Clear the snow within 4 Hours of the end of that Snowfall.

For accumulations of less than 1.5" and after higher snow totals have been cleared, the Contractor at its discretion will apply salt and other de-icing materials as per Schedule "A".

The Client acknowledges that Ice Melting Products which are not intended to provide traction, are freeze point depressants only, the effectiveness of which will depend on ground temperatures and weather conditions at, and following, the time of their application. The Client further acknowledge that the application of Ice Melting Products will not and cannot result in the immediate or complete removal of ice or snow from the Premises and the Contractor provides no guarantee or warranty that the application of Ice Melting Products will be effective in eliminating ice or snow. The application of Ice Melting Products is towards managing, but not eliminating, the risks associated with snow and ice.

The Contractor will not be responsible to apply the Ice Melting Products if they are not commercially and reasonably available to the Contractor, at commercially reasonable rates. If the Ice Melting Products are not so available, the Contractor will advise the Client promptly and the Client and Contractor will negotiate the extent to which upon a request being made alternative ice melting products will be used (if available) and what other steps might be taken to address the issue.

Snow Removal or Snow Relocation are included as part of the Fixed-Price Work but must be requested by the Client as Extra Work in accordance with the Extra Work paragraph below. The Contractor will advise the Client if, in the Contractor's opinion, Snow Removal or Snow Relocation should be performed and, should no approval for Extra Work in that regard be provided, the Contractor will not be responsible for losses or damages which might have been prevented had the Snow Removal or Snow Relocation occurred.

Contractor Initials: DD

Customer Initials: VH

28025 Samuel Linden Ct

Novi, MI 48377

Meadowbrook Commons - SNO20-21 [EST1090825]

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Page 2 of 3

# Rent Collection Policy

# RENT COLLECTION POLICY

## POLICY STATEMENT

The standards described in this policy are minimum standards, however your Regional Property Manager may determine site-specific standards for your community.

Rent is due on the first day of the month. It is considered late on the second day of the month. Late charges are to be assessed as the lease dictates. *(Please verify with your Regional Property Manager)* **Site managers do not have the authority to waive late charges without Regional Property Manager approval.** A grace period may be specified in the lease to pay the rent so that if they are receiving Social Security, ADC checks or things of this nature, they will have enough time to receive their payments. If weekends conflict with the grace period, educate your residents to use the conveniently located drop box.

## POLICY

Rent collection is a primary responsibility of the on-site staff. Every dollar of uncollected rent reduces operating income for the community. It is the goal of the company to maximize income and control expenses. Rent collection is an ongoing process and doesn't stop because the resident has been sent a "Demand for Possession/7 day notice", filed in court or sent to an attorney. Management has a very firm but fair and consistent collection policy and it is up to the on-site employees to make sure that it is administered consistently and fairly as intended. Since we manage different types of communities for multiple owners the policy may vary. Please verify the proper fee schedule and date implementation with Regional Property Manager. Listed below are the steps that we systematically follow in an attempt to collect unpaid rent.

DATE	ACTION
1 <sup>st</sup> of the month	Rent is due
2 <sup>nd</sup> or 3 <sup>rd</sup> of the month	Send courtesy letter/rent reminder
1 <sup>st</sup> day after grace period as noted in Lease	Assess late charge. Send Demand for Possession/7 Day Notice with letter. Phone call or personal contact with resident.
3 <sup>rd</sup> day after grace period	Phone call or personal contact with Resident.
8 <sup>th</sup> day after grace period 7 Day Notice has expired.	Send Demand for Possession/7 Day Notice to attorney's office. Once file has been sent for legal processing, payment can be accepted only by certified check or money order.

Continued efforts are to be made throughout the month. All delinquent rent affects Bad Debt regardless of resident status (current or former).

Prompt rent payment is a matter of behavior modification. Be pro-active in your rent collection program by very clearly stating our collection procedures at the time of move in. This will eliminate any possible future misunderstandings and informs the resident of what is acceptable. If a resident consistently pays late and is not made to feel that the practice is unacceptable (s)he will continue to pay late. It is the on-site management staff's responsibility to collect rent when it is due. From time to time we may need to make necessary exceptions to the rules. This can only be done with Regional Property Manager approval.

*Example: If a long term resident comes to you and indicates that they have a non-recurring temporary financial problem that will result in a late payment of rent an exception can be made, and the late fee waived, with Regional Property Manager approval.*

Management expects that every resident wants to pay their rent in accordance with their lease. If they don't it is generally due to one of two reasons (1) Personal (2) Unhappiness with the management or maintenance. In either case it is up to the management staff to collect the rent. The real reason for delinquency may not always be identified. If the reason is due in part to the management, corrective action should be taken immediately and such measures discussed with the resident. Personal reasons (i.e.) loss of a job, divorce etc, must be dealt with on an individual basis. Kindness and understanding are essential and under normal circumstances, an equitable agreement can be reached without compromising the collection policies yet giving consideration to the resident. All collection efforts are to be documented so adherence to the procedures can be monitored.

A detailed delinquent report **MUST** be submitted to your Regional Property Manager on a weekly basis and at Accounting Month End. The report must note the status of each delinquent (i.e. sent 7 day notice, court date scheduled, resident paid, etc.)

It is important to remember that **RENT HAS NO VALUE UNLESS IT IS COLLECTED.**

### **PERSONAL CONTACT**

Personal contact can be done in two ways: Telephone contact or a personal visit. If you are telephoning the residents about their delinquent rent you **MUST** be sensitive to their privacy. If you are calling their place of employment, **DO NOT** leave a message about their delinquent rent, simply leave your name and number. You may wish to try and call them back at their employer later in the day, or feel free to call them at home or personally knock on their door to collect their rent. Remember to document dates and times of all conversations and record any PTP (Promise to Pay) date that they give you on the Delinquent Rent Report, which can be printed from your computer software or obtained from your Rental Accountant.

If a resident contacted you to tell you that they will be late or cannot pay the rent, it doesn't relieve you of adhering to the procedures of sending out notices and making attempts to collect on the delinquent rent. Please be sure to communicate with the resident that these procedures will be followed in order to maintain consistency and compliance with Fair Housing Laws. Explaining the procedures to the residents at the time of move-in and renewal can eliminate any misunderstanding in the future.

When personal contact is made, you should always ask the reason for non-payment of rent. This establishes whether they are having a financial problem or if non-payment is related to unhappiness with maintenance service or management. Document all concerns in the Delinquent Rent Report. Follow up on all maintenance concerns.

## **RENT BALANCE LETTER AND INSUFFICIENT FUNDS LETTER**

The purpose of a Rent Balance Letter is to serve as an acknowledgment that the rent has been received; however, it was insufficient in the amount tendered. The letter explains why they have a small balance and requests immediate payment of this balance.

Sometimes a resident will pay their rent late and not include the late charges. Although we do not like to accept partial payments, we can accept the partial payment but must first apply the payment to past due balances and late charges. Policy requires that past due balances and late charges are paid first and apply the remaining amount to current rent. This will leave the unpaid balance amount in rent. Do not forget to indicate the attempts to collect on the Delinquent Rent Report which can be printed from your accounting software, or obtained from your Rental Accountant.

The purpose of the Insufficient Funds Letter is to notify the resident that their check was returned from the bank due to insufficient funds. The letter explains that the rent is due, and additional charges have been added to the resident's account.

# Newsletter

**Directory**

Meadowbrook Office  
248-305-8646  
Older Adult Services  
248-347-0414  
Senior Transportation  
248-735-5617  
Emergency  
Maintenance  
248-755-5015  
Police, Fire 911  
Beauty Shop-Sheila  
313-407-0206  
Meals On Wheels  
810-632-2155

**Your Staff**

Ginny Hallam  
Community Manager

Misty Reyes  
Assistant Manager

Ann Troutman  
Office Manager

John Alley  
Maintenance Supervisor

Greg Nara  
Maintenance Technician

Russ Rockentine  
Groundskeeper

Donna Phillips  
Housekeeper

**Older Adult Services  
At Civic Center  
248-347-0414**

Shannon Janes  
Account Clerk

Sandy Fisher  
Social Services Coordinator

**Office Hours**

Monday - Friday  
8:00 am - 5:00 pm  
Saturday - Sunday  
Closed

Equal Housing  
Opportunities

## January Birthday Wishes

Wishing you a wonderful birthday! May this be the beginning of a wonderful year for you!

## A BIG Thank You From The Staff

We would like to thank everyone for all the cards, candy and treats you so graciously gave us during the holidays. It was greatly appreciated!

And as we begin a new year, we would like to express our gratitude to all our residents for your understanding and support as together we made it through the difficult times that 2020 brought us, safely. We wish everyone a healthy and happy New Year!

## Covid-19 Vaccination At Meadowbrook

Meadowbrook Commons along with Oakland County Health Department and CVS Pharmacy are working together to offer vaccinations here at Meadowbrook Commons. **At this time we have no dates scheduled**, but we will be advising all our residents with an informational packet as soon as we are notified.

## Check Please

A reminder to all our residents that Meadowbrook Commons does not accept cash for any payment such as rent, key fobs or any transaction that involves your apartment home. Because of this we have no change in the office. Please ask your family, if they help you with your banking, to get you the currency you need for the vending machines or for the laundry card.

## For Your Information

We've had a couple of complaints about personal items such as flags, plants, personal decorations, etc. being moved from their shelves and in the parlors and hallways. Please do not touch items that are by other residents doorways and are not yours. If you see it happening, please let the office know. Remember, only staff can move or remove anything around the property. If you see it happening, please let the office know at once.

## Please Watch Your Step

Please be extra careful walking outside during the winter months. Sidewalks and roadways can ice quickly. Please read attached memo for more information on our Snow Removal Policy.

## Home Safety & Preventing Falls For Seniors

- Falls in and around the home are the most frequently occurring accident.
- Falls are the 6th leading cause of death in those over 65 years of age.
- Most home falls occur in bathrooms, bedrooms and on stairs.
- Nearly 1/3 of all people over age 65 fall each year and it increases to 50% by age 80.
- Those who have fallen once have a better chance of falling again unless steps are taken.

**Lighting:** Turn on lights before entering a room. Use night lights in the bedroom, bathroom and hallways. Have beds and chairs near lamps or light switches.

**Bathrooms:** Use grab bars in bathroom areas. Use bath mats with suction cups or non slip rubber backs. Use a shower chair in the tub. Use skid-resistant throw rugs.

**Floors & Walkways:** Avoid throw rugs. Avoid highly polished floors. Keep walkways free of telephone and electrical cords. Use handrails on stairways. Remove clutter from walkways and floors. Immediately clean up spills.

### **Other Safety Tips:**

- Have your eyes checked yearly.
- Review medications with your nurse, doctor or pharmacist. Some drugs can make you drowsy, dizzy, or unsteady.
- If you feel dizzy or light headed, sit down or stay seated until your head clears.
- Stand up slowly to avoid unsteadiness.
- Use a cane or walker if recommended.
- Wear non-slip shoes or slippers with rough soles, inside as well as outside.
- Avoid clothes that are too big and can become tangled (nightgowns).
- Keep a phone near your bed or chair.
- Don't hurry to answer the phone, they will call back if you miss the call.
- Make sure your smoke detector is working and know the planned escape route.

## Happy New Year!

We've seen the passing of another year, For many it's been filled with pain and tears. We've seen our loved ones in their decline. We've had to accept that they won't be fine.

Some of us had to say goodbye, to a long time loved one, and we've all cried. But there have been times in this past year, that certain events have brought us cheer.

There are so many friends that are on the list, and I know there are names I will have missed. But better friends I could not have bought, and here is just a New Year's thought.

If it were possible that a wish could come true, then this is my New Year's wish for you. May the coming year be full of hope, and may we be given the strength to cope.

Let courage, faith and patience abound. And let us pray that a cure will be found. And now at the beginning of another year, My friends I wish you a Happy New Year!

---

## Cold vs Flu

**A Fever?** It might be the flu; fevers are rare with common colds, but always accompany the flu.

**A sore throat?** It might be a cold; it's normal to have a sore throat with a cold, but less likely with the flu.

**A headache?** It might be the flu; rare with a cold, common with the flu.

**Achiness?** It might be the flu; mild aches can sometimes accompany a cold. Severe aches are a good indicator of the flu.

**Exhaustion?** It might be the flu; not likely with a cold, almost always the flu.

**A stuffy nose?** Very likely a cold; sometimes associated with the flu. Covid19 is a virus which can have flu or cold like symptoms. See a doctor if you're unsure of what your symptoms indicate.

## How's Your Memory?

Take a walk down 'memory' lane. Answers are found below.

- Sears used to be called; \_\_\_\_\_ and \_\_\_\_\_.
- What was duck and cover?  
\_\_\_\_\_
- What was the "party line" with which many of us grew up?  
\_\_\_\_\_
- What postwar auto was said to not know whether it was coming or going?  
\_\_\_\_\_
- What wasn't delivered to homes in the US in the 1940s?  
\_\_\_\_\_
- What color were flash bulbs for use with color film?  
\_\_\_\_\_
- What was the average life expectancy in the US 100 years ago?  
\_\_\_\_\_
- When you put your right foot out and shake it all about, what are you doing?  
\_\_\_\_\_

Answers: 1. Sears, Roebuck and Co. 2. A drill for school children. 3. Telephones shared by a group of people. 4. The '51 Studebaker had a lot of glass in the back. 5. Pizza 6. Blue 7. Average age was 47 8. The Hokey Pokey



## The Bowls



- |              |              |
|--------------|--------------|
| ALL AMERICAN | HOLIDAY      |
| ALOHA        | INDEPENDENCE |
| BLUE BONNET  | LIBERTY      |
| CALIFORNIA   | ORANGE       |
| CITRUS       | PEACH        |
| COTTON       | ROSE         |
| FIESTA       | SUGAR        |
| FREEDOM      | SUN          |
| GATOR        | SUPER        |

## Let's Be Careful Out There...

Snow. Ice. Slippery Sidewalks. Unsafe Parking Lots. It's Michigan. It's a fact of life. As Old Man Winter takes a grip on us, we would like to caution you to be careful this winter when you leave your apartment. Our snow removing crew works really hard to keep conditions safe, but there is a limit as to how much they can do when snow fall continues over long periods of hours or days. Sometimes, there is no way to keep up with it all.

The worse conditions usually exist during late evening, at night, and early in the morning. Although our crews start early to clear sidewalks and parking lots, early risers should be especially careful if they are moving ahead of the work crew.

Ice melt and salt applied to sidewalks during the day can melt the ice and then the water freezes when night time temperatures drop. On particularly cold days when the temperature is below zero, ice melt does not work as effectively. Always be aware of the current conditions.

What can you do to be safer? Visually survey your intended path. Wear sturdy, non-slip shoes and boots. Plant each foot firmly and deliberately before shifting body weight. Move slowly. Try to keep arms and hands free of excessive packages. Stay inside, if possible, when weather conditions are particularly treacherous. Let's make this a safe winter.

E	C	N	E	D	N	E	P	E	D	N	I	I	R
C	I	N	A	E	G	G	X	W	Z	Q	K	H	C
F	T	Y	O	C	N	N	R	R	Z	B	T	C	R
S	R	N	T	T	I	A	H	O	L	I	D	A	Y
K	U	E	J	R	T	R	Q	U	F	E	G	E	A
H	S	P	E	S	E	O	E	O	U	U	U	P	M
N	A	U	E	D	S	B	C	M	S	I	Y	F	Z
E	A	I	N	R	O	F	I	L	A	C	H	S	R
C	F	E	W	N	R	M	S	L	Z	L	N	L	Z
Q	D	O	N	D	J	U	O	S	R	D	L	R	G
M	J	E	E	R	H	H	E	J	A	D	F	A	Z
Q	T	U	O	R	A	M	K	S	A	J	T	C	M
K	T	E	F	Q	Q	Y	A	F	A	O	U	V	L
G	K	X	E	S	W	W	A	N	R	C	T	R	Y

# JANUARY 2021

## MEADOWBROOK COMMONS

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 New Year's Day Happy New Year! City of Novi & Meadowbrook Commons Offices Closed	2 National Swiss Cheese Day
3 National Drinking Straw Day	4 National Spaghetti Day	5 National Bird Day	6 National Bean Day	7 National Tempura Day	8 National Bubble Bath Day	9 National Apricot Day
10 National Bittersweet Chocolate Day	11 National Milk Day	12 National Youth Day National Hot Tea Day	13 Rubber Ducky Day	14 International Kite Day	15 National Bagel Day  National Hat Day	16 Appreciate A Dragon Day
17 Ben Franklin Day	18 Martin Luther King, Jr. Day City of Novi & Meadowbrook Commons Offices Closed	19 National Popcorn Day	20 National Penguin Day	21 National Hugging Day	22 National Hot Sauce Day	23 National Pie Day
24 National Compliment Day	25 National Opposite Day	26 National Spouse Day	27 National Chocolate Cake Day	28 National Kazoo Day	29 National Puzzle Day	30 National Croissant Day
31 National Hot Chocolate Day						

# Waitlist

01/13/2021 12:33:41PM

## WAITLIST

120.080.408

Parameters: Sort by - Date Waitlisted; Summary included

Date Waitlisted	Needed By	Lease Start/ Lease End	Lease Term	Price Range	Interested In			Match	Prospect Name	Status	Phone Number	Email Address	Consultant	Deposit On Hand
					Floor Plan Group	Floor Plan	Unit							
10/11/2009	10/31/2010	10/31/2010 10/31/2011	12	751 - 900	none	1 BR 1 BTH 622 SQ FT	none	No	Gail Cyccone	Must Screen	2484475438		Rebecca Boyke	
02/08/2010	07/01/2012	07/01/2012 06/30/2013	12	901 - 1200	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Patrick Downey	Must Screen	2483494108	gloriadowney@sbcg lobal.net	Karen Snider	
04/04/2010	04/21/2010	04/21/2010 04/30/2011	12	901 - 1200	2x1	2 BR 1 BTH 755 SQ FT	none	No	Mary Dean	Must Screen	4257462991	timmarydean@juno .com	Karen Snider	
11/16/2010	04/01/2012	04/01/2012 03/31/2013	12	601 - 750	1x1	1 BR 1 BTH 622 SQ FT	none	No	Alma Srednicki	Must Screen	2484763518		Karen Snider	
01/17/2011	04/09/2012	04/09/2012 03/31/2013	12	901 - 1200	2x2	2 BR 2 BTH 862 SQ FT	none	No	Gerhard Muller	Must Screen	9898934283		Karen Snider	
01/17/2011	04/09/2012	04/09/2012 03/31/2013	12	901 - 1200	2x2	2 BR 2 BTH 862 SQ FT	none	No	ELEMORE MULLER	Must Screen	9898934283		Karen Snider	
05/03/2011	05/03/2011	05/03/2011 04/30/2012	12		2x2	2 BR 2 BTH 862 SQ FT	none	No	Craig Tashjian	Must Screen	2489601342		Karen Snider	
05/03/2011	05/03/2011	05/03/2011 04/30/2012	12		2x2	2 BR 2 BTH 862 SQ FT	none	No	Lorraine Tashjian	Must Screen	2489601342		Karen Snider	
06/06/2011	05/01/2012	05/01/2012 04/30/2013	12	901 - 1200	2x2	2 BR 2 BTH 862 SQ FT	none	No	Eugenia Kurczynski	Must Screen	7344201032		Karen Snider	
07/28/2011	05/01/2012	05/01/2012 04/30/2013	12	901 - 1200	2x1.5	2 BR RANCH	none	No	Harry Dakesian	Must Screen	2486692231		Karen Snider	
08/13/2011	03/01/2012	03/01/2012 02/28/2013	12	601 - 750	1x1	1 BR 1 BTH 558 SQ FT	none	No	Evelyn Hughes	Must Screen	2484270506		Karen Snider	
08/17/2011	11/01/2011	11/01/2011 10/31/2012	12	901 - 1200	2x1.5	2 BR RANCH	none	No	Betty Timar	Final: Approved	(330)533-3123		Karen Snider	
08/31/2011	02/06/2012	02/06/2012 01/31/2013	12		2x2	2 BR 2 BTH 862 SQ FT	none	No	Helen Richard	Must Screen	2484748396		Karen Snider	
12/28/2011	04/02/2012	04/02/2012 03/31/2013	12	901 - 1200	2x1.5	2 BR RANCH	none	No	Jacqueline Livingston	Must Screen	2486244135		Karen Snider	
02/02/2012	04/01/2012	04/01/2012 03/31/2013	12		2x1.5	2 BR RANCH	none	No	Wilbur Davis	Must Screen	(248) 476-1845		Karen Snider	
04/18/2019	02/28/2021	02/28/2021 02/28/2022	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Lauren Chiasson	Must Screen	7345783878	laurencjazz@aol.co m	Yakisha Dorsey	
09/02/2019	09/22/2019	09/22/2019 09/30/2020	12		2x1.5	2 BR RANCH	none	No	Francis Parfitt	Pending: Pass w/Cond	(248) 946-4480	fparfitt@aol.com	Yakisha Dorsey	
10/24/2019	01/01/2020	01/01/2020 12/31/2020	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	114	No	Christine Miller	Final: Approved	(314) 620-5971	millercris242@gmail .com	Yakisha Dorsey	
11/15/2019	11/01/2020	11/01/2020 10/31/2021	12	751 - 900	2x1	2 BR 1 BTH 755 SQ FT	none	No	Rosa Echeverria	Must Screen	7347222539	m_kstevens@yaho o.com	Yakisha Dorsey	
11/15/2019	11/01/2020	11/01/2020 10/31/2021	12	751 - 900	2x1	2 BR 1 BTH 755 SQ FT	none	No	Carlos Echeverria	Must Screen	7347722539	m_kstevens@yaho o.com	Yakisha Dorsey	
11/18/2019	01/01/2020	01/01/2020 12/31/2020	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	Darlene Ryor	Must Screen	5176992953	darlene.ryor@gmial .com	Virginia Hallam	
12/19/2019	01/09/2020	01/09/2020 01/31/2021	12		2x1.5	none	none	No	Estelle Bergoyne	Final: Approved	(248) 342-5383		Yakisha Dorsey	
12/20/2019	02/07/2020	02/07/2020 02/28/2021	12	1201 - 1500	2x1.5	none	none	No	Mary Tuz	Final: Approved	(248) 756-2288	erowling@sbcglobal .net	Yakisha Dorsey	

WAITLIST

Parameters: Sort by - Date Waitlisted; Summary included

Date Waitlisted	Needed By	Lease Start/ Lease End	Lease Term	Price Range	Interested In			Match	Prospect Name	Status	Phone Number	Email Address	Consultant	Deposit On Hand
					Floor Plan Group	Floor Plan	Unit							
12/27/2019	12/30/2019	12/30/2019 12/31/2020	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	James Minar	Final: Approved	(248) 313-9251		Yakisha Dorsey	
12/27/2019	12/30/2019	12/30/2019 12/31/2020	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Mary Minar	Final: Approved	(248) 313-9251		Yakisha Dorsey	
01/02/2020	01/09/2020	01/09/2020 01/31/2021	12	1201 - 1500	2x1.5	none	none	No	Jean Lashmet	Final: Approved w/Cond	(734) 417-4155	j2101234@gmail.com	Yakisha Dorsey	
01/14/2020	03/01/2020	03/01/2020 02/28/2021	12	901 - 1200	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Debra Schrader	Must Screen	5869253816	dshrader185@gmail.com	Yakisha Dorsey	
02/18/2020	05/31/2020	05/31/2020 05/31/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	Stella Yee	Must Screen	5862156754	galayee@hotmail.com		
02/18/2020	05/31/2020	05/31/2020 05/31/2021	12		2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Janet Young	Must Screen	2484447963	janetpyoung@yahoo.com		
02/18/2020	12/31/2020	12/31/2020 12/31/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	Ina Zook	Must Screen	2485147299	sandkfogarty@live.com		
02/18/2020	12/31/2020	12/31/2020 12/31/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	Carolynn Zorn	Must Screen	2488886941			
02/18/2020	12/31/2020	12/31/2020 12/31/2021	12		2x2	2 BR 2 BTH 862 SQ FT	none	No	Betty Zapinski	Must Screen	7347446481			
02/18/2020	12/31/2020	12/31/2020 12/31/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	Nancy VanWagner	Must Screen	2484867748	nvanw80@gmail.com		
02/18/2020	12/31/2020	12/31/2020 12/31/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	Dora Vivero	Must Screen	2489820896	dgvivero@yahoo.com		
02/18/2020	02/18/2020	02/18/2020 02/28/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	Cheryl Voss	Must Screen	2485969086	cher_voss@hotmail.com		
02/18/2020	04/01/2020	04/01/2020 03/31/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	John Arpajian	Must Screen	3133777958	jarpajiana@yahoo.com	Yakisha Dorsey	
02/18/2020	12/31/2020	12/31/2020 12/31/2021	12		2x1.5	2 BR RANCH	none	No	Bertha Warshaw	Must Screen	2483186663			
02/18/2020	02/18/2020	02/18/2020 02/28/2021	12		2x1.5	2 BR RANCH	none	No	Lester Walker	Must Screen	7344140041			
02/18/2020	06/01/2020	06/01/2020 05/31/2021	12	1201 - 1500	2x1.5	2 BR RANCH	none	No	Jennifer Walsh	Must Screen	6232566429	jennylwash@cox.net	Yakisha Dorsey	
02/18/2020	12/31/2020	12/31/2020 12/31/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	Sharron Wehner	Must Screen	7342455452	mrsmess2010@hotmail.com		
02/18/2020	12/31/2020	12/31/2020 12/31/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	Janet White	Must Screen	2484745483	whitejanet007@gmail.com		
02/18/2020	12/31/2020	12/31/2020 12/31/2021	12		2x1.5	2 BR RANCH	none	No	Talbert White	Must Screen	3139193529	talbertw3@att.net		
02/18/2020	12/01/2020	12/01/2020 11/30/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	Rollo Wilkinson	Must Screen	2483807903	rgwilkinson@wowway.com		
02/18/2020	03/01/2020	03/01/2020 02/28/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Patricia Bambrick Flesher	Must Screen	2483485711	pbfmichigan@gmail.com	Yakisha Dorsey	
02/19/2020	02/28/2020	02/28/2020 02/28/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Anna Barth	Must Screen	5867776805		Yakisha Dorsey	
02/19/2020	02/28/2020	02/28/2020 02/28/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Adam Barth	Must Screen	5867776805		Yakisha Dorsey	

