

Manager DWM

American Property Investments, LLC

Daily	Monthly		
M T W T F	Pick up Trash and Check Pool (chemicals, skim, vacuum if needed)	1st	New rent to Collect!
M T W T F	Review calendar and email	3rd	Knock on doors to collect rent, print renewals 90 days
M T W T F	Check fax machine and review and clear voice mail	6th	Make bank deposit and fax to Corporate before 11am Deliver Late Notice Door hangers after call from Corp.
M T W T F	Review notepad and misc. notes		
M T W T F	Check email and regular mail	8th	Deliver Notice to Pay or Vacate
M T W T F	Fill App/Info box outside office (Minimum of 15 on hand)	11th	Clean all debris along curbs with suck-vac
M T W T F	Review general maintenance	13th	File for eviction on delinquent Tenants after confirmed with Corporate. Make bank deposit and fax to Corporate before 11am Deliver Late Notice Door hangers after call from Corp.
M T W T F	Make up deposit		
M T W T F	Review status of vacancies		
M T W T F	Review any utility changes (verify in tenant name)	15th	Email Payroll info (if applicable)
M T W T F	Fill out Move Out Charge list on any tenants moved out and fax		
M T W T F	Review Delinquency List in Yardi	20th	Make bank deposit and fax to Corporate before 11am Deliver Late Notice Door hangers after call from Corp.
M T W T F	Review Collection Report in Yardi		
M T W T F	Review Lease Renewals - go 90 days out - this is CRITICAL	27th	Make bank deposit and fax to Corporate before 11am Deliver Late Notice Door hangers after call from Corp.
M T W T F	Review receipts and invoices and keep in packet		
M T W T F	Prioritize and schedule day	EOM	Email/Fax Payroll and/or Time Sheets to Corporate
M T W T F	Make calls, follow-up on rental leads	Quarterly Maintenance Items - Jan 10, Apr 10, July 10, Oct 10 Visually inspect all units and look for the following: >smoke detector installed, tested, and in working order >any toilet, sink, bath leaks Furnace: >Replace all furnace filters & check line Drains: >Enzyme all drains: treat kitchen, bathtub, bathroom sink and A-coil floor drain >Approx. 1/2 cup of powdered enzyme per drain Laundry Rooms: >Clean out lint hoses & dryer vents outside building >Heavyclean of laundry room >Paint laundry room as needed >Periodically Buff laundry room floors	
M T W T F	Execute today's plans		
M T W T F	Run errands		
M T W T F	Make deposit		
M T W T F	Fax deposit slips and receipt to Corporate		
M T W T F	Inspect vacant apartments, make sure utils are off		
M T W T F	Water Plants (if applicable)		
M T W T F	Lease apartments, collect rent and fees, and pursue renewals		
M T W T F	Email End of Day report to Corporate		
M T W T F	Return all keys to key box		
M T W T F	Forward phones if appropriate		
Weekly			
Monday	Review Maintenance Schedule Review Cash Flow Statement and 12 month Cash Flow - positive cash flow is critical! Empty all Property Trash Receptacles		
Tuesday	Review Tenant Directory Review advertising, fax copy to Corporate		
Friday	Review Key Log and Call in outstanding keys, Straighten Office Mail Weekly Envelope to Corporate Check Trash Receptacles - empty if necessary		