

Property Activity Report

Title Page

Title: Monthly Property Activity Report

Property Management Company: Real Estate Solutions Inc.

Date: January 2025

Prepared by: Property Management Team

Executive Summary

This report provides an overview of the activities and operations conducted at the various properties managed by Real Estate Solutions Inc. during January 2025. It covers tenant interactions, maintenance updates, financial transactions, and occupancy rates, aiming to provide stakeholders with a comprehensive analysis of property performance.

Introduction

The purpose of this Property Activity Report is to track and evaluate the management and operational status of properties under the care of Real Estate Solutions Inc. The report assesses key performance indicators, such as tenant satisfaction, maintenance efficiency, and financial health, to guide future management decisions.

Activities and Achievements

- **Tenant Relations:** Addressed and resolved 95% of tenant issues within 24 hours, improving tenant satisfaction rates.

- **Maintenance and Repairs:** Completed 50 scheduled maintenance tasks and responded to 15 emergency repair calls, ensuring property integrity and safety.
- **Leasing Activities:** Successfully leased 10 new units, achieving an occupancy rate of 98% across all properties.
- **Financial Transactions:** Processed all rental payments, security deposits, and operating expenses, maintaining robust financial records.

Challenges and Solutions

- **Challenge: Delayed Repair Services:** Some properties experienced delays in repair services due to contractor availability.
 - **Solution:** Secured additional service contracts with alternative providers to reduce response times for future repairs.
- **Challenge: Vacancy in High-demand Area:** One high-demand property faced unexpected long-term vacancies.
 - **Solution:** Enhanced marketing strategies and offered promotional incentives to attract new tenants quickly.

Financial Overview

The total income for January 2025 from all properties was \$500,000, with expenditures including maintenance and staffing costs totaling \$150,000. The net operating income thus stood at \$350,000, reflecting efficient property management and robust tenant occupancy.

Conclusions and Recommendations

Overall, property operations were successful, with high occupancy rates and efficient management processes. To further enhance property performance, it is recommended to review and possibly expand the current contractor network to

minimize maintenance delays and to continue refining marketing approaches for rapid leasing of vacant units.

Appendices

- Appendix A: Detailed Financial Statements
- Appendix B: Maintenance Task List and Status
- Appendix C: Tenant Satisfaction Survey Results