WAITLIST

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Date Waitlisted	Needed By	Lease Start/ Lease End	Lease Term	Price Range	Interested In			Match	Prospect Name	Status	Phone Number	Email Address	Consultant	Deposit On Hand
					Floor Plan Group	Floor Plan	Unit							
02/19/2020	02/28/2021	02/28/2021 02/28/2022	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Sandra Bauman	Must Screen	2483482327	sandrabauman45@gmail.com	Yakisha Dorsey	
02/19/2020	02/19/2020	02/19/2020 02/28/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Beverly Bayles	Must Screen	3132720838		Yakisha Dorsey	
02/19/2020	02/28/2021	02/28/2021 02/28/2022	12	751 - 900	2x1	2 BR 1 BTH 755 SQ FT	none	No	Margret Betts	Must Screen	2486470214	nightowlmaggiez@att.net	Yakisha Dorsey	
02/19/2020	02/28/2021	02/28/2021 02/28/2022	12	751 - 900	2x1	2 BR 1 BTH 755 SQ FT	none	No	Loretta Bidigare	Must Screen	5867723606	smdresser@gmail.com	Yakisha Dorsey	
02/19/2020	12/31/2020	12/31/2020 12/31/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	Sylvia Taddei	Must Screen	2483481978	tbyrnda@aol.com	Virginia Hallam	
02/19/2020	12/31/2020	12/31/2020 12/31/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	Janice Tatarian	Must Screen	2482914778		Virginia Hallam	
02/19/2020	02/19/2020	02/19/2020 02/28/2021	12	751 - 900	2x1	2 BR 1 BTH 755 SQ FT	none	No	Carolyn Black	Must Screen	2487977098	marfil63@yahoo.com	Yakisha Dorsey	
02/19/2020	02/28/2021	02/28/2021 02/28/2022	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Isabel Bouzas	Must Screen	(313) 523-1463	ibouzas@twmi.rr.com	Yakisha Dorsey	
02/20/2020	02/28/2021	02/28/2021 02/28/2022	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Sally Brewer	Must Screen	2483473785	sdia0827@aol.col	Yakisha Dorsey	
02/20/2020	02/28/2021	02/28/2021 02/28/2022	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Alan Brewer	Must Screen			Yakisha Dorsey	
02/20/2020	02/28/2021	02/28/2021 02/28/2022	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Nora Byrne	Must Screen	7347762046	mbyrmenovi@gmail.com	Yakisha Dorsey	
02/20/2020	02/28/2021	02/28/2021 02/28/2022	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Michael Casey	Must Screen	2486246666	michael.casey@yahoo.com	Yakisha Dorsey	
02/20/2020	02/20/2020	02/20/2020 02/28/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	Kimberly Clint	Must Screen	(248) 445-1338	Kyclint1966@hotmail.com	Yakisha Dorsey	
02/20/2020	09/20/2020	09/20/2020 09/30/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Patrick Collins	Must Screen	2483965366		Yakisha Dorsey	
02/20/2020	09/20/2020	09/20/2020 09/30/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Fran Collins	Must Screen	1234567890		Yakisha Dorsey	
02/20/2020	07/26/2020	07/26/2020 07/31/2021	12	751 - 900	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Jerry Coone	Must Screen	2483480531		Yakisha Dorsey	
02/20/2020	07/26/2020	07/26/2020 07/31/2021	12	751 - 900	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Jane Coone	Must Screen	2483480531		Yakisha Dorsey	
02/20/2020	02/28/2021	02/28/2021 02/28/2022	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Paul Corniellier	Must Screen	(248) 437-3969		Yakisha Dorsey	
02/20/2020	02/28/2020	02/28/2020 02/28/2021	12	901 - 1200	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Raymond Corniellier	Must Screen	2486248040		Yakisha Dorsey	
02/20/2020	02/28/2020	02/28/2020 02/28/2021	12	901 - 1200	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Laura Corniellier	Must Screen	1234567890		Yakisha Dorsey	
02/20/2020	02/28/2020	02/28/2020 02/28/2021	12	751 - 900	2x1	2 BR 1 BTH 755 SQ FT	none	No	Marion Cowan	Must Screen	(248) 349-4525	marioncowan2@gmail.com	Yakisha Dorsey	
02/20/2020	04/01/2021	04/01/2021 03/31/2022	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Judi Crawford	Must Screen	(248) 872-8140	Judicrawford@me.com	Yakisha Dorsey	
02/20/2020	12/21/2020	12/21/2020 12/31/2021	12		2x1.5	2 BR RANCH	none	No	John Teed	Must Screen	2485891842	jpteed@gmail.com	Virginia Hallam	

01/13/2021 12:33:41PM

## WAITLIST

120.080.408

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Date Waitlisted	Needed By	Lease Start/ Lease End	Lease Term	Price Range	Interested In			Match	Prospect Name	Status	Phone Number	Email Address	Consultant	Deposit On Hand
					Floor Plan Group	Floor Plan	Unit							
02/20/2020	02/20/2020	02/20/2020 02/28/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	Linda Cull	Must Screen	2489183595	statepare@yahoo.com	Yakisha Dorsey	
02/20/2020	03/30/2020	03/30/2020 03/31/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Barbara Thomas	Must Screen	7347487079		Yakisha Dorsey	
02/20/2020	02/20/2020	02/20/2020 02/28/2021	12	901 - 1200	2x1	2 BR 1 BTH 755 SQ FT	none	No	Carolyn Culbert	Must Screen	2488421709	linedancinfeet@yahoo.com	Yakisha Dorsey	
02/20/2020	12/31/2020	12/31/2020 12/31/2021	12		2x1.5	2 BR RANCH	none	No	Cheryl Thomas	Must Screen	2485210765	cmthomas377@yahoo.com	Virginia Hallam	
02/20/2020	02/28/2021	02/28/2021 02/28/2022	12	901 - 1200	2x2	2 BR 2 BTH 862 SQ FT	none	No	Sandra Daluisio	Must Screen	7343682171	sfd1@comcast.net	Yakisha Dorsey	
02/20/2020	12/31/2020	12/31/2020 12/31/2021	12		2x1.5	2 BR RANCH	none	No	Alan VanHouton	Must Screen	2485022457	janisalan@sbcglobe.net	Virginia Hallam	
02/20/2020	12/31/2020	12/31/2020 12/31/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	Clara Trout	Must Screen	2484461375	ctrout9764@sbcglobe.com	Virginia Hallam	
02/20/2020	07/28/2020	07/28/2020 07/31/2021	12	901 - 1200	1x1	1 BR 1 BTH 558 SQ FT	none	No	Susan Shields-Davis	Must Screen	3136109812	sheilds.sm@gmail.com	Yakisha Dorsey	
02/20/2020	07/28/2020	07/28/2020 07/31/2021	12	901 - 1200	1x1	1 BR 1 BTH 558 SQ FT	none	No	David Davis	Must Screen	7345603325		Yakisha Dorsey	
02/20/2020	12/31/2020	12/31/2020 12/31/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	Romona Saurer	Must Screen	2483490669	sau@earthlink.net	Virginia Hallam	
02/20/2020	12/31/2021	12/31/2021 12/31/2022	12		2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Daryle Salisbury	Must Screen	2483486820	darylesalisbury@att.net	Virginia Hallam	
02/20/2020	12/31/2020	12/31/2020 12/31/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	Gary Schier	Must Screen	2484317624	gschierfamily@att.net	Virginia Hallam	
02/21/2020	08/19/2020	08/19/2020 08/31/2021	12	901 - 1200	2x1	2 BR 1 BTH 755 SQ FT	none	No	Sylvia Mullan	Must Screen	(248) 349-7683	Sylviamine1@gmail.com	Yakisha Dorsey	
02/21/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	2x2	2 BR 2 BTH 862 SQ FT	none	No	Norman Davis	Must Screen	(248) 628-1079		Yakisha Dorsey	
02/21/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	2x2	2 BR 2 BTH 862 SQ FT	none	No	Sharon Davis	Must Screen	2486281079		Yakisha Dorsey	
02/21/2020	04/01/2020	04/01/2020 03/31/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Mary DeDea	Must Screen	7347183394	marydedea@sbcglobe.net	Yakisha Dorsey	
02/21/2020	07/28/2020	07/28/2020 07/31/2021	12	1201 - 1500	2x1	2 BR 1 BTH 755 SQ FT	none	No	Juilanne Dekorte	Must Screen	2695992479	juliannekorte@gmail.com	Yakisha Dorsey	
02/21/2020	07/17/2020	07/17/2020 07/31/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Ann Demos	Must Screen	2488269141		Yakisha Dorsey	
02/21/2020	07/28/2020	07/28/2020 07/31/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Arthur DeGravise	Must Screen	5868082681	artd@volkcorp.com	Yakisha Dorsey	
02/21/2020	07/28/2020	07/28/2020 07/31/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Mary Des Gravse	Must Screen	2482274017	medesgravise@aol.com	Yakisha Dorsey	
02/21/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Lauren Doyle-Davis	Must Screen	2485639427	ladoyv.s@gmail.com	Yakisha Dorsey	
02/21/2020	07/02/2020	07/02/2020 06/30/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	Nancy Doherty	Must Screen	2485132002	nsd42010@yahoo.com	Yakisha Dorsey	
02/21/2020	07/01/2020	07/01/2020 06/30/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	Edward Dudek	Must Screen	7346586214		Yakisha Dorsey	

WAITLIST

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Date Waitlisted	Needed By	Lease Start/ Lease End	Lease Term	Price Range	Interested In			Match	Prospect Name	Status	Phone Number	Email Address	Consultant	Deposit On Hand
					Floor Plan Group	Floor Plan	Unit							
02/21/2020	07/01/2020	07/01/2020 06/30/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	Julianna Dudek	Must Screen	7346586217	julie.dance1@gmail.com	Yakisha Dorsey	
02/21/2020	01/27/2021	01/27/2021 01/31/2022	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Susan Arney	Must Screen	9892871618	sarney2139@gmail.com	Yakisha Dorsey	
02/24/2020	02/24/2020	02/24/2020 02/28/2021	12		1x1	1 BR 1 BTH 570 SQ FT	none	No	Eva Edwards	Must Screen	2484449619	evesellshouses@hotmail.com	Yakisha Dorsey	
02/24/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	2x2	2 BR 2 BTH 862 SQ FT	none	No	Laurie Fearon	Must Screen	9162849572	localcolor98@yahoo.com	Yakisha Dorsey	
02/24/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Marie Fernane	Must Screen	2484748723	meyercookie@aol.com	Yakisha Dorsey	
02/24/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR RANCH	none	No	Jean Finkbiner	Must Screen	2483471944	JVF1931@gmail.com	Yakisha Dorsey	
02/24/2020	07/01/2020	07/01/2020 06/30/2021	12		2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Ron Fantino	Must Screen	2483472863	rfantino@twmi.rr.com	Yakisha Dorsey	
02/24/2020	02/05/2021	02/05/2021 01/31/2022	12	1201 - 1500	2x1.5	2 BR RANCH	none	No	Christine Flaviani	Must Screen	2489820478	cflaviani@yahoo.com	Yakisha Dorsey	
02/24/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Marjorie Ford	Must Screen	4109786219	gford1024@comcast.net	Yakisha Dorsey	
02/25/2020	02/25/2020	02/25/2020 02/28/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	Beverly Friel	Must Screen	2483442948		Yakisha Dorsey	
02/25/2020	07/01/2020	07/01/2020 06/30/2021	12	901 - 1200	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Robert Fearon	Must Screen	2482896767	Robertfearon@aol.com	Yakisha Dorsey	
02/26/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Linda Gabel	Must Screen	2484442590	raglag@aol.com	Yakisha Dorsey	
02/26/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Harold Galloway	Must Screen	2484764572	hhalwood@aol.com	Yakisha Dorsey	
02/26/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Mary Galloway	Must Screen	2484764572	manhattanmary@aol.com	Yakisha Dorsey	
02/26/2020	07/01/2020	07/01/2020 06/30/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	Doris Gormley	Must Screen	5868738639	jasgormley@aol.com	Yakisha Dorsey	
02/26/2020	07/01/2020	07/01/2020 06/30/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	Willie Griggs	Must Screen	3134249958		Yakisha Dorsey	
02/26/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1	2 BR 1 BTH 755 SQ FT	none	No	Eunice Griggs	Must Screen	3134249958		Yakisha Dorsey	
02/26/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Gun Beijer	Must Screen	2488923172	rbswede1@aol.com	Yakisha Dorsey	
02/26/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Ariene Gudith	Must Screen	5869800518	amgdor@aol.com	Yakisha Dorsey	
02/27/2020	07/01/2020	07/01/2020 06/30/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	James Hall	Must Screen	2489745540		Virginia Hallam	
02/27/2020	07/01/2020	07/01/2020 06/30/2021	12	901 - 1200	2x1	2 BR 1 BTH 755 SQ FT	none	No	Dianne Harper	Must Screen	2486607630	winterice2004@hotmail.com	Yakisha Dorsey	
02/27/2020	07/01/2020	07/01/2020 06/30/2021	12	901 - 1200	2x1	2 BR 1 BTH 755 SQ FT	none	No	Dwight Harper	Must Screen	2486607630		Yakisha Dorsey	
02/27/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Carol Hamilton	Must Screen	2486690134	chvsi@aol.com	Yakisha Dorsey	

## WAITLIST

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Date Waitlisted	Needed By	Lease Start/ Lease End	Lease Term	Price Range	Interested In			Match	Prospect Name	Status	Phone Number	Email Address	Consultant	Deposit On Hand
					Floor Plan Group	Floor Plan	Unit							
02/27/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR RANCH	none	No	Rose Held	Must Screen	2487883070		Yakisha Dorsey	
02/27/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Catherine Hoblock	Must Screen	2483807975	kadee@aol.com	Yakisha Dorsey	
02/27/2020	07/01/2020	07/01/2020 06/30/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	Elizabeth Hubbert	Must Screen	2484443225		Yakisha Dorsey	
02/27/2020	07/01/2020	07/01/2020 06/30/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	Georgiana Hollman	Must Screen	2484763646		Virginia Hallam	
02/28/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR RANCH	none	No	Fay Jones	Must Screen	2483420903	fayjones651@gmail.com	Yakisha Dorsey	
02/28/2020	07/07/2020	07/07/2020 06/30/2021	12		2x1.5	2 BR RANCH	none	No	Subhash Jasuja	Must Screen	2483473823	subhashjasuja@yahoo.com	Virginia Hallam	
02/28/2020	10/22/2020	10/22/2020 10/31/2021	12	901 - 1200	2x1	2 BR 1 BTH 755 SQ FT	none	No	Gladys Hacker	Must Screen	2484994570	gladysh1029@gmail.com	Yakisha Dorsey	
02/28/2020	10/22/2020	10/22/2020 10/31/2021	12	901 - 1200	2x1	2 BR 1 BTH 755 SQ FT	none	No	Mark Hacker	Must Screen	2484498039	markhackerdmm@gmail.com	Yakisha Dorsey	
02/28/2020	02/28/2020	02/28/2020 02/28/2021	12	751 - 900	2x1	2 BR 1 BTH 755 SQ FT	none	No	Helen Kirwan	Must Screen	9705897942		Yakisha Dorsey	
02/28/2020	02/28/2020	02/28/2020 02/28/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	Abdus Khan	Must Screen	2484727114	binababinsky@gmail.com	Yakisha Dorsey	
02/28/2020	02/28/2020	02/28/2020 02/28/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	Ishrat Khan	Must Screen	2482299090		Yakisha Dorsey	
02/28/2020	07/01/2020	07/01/2020 06/30/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	Ann Jordan	Must Screen	2489464483	a.c.jordan42156@gmail.com	Virginia Hallam	
02/28/2020	07/01/2020	07/01/2020 06/30/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	Anita Kachadurian	Must Screen	2486698769		Virginia Hallam	
02/28/2020	07/01/2020	07/01/2020 06/30/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	Don Kauffman	Must Screen	3134776741	donk48033@gmail.com	Virginia Hallam	
02/28/2020	02/28/2020	02/28/2020 02/28/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	Adan Klavons	Final: Approved	2484040766	aklavons@sbcglobal.net		
02/28/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Shirley Kinsey	Must Screen	2484784246		Yakisha Dorsey	
02/28/2020	07/01/2020	07/01/2020 06/30/2021	12	901 - 1200	1x1	1 BR 1 BTH 558 SQ FT	none	No	Patricia James	Must Screen	2482310721	Beaupat05@att.net	Yakisha Dorsey	
02/28/2020	12/31/2020	12/31/2020 12/31/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	Patricia Johnson	Must Screen	7342616379		Virginia Hallam	
02/28/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Dorothy Kovac	Must Screen	5865789352	npkovac@comcast.net	Yakisha Dorsey	
02/28/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Betty Koocone	Must Screen	2486613902		Yakisha Dorsey	
02/28/2020	07/01/2020	07/01/2020 06/30/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	Jude Kucmierz	Must Screen	2483483975		Yakisha Dorsey	
02/28/2020	12/31/2020	12/31/2020 12/31/2021	12		2x1.5	2 BR RANCH	none	No	Elaine Kirchner-Johnson	Must Screen	2487737036	ekj53@wowway.com	Virginia Hallam	
02/28/2020	12/31/2020	12/31/2020 12/31/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	Clarine Kidd	Must Screen	3132681545		Virginia Hallam	

01/13/2021 12:33:41PM

## WAITLIST

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Parameters: Sort by - Date Waitlisted; Summary included

Date Waitlisted	Needed By	Lease Start/ Lease End	Lease Term	Price Range	Interested In			Match	Prospect Name	Status	Phone Number	Email Address	Consultant	Deposit On Hand
					Floor Plan Group	Floor Plan	Unit							
03/03/2020	08/03/2020	08/03/2020 07/31/2021	12	1201 - 1500	2x1.5	2 BR RANCH	none	No	Liz Ferrise	Must Screen	2487672593	eferrise54@gmail.com	Yakisha Dorsey	
03/03/2020	09/01/2020	09/01/2020 08/31/2021	12	1201 - 1500	2x1.5	2 BR RANCH	none	No	Lois Hull	Must Screen	3134984574	w.va.gal134@gmail.com	Yakisha Dorsey	
03/06/2020	12/31/2020	12/31/2020 12/31/2021	12		2x1.5	2 BR RANCH	none	No	Lawrence Schmidt	Must Screen	2483880771	larry70@gmail.com	Virginia Hallam	
03/06/2020	02/07/2021	02/07/2021 01/31/2022	12	1201 - 1500	2x1.5	2 BR RANCH	none	No	Margaret Schmidt	Must Screen	(248) 388-0896	farmlady@gmail.com	Yakisha Dorsey	
03/06/2020	02/07/2021	02/07/2021 01/31/2022	12	1201 - 1500	2x1.5	2 BR RANCH	none	No	Lawrence Schmidt	Must Screen	2483880896	larry70@gmail.com	Yakisha Dorsey	
03/06/2020	07/01/2020	07/01/2020 06/30/2021	12		2x1.5	2 BR RANCH	none	No	Rose Ponos	Must Screen	2483205394	myguire210@yahoo.com	Yakisha Dorsey	
03/06/2020	03/06/2020	03/06/2020 02/28/2021	12		1x1	1 BR 1 BTH 622 SQ FT	none	No	Antoinette Lachowicz	Must Screen	2489655431		Yakisha Dorsey	
03/06/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR RANCH	none	No	Kenneth Lally	Must Screen	(248) 767-8167	klandjl@msn.com	Yakisha Dorsey	
03/06/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR RANCH	none	No	Judy Lally	Must Screen	(248) 669-7062	juldy99cookie@hotmail.com	Yakisha Dorsey	
03/06/2020	07/01/2021	07/01/2021 06/30/2022	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Albert Lombardi	Must Screen	2489464159	sam1_99@yahoo.com	Yakisha Dorsey	
03/06/2020	07/01/2021	07/01/2021 06/30/2022	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Elisa Lombardi	Must Screen	2489464159		Yakisha Dorsey	
03/06/2020	07/01/2021	07/01/2021 06/30/2022	12	901 - 1200	2x1	2 BR 1 BTH 755 SQ FT	none	No	Phyllis Lenhard	Must Screen	2484703179	endurance2015@aol.com	Yakisha Dorsey	
03/06/2020	07/01/2021	07/01/2021 06/30/2022	12	901 - 1200	2x1	2 BR 1 BTH 755 SQ FT	none	No	Daryl Lenhard	Must Screen	2484703179	endurance2015@aol.com	Yakisha Dorsey	
03/06/2020	07/01/2020	07/01/2020 06/30/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	Wenlan Liu	Must Screen	2485877677	moahalo40@gmail.com	Yakisha Dorsey	
03/06/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Hugh MacLennan	Must Screen	2486759454		Yakisha Dorsey	
03/06/2020	07/01/2021	07/01/2021 06/30/2022	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Norma MacLean	Must Screen	2484979949		Yakisha Dorsey	
03/06/2020	07/01/2020	07/01/2020 06/30/2021	12	901 - 1200	2x1	2 BR 1 BTH 755 SQ FT	none	No	Muriel Martin	Must Screen	2484731156	murielmartin34@yahoo.com	Yakisha Dorsey	
03/06/2020	07/01/2020	07/01/2020 06/30/2021	12	901 - 1200	2x1	2 BR 1 BTH 755 SQ FT	none	No	John Martin	Must Screen	2484731156		Yakisha Dorsey	
03/06/2020	02/07/2021	02/07/2021 01/31/2022	12	751 - 900	1x1	1 BR 1 BTH 570 SQ FT	none	No	Janet Massee	Must Screen	2487976648		Yakisha Dorsey	
03/06/2020	03/06/2020	03/06/2020 02/28/2021	12	901 - 1200	2x1	2 BR 1 BTH 755 SQ FT	none	No	Elizabeth McGuire	Must Screen	7345916423	emcguire@mi.rr.com	Yakisha Dorsey	
03/06/2020	07/01/2020	07/01/2020 06/30/2021	12	901 - 1200	2x1	2 BR 1 BTH 755 SQ FT	none	No	William Manning	Must Screen	2488913189	ks0316@hotmail.com	Yakisha Dorsey	
03/06/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR RANCH	none	No	Cheryl Mastantuono	Must Screen	2486266156		Yakisha Dorsey	
03/06/2020	07/01/2020	07/01/2020 06/30/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	Betty Marshall	Must Screen	2483440237	woohweemont@aol.com	Yakisha Dorsey	

WAITLIST

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Date Waitlisted	Needed By	Lease Start/ Lease End	Lease Term	Price Range	Interested In			Match	Prospect Name	Status	Phone Number	Email Address	Consultant	Deposit On Hand
					Floor Plan Group	Floor Plan	Unit							
03/06/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR RANCH	none	No	Joan Marzonie	Must Screen	2483492903	tjmarz@comcast.net	Yakisha Dorsey	
03/06/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Rose Michniacki	Must Screen	2486847995		Yakisha Dorsey	
03/06/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Thomas McGraw	Must Screen	9893667574		Yakisha Dorsey	
03/06/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	2x1	2 BR 1 BTH 755 SQ FT	none	No	Edward Medonis	Must Screen	2482961731		Yakisha Dorsey	
03/06/2020	03/06/2020	03/06/2020 02/28/2021	12		2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Harold Meadors	Must Screen	(248) 859-4944	ameadors8673@gmail.com	Yakisha Dorsey	
03/06/2020	03/06/2020	03/06/2020 02/28/2021	12		2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Anastasia Meadors	Must Screen	2488594944		Yakisha Dorsey	
03/06/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Lawrence Metcalf	Must Screen	(248) 535-8604	meatman48152@yahoo.com	Yakisha Dorsey	
03/06/2020	03/06/2020	03/06/2020 02/28/2021	12		2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	JAMES MILLS	Must Screen	2489825297		Yakisha Dorsey	
03/06/2020	03/06/2020	03/06/2020 02/28/2021	12		2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Elaine Mills	Must Screen	(248) 982-5297	mills2.elaine@hotmail.com	Yakisha Dorsey	
03/07/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR RANCH	none	No	Donna Nettles	Must Screen	2487619480	donna.nettles@gmail.com	Yakisha Dorsey	
03/07/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR RANCH	none	No	William Nick	Must Screen	(248) 348-2585	twonicks2003@hotmail.com	Yakisha Dorsey	
03/07/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR RANCH	none	No	Elizabeth Nick	Must Screen	2483548258		Yakisha Dorsey	
03/07/2020	07/01/2020	07/01/2020 06/30/2021	12	901 - 1200	2x1	2 BR 1 BTH 755 SQ FT	none	No	Susan O'Donohue-Williams	Must Screen	3134084817	srodonohue@yahoo.com	Yakisha Dorsey	
03/07/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Mary O'hara	Must Screen	2483494543	tomanyohara@yahoo.com	Yakisha Dorsey	
03/07/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Patrick Oleszkowicz	Must Screen	2487625358	pat@oleszkowicz.us	Yakisha Dorsey	
03/11/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Josephine Ondik	Must Screen	2486812553	sylan.Josie@sbcglobal.net	Yakisha Dorsey	
03/11/2020	07/01/2020	07/01/2020 06/30/2021	12	901 - 1200	1x1	1 BR 1 BTH 622 SQ FT	none	No	Stella Padyjasek	Must Screen	3135378337		Yakisha Dorsey	
03/11/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR RANCH	none	No	Louis Palmer	Must Screen	2483449969	loupalmer45@gmail.com	Yakisha Dorsey	
03/11/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Claudia Pavlanto	Must Screen	2483498917	jmanovi@sbcglobal.net	Yakisha Dorsey	
03/11/2020	07/01/2020	07/01/2020 06/30/2021	12	901 - 1200	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Shirley Paesani	Must Screen	2484269102	lia67@msn.com	Yakisha Dorsey	
03/11/2020	07/23/2020	07/23/2020 07/31/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Anthony Pantuso	Must Screen	2488808962	a.pantuso@yahoo.com	Yakisha Dorsey	
03/11/2020	07/23/2020	07/23/2020 07/31/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Gloria Pantuso	Must Screen	2487566282	gloriapantuso@yahoo.com	Yakisha Dorsey	
03/11/2020	03/11/2020	03/11/2020 02/28/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	LINDA PARKER	Must Screen	2482078230	godspeed679@gmail.com	Yakisha Dorsey	

01/13/2021 12:33:41PM

## WAITLIST

120.080.408

Parameters: Sort by - Date Waitlisted; Summary included

Date Waitlisted	Needed By	Lease Start/ Lease End	Lease Term	Price Range	Interested In			Match	Prospect Name	Status	Phone Number	Email Address	Consultant	Deposit On Hand
					Floor Plan Group	Floor Plan	Unit							
03/11/2020	03/11/2020	03/11/2020 02/28/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	Carol Perry	Must Screen	2483803359		Yakisha Dorsey	
03/11/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Janette Price	Must Screen	5174558427	janp123@netzero.net	Yakisha Dorsey	
03/11/2020	07/01/2020	07/01/2020 06/30/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	John Rapnicki	Must Screen	3139200546	jrpnick1@att.net	Yakisha Dorsey	
03/12/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Phillip Rathbun	Must Screen	2487358085	pnprathbun@aol.com	Yakisha Dorsey	
03/12/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Phyllis Rathbun	Must Screen	2487358085		Yakisha Dorsey	
03/12/2020	01/14/2021	01/14/2021 12/31/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	Barbara Raymond	Must Screen	7343474176	barbray23@yahoo.com	Yakisha Dorsey	
03/12/2020	03/12/2020	03/12/2020 02/28/2021	12	901 - 1200	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Bonnie Reynolds	Must Screen	7344221545	northvillecallig@gmail.com	Yakisha Dorsey	
03/12/2020	07/01/2020	07/01/2020 06/30/2021	12	901 - 1200	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	LYNETTE Rhodes	Must Screen	3138061947	lynettetr@gmail.com	Yakisha Dorsey	
03/12/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Robert Rich	Must Screen	2484749195		Yakisha Dorsey	
03/12/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Mary Rich	Must Screen	2484749195		Yakisha Dorsey	
03/12/2020	02/03/2021	02/03/2021 01/31/2022	12	901 - 1200	2x2	2 BR 2 BTH 862 SQ FT	none	No	Joan Pietrowski	Must Screen	2483495463	joanpietrowski@aol.com	Yakisha Dorsey	
03/12/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Lawerence Riley	Must Screen	7344224901	lriley@outlook.com	Yakisha Dorsey	
03/12/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Peggy Riley	Must Screen			Yakisha Dorsey	
03/12/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR RANCH	none	No	Patricia Rensberger	Must Screen	7344223401	ppatrens@aol.com	Yakisha Dorsey	
03/12/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Audrey Riley	Must Screen	2488808867		Yakisha Dorsey	
03/12/2020	03/12/2020	03/12/2020 02/28/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	Thomas Rogers	Must Screen	3134097329	sarahjaneriley@gmail.com	Yakisha Dorsey	
03/12/2020	07/01/2020	07/01/2020 06/30/2021	12	901 - 1200	2x1	2 BR 1 BTH 755 SQ FT	none	No	Dana Rowe	Must Screen	2489100299	danabrowe@gmail.com	Yakisha Dorsey	
03/12/2020	03/12/2020	03/12/2020 02/28/2021	12		2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Algis Rudis	Final: Approved	7344320301	a.v.rudis@yahoo.com		
03/12/2020	03/12/2020	03/12/2020 02/28/2021	12		2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Genevieve Rudis	Must Screen	7344320301	a.v.rudis@yahoo.com		
03/12/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	2x1	2 BR 1 BTH 755 SQ FT	none	No	Martha Schneeman	Must Screen	2484779710		Yakisha Dorsey	
03/12/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Frances Schonfeld	Must Screen	2489569022	Francesjmj@aol.com	Yakisha Dorsey	
03/12/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Ellsworth Schonfield II	Must Screen			Yakisha Dorsey	
03/12/2020	07/01/2020	07/01/2020 06/30/2021	12	1201 - 1500	2x1.5	2 BR RANCH	none	No	Kathleen Serwick	Must Screen	2483455756	serwickm@comcast.net	Yakisha Dorsey	

WAITLIST

Parameters: Sort by - Date Waitlisted; Summary included

Date Waitlisted	Needed By	Lease Start/ Lease End	Lease Term	Price Range	Interested In			Match	Prospect Name	Status	Phone Number	Email Address	Consultant	Deposit On Hand
					Floor Plan Group	Floor Plan	Unit							
03/12/2020	07/01/2020	07/01/2020 06/30/2021	12		2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	June Squier	Must Screen	2484642059	jsquieruter@aol.com	Yakisha Dorsey	
03/12/2020	07/01/2020	07/01/2020 06/30/2021	12		2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Alan Squier	Must Screen	2484642059		Yakisha Dorsey	
03/12/2020	07/01/2020	07/01/2020 06/30/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	Josephine Sheehy	Must Screen	2483444681	josiesheeshy@comcast.net	Yakisha Dorsey	
03/12/2020	07/01/2020	07/01/2020 06/30/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	Harriet Schlecter	Must Screen	2482422443		Yakisha Dorsey	
03/12/2020	07/01/2020	07/01/2020 06/30/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	Florence Sine	Must Screen	2488694635	Richardsine@comcast.net	Yakisha Dorsey	
03/12/2020	07/02/2020	07/02/2020 06/30/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Robert Sills	Must Screen	7345412485		Yakisha Dorsey	
03/12/2020	07/02/2020	07/02/2020 06/30/2021	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Arlene Sills	Must Screen			Yakisha Dorsey	
03/12/2020	07/01/2020	07/01/2020 06/30/2021	12		2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Jean Sochocki	Must Screen	2484736432		Yakisha Dorsey	
03/12/2020	07/01/2020	07/01/2020 06/30/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	Charlotte Spaman-Holland	Must Screen	2482196376	cspamanholland@gmail.com	Yakisha Dorsey	
03/12/2020	03/12/2020	03/12/2020 02/28/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	ELIZABETH STACK	Must Screen	2483483034		Yakisha Dorsey	
03/12/2020	07/01/2020	06/05/2020 06/30/2021	12	1201 - 1500	1x1	1 BR 1 BTH 558 SQ FT	none	No	Dawn Stein	Must Screen	(734) 837-1604	dawn.stein@hotmail.com	Yakisha Dorsey	
03/13/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Denise Sinelli	Must Screen	2484089578	dsinelli@gmail.com	Yakisha Dorsey	
03/13/2020	03/13/2020	03/13/2020 02/28/2021	12		2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Ron Sovel	Must Screen	9894260885	rshovel@journey.com	Yakisha Dorsey	
03/13/2020	03/13/2020	03/13/2020 02/28/2021	12		2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Irene Sovel	Must Screen	9894260885		Yakisha Dorsey	
03/13/2020	07/01/2020	07/01/2020 06/30/2021	12	901 - 1200	2x1.5	2 BR RANCH	none	No	Ruth Stiegel	Must Screen	2485362481	ruths2345@outlook.com	Yakisha Dorsey	
03/13/2020	11/01/2020	11/01/2020 10/31/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Ann Stevens	Must Screen	2485157806	ann.stevens@comcast.net	Yakisha Dorsey	
03/13/2020	11/01/2020	11/01/2020 10/31/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Tom Stevens	Must Screen	2483107636		Yakisha Dorsey	
03/13/2020	07/01/2020	07/01/2020 06/30/2021	12		2x1.5	2 BR RANCH	none	No	Lillian Sweezey	Must Screen	2483447639	2005joe@sbcglobal.net	Yakisha Dorsey	
03/13/2020	03/13/2020	03/13/2020 02/28/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	Leonard Abrams	Must Screen	(248) 476-3639			
03/13/2020	02/18/2021	02/18/2021 02/28/2022	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Lucille Allevato	Must Screen	7345760694	andreafrancavilla@yahoo.com	Yakisha Dorsey	
03/13/2020	03/13/2020	03/13/2020 02/28/2021	12	901 - 1200	2x1	2 BR 1 BTH 755 SQ FT	none	No	Hubert Auxier	Must Screen	2489605060	hughauxier@gmail.com	Yakisha Dorsey	
03/13/2020	03/13/2020	03/13/2020 02/28/2021	12	751 - 900	2x1	2 BR 1 BTH 755 SQ FT	none	No	Mildred Babb	Must Screen	2484372121	kentuc@comcast.net	Yakisha Dorsey	
03/17/2020	03/17/2020	03/17/2020 03/31/2021	12		1x1	1 BR 1 BTH 558 SQ FT	none	No	Mae Adams	Must Screen	2699032728		Yakisha Dorsey	

**WAITLIST**

Parameters: Sort by - Date Waitlisted; Summary included

Date Waitlisted	Needed By	Lease Start/ Lease End	Lease Term	Price Range	Interested In			Match	Prospect Name	Status	Phone Number	Email Address	Consultant	Deposit On Hand
					Floor Plan Group	Floor Plan	Unit							
03/17/2020	03/17/2020	03/17/2020 03/31/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Kosaraju Baburao	Must Screen	2483458581	baburoakosaraju@gmail.com	Yakisha Dorsey	
03/17/2020	03/17/2020	03/17/2020 03/31/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Patricia Barney	Must Screen	2483482338	bpatbarney@aol.com	Yakisha Dorsey	
03/17/2020	03/17/2020	03/17/2020 03/31/2021	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Lois Barton	Must Screen	2484738982	lobarton2004@yahoo.com	Yakisha Dorsey	
03/17/2020	02/25/2021	02/25/2021 02/28/2022	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Edward Castro	Must Screen	2484427886	castro0770@msn.com	Yakisha Dorsey	
03/17/2020	02/25/2021	02/25/2021 02/28/2022	12	1201 - 1500	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Kathine Castro	Must Screen	2484427886		Yakisha Dorsey	
03/17/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	2x1	2 BR 1 BTH 755 SQ FT	none	No	Jerry Coonce	Must Screen	2483480531		Yakisha Dorsey	
03/17/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	2x1	2 BR 1 BTH 755 SQ FT	none	No	Jane Coonce	Must Screen			Yakisha Dorsey	
03/17/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	George Freeman	Must Screen	2515047866	gfreeman@localnet.com	Yakisha Dorsey	
03/17/2020	07/01/2020	07/01/2020 06/30/2021	12	751 - 900	2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Sue Flanagan	Must Screen	2515047866	suemaplelawfarm@yahoo.com	Yakisha Dorsey	
04/28/2020	04/28/2021	04/28/2021 04/30/2022	12	751 - 900	1x1	1 BR 1 BTH 558 SQ FT	none	No	Betty Johnson	Must Screen	2483211728	kjl140@yahoo.com	Yakisha Dorsey	
06/11/2020	07/31/2020	07/31/2020 07/31/2021	12		2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Terrell Bunge	Must Screen	8103332206	terriwuelf@gmail.com	Virginia Hallam	
06/11/2020	07/31/2020	07/31/2020 07/31/2021	12		2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Jeffrey Audette	Must Screen	2489912648	jmadte@gmail.com	Virginia Hallam	
07/20/2020	08/01/2020	08/01/2020 07/31/2021	12		2x1	2 BR 1 BTH 755 SQ FT	none	No	Nancy Beets	Must Screen	2484494564	nancy.beets46@gmail.com	Misty Reyes	
08/31/2020	10/31/2020	10/31/2020 10/31/2021	12		2x1.5	2 BR RANCH	none	No	Sandra Weisl	Must Screen	2484730035	sandraput67@gmail.com	Misty Reyes	
08/31/2020	12/31/2020	12/31/2020 12/31/2021	12		2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Patricia Melton	Must Screen	2487197384	pattymelton@prodigy.net	Misty Reyes	
12/16/2020	02/01/2021	02/01/2021 01/31/2022	12		2x1.5	2 BR 1.5 BT 904 SQ FT	none	No	Cynthia Grundy	Must Screen	2482212285	kchristie@jennifercarneylaw.com	Misty Reyes	

Total on Waitlist: 246

Total with Matches: 0

**SUMMARY**

**Waitlist Summary by Preference**

Interested In	# on Waitlist
<b>Floor Plan</b>	
2 BR 1.5 BT 904 SQ FT	44
2 BR 2 BTH 862 SQ FT	9
<b>Floor Plan Group</b>	
1x1	68

**WAITLIST**

**Parameters:** Sort by - Date Waitlisted; Summary included

**SUMMARY**

**Waitlist Summary by Preference**

Interested In	# on Waitlist
2x1	47
2x1.5	81
2x2	9
none	1
<b>Floor Plan</b>	
1 BR 1 BTH 558 SQ FT	63
1 BR 1 BTH 570 SQ FT	2
1 BR 1 BTH 622 SQ FT	4
2 BR 1 BTH 755 SQ FT	47
2 BR RANCH	34
none	3
<b>Unit</b>	
114	1
none	205

# Property Contact Information

# Move-In/Move-Out Instructions

# Contact Information and Numbers

## Meadowbrook Commons

Questions about your lease agreement, rent payments, carports, traffic, evening resident activities, general maintenance needs, building & exterior lighting, snow removal, lawn care, resident relations, newsletters, accident reports, contacts for housekeeping needs.

Apartment Maintenance work needed. (Such as light bulb changed, water issues, loose door knobs/locks, etc.)

After Hours maintenance emergencies- such as no heat, broken water pipes, etc.

**Please call the Management Office for all resident concerns.**

**Call the Management Office  
248-305-8646**

If there is no answer, please leave a message.

**Complete a maintenance form** available outside the Management Office door and put in the rent drop box, turn it in at the desk or call the Management Office.

Call 248-755-5015 to reach a Technician. Please leave name, phone number and a short message regarding the nature of your call.

## *Novi Older Adult Services*

Older Adult Services Activities (bingo, dances, senior trip reservations, special holiday events, computer classes, and any activities listed in the Engage brochure sponsored by the Novi Older Adults Services Office.)

Special needs (Focus Hope, Loan Closet, Sources for assistance, etc.).

To arrange for Meals on Wheels lunch. (24 hours in advance- call before noon.)

For Novi Senior Transportation (at least 2 days in advance.)

To reach Sheila in the Hair Salon

**Call Novi Older Adult Offices at  
248-347-0414**

Call Sandy Fisher 248-347-0421

Call the kitchen before 12:00 noon at 248-437-0489

Call before 4:00pm 248-735-5617

Call Sheila at appointment 313-407-0206



# *Meadowbrook Commons*

## *Room Directory*

### 1st Floor North-

Meadowbrook Commons Office  
Parlor  
Library  
Computer Room

### 1st Floor South-

Mail Area, Laundry Room, Trash Room  
Receiving Room  
Sundry Shoppe  
Activity Room  
Exercise Room

### 2nd Floor North-

Lounge  
Hair Salon

### 2nd Floor South-

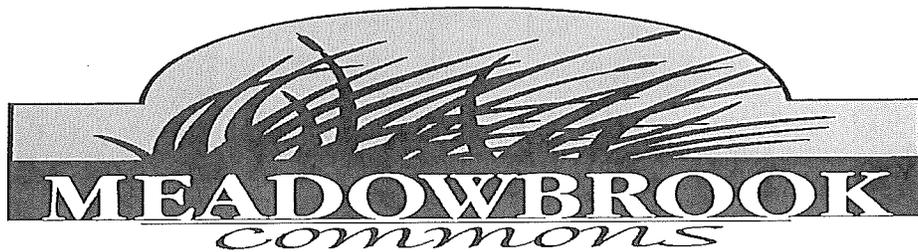
Games Room  
Laundry Room, Trash Room

### 3rd Floor North-

Lounge  
Clinic  
Theatre

### 3rd Floor South-

Laundry Room, Trash Room  
Craft Room



Instructions for Move In/ Move Out of  
Meadowbrook Commons

- \*YOU MUST SCHEDULE YOUR MOVE WITH THE MANAGEMENT OFFICE.
- \*IN ORDER TO RESERVE THE ELEVATOR AND/OR THE FLAT BED CART, WE NEED A DATE AND TIME YOU WISH TO USE THEM.
- \*YOU MUST USE THE SOUTH END ELEVATOR AND RECEIVING ROOM ENTRANCE WHEN MOVING.
- \*YOU CAN NOT MOVE YOUR ITEMS THROUGH THE FRONT LOBBY, OR USE THE PASSENGER ELEVATOR FOR LARGE ITEMS.
- \*DURING BUSINESS HOURS THE RECEIVING DOOR WILL BE OPEN. IF YOU ARE STILL MOVING AFTER THE OFFICE CLOSES, PLEASE MAKE SURE THAT ALL DOORS ARE LOCKED WHEN YOU ARE DONE.
- \*PLEASE REMEMBER THAT RESIDENTS NEED TO USE THE ELEVATOR SO WE ASK THAT YOU BE CONSIDERATE WHEN YOU ARE MOVING YOUR BELONGINGS IN.

MOVE INS

- \*PLEASE BREAK DOWN YOUR MOVING BOXES AND PACKING MATERIALS AND PLACE THEM NEATLY IN THE TRASH ROOM ON YOUR FLOOR.

MOVE OUTS

- \*DO NOT PLACE ANY UNWANTED ITEMS IN THE SUNDRY AREA, OR PLACE ANY FURNITURE OUT AT THE DUMPSTERS. YOU MAY BE CHARGED A REMOVAL FEE.
- \*PLEASE SCHEDULE YOUR APPOINTMENT FOR MOVE OUT INSPECTION WITH THE OFFICE BEFORE YOUR MOVE OUT DATE. IT IS IMPORTANT THAT YOU SIGN YOUR INVENTORY CHECKLIST UPON YOUR COMPLETED MOVE OUT.

# COMPLAINT FORM

COMMUNITY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPLAINT FROM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

UNIT #: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

COMPLAINT AGAINST: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**TYPE OF COMPLAINT:** (PLEASE CHECK AND DESCRIBE)

PETS: \_\_\_\_\_ GROUNDS: \_\_\_\_\_

TRAFFIC: \_\_\_\_\_ GARBAGE: \_\_\_\_\_

PARKING: \_\_\_\_\_ ALL OTHERS: \_\_\_\_\_

HOUSE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DISPOSITION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OFFICE CALLED: \_\_\_\_\_

LETTERS SENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PERSON FILING PERSON COMPLAINT

COMPLAINT: \_\_\_\_\_ AGAINST: \_\_\_\_\_

IT IS UNDERSTOOD THAT THE ABOVE INFORMATION IS TO BE HELD IN THE STRICTEST CONFIDENCE

# Maintenance & Unit Turns







**KMG Prestige - Meadowbrook**  
**WORK ORDER STATUS REPORT**  
Date Range: From 12/1/2013 To 12/31/2013

**Parameter:** Exclude external contractor requests: No

	Resident Requests	Property Requests	Make Ready Work Orders	Total Requests
Number of service requests received this period	37	3	10	50
Number of service requests carried forward from prior periods	0	0	80	80
Number of service requests completed this period	37	3	40	80
Number of service requests outstanding	0	0	50	50
Percent of request completed	100.00%	100.00%	44.44%	61.54%

Assigned To	Number of Resident requests completed	Number of Property requests completed	% of Resident requests completed	% of Property requests completed	Number of make ready work orders completed	Total work hours
Dan Mark	0	1	0.00%	33.33%	0	0h 15m
John Alley	14	0	37.84%	0.00%	0	4h 25m
Ken Dilsizian	23	1	62.16%	33.33%	0	6h 55m
Not Assigned	0	1	0.00%	33.33%	40	2h 0m
<b>TOTALS:</b>	37	3	100.00%	100.00%	40	13h 35m

# Snowlogs

[Back to Prestige Web](#)

[Add](#)

[Setup](#)

[FAQ](#)

Completed Logs

## Add a Snowlog

\* Denotes a required field.

*Entry Type:	Normal <input type="button" value="v"/>
*Property:	<div style="text-align: right;">Show All: <input checked="" type="checkbox"/></div> <input type="text" value="Meadowbrook Commons (4855) - Novi"/> <input type="button" value="v"/> <b>Contact Risk Management if a property is not listed</b>
*Date:	<input type="text"/> <input type="button" value="Choose Log Date"/>
*Temperature:	0° F <input type="button" value="v"/>
*Weather Condition:	<input type="text"/> <input type="button" value="v"/>
*Time Started:	<input type="text"/> <input type="button" value="v"/>
Time Completed:	<input type="text"/> <input type="button" value="v"/>
Amount of Snowfall:	0" <input type="button" value="v"/>
Salt/Ice Melt Used:	No <input type="button" value="v"/>
Amount Used (Walks):	<input type="text"/> (lbs)
Amount Used (Drives/Lots):	<input type="text"/> (lbs)
Parking/Drives Plowed:	No <input type="button" value="v"/>
Property has Plow Contract:	No <input type="button" value="v"/>
Entrances/Sidewalks cleared:	No <input type="button" value="v"/>
*Comments:	<input type="text"/>
*Performed By:	<input type="text" value="megan.williams"/>
<input type="button" value="Submit"/>	



## APARTMENT TURN PROCESS

Use this checklist to guide you through the turn process from beginning to end. This form is meant as an overview, to be used in conjunction with the Resident Notice to Vacate, Move out Guide for Residents, Apartment Turn Maintenance Checklist and Apartment Turn Janitorial Checklist.

### Upon Receipt of the 30-Day Notice -

- \_\_\_\_\_ Manager provides the resident with the **Move Out Guide for Resident**. A signed copy should be filed in residents file.
  
- \_\_\_\_\_ Manager and Maintenance conduct pre-move out inspection and complete the initial **Apartment Turn Maintenance Checklist** (*Note: you will update this form 3 times throughout the apartment turn process*).
  
- \_\_\_\_\_ Maintenance department schedules all contracted work and sets Make Ready Date.
  
- \_\_\_\_\_ Maintenance department orders paint and/or schedules vendor paint date.
  
- \_\_\_\_\_ Maintenance department orders supplies needed for repairs noted and obtains approval for any capital replacement items.
  
- \_\_\_\_\_ Maintenance department adds unit/address to make ready board or **Apartment Turnover Log**.

### Upon Possession of the unit (Resident turns in keys) -

#### **Day 1**

- \_\_\_\_\_ Manager, Maintenance and Resident complete an inspection of the apartment to adjust or add any necessary repairs to the **Apartment Turn Maintenance Checklist** that were not observed during the pre-move out inspection. The resident should be present during this inspection to avoid any future conflicts and so that items which could result in a charge can be identified. The Manager should compare the **Resident Inventory Checklist** completed when the resident moved into the apartment and note any damages. Be sure to let the resident know which items are considered beyond normal wear and tear and what the cost(s) will be.
  
- \_\_\_\_\_ Change lock(s) and take pictures of any physical damage to the apartment.
  
- \_\_\_\_\_ Maintenance department reviews make ready and move in dates with the Manager.
  
- \_\_\_\_\_ Maintenance department prepares unit for paint (i.e. drywall patches/repairs, remove switch plates, globes, closet doors, caulk etc). They also complete all maintenance repairs noted on **Apartment Turn Maintenance Checklist**, excluding items that may be damaged by painting.

**\*\* Ensure that the A/C is off during the summer and the heat is set to 60 degrees in the winter. Turn the water heater and refrigerator down to the lowest possible setting. (If your community is **not** equipped with a High Efficiency furnace, the heat could be turned down to 55 degrees)**

**Apartment Turn Process**  
**Page 2**

**Day 2**

\_\_\_\_\_ Staff or Contractor paints unit.

\_\_\_\_\_ If the apartment is painted by a contractor, the Manager or Maintenance department is responsible to inspecting the apartment prior to signing the invoices. If the work performed does not meet KMG standards, insist that the contractor complete the project to your satisfaction.

**Day 3**

\_\_\_\_\_ Put unit back together (i.e. put up switch plates, closet doors, light fixtures, smoke detectors, etc.) and finish all remaining repairs and replacements.

\_\_\_\_\_ Contractor replaces carpet or tile, if necessary. Inspect work prior to the contractor leaving the site.

\_\_\_\_\_ Replace furnace filter.

**Day 4**

\_\_\_\_\_ Staff or Contractor cleans unit. Again making sure it is inspected prior to the contractor leaving the site.

\_\_\_\_\_ Maintenance completes review of the **Apartment Turn Maintenance Checklist** and **Apartment Turn Janitorial Checklist** to ensure all work has been completed.

\_\_\_\_\_ Manager and Maintenance team do final walk through and sign off of on the **Apartment Turn Maintenance Checklist** and **Apartment Turn Janitorial Checklist**.

**Day 5**

\_\_\_\_\_ New Resident signs lease, does walkthrough inspection with Leasing/Management team and receives keys to their new home. New Resident will receive Maintenance Welcome information packet upon move-in.

By working as a team, we can turn any apartment within 5 days. Your RPM will be more than happy to assist you in personalizing this program for your site.

**\*\*Note\*\*** *If you are using outside contractors for any part of the prep process, it is extremely important to schedule your apartments/town homes immediately upon receipt of the 30-day notice. It is much easier to reschedule an appointment than it is to have a contractor try to fit you into a schedule.*

## Apartment Turn Janitorial Checklist

Property Name \_\_\_\_\_ Unit # \_\_\_\_\_ Date Vacated \_\_\_\_\_

Resident Name \_\_\_\_\_ Address \_\_\_\_\_

Work Performed by \_\_\_\_\_ Completion Date \_\_\_\_\_

Date of first inspection \_\_\_\_\_ 2nd Inspection \_\_\_\_\_ Final Inspection \_\_\_\_\_

Final Inspection and approval by \_\_\_\_\_

Items	Work Needed		Work Completed		Comments
	Yes	No	Yes	No	
1. Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Threshold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Peephole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Thermostat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Intercom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Light Globes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Outlet/Switch covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Package Shelf – Senior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Vent Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Smoke Alarm Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Kitchen</b>					
1. Countertop/Sink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Light Fixture Globes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Outlet Switch Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Inside, Under & Behind Stove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Inside, Under & Behind Refrigerator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Dishwasher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Microwave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Cabinets - inside & out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Register Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Smoke Detector Cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Range Hood and Filter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. Window Ledge/Frame	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Window Glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. Screens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. Blinds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Items	Work Needed		Work Completed		Comments
	Yes	No	Yes	No	
1. Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Tub/Shower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Light Globes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Light Switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Outlet/Switch Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Faucets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Toilet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Exhaust Fan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Window Glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Window Ledge/Track	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Vanity/Sink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Bedrooms</b>					
1. Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Window Glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Window Track/Ledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Baseboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Light Globes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Smoke Detector Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Dust/Clean Blinds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Dust Closet Shelf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Vent Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other</b>					
1. Dryer Vent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Behind Washer/Dryer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Dust Sprinkler Heads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean Basement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Clean Porch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Clean Entry Door	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Comments**

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Date of Inspection \_\_\_\_\_ Inspector \_\_\_\_\_

# General Rules and Regulations

## GENERAL RULES AND REGULATIONS

1. Landlord and its management company are empowered to enforce these rules and regulations. All rules and regulations shall be in effect at all times. Landlord shall have the right to change the rules and regulations after a thirty-day written notice to Resident if the change is required to protect the physical health, safety or peaceful enjoyment of the Resident and guests in the apartment community.

2. The sidewalks, entrances, passages, courts, vestibules, stairways, corridors and halls shall not be obstructed or encumbered or used by Residents for any purpose other than ingress and egress to and from the premises. All of Resident's boots, overshoes, throw rugs, umbrellas, and other personal property shall be kept within the premises at all times.

3. No sign, signal, illumination, advertisement, notice or any other lettering or equipment shall be exhibited, inscribed, painted, or affixed or exposed by Resident in or at any window or on any part of the outside or inside of the premises or any building at the apartment community.

4. No shades, awnings or other projections including air conditioners, television or radio antennas, or wiring shall be placed upon or attached to or extended from the outside walls or roof of the premises or any building at the apartment community without Landlord's prior written permission. No exterior window shades or any other window attachment shall be placed on any of the windows without landlord's prior written approval. No signs or medallions of any kind shall be installed in the halls, on the mailboxes, on the doors or windows of the premises, or in any area outside the premises.

5. No person shall play in any area other than those specifically provided for such purpose by Landlord. Playing in the halls, entrances, stairways or basement of any building in the apartment community is expressly prohibited.

6. Landlord may retain a pass-key to the premises. No Resident shall add, remove or alter any lock or install a new lock or knocker on any door of the premises without the prior written consent of Landlord. If consent is given, the Resident shall provide landlord with an additional key for Landlord's use pursuant to Landlord's right of access to the premises at reasonable times and to the extent permitted by law. Resident shall be responsible for the replacement of any lost keys provided by Landlord.

7. Residents shall take the necessary precautions to prevent their property from falling from windows or doors of the premises into any of the corridors, halls, stairways, entrances, light shafts, ventilators or elsewhere in any building in the apartment community.

8. Nothing shall be done by the Resident in or about any building in the apartment community that will interfere with the rights, physical health, safety, peaceful enjoyment, comfort or convenience of other Residents. No musical instruments, radios, televisions or stereo systems shall be operated and no cooking equipment shall be utilized in a manner that is disturbing or annoying to other Residents, nor shall any Resident make any disturbing noises or create any annoying odors at any time. Residents shall keep the entry door to their premises closed except during ingress and egress from the premises.

9. No pets shall be permitted at the apartment complex except with Landlord's written consent.

10. Window sills shall be kept free from all of Resident's personal property. No additional air conditioning units shall be installed by Resident without the prior written consent of Landlord. No tablecloths, clothing laundry, curtains, rugs or other personal property of the Resident shall be shaken or hung from any of the windows, doors, terraces or balconies. Landlord shall have the right to exclude the placement of Resident's property on balconies, terraces and any common areas of the apartment community.

11. The water closets, basins and other plumbing fixtures shall not be used for any other purpose than those for which they were designed; no sweeping, rubbish, rags or other improper articles shall be thrown into any of them. Any damage resulting from Resident's misuse of such facilities shall be paid for by the Resident.

12. The trees, shrubbery and planted areas are a vital and valuable part of the apartment community and the Resident shall pay all damages resulting from any mutilations or defacing thereof for which Resident is responsible.

13. Laundry work shall be done by the Resident only in rooms provided for such purpose at the apartment community. Washing machines, dryers and any other laundry equipment shall only be used and operated in the rooms provided for such purpose. Resident shall remove Resident's belongings immediately after using the laundry equipment so as to enable other Residents to use the equipment. Resident shall leave all laundry equipment in a clean and neat condition for the use by the next Resident.

14. None of Landlord's equipment may be removed from the premises or any part of a building in the apartment community. All such equipment shall be permanently retained in its original location.

15. Resident shall be responsible for all damage to the premises, stairways, hallways, and any other part of the apartment community that may be caused by Resident, Resident's agent and/or Resident's guests, including damages caused by moving furniture or other bulky articles.

16. No spikes, tacks, screws, hooks or nail shall be driven into the walls, ceiling, woodwork or doors of the premise except that Resident may insert a reasonable number of small nails in the walls for the purpose of hanging pictures, mirrors, and /or decorative accessories. Resident shall not otherwise mar or deface such walls, ceiling or woodwork. Resident shall not use scotch tape, stickers, adhesive or picture hangers on the walls nor adhesive contact paper on the walls, shelves or in the drawers. Resident shall only have a telephone installed at the pre-wired locations in the premises. Recess wall mounting of telephone equipment shall not be allowed.

17. Newspapers, cans, garbage and other refuse must be placed in the containers provided by Landlord for that purpose and Resident shall keep the container lid, if any, tightly closed at all times. Resident shall comply with governmental regulations relating to disposal by Residents of garbage and other refuse. Not litter, ashtrays nor any other refuse shall be dumped or disposed of in any parking areas or any other common areas at the apartment community.

18. Resident shall not store any kerosene, gasoline or other inflammable or explosive materials at the premises or in any apartment building.

19. No car or vehicle repairing, polishing or washing shall be done at any time in or about the apartment community.

20. Resident shall not keep personal property of any kind on the lawns.
21. Resident shall only cook or bake in the kitchen of the premises or at the barbecue grills, if any, provided by Landlord. Residents may store a gas or electric barbecue grill on their balcony or terrace but the grill cannot be used on the balcony or terrace. Charcoal grills are never permitted. If resident wishes to use a gas/electric barbecue grill, the grill must be placed on the ground, no closer than ten (10) feet from the building, fence enclosures or community building structures. After each use, the grill must be stored by the resident and not left on the grounds.
22. No riding of bicycles on the walk, lawns or planted areas shall be permitted. Bicycles shall be kept in the areas designated by Landlord for such purpose, and at no time will other large articles shall be allowed in halls, passageways, stairways of any lawn or planted area in the apartment community.
23. Only those persons listed as occupants in the Resident's application for tenancy shall be allowed to occupy the premises without Landlord's prior written permission. Overnight guests are welcome. However, any one guest is allowed to stay for a period of 14 consecutive or non-consecutive days in any 60-day period.
24. No Resident shall do or permit anything to be done in or about the premises, or bring or keep anything therein, that will in any way increase the rate of fire insurance on the apartment community or on the property therein. No Resident shall perform any act in violation of the laws relating to fires or perform any act in violation of any insurance policy upon the buildings in the apartment community.
25. Unless Draperies are provided by Landlord to Resident at no cost, Resident shall install draperies on all of the windows in the premises at Resident's sole expense. All of the Resident's draperies or their linings shall be of neutral color so as to achieve a neat and uniform exterior appearance. If a Resident does not provide the draperies and /or lining Landlord shall have the option to do so and Resident shall pay Landlord the cost thereof at the next monthly rental due date.
26. Resident shall not use waterbeds without Landlord's prior written consent.
27. Commercial vehicles, trailers, mobile homes, recreational vehicles or boats shall not be parked in any parking space or carport at the apartment complex without Landlord's prior written approval. If any vehicle is parked in the parking space or carport contrary to the provisions hereof, Landlord shall have the right, among others, to have the vehicle towed away and stored in a lawful manner, at Resident's expense.
28. Residents should take the necessary precautions to prevent parking lot damage from their vehicle such as leaking oil or damage by a motorcycle kickstand. Any damage to the parking lot and/or property damage due to a resident's vehicle/motorcycle will be the responsibility of the resident.
29. No vehicle shall be operated at a speed in excess of 10 miles per hour on the driveways, parking areas or any other part of the apartment community.
30. All vehicles must be registered with Management identifying the Landlord of said vehicle, year, make and license plate number. All vehicles must be operable, registered and licensed. Management shall have the right to remove all inoperable or unregistered or unlicensed vehicles from the premises at Resident's expense and Resident must reimburse Management for all costs incurred in removing the said vehicle.

31. No resident, no member of Resident's household, or other person under Resident's control shall unlawfully manufacture, deliver, possess with intent to deliver, or shall possess or use a controlled substance on the premises. In the event of violation of this rule, to the extent permitted by law, tenancy shall be terminated under the seven (7) days' notice procedure, or otherwise as required by the circumstances.

32. Nothing shall be done by the Resident, members of the Resident's household, Resident's guests or agents, to abuse the Management's agents or employees, including, but not limited to: assaulting, battering, unwanted touching, emotional harassment or excessive verbal abuse, or threats of assault, battery or harm.

33. Resident shall, at all times, provide appropriate adult supervision of all minor children of the Resident's household, and of all Resident's guests who are minor children, whether said minor children are within the Resident's unit or in the common areas.

34. Non-payment, repeated late payment of rent, occupancy changes without appropriate and timely notice or default in any other financial obligation due under the lease beyond any grace period constitutes a breach of the lease and is cause for the termination of the Resident's tenancy. Repeated late payment of rent shall be defined as the Resident paying rent after the third of the month on three or more occasions during any twelve-month period.

35. Resident agrees to keep all utilities that they are responsible for, active and paid with the providing utility company at all times. Resident agrees to keep apartment heating on at all times, during the winter months at a level that will not allow water pipes to freeze, or above 60 degrees Fahrenheit. Resident agrees to promptly notify landlord if there is any disruption of any utility or heating system.

36. The giving of false statements by the Resident or its agents, upon which the Landlord has relied in determining whether to enter into this lease, will constitute a breach of this lease which may result in the termination of the Resident's tenancy.

37. The Violence Against Women and Justice Department Reauthorization Act offers protections against eviction or denial of housing based on domestic violence, dating violence or stalking. Any resident or applicant who is a victim of abuse and wishes to exercise their rights under the VAWA Act should request protection in writing. The landlord will require that the request is made in writing that the victim, or a family member on the victim's behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-5382, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction. Further information regarding VAWA is located in the Resident Selection Criteria and the Emergency Transfer plan; copies are available in the rental office.

38. Any actions of the Resident's guests which would constitute a violation of these Rules and Regulations had said actions been done by the Resident, shall constitute a violation of this lease by the Resident and may result in the termination of the Resident's tenancy.

39. These Rules and Regulations are incorporated into and made a part of the lease agreement entered into under even date herewith.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Landlord)

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Resident)

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Resident)

## WHEN A RESIDENT VIOLATES THE LEASE

This procedure is developed for use by our in-house counsel. If using an outside attorney, this procedure may vary slightly.

### REPEATED LATE PAYMENT OF RENT

1. The full amount of the resident portion of rent is always due on the first day of each month. There are no exceptions. For example, if a resident receives vendor payments twice a month from FIA, the rent is still due in full on the first day of the month. Generally, a resident receiving vendor payments will need to prepay one month's rent to avoid being turned over for non-payment or late payment of rent. A resident receiving FIA payments can not be placed in a better or different position than a resident receiving a paycheck every two weeks.
2. Most leases provide for a 3 to 5 day grace period before we consider the rent as late. However, when a non-payment of rent action has been filed, rent is always considered as being due on the first day of the month.

*Example: A resident's monthly rent is \$400.00. On March 7, a 7 day Demand for Possession for non-payment of rent is mailed for \$415.00 (\$400.00 for rent \$15.00 for late fee). On March 20, a lawsuit is filed with a hearing date of April 2. On the day of the hearing the resident will be required to pay the following:*

<i>March Rent</i>	<i>\$400.00</i>
<i>March Late Fee</i>	<i>\$ 15.00</i>
<i>April Rent</i>	<i><u>\$400.00</u></i>
<i>TOTAL RENT</i>	<i>\$815.00</i>

*\*\*This does not include the court costs\*\**

3. Generally our policy is that a tenancy can be terminated when a resident has paid his or her rent late, three or more times during a 12 month period of time. However, discuss with your Regional Property Manager, the policy at your property.
4. For subsidized leases, vouchers or certificates you must give the resident advance notice that the tenancy will be terminated the next time the rent is paid late. A sample of the standard Lease Violation Notice is attached as **Exhibit C-9a**. For occupancy or recertification lease violations, see **Exhibit C-9b**.
5. If the resident pays their rent late after they have received the written warning, you may serve the resident with a 30 day Notice to Quit for Termination of Tenancy. Always consult the Legal Department to review your notice for accuracy before you serve the resident.
6. If the resident is a month to month resident, with no subsidy, you do not have to issue a warning notice before you serve a 30 day Notice to Quit for Termination of Tenancy.

## **LEASE VIOLATION OTHER THAN RENT**

1. In addition to termination for repeated late payment of rent, you may terminate a tenancy if a resident violates other terms of the lease or rental agreement, such as:
  - a. Bring in an unauthorized resident
  - b. Keeping a pet in violation of any No Pet Rules (\*\*Subject to ADA requirements\*\*)
  - c. Subleasing or assigning without your prior written approval
  - d. Repeated violations of the lease terms or house rules.
  - e. Giving false or misleading information on the application or as part of any recertification or renewal.
  
2. If a resident is causing problems on the property you must notify him in writing that his/her actions are a violation of the lease and provide an opportunity to cure. **Exhibits C-9a and Exhibit C-9b** is copies of lease and occupancy violation forms. Your lease paragraphs may not match up and you may have to alter these notices to comply with your lease provisions.
  
3. If AFTER issuing written warnings the problem has not been corrected and your property operates under a MSHDA, HUD, Rural Development program, or if your property is conventional or tax credit and you want to terminate the resident prior to the expiration of the lease, you must do the following:
  - a. Discuss and obtain approval from your Property Manager and/or Regional Property Manager. All termination of tenancy requests related to lease violations must be discussed and approved with your Property Manager and Regional Manager.
  
  - b. Complete the Termination of Tenancy checklist and use it as the cover page for the packet described below. **See Exhibit C-10.**
  
  - c. Forward the complete packet to the Legal Department and include:
    - i. A copy of the complete lease and any lease addendums
    - ii. Ledger of the resident rental account
    - iii. Copies of all written lease violations issued to the resident
    - iv. Copies of all warning notices issued to the resident
    - v. Copies of all resident complaints against the resident
    - vi. Copies of all police reports that are available.
    - vii. A written statement from the manager detailing the problems the resident has caused, and what corrective action, if any has been taken.
    - viii. If termination is for Drugs, there MUST be a police report for a 7-day notice to issue. To request information regarding the Police Report, use the Freedom of Information Request. **See Exhibit C-11.**
  
  - d. Please remember if there is a subsidy and/or a current unexpired lease we CAN NOT terminate a resident if they have not first received a written lease violation advising them what the problem is, and opportunity to cure (except for drug violations) verbal warnings are absolutely no help;
  
  - e. If the resident is subsidized Rural Development or HUD must be provided with a copy of the termination notice.

- f. You should continue to give lease violation notices when appropriate.
4. If your property is a conventional property or MSHDA Tax Credit and the resident is not receiving Section 8 benefits, you are allowed to elect not to renew the lease. You should do the following.
  - a. Obtain Regional Manager Approval
  - b. Contact the Legal Department and request a 30 day advanced Notice to Quit, Termination of Tenancy (**Exhibit C-12**). You may have the Legal Department prepare the Notice to Quit. Some properties prepare their own, in which event you should always have a representative of the Legal Department approve the Notice to Quit before you send it.
  - c. Complete Termination of Tenancy Checklist
  - d. Forward the following to the Legal Department:
    - i. A complete lease
    - ii. A Ledger
    - iii. A memo from the manager indicating the reason for the non-renewal
    - iv. Copy of Notice to Quit, Termination of Tenancy.
5. There are three (3) primary termination of tenancy notices that are normally issued:
  - a. A Notice to Quit / Termination of Tenancy is the most common notice issued. This notice gives the resident 30 days to vacate the unit and can be used when a current lease exists, or a month to month tenancy, or for non-renewal.
  - b. A Notice to Quit / Health Hazard, Damage to Property may be issued if a resident has failed to pay for damage to the property that he/she has caused. This notice may also be issued if the condition of the apartment or the resident's actions pose an immediate threat to the property, the employees or other residents or when utilities have been shut off or not transferred to the resident name. The notice gives the resident seven (7) days to cure the violation. If they are able to cure the violation within the time period, they will be allowed to remain at the property. You will always need to schedule an inspection date for seven (7) days after the date the notice is mailed to the resident.
  - c. A Notice to Quit / Illegal Substance may be issued if a resident violates the Controlled Substance Statute while on the property. This Notice gives the resident seven (7) days to vacate the apartment. There is not an opportunity to cure the violation. To serve a seven (7) day Notice there must be a police report for the incident. If not, you will need to serve a 30 day Notice.
6. After the resident has been served with a Notice to Quit, you **MUST NOT** accept any rent which would pay the resident past the move-out date specified on the notice. If you do you **MUST** start over. Example, notice tells resident to move out by December 10 and on December 3, resident pays all of December rent, and you accept the payment. By law you have reinstated the tenancy and cannot pursue the eviction you will need to start over.

If resident voluntarily leaves, please let the Legal Department know immediately.

**NOTICE OF LEASE VIOLATION AT \_\_\_\_\_APARTMENTS**

**Date:** \_\_\_\_\_ **Issued to:** \_\_\_\_\_ **Apartment:** \_\_\_\_\_

**Nature of Violation:** \_\_\_\_\_

**Lease Provisions: Paragraphs and Rules**

- |                          |   |                          |   |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | Use of Premises, Paragraph _____ Rule _____         | <input type="checkbox"/> | Littering on Property, Rule _____                   |
| <input type="checkbox"/> | Condition of Premises, Paragraph _____              | <input type="checkbox"/> | Personal Property in Unauthorized Areas, Rule _____ |
| <input type="checkbox"/> | Access to Premises, Paragraph _____                 | <input type="checkbox"/> | Misuse of Plumbing Fixtures, Rule _____             |
| <input type="checkbox"/> | Alteration of Premises, Paragraph _____             | <input type="checkbox"/> | Defacing Property, Rule _____                       |
| <input type="checkbox"/> | Violation of Rules and Regulations, Paragraph _____ | <input type="checkbox"/> | Improper use of Laundry Facilities, Rule _____      |
| <input type="checkbox"/> | Quiet Enjoyment, Paragraph _____ & Rule _____       | <input type="checkbox"/> | Removal of Property, Rule _____                     |
| <input type="checkbox"/> | Pets, Paragraph _____ & Rule _____                  | <input type="checkbox"/> | Damage of Property, Rule _____                      |
| <input type="checkbox"/> | Obstruction of Halls, Stairways, etc., Rule _____   | <input type="checkbox"/> | Improper Garbage Disposal, Rule _____               |
| <input type="checkbox"/> | Improper Installation of Property, Rules _____      | <input type="checkbox"/> | Storing Flammable Material, Rule _____              |
| <input type="checkbox"/> | Playing in Unauthorized Areas, Rule _____           | <input type="checkbox"/> | Car Repair and Washing, Rule _____                  |
| <input type="checkbox"/> | Alteration of Locks, Rule _____                     | <input type="checkbox"/> | Tenant Property on Premises, Rule _____             |
| <input type="checkbox"/> | Unauthorized Vehicle Parking, Rule _____            | <input type="checkbox"/> | Bike Violation, Paragraph _____                     |
| <input type="checkbox"/> | Excessive Speed, Rule _____                         | <input type="checkbox"/> | Fire Hazard, Rule _____, Addendum-Smoke Detectors   |
| <input type="checkbox"/> | Unregistered or Inoperable Vehicle, Rule _____      | <input type="checkbox"/> | Use of Waterbed, Rule _____                         |
| <input type="checkbox"/> | Late Payment of Rent, Paragraph _____ & Rule _____  | <input type="checkbox"/> | Lack of Supervision of Kids, Rule _____             |
| <input type="checkbox"/> | Abuse to Management, Rule _____                     | <input type="checkbox"/> | Other _____   |

**CURE: THIS (THESE) VIOLATIONS MUST BE CURED BY \_\_\_\_\_**

**MEETING:** You may informally meet with management to attempt to resolve the stated violation(s). Please contact management within 10 days to schedule a meeting.

**Violations of the Lease or Rules and Regulations is deemed as material noncompliance with the lease agreement. Repeated minor violations of the lease agreement which disrupt the livability and harmony of the project by adversely affecting the health or safety of any person, or the right of any tenant or member to the quiet enjoyment of the leased premises and the related project, or which an adverse financial effect on the property will be deemed just cause to terminate your tenancy.**

**EVICTION:** If you do not correct the violation(s) by the date specified above, your landlord will seek to terminate your tenancy by serving a 30-day Notice to Quit for Termination of Tenancy. If necessary, a judicial action will be filed, at which time you may present a defense.

\_\_\_\_\_  
**Manager**

\_\_\_\_\_  
**Telephone Number**

**DATE SERVED:** \_\_\_\_\_

**SERVED:** Personal  Left at Home  Substitute  Mailed

# RESIDENT INVENTORY CHECKLIST

**YOU SHOULD COMPLETE THIS CHECKLIST, NOTING THE CONDITION OF THE RENTAL PROPERTY, AND RETURN IT TO THE MANAGEMENT OFFICE WITHIN 5 DAYS OF OBTAINING POSSESSION OF THE RENTAL UNIT. YOU ARE ENTITLED TO REQUEST AND RECEIVE A COPY OF THE LAST TERMINATION INVENTORY CHECK LIST WHICH SHOWS WHAT CLAIMS WERE CHARGEABLE TO THE LAST PRIOR RESIDENT.**

**PROPERTY NAME:** \_\_\_\_\_

**UNIT #:** \_\_\_\_\_

**RESIDENT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**MOVE IN**

RESIDENT SHOULD COMPLETE THIS CHECK LIST NOTING THE CONDITION OF THE RENTAL PROPERTY, AND RETURN IT TO THE MANAGEMENT OFFICE WITHIN 5 DAYS AFTER OBTAINING POSSESSION OF THE RENTAL UNIT.

# KEYS ISSUED: \_\_\_\_\_

DATE: \_\_\_\_\_

The undersigned acknowledges receipt of a copy of this inventory checklist and that the condition of the apartment is as set forth in the checklist. The undersigned further acknowledges that the apartment is in decent, safe and sanitary condition, and in good repair.

RESIDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

MANAGER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**MOVE OUT**

MANAGER MUST COMPLETE AT TERMINATION OF OCCUPANCY LISTING ALL DAMAGES CLAIMED TO BE CAUSED BY THE RESIDENT.

FORWARDING \_\_\_\_\_

ADDRESS: \_\_\_\_\_

# KEYS RETURNED: \_\_\_\_\_

DATE: \_\_\_\_\_

**COST OF REPAIRS**

SUBTOTAL 1: \_\_\_\_\_

SUBTOTAL 2: \_\_\_\_\_

TOTAL: \_\_\_\_\_

UTILITIES	Electricity	Gas	Water
CUT OFF DATE			

The undersigned acknowledges receipt of a copy of this inventory checklist and that the condition of the apartment is as set forth in the checklist.

RESIDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

MANAGER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Inspected Items	Condition Apt. Upon Occ. Good Except As Noted	Condition Apt. Upon Vacating	Cost of Repairs	Inspected Items	Condition Apt. Upon Occ. Good Except As Noted	Condition Apt. Upon Vacating	Cost of Repairs
<b>BASEMENT</b>				<b>BEDROOM #2</b>			
Walls & Ceiling				Walls & Ceiling			
Light Fixtures				Floor Covering			
Floor Covering				Windows			
Windows				Doors			
Doors				Light Fixtures			
Furnace				Closet			
Water Heater				Other			
Laundry Tubs				<b>BEDROOM #3</b>			
Other				Walls & Ceiling			
<b>KITCHEN</b>				Floor Covering			
Walls & Ceiling				Windows			
Floor Covering				Doors			
Windows				Light Fixtures			
Doors				Closet			
Light Fixtures				Other			
Sinks & Tops				<b>BEDROOM #4</b>			
Cabinets				Walls & Ceiling			
Refrigerator				Floor Covering			
Range				Windows			
Fan				Doors			
Garbage Disposal				Light Fixtures			
Faucets and Spray				Closet			
Other				Other			
<b>LIVING / DINING</b>				<b>BATHROOM #1</b>			
Walls & Ceiling				Walls & Ceiling			
Floor Covering				Floor Covering			
Windows				Windows			
Doors				Doors			
Air Grills				Lights & Fan			
Other				Fixtures Tub			
Air Grills				Sink			
Other				Toilet			
<b>HALLWAY</b>				Tub Enclosure			
Walls & Ceiling				Cabinets			
Floor Covering				Other			
Doors				<b>BATHROOM #2</b>			
Other				Walls & Ceiling			
<b>BEDROOM #1</b>				Floor Covering			
Walls & Ceiling				Windows			
Floor Covering				Doors			
Windows				Lights & Fan			
Doors				Fixtures Tub			
Light Fixtures				Sink			
Closet				Toilet			
Other				Tub Enclosure			
<b>SUBTOTAL 1</b>				<b>SUBTOTAL 2</b>			



# SECURITY DEPOSIT NOTICE TO RESIDENT TERMINATION OF TENANCY

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## YOU MUST RESPOND TO THIS NOTICE BY MAIL WITHIN 7 DAYS OF RECEIPT OF SAME OTHERWISE YOU WILL FORFEIT THE AMOUNT CLAIMED FOR DAMAGES

On \_\_\_\_\_ your occupancy of the premises commonly known as \_\_\_\_\_ Apartments terminated. Pursuant to statute this notice is given to advise you of items charged against your security deposit as follows:

**Amount of Security Deposit:**

**Items claimed against security deposit:** (check appropriate boxes)

- Actual rent amount due at move-out A. \$ \_\_\_\_\_
- Rent due to premature termination of lease B. \$ \_\_\_\_\_  
(lease expires \_\_\_\_\_, liability may be revised if C. \$ \_\_\_\_\_  
apartment is re-rented before lease expires.)
- Physical damage to property – estimated cost of repairs for: D. \$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

None of the items charged were claimed on your move-in inventory check list or charged on the previous check out list.

- Termination Fee/Lease Break Fee (if applicable) E. \$ \_\_\_\_\_
- Unpaid Utilities F. \$ \_\_\_\_\_

**TOTAL CHARGES AGAINST YOUR SECURITY DEPOSIT OF:**  $(B+C+D+E+F)$  G. \$ \_\_\_\_\_

**Subtotal**  $(A-G)$  H. \$ \_\_\_\_\_

**A BALANCE DUE OF:** K. \$ \_\_\_\_\_

**A REFUND OF:** L. \$ \_\_\_\_\_

If you owe a balance to your landlord, please send your check or money order to your landlord at the address stated above. All accounts not settled within 30 days of this notice will be referred for legal action or turned over for collection.

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
*Landlord's Agent*



TDD/TTY 711



# WEEKLY GROUNDS MAINTENANCE LOG

Community: \_\_\_\_\_

Week of: \_\_\_\_\_

Completed by: \_\_\_\_\_

Summer	Mon	Tues	Wed	Thurs	Fri	Sat
Trash Grounds (Pick up)						
Cut Grass						
Clear Walks of grass & Debris						
Edge Walks						
Check Sprinklers						
Weed & Fertilize if Needed						
Trim Edges & Bushes						
Sweep Parking Lots						
Water Flower beds						

WINTER	Mon	Tues	Wed	Thurs	Fri	Sat
Trash Grounds (Pick up)						
Complete & Fax Snow Log						
Shovel Entry Roofs						
Shovel Vacant Balconies						
Fill Ice-Melt Bins						
Other (Specify)						

**INSTRUCTIONS:**

1. Only mark off items actually completed for that day
2. Start a new sheet every Monday.

KMG Prestige Team  
Member Safety  
Manual



# Team Member Safety Manual

**A Guide to Safety Policies & Procedures  
to Support a Safety-Conscious Work Environment**

In Conjunction With: Wells Fargo Insurance Agency of MI, Inc

Legal Disclaimer to users of this form team member handbook:

The materials presented herein are for general reference only. Federal, state or local laws, or individual circumstances may require the addition of policies, amendment of individual policies, and/or the entire Handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

# Contents

<b>Preface</b> .....	3
<b>Safety Responsibilities</b> .....	4
<b>Team Member Safety Rules</b> .....	4
Conduct.....	4
Alcohol and Other Drugs .....	4
Housekeeping.....	4
Injury Reporting.....	5
Personal Protective Equipment (PPE).....	5
Equipment Operation.....	5
Ladders .....	6
Stepladders .....	6
Straight and Extension Ladders .....	6
Ladder Maintenance.....	6
Machines and Equipment .....	7
Machine Tools .....	7
Power Tools and Non-Power Tools – General.....	7
Hand Saws .....	8
Axes.....	8
Sledges and Wedges .....	8
Chain Saws .....	8
Powered Grounds keeping Equipment.....	9
Tools – Hand .....	9
Welding, Cutting, and Brazing.....	10
Lockout/Tagout .....	10
Hazard Communication .....	11
Confined Space Entry.....	11
Emergencies .....	12
Company Vehicles and Driver Safety .....	12
Electrical Safety .....	14
Lifting .....	14
Staying Safe.....	15
<b>Other Site Visits</b> .....	15
<b>Reporting Injuries</b> .....	15
<b>Emergency Action Plan</b> .....	16
General Emergency Guidelines.....	16
Proactive Emergency Drills.....	16
Fire.....	16
Medical Emergency .....	17
Workplace Violence.....	18
<b>Emergency Contact Information</b> .....	19
<b>Fire Prevention Plan &amp; Electrical Safety</b> .....	20
<b>Return to Work Program</b> .....	20
Team Member Procedures.....	21
<b>Hazard Communication</b> .....	22
<b>Support Center Safety &amp; Security</b> .....	22
Support Center Safety .....	22
Security .....	23
<b>Sexual Harassment Policy</b> .....	23
<b>Considerations Following a Serious Accident</b> .....	25
<b>Blood Borne Pathogens</b> .....	26
<b>Team Member Acknowledgement Form</b> .....	27

# Preface

KMG Prestige recognizes that our people drive the business. As the most critical resource, team members will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by KMG Prestige's team members will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than team member health and safety.

KMG Prestige is firmly committed to the safety of our team members. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all team members.

We value our team members not only as employees but also as human beings critical to the success of their family, the local community, and KMG Prestige.

Team members are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to your supervisor.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, KMG Prestige will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, KMG Prestige subscribes to these principles:

- All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
- Safety and Health controls are a major part of our work every day.
- Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds KMG Prestige in higher regard with residents and clients, and increases productivity. This is why KMG Prestige will comply with all safety and health regulations, which apply to the course and scope of operations.
- Management is responsible for providing the safest possible workplace for team members. Consequently, management of KMG Prestige is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
- Team members are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from team members where safety and health are concerned.
- Management and supervisors of KMG Prestige will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
- Our safety program applies to all team members and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at KMG Prestige must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

---

President

---

Risk Manager

## Safety Responsibilities

The primary responsibility of the team members of KMG Prestige is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, team members **MUST** become familiar with, observe, and obey KMG Prestige's rules and established policies for health, safety, and preventing injuries while at work. Additionally, team members **MUST** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, a team member should review applicable and appropriate safety rules.

If a team member has any questions about how a task should be done safely, he or she is under instruction **NOT** to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, a team member still has questions or concerns, he or she is required to contact the Regional Property manager.

**NO TEAM MEMBER IS EVER REQUIRED** to perform work that he or she believes is unsafe or that he or she thinks is likely to cause injury or a health risk to themselves or others.

## Team Member Safety Rules

### Conduct

Horseplay, 'practical jokes,' etc., are forbidden. Team members are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the team member or others at risk, or which threatens or intimidates others, is forbidden.

### Alcohol and Other Drugs

Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden and will be dealt with immediately.

### Housekeeping

The following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls, and switches

You are responsible to keep your work area clean and safe. Clean-up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.

## **Injury Reporting**

All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that directly pertains to the injury. The supervisor will forward it to the Human Resource Department.

KMG Prestige reserves the right to drug test any team member after an accident occurs.

KMG Prestige provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured team member to heal under a doctor's care while she/he remains productive. Team members are required to return to work immediately upon release.

## **Personal Protective Equipment (PPE)**

Inspect PPE prior to each use. Do not use damaged PPE. While at work, you are required to maintain and keep PPE clean.

- a) Safety Glasses – must be worn at all times when conditions warrant it.
- b) Gloves – work gloves must be worn at all times when handling sharp or rough stock, or performing other jobs, which could cause hand injuries.
- c) Hearing Protection – should be worn in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).
- d) Ice Grippers – must be worn when shoveling snow or salting walk areas when snow and/or ice are present.

## **Equipment Operation**

You must specifically be trained and authorized by your supervisor to operate the following:

- Company vehicles,
- Machine and power tools
- Powered grounds keeping equipment
- Snow blowers
- Paint sprayers,
- Soldering equipment

When operating machines: do not wear loose clothing, long hair should be tied up and back, remove jewelry, and sleeves should either be rolled all the way up, or all the way down.

Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately.

Never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operations.

Never reach into an operating machine or moving machine part.

## **Ladders**

Inspect all ladders prior to each use; defective ladders will be destroyed.

- Ladders must be placed on secure footing;
- Only one person is allowed on a ladder at a time;
- Never stand on the top two steps of a stepladder;
- Always maintain 3-point contact when working on ladders;
- Never reach beyond arm length when working on a ladder; and
- Never use metal ladders when working on or around electrical equipment.
- Never load a ladder in excess of its rated capacity

### **Stepladders**

- Team members shall fully open the stepladder and set the locking device before climbing.
- Each leg of a stepladder shall have solid footing. A board or plank may be used to secure footing on uneven ground.
- If a stepladder does not have a guardrail, the top step and cap shall not be used to work from or climb on.
- A folded stepladder shall not be used as a straight ladder by leaning it against a wall or other support.

### **Straight and Extension Ladders**

- The ladder shall be placed so that the side rails have a secure footing. Where surface is uneven, boards, planks, or leveling jacks may be used to create an even surface.
- The ladder shall be equipped with safety feet. Placement shall be made to prevent slipping or shall be lashed or held in position.
- Keep the distance from the ladder's base to the wall one-quarter the length of the ladder (ex. 3 feet for 12 feet of rise).
- Ladders shall not be tied or fastened together to provide longer sections other than with the hardware provided by the manufacturer.
- A person using a straight or extension ladder shall not stand on the top two rungs or within three feet from the top of the ladder.
- When using a ladder to go from one landing to another, the ladder shall extend above the upper landing by at least three feet.
- All ladders which are carried on a vehicle shall be secured to prevent it from falling or catapulting from the vehicle.

### **Ladder Maintenance**

- A ladder shall not be painted. Rungs and steps shall be kept clean and free of grease and oil.
- The side rails and legs of a ladder shall be kept free from splinters. The joint between the side rail and step shall be kept tight and metal hardware and fittings secured.
- Ladder users shall know the capacity of the ladder being used and not exceed capacity.

## Machines and Equipment

- Only instructed and authorized team members shall be permitted to operate machinery or power equipment.
- All required guards shall be kept in place at all times when machinery is being operated. The only exception to this rule is during maintenance operations being performed by qualified maintenance personnel. During maintenance operations, the Lockout Procedure shall be followed.

### Machine Tools

- All such tools shall be shut off when not operating.
- If in need of repair, the Lockout Procedure (equipment is tagged) shall be followed and the manager/supervisor advised.
- Adjusting, gauging (callipering) or work being done shall not be permitted while the machine is running. Guards may be removed only after the machine is locked out.
- When operating, do not place hands between the tool and the material, always keep hands clear.
- Operators shall stand to one side, out of line of flying particles until the wheel reaches the top speed.
- Appropriate protective equipment (goggles, gloves, ear protection, etc.) shall be worn.
- If pool pumps are in need of repair, the Lockout Procedure shall be followed.

### Power Tools and Non-Power Tools – General

- Team members shall be instructed in the use of any portable powered tool prior to being allowed to use it and shall inspect the tool before use for frayed cords, cracked housing, etc. If found defective, the Lockout Procedure is to be followed. The manager/supervisor should be advised.
- All team members shall be properly clothed and shall use appropriate protective equipment (goggles, gloves, etc.) when operating power-actuated tools. All power tools shall be maintained in good operating condition and shall be serviced only by qualified team members.
- All electric hand tools used are required to be the Underwriter's Laboratories approved three-wire cord with the ground wire solidly connected to the tool frame; or Underwriter's Laboratories approved double insulation with two wire cord with the tool housing separately insulated.
- Electrical cords shall be UL approved type and maintained in good condition. Worn or frayed cords and broken plugs shall not be used.
- Extension cords with attachments and electric hand tools with cords shall not come in contact with energized or operating equipment and machinery.
- Ground fault circuit interrupters shall be used where the potential for grounding or water is present.
- Outside electrical equipment **MUST** have GFI (Ground Fault Interceptor) protection.
- Hand tools shall be used only for the purpose for which they were designed or approved.
- See Department of Labor sheet on power tools.

## Hand Saws

- Saws shall always be kept sharpened and properly set so they will not jump out of the cut.
- Team members shall keep hands free from under cutting edge of saw when making saw cuts.
- Team members shall not “ride” the saw with both hands when completing a cut. Control the possibility of the saw tearing through the last part of the cut too quickly.

## Axes

- Before use, an axe shall be inspected to be sure it is sharp, the head is firmly secured, and the handle is in good condition.
- A clear working space shall be provided. The user shall check for any small brush or branches that might interfere with the swing of the axe. Overhead obstructions shall be cleared.
- The user shall always work from a good firm footing.
- Before swinging the axe, team members shall assure that other workers are in the clear.
- Carry axes carefully, preferably grasping the handle close to the head of the axe.
- Axes shall never be taken aloft except by team members who have received specialized training (forestry, fire personnel).

## Sledges and Wedges

- Team members shall use only equipment in good condition. Weakened sledge handles and mushroomed heads on wedges shall be repaired or replaced.
- Workers not engaged in actual use of equipment shall stand clear of any operations in progress, outside of the designated work zone or danger area.

## Chain Saws

- A chain saw shall be operated only by a team member trained in its use.
- A chain saw operator shall wear all chain saw safety equipment. For example, hardhat, facial shields, goggles, etc.
- A chain saw operator shall clear working space of all brush and obstacles.
- No saw shall be used that is equipped with a lockdown device in or on the throttle.
- Make sure the chain is in the clear before starting the saw motor and test for operation on the ground before using aloft.
- The engine of a chain saw shall be turned off when the saw is not in use.
- A chain saw shall not be raised to or lowered from a ladder or raised platform with the motor running.
- Never replace the chain in a guide groove while the motor is running. Do not place hands ahead of the handle or motor while the motor is running. Refuel a chain saw with the engine off and away from an open flame or other ignition sources.
- When starting a chain saw, the operator shall insure that the footing is secure and the saw is supported. The saw shall be started and operated when all other team members are in the clear (at least 8 feet away from the operation).

## Powered Grounds keeping Equipment

- Team members shall be instructed in the use of powered grounds keeping equipment prior to operating such equipment.
- Team members shall wear approved eye and hearing protection when operating powered grounds keeping equipment. Safety shoes shall be required for walk-behind mowers and for any riding mower.
- Powered grounds keeping equipment shall be shut off or disconnected during lubrication and maintenance, except when it is necessary to make adjustments with the power on. Maintenance shall be performed by qualified personnel.
- As directed by MIOSHA Standard part 54, “Powered Grounds keeping Equipment”, the following rules shall govern the labeling of equipment.
  - a. All functions of an operating control shall be legibly identified by sufficiently durable labels.
  - b. Self-propelled grounds keeping equipment shall have a durable label at the engine starting control point with the working or similar working “CAUTION BE SURE THE OPERATING CONTROL IS IN NEUTRAL BEFORE STARTING ENGINE”.
  - c. A walk-behind or riding rotary mower shall have a warning label at or near the discharge opening stating, “CAUTION - - MOWER SHALL NOT BE USED UNLESS THE OPENING GUARD OR GRASS CATCHER IS IN PLACE”.
  - d. A riding mower shall have a durable label installed in a place where the operator can readily see it stating, “CAUTION, KEEP ALL GUARDS AND SHIELDS IN PLACE BEFORE LEAVING THE OPERATOR’S POSITION, SHIFT THE TRANSMISSION TO NEUTRAL, SET PARKING BRAKE AND DISENGAGE ATTACHMENT CLUTCH, WAIT FOR ALL MOVEMENT TO STOP BEFORE SERVICING MACHINE”.
  - e. A snow thrower shall have labeled warning instruction on the discharge guide stating, “WARNING - - KEEP HANDS OUT OF DISCHARGE GUIDE WHILE ENGINE IS RUNNING”.
  - f. A labeled warning instruction, “CAUTION - - KEEP HANDS AND FEET CLEAR OF COLLECTOR WHILE ENGINE IS RUNNING,” shall be placed on the collector housing of a snow thrower.

## Tools – Hand

- Team members shall keep tools and equipment in good condition, use them only for the purpose for which they are designated, and store them in designated areas.
- Team members shall inspect all tools before using them. Any tool that develops defects shall be removed from service. The manager/supervisor should be advised.
- Team members shall grind off mushroomed heads which develop on impact tools such as chisels, drills, hammers, and wedges. Hammers, axes, shovels, and similar tools shall not be used if the handles are loose, cracked or splintered.
- Adjustable wrenches with spread jaws or pipe wrenches with dull teeth shall not be used by team members.
- Pipe or other extensions, to increase leverage, shall only be used by team members on wrench handles designed for such extension.
- Team members shall never use metal rulers or metal tapelines around electrical conductors or equipment.
- Tools shall never be thrown or tossed to a team member and shall be restrained to prevent falling to any lower levels. Hand line and tool bags/boxes shall be used to transport tools.

## **Welding, Cutting, and Brazing**

- Only team members properly trained and authorized by supervision, wearing the appropriate personal protective equipment, shall use arc and gas welding and cutting equipment.
- Welding shall not be performed on closed vessels such as fumes and automotive gasoline tanks or any other tank that has contained flammables until it has been thoroughly cleaned, filled with water and adequately vented. Work of this type shall only be performed by properly trained and authorized welders.
- Tanks, containers, or pipelines shall not be welded or cut until proof is obtained that it is free from any explosive mixture (cleaning, blanking, disconnecting, venting, air testing, etc.)
- Appropriate protection or tagging shall be placed on the opposite pipe end that is being welded.
- Fire extinguishers of the proper class and rating shall be readily available during the welding and cutting operations.
- Protective equipment to be worn includes eye protection, face protection, hand, arm, and body protection. Clothing should be free of excessive oil or grease.
- Adequate ventilation/exhaust shall be provided when welding in confined spaces or while brazing, cutting or welding any zinc, brass, bronze, galvanized or lead-coated material to eliminate the hazard, or a suitable respirator shall be worn.
- The welder shall shield or barricade the welding operation to protect other employees from the harmful rays and sparks produced by the process to prevent ignition of flammable materials.
- A torch shall not be re-lit from hot works, and only an approved igniter shall be used to light the torch.
- Hot materials should be labeled “HOT” until it is cooled to prevent accidental burns to other persons in the area.
- Regulators shall be equipped with check valves to prevent accidental backflow of gases. Regulators, valves, cylinders or hose connections shall not be without check valves.

## **Cranes/Hoists/Lifting Devices:**

- Inspect all cranes, hoists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.
- Never walk under a load suspended from a hoist or crane.
- Keep all personnel clear of the ‘fall zone’ of the crane/hoist.
- Know the weight of material being lifted. Never overload a crane/hoist.

## **Lockout/Tagout**

Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another team member or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as “DANGER - DO NOT OPERATE” may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, “Keep your hands off.”

## Hazard Communication

1. All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:

**FIRE** (red background color) - will the material burn?

**HEALTH** (blue background) - is the material dangerous to my body?

**REACTIVITY** (yellow background) - is the material dangerously unstable?

After each hazard (Fire, Health, Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

**0** Minimal      **1** Slight      **2** Moderate      **3** Serious      **4** Severe

2. A Material Safety Data Sheet (MSDS) must be secured for all chemicals purchased or brought on site. You have a right to access MSDS sheets – ask your supervisor.
3. Follow all label and MSDS instructions – including amount instructions
4. Do not mix chemicals unless authorized to do so.
5. Keep all chemicals in closed containers.
6. Store all flammable liquids in safety cabinets or safety cans. Never use flammable chemicals around ignition sources such as smokers, pilot lights, or arcing/sparking electrical equipment.
7. Wear required Personal Protective Equipment and minimize contact with the chemical.
8. Do not eat, drink, or smoke while using chemicals. And always wash your hands after handling chemicals.

## Confined Space Entry

Only trained and authorized team members are permitted to enter confined spaces. If you believe that your job requires confined space entry, contact your supervisor prior to undertaking the work. (Confined spaces are areas not meant for human occupancy, have limited means of entry/exit, and have electrical, chemical, thermal, atmosphere, or entrapment hazards).

## Emergencies

1. In the event of any serious injury or fire, call 911. Send someone to the facility entrance to meet the Fire Department. If in doubt, call 911.
2. Upon discovering a fire, alert others in immediate danger and initiate community-wide fire alarm.
3. When the evacuation signal is given, all team members should immediately turn off equipment, close doors, and evacuate to their designated evacuation areas. Attendance will be taken to account for all personnel. Stay together in the group until further instructions are received.
4. Do not attempt to fight any fire which is uncontained, too hot, too smoky, or if you are too frightened.
5. To use a fire extinguisher, remember PASS:
  - P = Pull (the safety pin)
  - A = Aim (at the base of the fire)
  - S = Squeeze (the lever)
  - S = Sweep (side to side)

If you use a fire extinguisher, remember:

- Stay low
  - Keep yourself between the fire and an exit,
  - Do not turn your back on a fire, and
  - Immediately report the use to your supervisor.
6. Do not touch blood or any other bodily fluid during or following an incident. If you are trained to administer first aid, gloves and other barriers in the blood borne pathogen kit are located with the first aid equipment. If you think that you have been exposed to bodily fluid, notify your supervisor immediately.

## Company Vehicles and Driver Safety

Motor vehicle accidents are the leading cause of work-related fatalities. The environment in which accidents occur involves numerous complex factors, the majority of which are uncontrollable. The purpose of KMG Prestige's Company Driving Policy is to ensure that our team members and any passengers are adequately protected while driving for Prestige business related purposes. We value our team members, not only as employees, but also as individuals crucial to the success of their families and communities.

**For all Drivers** – Use of seatbelts and other safety devices are mandatory. All team members shall strictly observe all laws, regulations and posted speed limits. Immediately report any accidents that occur on company time or in the course of employment to your supervisor, the Prestige Risk Management Coordinator, and the police as required by law. All drivers must maintain a valid driver's license and must agree not to drive on Company business if their driver's license is suspended, revoked, or otherwise becomes invalid.

You must report any change in the status of your driver's license to the Human Resources Department and your immediate supervisor. On any day when a team member is driving for company business, the team member shall not take medication that will impair his or her ability to drive or drink alcoholic beverages

Motor Vehicle Records (MVRs) will be requested at least once per year. Prestige reserves the right to use its discretion in determining an unsatisfactory MVR. **Four (4) to six (6) points** in the past three years will be grounds for an unsatisfactory MVR, and the team member may be placed on driving probation. Team members on driving probation will have their MVR checked every 3 months. If a team member is found to have **seven (7) or more points** in the past three years, they will be considered an unsafe driving risk and will not be allowed to drive for company business. If driving is a significant part of a job and the team member cannot legally drive, the team member may be terminated.

**Who is authorized to Drive** – The following classifications of team members will be allowed to drive for KMG Prestige if they meet the requirements set forth in this notice and have a satisfactory MVR.

**Group One**

Regional Property Managers Property Managers Prestige Officers  
Regional Vice-Presidents

**Group Two**

Service Coordinators Site Managers Maintenance Supervisors  
Activity Directors Leasing Consultants Maintenance Technicians  
All Corporate team members not listed in Group One Grounds

**Prestige Vehicles and Site Owned Vehicles** – Team members must report any and all maintenance and malfunction issues to their supervisor as soon as it is noticed. Only authorized persons are allowed to drive Company vehicles or site owned vehicles. Personal use of Company or site owned vehicles is prohibited without prior permission from a Regional Vice President or member of Executive Management. Under no circumstances is a Company vehicle or site owned vehicle to be driven by or loaned to another party or family member without authorization from a member of KMG Prestige management. KMG Prestige management is defined as the President, Chief Operating Officer, Chief Financial Officer, Vice President of Business Development or Vice President of Learning & Support Services.

**Personal Vehicles** – If a personal vehicle is used for company business, it must be adequately insured and properly maintained to ensure it is operating safely. You must present proof of insurance when requested by the Company. You must agree not to drive your vehicle for Company business if you do not have adequate insurance on your vehicle. The minimum acceptable levels of insurance are as follows:

<b>Group One</b>	<b>Group Two</b>
Uninsured Motorists \$500,000 per person/\$500,000 per occurrence	\$100,000 per person/\$300,000 per occurrence
Liability \$500,000 per person/\$500,000 per occurrence	\$100,000 per person/\$300,000 per occurrence

In addition, all drivers are strongly encouraged to purchase underinsured motorist coverage in the same amounts.

All team members will be required to read and sign the KMG Prestige Company Driving Policy Notice to Team members.

**Remember:**

- a. Only team members authorized by KMG Prestige are permitted to operate KMG Prestige vehicles.  
No 'side trips' or personal use of company vehicles are permitted.
- b. Seat belts/shoulder harnesses must be worn whenever the vehicle is in motion.
- c. All local and state traffic regulations and signs must be followed.
- d. No unauthorized riders, hitchhikers, etc., are allowed.
- e. All moving violations resulting in points being assigned to your license must be reported to your supervisor.
- f. Driving while under the influence of alcohol or other drugs is forbidden.

***Team members driving their personal vehicles on company business must follow steps 'c – f' shown above.***

## **Electrical Safety**

- Never operate or tamper with the electrical main switch or breakers. You are authorized only to operate switches/disconnects on/for individual machines.
- Report all electrical problems and suspected problems to your supervisor.
- All junction boxes, control boxes, connections, and other wiring must have covers securely installed to prevent accidental contact.
- Inspect all plugs, cords, and portable equipment prior to use.
- Report any damaged electrical equipment to your supervisor. Only authorized personnel are permitted to make repairs.
- Extension cords are to be used only for temporary applications. Never stretch cords across aisles or areas where others may trip over them. Do not attach extension cords to the building or run them under rugs/mats or through walls.
- Any personal electrical devices must be approved by KMG Prestige prior to use.

## **Lifting**

- If you need help moving material, request assistance. Safe is always better than macho!
- When you lift, use your leg muscles by squatting close to the load, preserving the curve in your back, spreading your feet, and lifting with your legs, keeping the load close to your body.
- Team members should avoid straight-arm lifting and carrying. Keep the load chest high when possible, try not to lift or place an object over shoulder height.
- When you turn holding an object, move your feet, and do not twist.

## Staying Safe

- Report any unsafe conditions or situations to your supervisor. If you have suggestions on improving any aspect of safety in the facility, discuss it. If you are unsure of how to operate a piece of equipment or complete an assignment, **ask for help**. Asking for help when you are unsure reduces the chance of injury.
- These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, will result in discipline, up to and including discharge.
- When working at another location other than your regularly assigned property (ies), team member are required to follow the above rules, as well as all site rules and procedures, and work in a manner that reflects positively on the company. Before operating any equipment at another location, permission must first be secured.

## Other Site Visits

Team members of KMG Prestige are required to follow all safety and security procedures during other site visits.

If your host does not advise you regarding safety hazards consider the following:

- Emergency exit location(s);
- Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs maintain three point contact (hand on rail and feet on stairs);
- When visiting manufacturing or construction sites, eye protection, hearing protection, and hard hats are frequently required. Ideally, this equipment will be in the possession of the KMG Prestige team member and not provided by the client.

If you will be touring a construction site, dress appropriately. Wear shoes that support your feet and are slip resistant. Avoid clothing that is either constrictive or too loose; loose clothing be get caught in machinery or other equipment.

## Reporting Injuries

1. Any work-related injury or suspected injury must be reported immediately to your supervisor and to Human Resources. An incident form must be completed. Failure to promptly report an injury may result in disciplinary action.
2. You can access an incident form from Prestige Web or if unavailable, contact Human Resources to issue an incident form for the injured team member to take to the treating medical practitioner. The team member must return this form to Human Resources by the next business day.
3. After each practitioner appointment, the team member must report to his/her supervisor and Human Resources to review his/her progress.

4. KMG Prestige provides light duty work for team members recovering from injury. Team members are required to return to light duty work immediately upon release.
5. An accident investigation will be conducted to determine the root cause of the accident. The injured team member will be asked to participate in the investigation.
6. Team members are urged to report hazardous conditions and “near miss” incidents to their supervisors before injuries result.
7. Any attempt to defraud KMG Prestige with a false workers’ compensation claim will result in disciplinary action. The case can also be referred to an attorney for possible prosecution.

## Emergency Action Plan

### General Emergency Guidelines

- Stay calm and think through your actions
- Know the emergency numbers:
  - Fire/Police/Ambulance - 911
  - Human Resources - (989) 400-4846
- Know where the stairwell exits are located
- Know the location, and be familiar with the “property quick response guide. You should regularly review emergency procedures.
- In the event of any emergency, do not take elevators, use the stairs
- Do not hesitate to call/alert others if you believe that an emergency is occurring — you will not “get in trouble.”
- Know where emergency equipment is located:

### Proactive Emergency Drills

- While it is easy to ignore emergency preparedness, we suggest that you schedule and conduct practice drills for the response to the following potential events:
  - Fire
  - Dangerous weather conditions
  - Natural disasters
  - Threats of terror.

## Fire

### Evacuation

- Team members will be notified of a fire alarm either by the fire alarm system or by word of mouth.
- Upon becoming aware of a fire alarm, team members should immediately evacuate the building using the closest stairs. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. (Note: never use elevators during fire alarm situations).

- Supervisors should be the last persons to leave the area. Depending on location, check in all apartments, conference rooms, lavatories, and offices to be sure that all personnel have evacuated.
- Any person having mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance.
- Upon exiting the building, personnel should report to the supervisor for a headcount.
- If any person is missing, an immediate report should be made to the supervisor who will in turn report to the first available fire department officer.
- People should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy the building will only be issued by the supervisor on duty.

### **Team Members Discovering a Fire**

- Alert other persons in the immediate hazard area.
- Activate a fire alarm and knock on doors.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:

**P**=Pull the safety pin  
**A**=Aim the nozzle at the base of the fire  
**S**=Squeeze the operating lever  
**S**=Sweep side to side covering the base of the fire

- Have someone notify 911 where the emergency is located. He/she will relay this information to the fire department.

*NOTE: When using a fire extinguisher always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

*Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

### **Medical Emergency**

Example of Medical Emergency: chest pains, loss of consciousness, fall from a height, etc.

- Upon discovering a medical emergency, call 911.
- Stay with the person involved being careful not to come in contact with any bodily fluids, unless properly trained and equipped.
- Send someone to the building entrance to await the fire department.
- Team members in the immediate vicinity of the emergency, but not directly involved should leave the area.
- The supervisor will make any necessary notifications to family members of the person suffering the medical emergency.

## Workplace Violence

- Any team member who feels that she/he has been threatened should immediately report their concern to their supervisor.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify the supervisor, and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police department or 911 should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

*If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with your supervisor so that a prevention plan can be developed.*

## Emergency Contact Information

**FIRE DEPARTMENT:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**POLICE DEPARTMENT:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**EMERGENCY MEDICAL SERVICES (AMBULANCE):** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**HOSPITAL:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**DOCTOR:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**HUMAN RESOURCES:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

## Fire Prevention Plan & Electrical Safety

1. Smoking is not allowed in any interior area of the building. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within the facility.
3. Hot work: team members performing hot work (welding, grinding, soldering, etc.) must contact their supervisor for approval prior to the start of the work.
4. Only space heaters approved by the company are approved for use within the facility. Team members using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the workday, etc.).
5. No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact your supervisor for guidance.
6. Electrical safety:
  - With the exception of independently fused multi-tap cords for computers, extension cords are not allowed.
  - Keep electric cords out of areas where they will be damaged by stepping on/kicking them.
  - Turn electrical appliances off with the switch, not by pulling out the plug.
  - Turn all appliances off before leaving for the day, with the exception of computers.
  - Radios/tape/CD players and PDAs are the only personal electrical devices allowed to be used in offices/cubes. These devices must be in good repair. KMG Prestige reserves the right to instruct you to remove personal electrical devices at any time.
  - Never run cords under rugs or other floor coverings.
  - Any electrical problems should be reported immediately to [insert name].
7. The following areas must remain clear and unobstructed at all times:
  - Exit doors,
  - Aisles,
  - Electrical panels, and
  - Fire extinguishers.

## Return to Work Program

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our team members is injured or ill due to a work-related condition. We believe that such absences cost both KMG Prestige and its team members. We want our injured team members to get the best possible medical treatment immediately to assure the earliest possible recovery and return to work.

KMG Prestige participates in a workers' compensation program available for team members who have suffered work-related injuries. The program's administrator in Human Resources will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

KMG Prestige wants to provide meaningful work activity for all team members who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty work. The Return to Work program is temporary, not to exceed six months.

## Team Member Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the day on which the injury occurs.
- If a **post-accident drug screen** is not performed the **same day** as the injury, the team member will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete and sign a KMG Prestige Workers Compensation Incident Report.
- When medical treatment is sought, the injured team member must advise their supervisor that they are seeking treatment and obtain a Release to Return to Work from the treating physician. This must include any work restrictions and time frames. Regardless of the choice of physicians, the Release to Return to Work form must be completed for each practitioner visit. KMG Prestige will not accept a general note stating that you are only to be off of work.
- Under this program, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program, and may result in disqualification for certain team member benefits and, in some cases, be a basis for termination.
- Team members who are unable to work and whose absences KMG Prestige approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Release to Return to Work form and Return to Work Request / Physician's Authorization form.
- Team members who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Team members must provide a Release to Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your Regional Property Manager and/or the Human Resources Department.

## Hazard Communication

1. All KMG Prestige team members have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.
2. Material Safety Data Sheets (MSDS) are documents provided by the supplier of a chemical. MSDS detail the chemical contents, associated hazards, and general safe handling guidelines. Ask your Maintenance Supervisor or Manager where the MSDS collection is located. Team members are free to utilize the MSDS as needed.
3. General rules for handling chemicals are:
  - Read all label warnings and instructions.
  - When changing toner cartridges, consult with an experienced team member if you are unsure how to proceed.
  - Follow instructions for quantity. More is not better.
  - Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
  - Always wash your hands after handling chemicals.
  - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
  - Any questions or concerns regarding chemicals should be reported to Human Resources.

## Support Center Safety & Security

### Support Center Safety

1. Never leave file drawers open, or open multiple file drawers at once.
2. Do not stack heavy or bulky objects on top of cabinets.
3. Do not store frequently used objects above shoulder height or below knee height.
4. Never reach into office machines without turning them off and unplugging them if possible.
5. Keep your work area free of trip hazards such as storage in walkways, cords across aisles, and damaged floor coverings.
6. Inspect step stools/ladders before use. Be sure to keep a stationary object in front of you when using a step stool to provide stability.
7. Never use defective or broken equipment. Report these problems to your supervisor.

## Security

1. Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car.
2. Immediately report any suspicious activity or persons to your supervisor. And immediately report any theft to your supervisor.
3. When parking, remove all valuables from sight and lock car doors.
4. Do not enter an elevator car if you are concerned about other riders; instead, wait for the next car.
5. Keep all valuables (money, purse, jewelry, etc.) out of sight when at your desk. Do not bring large sums of money or other valuables into the building.
6. Secure laptop computers, cell phones, and other small electronic devices before leaving your workspace for extended periods of time (lunch, meetings, etc.).
7. If you are working alone and are in the office before or after regular business hours, on weekends, or holidays, observe these additional guidelines:
  - Be sure doors close and lock after you.
  - Turn on lights as you move through the building.
  - Always be aware of the closest telephone (do not hesitate to call 911 if you feel threatened).
  - Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.
  - As you leave the office, be sure to turn off all equipment, lights, etc., after use.
8. Weapons, including firearms, knives with blades longer than two inches, bow/arrow, pepper spray (mace, tear gas), and clubs, are not allowed on KMG Prestige property.

## Sexual Harassment Policy

KMG Prestige does not tolerate harassment of our job applicants, team members, residents, clients, guests, vendors, or persons doing business with KMG Prestige. Any form of harassment related to a team member's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by a team member shall subject that team member to disciplinary action, up to and including immediate discharge.

Sexual harassment, one type of prohibited harassment, has been defined according to KMG Prestige guidelines as:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;
  - Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or
  - *Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.*

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on a team member's submission to or referral of sexual overtures; and
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

Harassment of our team members in connection with their work by non-employees may also be a violation of this policy. Any team member who becomes aware of any harassment of a team member by a non-employee should report such harassment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any non-employee.

If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to your supervisor/manager, or a partner.
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given KMG Prestige's obligation to investigate and act upon reports of such harassment.

Retaliation of any kind against a team member who reports a suspected incident of sexual harassment is prohibited. A team member who violates this policy or retaliates against a team member in any way will be subject to disciplinary action up to and including termination.

## Considerations Following a Serious Accident

Any work-related accident resulting in serious injury or the death of a team member presents significant emotional challenges for everyone involved. Following are some guidelines, which may reduce the effects on fellow team members and minimize the impact from regulators, such as OSHA.

1. Be prepared to talk to local police officials, district attorney investigators, coroners, and possibly OSHA compliance officers. Be aware that police and district attorneys can conduct criminal investigations. Be truthful but do not speculate or offer unsolicited opinions, information, or theories. Also be prepared for contacts from local news media. Consult with legal advisors if in doubt. (Operate under the assumption that OSHA will investigate. Take steps to be sure that your entire facility is as prepared as possible).
2. Fatalities and incidents resulting in three or more team members receiving inpatient hospitalization must be reported within 8 hours to the closest OSHA area office. If after hours, the incident can be reported to OSHA at: 1-800-321-6742.
3. Have a representative of your company contact the team member's next of kin to inform her/him of the circumstances. If possible, this contact should be made in person. Offer to provide transportation and/or other support. (For example, providing a KMG Prestige representative at the hospital will convey the company's concern).
4. Get all witnesses names. If some witnesses are not team members, be sure to get full addresses and phone numbers.
5. Render safe any hazards created by the accident scene. (i.e. material that may fall, leaking chemicals, etc.). Rope off or otherwise isolate the accident scene early on to prevent it from becoming a "tourist attraction."
6. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company, take immediate steps to assure that there will be no re-occurrence of the accident.
7. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, license plate numbers, etc.
8. Follow KMG Prestige's procedure for bloodborne pathogens in cleaning any bodily fluid spills.

9. Consider meeting with team members in small groups to discuss, in general terms:
  - a. The serious accident that occurred.
  - b. That all the necessary steps were taken to care for the person involved.
  - c. That an accident investigation is being performed.
  - d. That all team members will be kept informed.
  - e. The availability of the Employee Assistance Program (EAP).
  - f. Provide encouragement and request that team members work safely.
10. Request your supervisors be alert for team members who may not be paying full attention to their jobs and thereby jeopardizing their own safety. During these discussions, do not discuss fault, discipline, opinions, etc.

## Blood Borne Pathogens

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS and hepatitis.
2. Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
3. In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact any bodily fluids.
4. In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself. Call your Regional Property Manager immediately for instructions.

# Team Member Acknowledgement Form

KMG Prestige is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all team members.

We value you not only as a team member but also as a human being critical to the success of your family, the local community, and KMG Prestige.

You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to your supervisor.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and KMG Prestige policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, KMG Prestige will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, KMG Prestige subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds KMG Prestige in higher regard with residents and clients, and increases productivity. This is why KMG Prestige will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for team members. Consequently, management of KMG Prestige is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Team members are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from team members where safety and health are concerned.
6. Management and supervisors of KMG Prestige will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all team members and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at KMG Prestige must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

By signing this document, I confirm the receipt of KMG Prestige's team member safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.

\_\_\_\_\_  
Team Member Signature

\_\_\_\_\_  
Date

# KMG Prestige Resident Selection Criteria

**Fundamental Requirements**  
**of**  
**Resident Selection Criteria**  
**(Michigan)**

# Resident Selection Criteria

## Table of Contents

SECTION I – RESIDENT SELECTION .....	3
1.1. Accepting Applications .....	3
1.2. Screening Applicants .....	4
1.3. Rejecting Applicants.....	10
1.4. Ineligible Applicants.....	12
1.5. The Waiting List.....	13
1.6. Assigning Apartments .....	16
1.7. Statutory and HUD Preferences.....	18
1.8. Income Targeting.....	18
SECTION II - FAIR HOUSING AND EQUAL OPPORTUNITY .....	18
2.1 Federal Laws.....	19
2.2 Michigan Law .....	19
2.3 Violence Against Women and Justice Department Reauthorization Act (VAWA) .....	19
2.4 Affirmative Fair Housing Marketing Plan.....	20
SECTION III - PRIORITIES CONCERNING APARTMENT TRANSFERS.....	20
SECTION IV - PRIORITIES CONCERNING ADMISSIONS .....	21
4.1 Accessible Apartments .....	21
SECTION V - REASONABLE ACCOMMODATION AND MODIFICATION .....	24
5.1 Reasonable Accommodation/Modification of Apartments and Common Areas .....	24
5.2 Reasonable Accommodation/Modifications of Policies and Practices.....	25
Exhibit A	Definitions of Minority Groups, Federal Discrimination Poster (English and Spanish) Examples of Prohibited Discrimination Practices
Exhibit B	Michigan Law Prohibits Discrimination Poster

## SECTION I – RESIDENT SELECTION

This property is managed by KMG Prestige, Inc, Affinity Property Management, Inc., Watermark Management Group, LLC or its affiliates, hereinafter referred to as “Management”.

We provide housing for individuals and families. We do not discriminate against any person(s) on the basis of race, color, religion, sex, age, national origin, familial status, disability, or handicap and provide housing to all families and individuals without regard to actual or perceived sexual orientation, gender identity or marital status. In addition, we are committed to providing "reasonable accommodations" to person(s) who have a disability. Reasonable accommodations may include structural and non-structural modifications. See Addendum to Resident Selection Criteria for Site Specific project eligibility requirements.

### **1.1. Accepting Applications**

The rental office will be open at convenient times throughout the week to accept applications. The Manager and/or Leasing Consultant will interview the applicant and provide an explanation of the site-specific regulations, eligibility rules and policies associated with the development.

If applicable, the applicant will be made aware of the income limit schedule and economic mix (i.e. very low, low income, etc) specific to property. Updated income limit schedules will be distributed to the property by the corporate office, as published periodically by HUD and/or MSHDA.

Any person(s) who wishes to be admitted to a community, or placed on a community waiting list, must complete an application or complete a pre-application card. For properties with waiting lists that are expected to last longer than 120 days, a pre-application card will be used and the applicant will be invited back to complete an application when their name reaches the top of the waiting list. In addition to providing applicants the opportunity to complete an application/pre-application card on-site, applicants may also submit a completed application or pre-application card via regular mail. Persons with disabilities who, as a result of such disability, cannot complete an application or pre-application card for residency either on-site or via regular mail, may submit an application or pre-application card via these alternative methods:

- a. Email
- b. Scan
- c. Facsimile

The application will contain enough information to enable the Manager to:

1. Tentatively determine the households' eligibility (household size; estimated anticipated annual income and assets.)
2. Determine the apartment size and type requested
3. Screen applicants (obtain information concerning previous landlords, credit information, criminal history, convictions, etc.)
4. Determine if applicant meets the government eligibility requirements in regard to age, income, family size, etc. When determining family size for establishing income eligibility, the applicant must include all persons who will live in the apartment, except the following:

Live-In Aides. A person who resides with one or more elderly persons, near-elderly persons, or persons with disabilities, and who:

- a. Is determined to be essential to the care and well-being of the person(s);

- b. Is not obligated for the support of the person(s); and
- c. Would not be living in the apartment except to provide necessary supportive services.

While a relative may be considered to be a live-in aide/attendant, they must meet the above requirements above. The live-in aide qualifies for occupancy only as long as the individual needing supportive services requires the aide's services and remains a tenant, and may not qualify for continued occupancy as a family member.

All applications/pre-applications will be dated, time stamped when received and placed on the waiting list. The application will be screened/processed for move-in when there is an available unit.

## **1.2. Screening Applicants**

When the application is complete and an apartment is available for the applicant, the following criteria will be used to determine the applicant's eligibility in the following areas:

1. Applicant's ability and willingness to pay rent and utilities in a timely manner. This will be determined by contacting current and prior landlords within the past five (5) years.
2. Comments from former landlords. Endorsement from at least two non-related landlords will effectively assess the applicant's previous housing situations. Former landlord references will be based upon information obtained regarding rent payments, utility payments, compliance to rules and regulations of the lease, maintenance of the apartment in decent, safe and sanitary physical condition, non-interference of the enjoyment of the housing by other residents, and avoidance of criminal activity by the applicant and/or their guests.
3. Applicants will provide (3) personal references. Management may utilize these additional references named on the application. A negative reference obtained would imply that the applicant could not abide by the lease terms and may be grounds for denial of the application.
4. While talking with prospective renters, the Manager and/or Leasing Consultant may document any undesirable behavior such as, unruly conduct, noisiness or use of profanity. It is acceptable to attach such comments to the application - as long as comments are fair, impartial, and consistent.
5. Background checks will be completed for the applicant, and all anticipated household members, in the State where the housing is located, and in other States where the applicant(s) are known to have previously resided. The background check will consist of:
  - a. Credit history to include public records, NSF records, and any other information included in the applicants credit report..
  - b. Landlord / Tenant Eviction History
  - c. Criminal history
  - d. Dru Sjodin National Sex Offender website.

Applicant Score Rating: Each applicant will be assigned a computer generated Background History Score. The Applicant will be accepted or rejected based on a predetermined acceptable baseline. A lack of a credit history (as opposed to a poor credit history) is not sufficient justification to reject an applicant.

6. Criminal history background checks will be completed for the applicant, and all anticipated household members, in the State where the housing is located, and in other States where the applicant(s) are known to have previously resided.

Admission may be denied to an applicant if the criminal background check indicates the applicant provided false information. If the determination is made to deny admission to the applicant, the Manager must:

- a. Notify the applicant of the proposed denial of admission.
  - b. Provide the subject of the record and the applicant with a copy of the information the action is based upon.
  - c. Provide the applicant with an opportunity to dispute the accuracy and relevance of the information obtained from any law enforcement agency.
7. Applicants will be screened for any registration requirement under a State sex offender registration program.
8. Applicant's ability and willingness to abide by the lease. This information can be obtained through past landlord references. Criminal history checks of police records will be utilized to determine the applicant's and or applicants household member's history of conviction for crimes and/or current illegal use of a controlled substance.
9. Citizen / Immigration Status

a. Rural Development Properties

Citizenship declaration / immigration status is required for "all household members" for farm labor only. Non farm labor properties do not require documentation of U.S. Citizenship.

b. LIHTC Properties

Low income housing properties may not be occupied by households comprised entirely of illegal aliens.

Applicants will be required to declare citizenship. In some cases, further documentation may be required to prove that the entire household is not comprised of illegal aliens.

c. HUD Properties

All applicants/residents must sign a verification form declaring citizenship status. U.S Citizens are not required to provide proof of citizenship. If the applicant is not a citizen of the United States of America, the applicant must sign a verification form and submit documentation of their status, or sign a declaration that they do not claim to have eligible status. Non-citizens aged 62 years and older, must sign a declaration of eligible immigration status and provide documentation that shows proof of age. Management will verify such documentation for validity with the Department of Homeland Security. Verification will be made utilizing the Systematic Alien Verification for Entitlements system (SAVE), which is available at site level or at the corporate office. Section 8 assistance for the family will not be delayed if the family submitted its immigration documentation in a timely manner but the DHS verification or appeals process has not been completed. If a apartment is available and at least one member of the family has been determined to be eligible, the family will be offered the apartment. Assistance will be provided to the family member determined to be eligible and to those family members that submitted their immigration documents on time. If any family members did not provide the required immigration documentation, then the assistance for the family will be prorated.

10. Social Security Numbers

a. Rural Development Properties

All Rural Development applicants must provide a social security number or proof that a number is in the process of being assigned.

b. All other Properties including HUD

All applicants (including each member of the household), who are not exempt under Paragraph C below, must provide documentation of each disclosed social security number. Acceptable evidence of the social security number consists of:

- i. An original SSN card issued by SSA;
- ii. An original SSA-issued document, which contains the name and SSN of the individual; or
- iii. An original document issued by a federal, state, or local government agency, which contains the name and SSN of the individual.

An applicant may not be admitted until SSNs for all household members have been disclosed and verification provided as follows:

- i. If all household members have not disclosed and/or provided verification of their SSNs at the time a unit becomes available, the next eligible applicant must be offered the available unit.
- ii. The applicant who has not disclosed and provided verification of SSNs for all household members must disclose and provide verification of SSNs for all household members within 90 days from the date they are first offered an available unit.
- iii. If it is determined that the applicant is otherwise eligible for admission to the property, and the only outstanding verification is that of disclosing and providing verification of the SSN, the applicant may retain his or her place on the waiting list for the 90-day period during which the applicant is trying to obtain documentation.
- iv. After 90 days, if the applicant has been unable to supply the required SSN and verification documentation, the applicant will be determined ineligible and removed from the waiting list.

c. In accordance with 24 CFR 5.216, applicants and participants (including each member of the household) are required to disclose his/her assigned social security number, with the exception of the following individuals:

- i. Those individuals who do not contend to have eligible immigration status (individuals who may be unlawfully present in the United States). These individuals in most instances would not be eligible for a SSN.
  - 1. A family that consists of a single household member (including a pregnant individual) who does not have eligible immigration status is not eligible for housing assistance and cannot be housed.
  - 2. Mixed Families: For projects where the restriction on assistance to noncitizens applies and where individuals are required to declare their citizenship status, proration of assistance or screening for mixed familieies

must continue to be followed. In these instances, the tenant's Citizenship Declaration will be on file whereby the individual did not contend eligible immigration status to support the individual not being subject to the requirements to disclose and provide verification of a social security number.

3. For Section 221(d)(3) BMIR, Section 202 PAC, Section 202 PRAC and Section 811 PRAC communities, the restriction on providing assistance to noncitizens does not apply. At these properties, individuals who do not contend eligible immigration status must sign a certification, containing the penalty of perjury clause, certifying to that effect. The certification will support the individual not being subject to the requirements to disclose or provide verification of a social security number. The certification must be retained in the tenant file.
  - ii. Existing program participants as of January 31, 2010, who are 62 years of age or older, and had not previously disclosed a valid SSN. This exemption continues even if the individual moves to a new assisted unit.
  - iii. If a child under the age of 6 years is added to the applicants household within a six (6) month period prior to admission, documentation of the Social Security number must be provided to management within ninety (90) calendar days from the date of move-in. Management will grant an extension of one additional ninety (90) day period if it is determined that the applicants failure to comply was due to circumstances that could not reasonably have been foreseen and were outside the control of the applicant. If the applicant fails to produce the required documentation within the required time period, the applicant may face eviction.
  - iv. In the event of the addition of new household member who is under the age of 6 and has no assigned social security number, the participant shall be required to provide the complete and accurate social security number assigned to each new child and the documentation to verify the SSN for each new child within 90 calendar days of the child being added to the household. One 90-day period extension may be granted.

#### 11. EIV (Enterprise Income Verification)

This section applies only to federally subsidized programs. EIV is a web based computer system containing employment and income information on individuals participating in HUD's subsidy programs. This information assists HUD in making sure "the right benefits go to the right persons". The EIV system provides the owner and/or manager of the property with the residents income information and employment history. This information is used to meet HUD's requirement to independently verify employment and/or income when the resident certifies or recertifies for subsidy.

Property owners and managers are able to use the EIV system to identify if the applicant or resident:

- Correctly reported income
- Used a false social security number
- Failed to report or under reported income of spouse or other household member
- Receives subsidy at a different property – existing tenant search.

All Applicants MUST disclose if they are currently receiving HUD housing assistance. The owner/agent will not knowingly assist applicants who will maintain a residence in addition to the HUD-assisted unit.

HUD provides the owner/agent with information about an applicant's current status as a HUD housing assistance recipient. The owner/agent will use the existing tenant search to identify if the applicant or any member of the applicant household is currently receiving HUD assistance.

Nothing prohibits a HUD housing assistance recipient from applying to this property. However, the applicant must move out of the current property and/or forfeit any voucher before HUD assistance on this property will begin. Special consideration applies to:

- 1) Minor children where both parents share 50% custody
- 2) Recipients of HUD assistance in another unit who are moving to establish a new household when other family/household members will remain in the original unit.

If the applicant or any member of the applicant household fails to fully and accurately disclose rental history, the application may be denied based on the applicant's "misrepresentation" of information.

If any household member receives or attempts to receive assistance in another HUD assisted unit while receiving assistance on this property, the household member will be required to reimburse HUD for assistance paid in error. This is considered a material lease violation and may result in penalties up to and including eviction and pursuit of fraud charges.

**12. Determining the eligibility of Students who are Head or Co-head of a Household is as follows:**

HUD Section 8 Developments

a. Section 8 assistance shall NOT be provided to any individual who:

- Is enrolled as a student at an institution of higher education;
- Is under the age of 24;
- Is not a veteran of the United States military;
- Is unmarried;
- Does not have a dependent child;
- Is not a person with disabilities, as such term is defined in section 3(b)(3)(E) of the United States Housing Act of 1937 (42 U.S.C.1437a(b)(3)(E)) and was not receiving assistance under such section 8 as of November 30, 2005;
- Is not living with his or her parents who are receiving Section 8 assistance; and
- Is not otherwise individually eligible, or has parents who, individually or jointly, are not eligible on the basis of income to receive section 8 assistance.
- Is not classified as Vulnerable Youth; A student meets HUD's definition of a vulnerable youth when:
  - The individual is an orphan, in foster care, or a ward of the court or was an orphan, in foster care, or a ward of the court at any time when the individual was 13 years of age or older;
  - The individual is, or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court of competent jurisdiction in the individual's State of legal residence;
  - The individual has been verified during the school year in which the application is submitted as either an unaccompanied youth who is a homeless child or youth (as such terms are defined in section 725 of the McKinney-Vento Homeless

Assistance Act) (42 U.S.C. 11431 et seq.), or as unaccompanied, at risk of homelessness, and self-supporting, by

- A local educational agency homeless liaison, designated pursuant to the McKinney-Vento Homeless Assistance Act;
  - The director of a program funded under the Runaway and Homeless Youth Act or a designee of the director;
  - The director of a program funded under subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (relating to emergency shelter grants) or a designee of the director; or
  - A financial aid administrator; or
  - The individual is not a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances
- b. Any financial assistance a student receives (1) under the Higher Education Act of 1965, (2) from private sources, or (3) from an institution of higher education that is in excess of amounts received for tuition and other fees is included in annual income, except:
1. If the student is over the age of 23 with dependent children or
  2. If the student is living with his or her parents who are receiving section 8 assistance or
  3. Financial assistance that is provided by persons not living in the unit is not part of annual income if the student meets the Department of Education's definition of "vulnerable youth".
- c. In order to verify a student's independence from his or her parents to determine that the student's parents' income is not relevant for determining the student's eligibility for assistance by doing all of the following:
1. The individual must be of legal age to sign a contract.
  2. Reviewing and verifying previous address information to determine evidence of a separate household or verifying the student meets the U.S. Department of Education's definition of "independent student";
  3. Reviewing a student's prior year income tax returns to verify the student is independent or verifying the student meets the U.S. Department of Education's definition of "independent student"; and
  4. Verifying income provided by a parent by requiring a written certification from the individual providing the support. Certification is also required if the parent is providing no support to the student.
- NOTE:** Verification of a Student's Independence is not required if the student meets the definition of vulnerable youth.
- d. Unless the student is determined independent from his or her parents, then the eligibility of a student seeking Section 8 assistance will be based on both the student and the parents being determined income eligible for Section 8 assistance. HUD's student guidelines are intended to help ensure that section 8 assistance is provided to those truly in need of and eligible for such assistance. Students who are living with his or her parents who are receiving Section 8 are eligible for assistance. Determination of eligibility and rent will be made in accordance with the student requirements for the Section 8 program as defined under Docket # FR-5036-N-02 of the Federal Register.

- e. A student's eligibility for Section 8 assistance will be determined at move-in, annual recertification, initial certification (when an in-place tenant begins receiving Section 8), and at the time of an interim recertification if one of the family composition changes reported is that a household member is enrolled as a student.
- f. If an ineligible student is a member of an applicant household or an existing household receiving Section 8 assistance, the assistance for the household will not be prorated but will be terminated.

**TAX CREDIT PROGRAMS**

A household that is comprised entirely of full-time students may still be eligible to reside in a LIHTC unit if the household satisfies the conditions of either (1) or (2) below:

- g. At least one household member is:
  - a. Receiving assistance under Title IV of the Social Security Act (welfare);
  - b. Enrolled in a job-training program receiving assistance under the Workforce Investment Act (formerly called the Job Training Partnership Act (JTPA)) or under other similar federal, state, or local laws; or
  - c. An individual who was previously under the care and placement responsibility of the State agency responsible for administering a plan under part B or part E of title IV of the Social Security Act [foster care].
- h. A unit occupied entirely by full-time students if such students are:
  - 13. A single parent receiving AFDC payments with dependent children who are also students;
  - 14. A single parent and his or her children and such parents are not dependents of another individual and such children are not dependents of another individual other than a parent of such children; or
  - 15. Married and filing a joint tax return.

**ALL OTHER PROGRAMS**

- a. The individual must be of legal contract age under state law.
  - b. The individual must have established a household separate from parents or legal guardians for at least one year prior to application for occupancy or the individual meets the U.S. Department of Education's definition of an independent student.
  - c. The individual must not be claimed as a dependent by parents or legal guardians.
  - d. The individual must obtain a certification of the amount of financial assistance that will be provided by parents, guardians or others signed by the individual providing the support. This certification is required even if no assistance will be provided. The financial assistance provided by persons not living in the apartment is part of annual income that must be verified to determine eligibility and at annual recertification to determine rent.
16. The screening of live-in aides at initial occupancy, or added to the tenant household after initial occupancy are subject to all applicant screening listed in this section. However, as live-in aides are not responsible for rental payments, credit screening for the live-in aide is not required.

**1.3. Rejecting Applicants**

Applicants may be rejected if:

- 1. Applicant does not meet the community's project specific requirements.

2. Unacceptable background check as defined in Section 1.2(4).
3. Household characteristics are not appropriate for the type of apartment available (i.e. accessible apartment is available and a non-handicap/disabled household makes application). In order to assure that eligible persons with disability/handicaps benefit from the particular accessibility features of a specific apartment, a special priority approach to marketing will take place. When an "accessible apartment" becomes available, the apartment will be offered in the following order.
  - a. To current residents having disabilities who would benefit from the available apartment's accessibility features, but whose current apartment does not already offer such features.
  - b. To eligible and qualified households on the waiting list having disabilities, and who would benefit from the available apartment's accessibility features.
  - c. To other eligible and qualified households on the waiting list (i.e. without disabilities), in which case the landlord will require the household to sign a lease addendum agreeing to transfer to a non-accessible apartment at the landlord's request.

When an accessible apartment becomes available, households who necessarily require, but currently do not have the accessibility features, will assume a position at the top of the waiting list, ahead of households with earlier application dates.

4. Family size is not appropriate for the size of the apartment that is available (See Section 1.6). If the property offers apartments that would be appropriate for the family size, the applicant is placed on a waiting list as defined in Section 1.5.
5. The applicant may be rejected if the applicant or member of the household has a criminal conviction for:
  - a. Any offense related to the use, possession, sale or distribution of a controlled substance whether the conviction was a felony or misdemeanor;
  - b. All felony convictions, in accordance with HUD guidelines taking into consideration severity of the crime and when the crime committed.
  - c. Any misdemeanor, in accordance with HUD guidelines taking into consideration severity of the crime and when the crime committed and/or involving an assault or other violent act, drug related offense or criminal sexual conduct.
  - d. Any other criminal activity that threatens the health, safety and right to peaceful enjoyment by other residents, or the health and safety of the owner, employees, contractors, subcontractors or agents of the owner, shall be sufficient evidence for rejecting the applicant.

**NOTE: Section 8 Developments Only.**

The applicant may be eligible for residency at a Section 8 development if:

Criminal activity directly related to domestic violence, dating violence or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of assistance, tenancy, or occupancy rights of the victim of the criminal acts.

6. Applicant has a history of behavior, which if displayed by a resident would be a lease violation; the applicant may be denied housing, even if the behavior is a manifestation of a disability condition. However, if the behavior is a manifestation of a disability condition, the person will be given an opportunity to submit mitigating circumstances and to demonstrate that a reasonable accommodation by the housing provider would address the non-lease compliant behavior.
7. Applicants will be rejected if any member of the household is the subject to any reporting requirements of any State sex offender registration program.
8. Applicant will be rejected for providing false information on an application.
9. Applicant will be rejected if they are unable to provide valid proof of a social security number as more specifically explained in Section 1.2(9) of the Resident Selection Criteria.

The project must promptly notify the applicant of the rejection of the application for residency in writing and provide the applicant with an explanation including:

- a. The reasons for the rejection; and
- b. That the applicant has 14 days to respond in writing or to request a meeting to discuss the rejection.

Any meeting with the applicant to review the applicant's written response should be conducted by a member of the staff who did not make the initial decision to reject the applicant. Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process.

If the applicant appeals the rejection, the landlord must give the applicant a written final decision within five (5) business days of the response or meeting.

The project must keep the following materials on file for at least three (3) years: application; initial rejection notice; any applicant reply; landlord's final response; and all interview and verified information on which the landlord based the rejection. The applicant's or resident's file should be available for review by the applicant or resident upon request by a third party who provides signed authorization for access from the applicant or resident.

#### Disposal of Applicant or Resident Files

Applicant and resident files must be disposed of in a manner that will prevent any unauthorized access to personal information, eg. burn, pulverize, shred, etc.

### **1.4. Ineligible Applicants**

Who is ineligible? An applicant is considered ineligible if:

1. The family size for which the size of apartment the community has is either too small or too large.
2. To be eligible to sign a lease, one of the following must apply:
  - a. Applicant must be 18 years of age or older
  - b. Must have joined the armed services
  - c. Must have a court order (emancipation)

4. Program requirements are not met (i.e.: elderly housing, income limits, tax credit income limits and rent limits, etc.)
5. The applicant does not meet the established household income requirements.
6. Illegal immigrants/aliens are not eligible. Properties financed by Rural Development do not have a U.S. citizenship requirement except for farm labor properties. Applicants to farm labor properties are required to provide proof of U.S. Citizenship. See Section 1.2 (9) for further details.
7. Any household member has been evicted from federally assisted housing for drug-related criminal activity, for three years from the date of eviction. If the evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program, or circumstances leading to the eviction no longer exist, Management may, but is not required to, admit the household.
8. A household in which any member is currently engaging in illegal use of drugs or for which there is reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. Evidence of illegal activities may include a conviction record, former landlord references, etc.
9. Any household member, if there is reasonable cause to believe that member's behavior, from alcohol abuse or pattern of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse.
10. Any member of the household is subject to any registration reporting requirements under any State sex offender registration program. In accordance with Federal law, standards shall be established that prohibit admission to any federally assisted property to sex offender registration program. During the admissions screening process, criminal history background checks in the State where the housing is located and in other States where the household members are known to have resided will be performed.

### **1.5. The Waiting List**

All NEW applicants will be placed on the waiting list and applications can be processed for move-in if an apartment is available. If an apartment is not available, the applicant will remain on the waiting list. The property must inform the applicant that they will be notified when such an apartment is available. The project may require the applicant to contact the office every six (6) months to remain on the list.

The application will be recorded on the waiting list and include the following information:

- ✓ Date and time application/pre-application was received.
- ✓ Preferences for which the applicant qualifies.
- ✓ Name and address of Head of Household.
- ✓ Annual income level.
- ✓ Identification of the need for an accessible apartment.
- ✓ Apartment size.

Additional information may be recorded on the waiting list as required by specific programs.

When a vacancy occurs, Management will determine if apartment transfer requests have been received from current residents who would qualify to move to another apartment for reasons more specifically

described in Section 3. If an apartment transfer request has been made for the apartment type that is currently available, current residents requesting a transfer will be offered first refusal. If the residents refuse the transfer, the next applicant from the waiting list, based on apartment size available, preferences established for the property, income targeting policies and requirements and screening policies, will be selected. If a resident is offered a transfer because they are under utilizing a unit and they refuse the transfer, subsidy will be terminated and they are required to pay market rent.

When a transfer request is based on over-utilizing a unit or a deeper subsidy request, applicant and resident transfers will be alternated as vacancy occurs.

Once the new resident is selected for the available unit, a final determination of eligibility and suitability for occupancy will be completed. A family, who has reached the top of the waiting list and has indicated a need for certain apartment accommodations because of a disability, may not be skipped over because the available apartment may not be an accessible apartment. The applicant must be offered the apartment and decide for themselves whether the apartment meets the needs of the family.

Applicants on the waiting list will be permitted to refuse a unit one time and will remain at the top of the waiting list. After a second refusal of an available unit, the applicant will be withdrawn from the waiting list permanently. Applicants will be required to move into a unit within 10 days after the unit is offered to the household. Should an applicant not be available to move within 10 days, they will remain on the waiting list and this refusal will be counted as their first refusal. Anyone who is withdrawn from the waiting list is welcome to re-apply when/if the waiting list is open.

Applicants may qualify for more than one waiting list and will be placed on the waiting list they selected on the pre-application card/application, unless they do not meet the required occupancy standards for the unit type requested. Should the applicant indicate that they would like to be on more than one waiting list, they will be added to those waiting lists and contacted when they reach the top of those lists.

If an applicant was placed on more than one waiting list at their request and accept a unit and move-in to the community, they are no longer eligible to transfer to the alternate unit size selected on the preapplication/application after move-in except in a situation where they add household members and would be over-housed for the unit. If new household members are added and the household exceeds the maximum number of people for the unit type, they may be placed on an internal transfer list only if requested and if the property offers the larger unit type.

#### Updating the Waiting List

The property may send a letter to each applicant on the waiting list at least once annually to inquire as to whether or not the applicant wishes to remain on the waiting list. If an applicant fails to respond during the time period noted in the letter (HUD/MSHDA/RD have differing time periods), his/her application is removed from the waiting list. At a minimum, the removal of any names from the waiting list must be documented with the time and date of removal.

In the event that an applicant is removed from the waiting list in error, the applicant will be reinstated to the list. The applicant's place on the waiting list will be determined based on the date and time their original application was received.

Applicants will be informed to notify Management when the following changes occur:

- Address and/or phone number
- Household composition
- Preference status, if applicable.
-

If an applicant's household composition changes result in a need for a different apartment size, Management will place the applicant on the appropriate waiting list. The applicant will maintain their original application date on the new list.

## Contacting Persons on the Waiting Lists

Applicants on the waiting list will be contacted as follows:

When a unit becomes or will become available, Management will select the next 5 applicants who meet applicable preference criteria or whose name is chronologically at the top of the appropriate Waiting list. Management will contact the selected applicants via telephone to begin the interview process.

Applicants who respond timely (within 24 hours) will be scheduled an interview. Applicants must be interviewed within 5 days of the initial contact to be eligible for the vacancy.

Should an applicant not respond within 24 hours, a letter will be sent to them giving the applicant 10 days to respond to us which will allow them to remain on the waiting list however, if others had previously responded on the waiting list and we are currently processing a different applicant for the upcoming vacancy, they will be allowed to remain on the waiting list in their current waitlist order but will not be processed for the current available unit. They will be contacted for the next available unit due to their delay.

If Management receives a timely response but the applicant rejects the first offered unit, the applicant will remain in their current position on the waiting list. When a second unit becomes available, Management will again attempt to contact the applicant and will explain that if the applicant does not respond within 24 hours or fails to accept the second unit, the applicant's name will be removed from the applicable Waiting list.

If, after the interview has been scheduled, the applicant fails to attend the scheduled interview or to contact Management to reschedule the interview, the applicant will be removed from the waiting list. Management will send a letter to the resident anytime an applicant is removed from the waiting list notifying them of such.

## Closing the Waiting List

The waiting list will be monitored regularly to ensure there are enough applicants to fill vacancies. If it is deemed that the waiting list for the apartment community has become excessive, the waiting list will be closed. Potential applicants will be advised that the waiting list is closed, and no additional applications will be accepted. A notice will be published in a newspaper within the primary marketing area, and will specify the reason the waiting list is closed, and that no additional applications are being accepted at this time. A notice/advertisement will be published in a newspaper within the primary marketing area when the waiting list is reopened and will define the rules for application, and the order in which applications will be accepted.

**Rural Development properties will not close their waiting list.**

## **1.6. Assigning Apartments**

1. Household Members. To determine how many bedrooms a household may have, the project will count: (Depending on the rental program, documentation may be required).
  - a. All full-time members of the household.
  - b. Children who are away at school but live with the family during school recesses.
  - c. Children who are subject to joint custody agreement but live in the apartment at least 50% of the time, or is in the process of securing legal custody of children under the age of 18, and provides documentation from court.

- d. An unborn child.
  - e. Foster children.
  - f. Live-in attendants (Rural Development will allow apparatuses related to the residents disability when counting number of bedrooms required).
  - g. Children who are temporarily absent due to placement in a foster home.
2. General Occupancy Standards
- a. The applicant may select any size apartment for which the household size qualifies. State or local ordinance may supercede this occupancy standard. Occupancy limits are based on International code and/or state or local ordinances.

HUD/MSHDA/SECTION 8/RURAL DEVELOPMENT PROPERTIES

<u>Apartment Size</u>	<u>Min</u>
Zero Bedroom/Studio	1
One Bedroom	1
Two Bedroom	2
Three Bedroom	3
Four Bedroom	4

***For HUD Properties:*** If the apartment becomes under-occupied or over-occupied during the lease term according to the occupancy minimums/maximums, management may require that the resident(s) move to an apartment of the appropriate size, if available. If the resident refuses to move, they may continue to reside in their current apartment, and pay the market rent for that apartment unless not permitted by a local ordinance. Some city municipality have occupancy requirements and management must adhere to those guidelines in order to pass city inspections. In those cases, residents will be lease violated when exceeding those standards and it may be necessary to take legal action if required by the municipality

Applicants are able to be placed on more than waiting list at their request prior to move-in however, should an applicant accept the smaller unit for a move-in, they are not eligible to transfer to a larger size unit unless their household size increases beyond the maximum limit for the unit occupied.

***For Rural Development Properties:*** If the apartment becomes under-occupied or over-occupied during the lease term, management may require that the resident(s) move to an apartment of the appropriate size, if available. If the resident refuses to move or the property has no units that would appropriate size the resident must vacate within 30 days or at the end of their current lease term, whichever is longer.

TAX CREDIT/CONVENTIONAL AND/OR MARKET PROPERTIES  
MSHDA PROGRAMS (I.E. TAXABLE BOND, 80/20, 60/40, ETC)

<u>Apartment Size</u>	<u>Min</u>
Zero Bedroom/Studio	1

One Bedroom	1
Two Bedroom	1
Three Bedroom	1
Four Bedroom	1

**1.7. Statutory and HUD Preferences**

1. Properties managed under the 221(d)(4), 221(d)(3), 221(d)3BMIR and Section 236 programs must give preference to applicants who have been displaced by government action or a presidentially declared disaster. Persons displaced by government action or a presidential declaration disaster will be given a preference on the waitlist. Where preferences apply, applicants with a verified preference will be moved to the top of the waiting list above persons without a preference.

The eligibility for persons displaced by a presidentially declared disaster will be based upon FEMA’s eligibility determination. Those impacted by the disaster (i.e. owners and residents) must make an application with FEMA, receive an application number, and obtain a letter of eligibility, which specifically describes the type of eligibility. Those impacted by a disaster will not be afforded relief or assistance as a result of a Presidential Declared Disaster unless they have been certified by FEMA as being eligible.

2. Section 236 properties that also offer rental assistance through the RAP Program must rank applicants according to the following criteria:
  - a. Applicants eligible for RAP assistance
  - b. Applicants eligible to pay less than market rent under the 236 program.
  - c. Applicants with incomes sufficient to pay the market rent approved for the property.

Owner adopted preferences, if applicable, are addressed in the Site Specific Addendum to Resident Selection Criteria.

**1.8 Income Targeting**

All project based Section 8 properties must ensure that at least 40% of apartments assisted under the contract, serve extremely low-income families. The waiting list will be reviewed to determine if the composition of the current waiting list enables the property to meet the 40% income targeting requirement. If the current waiting list reflects a significant number of extremely low-income applicants, any available apartments will be offered to applicants, by following the waiting list guidelines as described in Section 1.5.

If the 40% income targeting requirement cannot be achieved by admitting applicants as they appear on the current waiting list, only applicants on the waiting list meeting the extremely low-income guidelines will be selected, in chronological order, to occupy vacant apartments until the 40% target has been achieved. Once the target has been reached, applicants will again be selected according to the waiting list guidelines more specifically described in Section 1.5.

**SECTION II - FAIR HOUSING AND EQUAL OPPORTUNITY**

Properties must comply with all Federal, State, local fair housing and civil rights laws and with all Equal Opportunity requirements in regard to rental of housing. These requirements apply to:

1. Accepting and processing applications;

2. Selecting Residents from among eligible applicants on the waiting list;
3. Assigning apartments; and
4. Certifying and recertifying eligibility for assistance.
5. Continued occupancy policies and rules during tenancy.

## **2.1 Federal Laws**

Federal law forbids discrimination based on race, color, religion, sex, national origin, disability, and familial status. Administration procedures further prohibit discrimination based upon certain class memberships. See Exhibit A for definitions of minorities, and the federal poster.

Site staff must at all times comply with the following Federal Laws:

- a. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance from HUD.
- b. The Fair Housing Act Amendments of 1988 prohibits discrimination in housing and housing related transactions based on race, color, religion, sex, national origin, disability and familial status. It applies to housing, regardless of the presence of federal financial assistance.
- c. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in any program or activity receiving federal financial assistance from HUD.

## **2.2 Michigan Law**

Michigan Law prohibits discrimination based upon religion, race, color, national origin, sex, disability, age, marital status, height, weight, arrest record, genetic information and familial status. (See Exhibit B). Some local ordinances have additional protected classes.

## **2.3 Violence Against Women and Justice Department Reauthorization Act (VAWA)**

VAWA 2013 maintains protections for public housing, Section 8 vouchers, and project based Section 8, and also expands the housing protections from VAWA 2005 to include the following programs which includes HUD's Homeless Assistance Programs:

- HOME Investment Partnerships program
- Section 202 supportive housing for the elderly
- Section 236 Rental Program
- Section 811 supportive housing for people with disabilities
- Section 221(d)(3) Below Market Interest Rate (BMIR) Program
- HOPWA housing program
- HUD's McKinney-Vento homeless programs
- Low-Income Housing Tax Credit properties
- USDA Rural Housing properties

At move-in, all residents are required to sign the VAWA lease addendum-HUD Form 5832, Certification of Domestic Violence, Sexual Assault, or Stalking, and Alternative Documentation, to advise residents of the protections available to them. The Violence Against Women and Justice Department Reauthorization Act offers the following protections against eviction or denial of housing based on domestic violence, sexual assault, dating violence or stalking:

1. An applicant's status as a victim of domestic violence, sexual assault, dating violence or stalking is not a basis for denial of rental assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission.

2. An incident or incidents of actual or threatened domestic violence, sexual assault, dating violence or stalking will not be construed as serious or repeated violations of the lease or other “good cause” for terminating the assistance, tenancy, or occupancy rights of a victim of abuse.
3. Criminal activity directly related to domestic violence, sexual assault, dating violence or stalking, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, shall not be cause for termination of assistance, tenancy, or occupancy rights of the victim of the criminal acts.

#### **2.4 Affirmative Fair Housing Marketing Plan**

The property must comply with its approved Affirmative Fair Housing Marketing Plan (AFHMP). This plan outlines the marketing strategies the property must utilize.

### **SECTION III - PRIORITIES CONCERNING APARTMENT TRANSFERS**

An apartment transfer will be given to present residents requesting or requiring a transfer to a different apartment due to change in family composition, or size; medical reasons as certified by a doctor; the need for deeper subsidy (Rent Supplement, RAP or Section 8 assistance), or an accommodation for a disability. All properties will maintain a separate in-house transfer list. As vacancies occur, the internal waiting list will be checked for priority applicants before seeking new applicants from the waiting list for vacancies. Transfers for reasons 1-4 will take preference on the waiting list for the property and will occur before moving any new applicants into the property. Transfers for reasons 5-6 will take place by picking one internal transfer and then a new applicant (every other move-in will be pulled from the in-house waiting list).

All transfers will go through an approval process to include; rent is current and the resident is in good standing with the community and the current unit will be inspected for damages and cleanliness to determine if the transfer will be permitted. If the property deems that the resident is not qualified to transfer for the reasons listed above, the file will be documented and the resident will be skipped on the transfer list until the lease violations are cured. In addition, transfers are not permitted on HUD/LIHTC regulated sites unless program requirements are met and the transfer is due to one of the reasons listed below. Transfers will be made to current residents who meet the transfer criteria as stated above, and transfers will be prioritized in the following order:

1. Emergency Transfer request for Victims of Domestic Abuse in accordance with VAWA protections;
2. Transfer requested based on the need for an accessible apartment to accommodate a disability;
3. Transfer requested for medical reasons as certified by a doctor.
4. Transfer due to underoccupying a unit based on a decrease in family composition or size
5. Transfer due to change in family composition or size causing the unit to be over-occupied according to the maximum occupancy limits for the current unit size.;
6. Transfers requested due to the need for deeper subsidy (Rent Supplement, RAP or Section 8 Assistance)

Depending on the circumstances of the transfer, the resident may be obligated to pay all costs associated with the move (this provision does not apply to regulated households (i.e. HUD, MSHDA, RD). If a resident is transferred as a reasonable accommodation due to a household member’s disability see Section 5-A(1), 5-A(2) and 5-B for more information.

A transfer for a regulated household must be handled in accordance with the regulatory guidelines. (HUD, MSHDA or RD). A voluntary transfer for an unregulated household will include a charge to be applied to those residents transferring during the term of the lease. This charge will be an administrative fee plus the prorated rehabilitation costs.

In a non-regulated household, Residents making voluntary transfers will be required to pay a new security deposit in advance of the transfer; with settlement of the old security deposit to be made within 30 days of the date the old apartment is vacated.

## **SECTION IV - PRIORITIES CONCERNING ADMISSIONS**

### **4.1 Accessible Apartments**

In order to assure that eligible persons with disabilities/handicaps benefit from the particular accessibility feature of a specific apartment a special priority approach to marketing will take place. When accessible apartments become available, the apartment will be offered in the following order.

1. To current residents having disabilities who would benefit from the available apartment's accessibility features, but whose current apartment does not have such features.
2. To eligible and qualified households on the waiting list having disabilities that would benefit from the available apartment's accessibility features.
3. To other eligible and qualified households on the waiting list (i.e. without disabilities), in which case the landlord will require the household to agree, in writing to transfer to a non-accessible apartment at the landlords request.

When an accessible apartment becomes available, households which need (but currently do not have) the accessibility features assume a position at the top of the waiting list, ahead of households with earlier application dates.

### **Emergency Transfer Plan**

#### ***Emergency Transfers***

The Landlord is concerned about the safety of its tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the Violence Against Women Act (VAWA), The Landlord allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation. The ability of the Landlord to honor such requests for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether the community has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

This plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security. This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees that HUD-assisted properties are in compliance with VAWA. The State Housing Agency (if applicable), will assess VAWA compliance including but not limited to the Emergency Transfer Plan requirements during regular monitoring.

#### ***Eligibility for Emergency Transfers***

A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if: the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit. If the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.

Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

Tenants may bifurcate their lease to enable victims of domestic violence to remain in their own unit, or in another HUD assisted unit, at their request.

### ***Emergency Transfer Request Documentation***

To request an emergency transfer, the tenant shall notify the Landlord and submit a written request for a transfer via fax, email or in person to the Landlord. **Landlord** will provide reasonable accommodations to this policy for individuals with disabilities. The tenant's written request for an emergency transfer should include either:

- A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under the Landlord's program; OR
- A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.

### ***Confidentiality***

The Landlord will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives the Landlord written permission to release the information on a time limited basis, or unless disclosure of the information is required by law, or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant. See the Notice of Occupancy Rights under the Violence Against Women Act For All Tenants for more information about the Landlord responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

### ***Retention of Information***

Any VAWA documents submitted by a resident CANNOT be placed in the resident file and should be kept in a separate binder from the files. **This binder should be kept securely away from the general public. The VAWA binder must include the VAWA log – Form #OP 339 and all documentation related to the requests.** Documents will be kept on file for 3 years following the date of request. After 3 years, documents should be shredded.

### ***Emergency Transfer Timing and Availability***

The Landlord cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. The Landlord will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. The Landlord may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If the Landlord has no safe and available units for which a tenant who needs an emergency is eligible, will assist the tenant in identifying other Owner / Agents who may have safe and available units to which the tenant could move. At the tenant's request, the Landlord will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

### ***Emergency Transfers in Cases Where a Safe Unit Is Not Immediately Available***

If the Landlord does not have a safe unit immediately available for an internal emergency transfer, the victim will be placed on the Emergency Transfer Waitlist, if the Landlord chooses to create/manage such a waitlist. Tenants on the Emergency Transfer Waitlist, if it exists, will take precedence over applicants on other property waitlists.

If the Landlord has no safe and available units for which an existing tenant who needs an emergency transfer is eligible, a tenant may also request an External Emergency Transfer. A tenant may choose to pursue both an Internal and an External Transfer at the same time.

The Landlord will take the following steps to assist the tenant with an external emergency transfer.

- The Landlord will provide the victim with a list of other HUD-assisted Owner/Agents under the State Housing Agency's (if applicable), jurisdiction including unit size, preferences and contact information.
- At the tenant's request, the Landlord will assist tenants in contacting one or more of those providers.
- The Landlord will assist in arrangements with the other provider to facilitate the move. In particular, the State Housing Agency (if applicable), or Owner / Agent will request the tenant's permission to share tenant files with the other provider. If the tenant provides written consent to do so, and any applicable confidentiality requirements are met, the Landlord will share documentation from the tenant's current file in order to expedite a tenant's new application process.

If the Landlord is contacted by another Owner / Agent, or tenant of another provider's housing seeking an Emergency Transfer, the Landlord will take the following steps:

- Give the transfer priority over other kinds of transfer, second only to the priority for internal transfers and accessible units described below.
- Expedite the application / screening process using any documentation from the tenant's existing file that the other provider is able to make available.

In all cases of both Internal and External Emergency Transfer, the Landlord\_\_\_\_\_ will give the victim the names, addresses, and phone numbers of domestic advocacy organizations that stand ready to assist

VAWA victims on an emergency basis to help them.

### ***Priority of VAWA Emergency Transfers over Other Categories of Emergency Transfer***

In general, the Landlord<sub>l</sub> will prioritize needs of existing tenants over external transfers, and opportunities to maximize use of accessible units (see next section). The order for priority of VAWA Emergency Transfers will be as follows:

- First priority will go to Internal Emergency Transfers, including VAWA Emergency Transfers. Priority among VAWA Emergency Transfers and other non-VAWA Emergency Transfers will be evaluated on a case-by-case basis if such conflicts arise.
- Second priority will go to other Internal Transfers that are not emergencies.
- Third priority will go to External VAWA Emergency Transfers.

### ***Accessible Units***

In order to meet the requirements of HUD Section 504 to maximize use of accessible units by those who need accessibility features, the Landlord<sub>l</sub> will apply the following order of priority for Accessible Units only:

- First priority will go to a current occupant of the property who needs the accessibility features of the vacant unit.
- Second priority will be to an eligible qualified individual on the waiting list who needs accessible features.
- Third priority will go to individuals without disabilities who need an emergency transfer under VAWA.

### **Policies for Tenants with Tenant Based Assistance**

The measures and priorities covered under this Emergency Transfer Plan apply to households with tenant-based housing assistance in the same manner that they apply to other households covered by this plan. Under 24 CRF 982.353 and 354, PHAs must issue the victim a voucher allowing the victim to search for another unit in its jurisdiction, or begin the portability process if the victim wishes to move outside of the PHA's jurisdiction.

The community will apply the same priorities for Emergency Transfer to place tenants with tenant-based vouchers as quickly as possible, and wherever possible, prior to the expiration of any deadlines for using the voucher that may be imposed by the PHA.

### **Safety and Security of Tenants**

Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.

## **SECTION V - REASONABLE ACCOMMODATION AND MODIFICATION**

### **5.1 Reasonable Accommodation/Modification of Apartments and Common Areas**

1. Fair Housing Amendments Act of 1988  
Reasonable accommodation of physical aspects of property. The Fair Housing Amendments Act of 1988 covers all properties with regard to the protection of families with children and persons with disabilities against discrimination. It mandates persons with disabilities be allowed to reasonably modify their apartment or project common area at their expense if it is necessary for the disabled person to fully enjoy it. It is advised to accept the applicant's or resident's own assessment of what is needed to allow accessibility. The Resident may be required to restore the interior of the apartment to the condition that existed before, if it will interfere with a future Resident's use of the premises (grab bars and widened door entrances are determined not to be an interference with a future Resident's use of premises). Additionally, requests for reasonable modification must be in writing and approval will be conditioned on assurances of the quality of workmanship.
  
2. Section 504 is a provision of the Rehabilitation Act of 1973 that covers all federally assisted properties with regard to discrimination against qualified persons with disabilities. It mandates that properties receiving federal assistance, if requested by an applicant or resident with disabilities, the housing provider must make a dwelling apartment (and common area) accessible, at the property's expense, unless to do so would result in a fundamental alteration or in an undue financial/administrative burden. Additionally, if a resident is being moved to a different apartment as reasonable accommodation to a household member's disability, then the property must pay for the move unless doing so would constitute an undue financial/administrative burden. If an accessibility modification is unreasonable, would result in a fundamental alteration or would result in an undue burden, Section 504 does not apply. However, the FHAA of 1988 provisions continue to be applicable specifically the housing provider must allow the modification to be made at the expense of the person with disabilities.

### **Rural Development Properties**

If an accessibility modification is unreasonable, would result in fundamental alteration, or would result in an undue burden, Section 504 does not apply. Only the Secretary of Agriculture can make any decision regarding this.

## **5.2 Reasonable Accommodation/Modifications of Policies and Practices**

The Fair Housing Amendment Act of 1988 makes it illegal, on all properties to refuse to make reasonable accommodations in rules, policies, practices, or services necessary to provide a disabled person equal opportunity to use and enjoy a dwelling. Reasonable accommodations might be, tactile signs, visual doorbells, oral presentation, and written material in large print or Braille. Housing providers are not required to provide at its expense, individually prescribed items. (i.e. hearing aids, etc.) or personal items (i.e. wheel chairs, etc.).

**Definitions of Racial Groups**

**Minorities:**

The five racial categories are defined below:

**American Indian or Alaska Native.**

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian**

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American**

A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black” or “African American.”

**Native Hawaiian or Other Pacific Islander**

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White**

A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

## Examples of Prohibited Discrimination Practice

<u>Class</u>	<u>Civil Rights Laws and Regulations</u>	<u>HUD Statutes, Regulations and Administrative Requirements</u>
<u>Religion, Race, Color, Creed, National Origin, Height or Weight</u>	No priorities or application criteria (e.g., variations in charges or deposits) based upon race, creed, color, religion, national origin, height or weight. No assigning of minorities to designated apartments or sections of a project.	
<u>Sex</u>	No renting apartments to single persons of one sex and not the other. *	In elderly housing, no discrimination against females/males because of disproportionate mixture of sexes.
<u>Age</u>	No minimum or maximum ages unless necessary to normal operation of the project (e.g., elderly project) or required by State or local law.	
<u>Children</u>		In family housing, no discrimination against families with children.
<u>Class Membership</u>		No discrimination against particular socio-economic classes (e.g., welfare recipients, single parent households, etc.)
<u>Membership in Sponsoring Organization</u>		No priority to members of sponsoring organization. No discrimination against non-members.
<u>Disabled</u>	No discrimination solely because of handicap.	

\* However, housing may be limited to occupancy by one sex where it is determined by the HUD Field Office that due to the physical limitations or configurations of the facility considerations of personal privacy require that the facility (or parts thereof) be available to members of a single sex.

U. S. Department of Housing and Urban Development



**EQUAL HOUSING  
OPPORTUNITY**

**We Do Business in Accordance With the Federal Fair  
Housing Law**

(The Fair Housing Amendments Act of 1988)

**It is Illegal to Discriminate Against Any Person  
Because of Race, Color, Religion, Sex,  
Handicap, Familial Status, or National Origin**

In the sale or rental of housing or  
residential lots

In the provision of real estate  
brokerage services

In advertising the sale or rental  
of housing

In the appraisal of housing

In the financing of housing

Blockbusting is also illegal

---

**Anyone who feels he or she has been  
discriminated against may file a complaint of  
housing discrimination:**

**1-800-669-9777 (Toll Free)**

**1-800-927-9275 (TTY)**

**[www.hud.gov/fairhousing](http://www.hud.gov/fairhousing)**

**U.S. Department of Housing and  
Urban Development  
Assistant Secretary for Fair Housing and  
Equal Opportunity  
Washington, D.C. 20410**

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U. S. Department of Housing and Urban Development



## IGUALDAD DE OPORTUNIDAD EN LA VIVIENDA

Conducimos nuestros negocios de acuerdo a la Ley Federal de Vivienda Justa

(Acta de enmiendas de 1988 de la Ley Federal de Vivienda Justa)

**Es ilegal discriminar contra cualquier persona por razón de su raza, color, religion, sexo, incapacidad física o mental, la presencia de niños menores de 18 años o de mujer embarazada en su familia o su origen nacional**

- En la venta o renta de vivienda y terrenos residenciales
- En los servicios de corretaje que prestan vendedores de vivienda
- En los anuncios de venta o renta de vivienda
- En la valoración de vivienda
- En la financiación de vivienda
- También es ilegal forzarle a vender o rentar su vivienda diciendole que gente de otra raza, religion o grupo etnico se estan mudando en su vecindario
- Amenazar o interferir con la persona para que no registre su queja

Cualquier persona que sienta que fue discriminada debe de enviar su queja de discriminacion:

1-800-669-9777 (llamada gratis)  
1-800-927-9275 (TDD llamada gratis)

U.S. Department of Housing  
and Urban Development  
Assistant Secretary for Fair Housing and  
Equal Opportunity  
Washington, D.C. 20410

Previous editions are obsolete

form HUD-928.1A (2/2003)

# Michigan Law

**PROHIBITS DISCRIMINATION  
IN EMPLOYMENT, EDUCATION, HOUSING, PUBLIC  
ACCOMMODATION, LAW ENFORCEMENT OR  
PUBLIC SERVICE**

Based on religion, race, color, national origin, sex, disability, age<sup>1</sup>, marital status<sup>1</sup>, height<sup>2</sup>, weight<sup>2</sup>, arrest record<sup>2</sup>, genetic information<sup>2</sup>, and familial status<sup>3</sup>

If you think you have been discriminated against, you may file a complaint with the Michigan Department of Civil Rights

Call 1/800.482.3604

TTY users please call 1/877.878.8464

Or visit [www.michigan.gov/mdcr](http://www.michigan.gov/mdcr)

<sup>1</sup> Under the education article, age and marital status are prohibited considerations for admissions only

<sup>2</sup> in employment only      <sup>3</sup>in housing only



**Only Fair Is Fair.**

Must be posted in a conspicuous place  
Updated 10/2011

Produced by authority of PA 453 of 1976 as amended.

# Evidence of Employee Crime & Dishonesty coverage



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/18/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Kapnick Insurance Group 333 Industrial Dr Adrian MI 49221-7801	<b>CONTACT NAME:</b> Wendy Williams <b>PHONE (A/C. No. Ext):</b> 517-266-6545 <b>E-MAIL ADDRESS:</b> wendy.williams@kapnick.com		<b>FAX (A/C. No):</b> 517-263-6658
	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : Federal Insurance Company		<b>NAIC #</b> 20281
<b>INSURED</b> KMG Prestige, Inc. 102 S. Main Street Mt. Pleasant MI 48858	KMGPRES-02	<b>INSURER B :</b>	
		<b>INSURER C :</b>	
		<b>INSURER D :</b>	
		<b>INSURER E :</b>	
		<b>INSURER F :</b>	

**COVERAGES**

CERTIFICATE NUMBER: 1605940862

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N <b>(Mandatory in NH)</b> If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Crime (Empl Dishonesty)			82219441	4/15/2020	4/15/2021	Employee Theft \$1,000,000 Forgery/Altertn \$1,000,000 Computer Fraud \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Deductible \$5,000

RE: Meadowbrook Commons, 25075 Meadowbrook, Novi, MI 48375; Meadowbrook Commons is recognized as Named Insured. Certificate Holder is recognized as Mortgagee.

**CERTIFICATE HOLDER****CANCELLATION**

City of Novi  
 45175 West 10 Mile Road  
 Novi MI 48375

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## MANAGEMENT AGREEMENT

This Agreement shall be considered as made and entered into as of the date of the last signature ("Effective Date"), and is between the City of Novi, a Michigan municipal corporation, with address of 45175 Ten Mile Road, Novi, Michigan 48375 (the "Owner") and KMG Prestige, Inc (the "Agent"), with address 102 South Main Street, Mt. Pleasant, MI 48858.

1. Appointment and Acceptance. The Owner appoints the Agent as exclusive agent for the management of the property described in Section 2 of this Agreement, and the Agent accepts the appointment, subject to the terms and conditions set forth in this Agreement.

2. Description of Project. The property (the "Project") to be managed by the Agent under this Agreement is an older adult housing development consisting of the land, buildings, and other improvements described as follows:

Name: Meadowbrook Commons

Location: City: Novi County: Oakland

State: Michigan No. of Dwelling Units: 175

3. Basic Information. The Owner has previously furnished the Agent with a complete set of plans for specifications and copies of all guaranties and warranties pertinent to construction, fixtures, and equipment. The Agent has used this information and through inspection by competent personnel, thoroughly familiarized itself with the character, location, construction, layout, plan and operation of the Project, and especially the electrical, heating, plumbing, air conditioning and ventilating systems, the elevators, and all other mechanical equipment. The Agent has furnished a proposal in response to the Owner's request for proposals, and the terms of that proposal are hereby incorporated unless they conflict with the express terms herein.

4. Marketing. The Agent exercise its best effort to carry out marketing activities subject to the Owner's approval. Advertising and other marketing expenses will be considered Project expenses.

5. Rentals. The Agent will offer for rent and will rent the dwelling units, parking spaces, commercial space and other rental facilities and concessions in the Project in a form approved by Owner. Incident thereto, the following provisions will apply:

a. The Agent will show the premises to the prospective tenants.

b. The Agent will take and process applications for rentals. If an application is rejected, the applicant will be told the reason for rejection, and the rejected application, with reason for rejection noted thereon, will be kept on file for one year. A current list of prospective tenants will be maintained.

- c. The Agent will prepare all dwelling leases and parking permits, and will execute the same in its name, identified thereon as Agent for the Owner. The dwelling leases will be in a form approved by the Owner, but individual dwelling leases and parking permits need not be submitted for the approval of the Owner.
  - d. The Agent, with Owner approval, will prepare rent schedules showing approved rents for dwelling units, and other charges for facilities and services. In no event will such rents and other charges be reduced without Owner approval.
  - e. The Agent will negotiate commercial leases and concession agreements, and will execute the same in its name, identified thereon as Agent for the Owner, subject to the Owner's prior approval of all items and conditions.
  - f. The Agent will collect, deposit, and disburse security deposits, if required, in accordance with the terms of each tenant's lease, and in accordance with all Michigan law pertaining to the collection, retention and disbursement of security deposits. The amount of each security deposit will be set by the Agent, with Owner approval. Security deposits will be deposited by the Agent in an interest bearing account, separate from all other accounts and funds, with a bank or other financial institution whose deposits are insured by an agency of the United States Government. This account will be carried in the Agent's name and designated as "Meadowbrook Commons Security Deposit Account." The City of Novi shall be added as an additional signatory to the security deposit account and the Bank shall be notified that the City of Novi shall not, under any circumstance be removed as a signatory. Additionally, all interest accrued in the account shall inure to the benefit of the project and/or shall be distributed as required by, and in accordance with, State of Michigan law pertaining to the collection, retention and disbursement of the security deposits. The Agent will notify the Owner if the Security Deposit Account cannot be maintained at a level required by law, and the Owner will be responsible for obtaining a Security Deposit Bond or remitting to the account sufficient funds to cover the deficiency.
6. Collection of Rents and Other Receipts. The Agent will collect, when due, all rents, charges and other accounts receivable on the Owner's account in connection with the management and operation of the Project. Such receipts (except for tenants' security deposits, which will be handled as specified in Subsection 5f above) will be deposited in an account, separate from all other accounts and funds, with a bank whose deposits are insured by the Federal Deposit Insurance Corporation. This account will be carried in the Agent's name and designated as "Meadowbrook Commons Operating Account." The City of Novi shall be added as an additional signatory to the accounts and the Bank shall be notified that the City of Novi shall not, under any circumstance, be removed as a signatory.

7. Enforcement of Leases. The Agent will utilize its best efforts to secure full compliance by each tenant with the terms of their lease. Voluntary compliance will be emphasized, and the Agent, utilizing the services of the Social Services Director when available, will counsel tenants and make referrals to community agencies in cases of financial hardship or under other circumstances deemed appropriate by the Agent, to the end that involuntary termination of tenancies may be avoided to a reasonable extent consistent with sound management of the Project. Nevertheless, the Agent may lawfully terminate any tenancy when, in the Agent's judgment, sufficient cause (including but not limited to nonpayment of rent) for such termination occurs under the terms of the tenant's lease. For those purposes, the Agent is authorized to consult with legal counsel to be designated by Owner, to bring actions for eviction and to execute notices to vacate and judicial pleadings incident to such actions and follow such instructions as the Owner may prescribe for the conduct of any such action. Subject to the Owner's approval, attorney fees and other necessary costs incurred in connection with such actions will be paid out of the Operating Account as Project expenses. If it is found that the Agent, its representatives, agents or employees, or any person for whose acts Agent may be liable, has committed any negligent or tortuous act, error or omission, or has engaged in a retaliatory eviction or discriminatory practice, violation of the State of Michigan Consumer Protection Act, and/or any other State or Federal law, the Agent shall be responsible for paying its own legal costs and fees, any damages awarded to the Complainant, and shall reimburse to the Owner any attorney fees and costs paid on behalf of the Owner or the Agent in defense of the matter.
8. Maintenance and Repair. The Agent will maintain the Project in good repair in accordance with state and local codes, and in conformity with "Section V Maintenance and Facilities" of the Agent's proposal, and in a condition at all times acceptable to the Owner including but not limited to cleaning, painting, decorating, plumbing, carpentry, ground care, and such other maintenance and repair work as may be necessary, subject to any limitations imposed by the Owner in addition to those contained herein.

Incident thereto, the following provisions will apply:

- a. Special attention will be given to preventive maintenance and, to the greatest extent feasible; the services of regular maintenance employees will be used.
- b. Subject to the Owner's prior approval, the Agent will contract with qualified independent contractors for the maintenance and repair of air conditioning systems, electrical systems, elevators, and for the extraordinary repairs beyond the capability of regular maintenance employees. The Owner will be notified if the Agent wishes to use a contractor owned or affiliated with the Agent.
- c. The Agent will systematically and promptly receive and investigate all service requests from tenants, take such action thereon as may be justified, and will keep records of the same.

- d. The Agent is authorized to purchase all materials, equipment, tools, appliances, supplies and services necessary to properly maintain and repair the Project.
  - e. Notwithstanding any of the foregoing provisions, the prior approval of the Owner will be required for any expenditure which exceeds Two Thousand Dollars (\$2,000.00) in any one instance for labor, materials, or otherwise in connection with the maintenance and repair of the Project, except for recurring expenses within the limits of the operating budget or emergency repairs involving manifest danger to persons or property, or required to avoid suspension of any necessary service to the Project. In the latter event, the Agent will inform the Owner of the facts as promptly as possible.
9. Utilities and Services. The Agent will make arrangements for water, electricity, gas fuel, oil, sewage and trash disposal, vermin extermination, decorating, laundry facilities and telephone services. Subject to the Owner's prior approval, the Agent will make such contracts as may be necessary to secure such utilities and services.
10. Employees. Subject to the Owner's approval, the Agent will designate the number, qualifications and duties of the personnel to be regularly employed in the management of the Project, including a Resident Manager, maintenance, bookkeeping, clerical and other managerial employees. All such on-site personnel will be employees of the Agent and not the Owner. Employees will be hired, paid, supervised, and discharged through the Agent, subject to the following conditions:
- a. The Agent will prepare and maintain job descriptions which set forth the services to be provided by each employee of the Agent who will be working at the Project, or who will be providing off-site services in connection with the management of the Project.
  - b. Compensation, including fringe benefits, of on-site employees will be set by the Agent., The Project will reimburse the Agent for compensation, including fringe benefits, payable to personnel considered on-site employees, and for all local, state and federal taxes and assessments (including but not limited to FICA, MESC, FUTA, Workman's Compensation, and payroll/benefit processing). The rental value of any dwelling unit furnished rent-free to on-site employees will be treated as a cost to the Project.
  - c. Compensation of personnel classified as off-site employees will be set by the Agent, and will be treated as a cost to the Agent.
  - d. Liability Insurance in an amount of not less than \$2,000,000.00 per incident shall be carried at all times by the Agent to cover any negligent or tortuous act, error or omission of the Agent, its representatives, agents, or employees or any person whose acts Agent may be liable, regardless of whether or not the damages or losses are caused by Owner.

11. Disbursements From Rental Agency Account.

- a. From the funds collected and deposited by the Agent in the Operating Account pursuant to Section 6 above, the Agent will make the following disbursements promptly when payable.
  - (1) Reimbursement to the Agent for compensation payable to the employees specified in Subsection 10b above, and for the taxes and assessments payable to local, state, and federal governments in connection with the employment of such personnel.
  - (2) The amount required to be paid on a semi-annual basis to retire the City of Novi Building Authority Bonds (including the 1999, 2005 and 2010 issues), including all interest thereon.
  - (3) All sums otherwise due and payable by the Owner as expenses of the Project authorized to be incurred by the Agent under the terms of the Agreement, including compensation payable to the Agent, pursuant to Section 21 below, for its service hereunder.
- b. Except for the disbursements mentioned in Subsection 11a above, funds will be disbursed or transferred from the Operating Account only as the Owner may from time to time direct in writing.
- c. In the event the balance in the Operating Account is at any time insufficient to pay disbursements due and payable under Subsection 11a above, the Agent will inform the Owner of the fact and Owner will then remit to the Agent sufficient funds to cover the deficiency. In no event will the Agent be required to use its own funds to pay such disbursements.

12. Budgets. Annual operating budgets for the Property will be approved by the Owner, except as permitted under Subsection 8e above, annual disbursements for each type of operating expenses itemized in the budget will not exceed the amount authorized by the approved budget. In addition to preparation and submission of a recommended operating budget for the initial fiscal year, the Agent will prepare a recommended operating budget for each subsequent fiscal year beginning during the term of this Agreement, and will submit the same to the Owner at least 30 days before the beginning of the fiscal year. The Owner will promptly inform the Agent of any changes incorporated in the approved budget, and the Agent will keep the Owner informed of any anticipated deviation from the receipt or disbursements stated in the approved budget.

13. Records and Reports.

- a. The Agent will establish and maintain a comprehensive system of records, books, and accounts in a manner satisfactory to the Owner. All records,

books, and accounts will be subject to explanation at reasonable hours by the authorized representative of the Owner. Agent shall, during regular business hours, make the books, accounts and records required to be maintained hereunder available to the Owner or the representatives of the Owner for examination and audit by appointment of no less than one (1) days' prior notice. All such audits shall be at the expense of the Owner.

- b. With respect to each fiscal year end during the term of this Agreement, the Agent will arrange for the preparation of those annual financial reports and/or tax returns as required by the Owner, Mortgagee, and/or Regulatory Agencies by a Certified Public Accountant or other person(s) acceptable to the Owner, based upon the preparer's examination of the books and records of the Owner and the Project. Procedures and directives for the preparation of the report and/or tax return will be provided to the preparer, including the format and due dates required by the Owner, Mortgagee, and/or Regulatory Agencies. Compensation for the preparer's services will be paid out of the Operating Account as an expense of the Project.
  - c. The Agent will prepare a monthly report comparing actual and budgeted figures for receipts and disbursements, and will submit each such report to the Owner within 15 days after the end of the month covered. In addition, Agent shall furnish the original copy of all invoices, statements, purchase orders and billings received and paid as well as such other information upon request by the Owner.
  - d. The Agent will furnish such information (including occupancy reports) as may be requested by the Owner from time to time with respect to the financial, physical, or operational condition of the Project.
  - e. By the 15th day of each month, the Agent will furnish the Owner a statement of receipts and disbursements during the previous month, and with a schedule of accounts receivable, payable and general ledger activity. The Agent will reconcile bank statements for the Operating Account and Deposit Account as of the end of the previous month.
  - f. The responsibilities of the Agent will include meeting with the Novi City Council, the Novi Building Authority and the City of Novi officers, administrators and staff members as is appropriate to effectively manage the Project, to prepare necessary budgets, and to otherwise keep the Owner informed as to the continued status of the Project.
14. Fidelity Bond. The Agent will furnish, at the Agent's expenses, a fidelity bond which is at least equal to the gross potential income for two months and is conditioned to protect the Owner against misappropriation of Project funds by the Agent and its off-site employees. The Agent shall provide a bond of a like kind to cover the on-site personnel expressed in Section 10 and it shall be paid for from Project income.

15. Bids, Discounts, Rebates, Etc. The Agent will obtain contracts, materials, supplies, utilities, and services on the most advantageous terms of the Project, and is authorized to solicit bids, either formal or informal, for items that can be obtained from more than one source. The Agent will secure and credit to the Owner all discounts, rebates, or commissions obtainable with respect to purchases, service contracts, and all other transactions on the Owner's behalf.
16. Tenant-Management Relations. The Agent will encourage and assist residents of the Project in forming and maintaining such interests, and will maintain good faith communication with such organizations to the end that problems affecting the Project and its residents may be avoided or solved on the basis of mutual self-interest.
17. On-Site Management Facilities. Subject to the further agreement of the Owner and Agent as to more specific terms, the Agent will maintain a management office within the Project.
18. Insurance. The Owner will inform the Agent of insurance to be carried with respect to the Project and its operations, and the Agent, will cause such insurance to be placed and kept in effect at all times. The Agent will pay premiums out of the Operating Account, and premiums will be treated as operating expenses. All insurance will be placed with such companies, on such conditions, in such amounts, and with such beneficial interest appearing thereon as shall be acceptable to the Owner and shall be otherwise in conformity with the mortgage; provided that the same will include public liability coverage. The Agent will provide reports to the Owner as to all accidents, claims, or potential claims for damage relating to the Project, and will cooperate with the Owner's insurers in connection therewith.
19. Compliance with Governmental Orders. The Agent will take such actions as may be necessary to comply promptly with any and all statutes, laws, ordinances, codes, regulations, and any and all governmental orders or other requirements affecting the Project, whether imposed by federal, state, county or municipal authority, subject, however, to the limitation stated in Subsection 8e with respect to repairs. Nevertheless, the Agent shall take no such action as long as the Owner is contesting, or has affirmed its intention to contest, any such order or requirement. The Agent will notify the Owner in writing of all notices of such orders or other requirements within 72 hours from the time of their receipt.
20. Nondiscrimination. In the performance of its obligations under this Agreement, the Agent will comply with the provisions of any federal, state or local law prohibiting discrimination in housing on the grounds of race, color, sex, creed, disability, national origin, religion, marital status, height, weight, and age (including Title VI of the Civil Rights Act of 1964 (Public Law 88-352, 78 Stat. 241), all requirements imposed by or pursuant to the Regulations of the Secretary (24 CFR, Subtitle A, Part 1) issued pursuant to that Title, regulations issued pursuant to Executive Order 11063, and Title VIII of the 1968 Civil Rights Act.

21. Agent's Compensation. The Agent will be compensated for its services under this Agreement by monthly fees to be paid out of the Operating Account and treated as Project expenses. Such fees will be accrued and credited to Agent in the following month. Each such monthly fee will be an amount as follows:

July 1, 2021 – June 30, 2022:	\$ 5,628 per month (\$67,536 per year)
July 1, 2022 – June 30, 2023:	\$ 5,797 per month (\$69,564 per year)
July 1, 2023– June 30, 2024	\$ 5,971 per month (\$71,652 per year)

City Option for 4<sup>th</sup>, and 5<sup>th</sup> Year Renewals

July 1, 2024– June 30, 2025:	\$ 6,150 per month (\$73,800 per year)
July 1, 2025– June 30, 2026:	\$ 6,336 per month (\$76,032 per year)

22. Term of Agreement. **This Agreement shall be in effect for a period of three (3) years beginning on July 1, 2021, and ending on June 30, 2024. Optional fourth and fifth year renewal options at the above noted rates are also available.** In the event of no other written modification to this contract at the expiration, the term will continue month to month, thereafter, subject, however, to the following conditions:

- a. This Agreement may be terminated by either Party with cause and/or due to the breach of any of the provisions contained in this Agreement. Terminations of the Agreement under this Subsection will be immediate. Agent shall turn over all records, keys or other property belonging to Owner or the Project and vacate the Project upon termination under this Subsection.
- b. In the event a petition in bankruptcy is filed by or against either of the Parties, or in the event either makes an assignment for the benefit of creditors or takes advantage of any insolvency act, the other Party may terminate this Agreement without notice to the other, provided prompt written notice of such termination is given.
- c. Upon termination, the Agent will submit to the Owner any financial statements, records, and funds required within thirty (30) days, and after the Parties have accounted to each other with respect to all matters outstanding as of the date of termination.

This agreement may be terminated at any time by either Party without cause, provided at least sixty (60) days advance written notice there is given.

Upon termination or receipt of notice of the termination of this Agreement, whichever occurs first, the Agent shall immediately provide to the Owner the check register and all checks for all accounts. If the records are being stored electronically, a paper copy and a disk copy shall be given to the Owner. The Owner shall also be given a copy of the program necessary to open and run the electronic disk copy, and if copyright laws prohibit the copying of the program, the Owner will be given the name

and manufacture/creator of the program. It is agreed between the parties that upon termination of this Agreement or notice of termination, whichever occurs first, that Agent shall immediately cease, desist and otherwise refrain from making payment to any party and /or causing any withdrawals to be made from any of the bank accounts which are opened pursuant to this Agreement. At the time of termination, and any time before, it is agreed that all records being kept by the Agent, for or in relation to the project, are the property of the Owner and shall be provided to the Owner upon the Owner's request at any time.

23. Indemnification. To the fullest extent permitted by law, the Agent shall indemnify and hold harmless the Owner and all of its officials, employees, agents, or officers, from and against all claims, damages, losses, and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance or nonperformance of the Agent's duties, obligations, and responsibilities under this agreement.

The Agent's indemnity obligation shall include:

- (1) Indemnify if the damages sought were caused in part by the negligence or fault of the Agent or any of its employees, agents, or officers;
  - (2) Indemnity for all damages and judgment interest, all costs and fees, including all defense costs, expenses and actual attorney's fees, relating to or arising out of, resulting from or in any way connected with any claim, cause of action or lawsuit requiring indemnity by the Owner;
  - (3) Indemnity for all expenses, including costs, expenses and actual attorney fees, incurred in securing indemnity from the Agent if the Agent fails to wrongfully refuses to fulfill any of the indemnity obligations specified and assumed under this Agreement;
  - (4) The right of the Owner, at its option, to select counsel to defend any claim, cause of action or lawsuit brought against it without impairing any obligation to indemnify imposed upon the Agent hereunder.
24. The parties recognize that at all times the Agent is an independent contractor regarding the day-to-day operation of the project and as such has the responsibility and liabilities of an independent contractor.
25. Choice of Law This Agreement shall be subject to and interpreted under the laws of the state of Michigan.
26. Jurisdiction and Venue Any legal action arising out of this Agreement shall be filed in either the Oakland County 52<sup>nd</sup> District Court-Division 1- Novi, Oakland County Circuit Court, or the Federal District Court for the Eastern District of Michigan. The Parties consent to jurisdiction and venue in these forums.

25. Interpretative Provisions.

- a. This Agreement constitutes the entire agreement between the Owner and Agent with respect to the management and operation of the Project, and no change will be valid unless made by supplemental written agreement, executed and approved by the Principal Parties.
- b. This Agreement has been executed in several counterparts, each of which shall constitute and complete original Agreement, which may be introduced in evidence or use for any other purpose without production of any of the other counterparts.

IN WITNESS WHEREOF, the Parties set their hand as of the day and year first above written.

WITNESS AND DATES  
OF SIGNATURES:

CITY OF NOVI

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
By: Robert J. Gatt  
Its: Mayor

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
By: Maryanne Cornelius  
Its: Clerk

WITNESS AND DATES  
OF SIGNATURES:

CONTRACTOR  
KMG Prestige, Inc.

\_\_\_\_\_  
Date: \_\_\_\_\_

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By: Karen Mead  
Its: Vice President