

PROPERTY AUDIT FORM

Property Name: _____ Date/Time: _____

Manager's Name: _____ Auditor's Name: _____

The Property Audit Form is used to help grade the property and the Manager according to company standards. Each category is graded on a "Pass" or "Fail" basis. In each category an 85% or greater is necessary to be considered for a passing score.

AUDITOR: Print the following items and attach them with this form to be mailed with weekly mailer to the corporate office.

1. Property Visit Form
2. Unit Vacancy Report

MANAGER: After looking over this report and writing your comments (If necessary), place this report in your weekly mailer.

CHECK AND VERIFY KEY LOG	YES	NO	COMMENTS
Can Manager account for all keys?			
PASS/FAIL			

Randomly select 5 keys and test them at the appropriate apartment. Use table below to show results.

KEY #	Apartment #	Key work properly? YES/NO	COMMENTS
PASS/FAIL			

Check vacant apartments. If 5 or less check ALL units. If more than 5 check 80% of the vacant units. This does not include units marked V&R on unit vacancy report. V&R units are covered in next section. Use table below to show results.

VACANT UNIT #	VACANT/OCCUPIED?	DATE WILL BE V&R?	BREAKERS OFF IN UNIT? YES/NO	COMMENTS

VACANT UNIT #	VACANT/OCCUPIED?	DATE WILL BE V&R?	BREAKERS OFF IN UNIT? YES/NO	COMMENTS
PASS/FAIL				

Check ALL VACANT AND READY UNITS (V&R). Use table below to show results. Use Apartment turnover list to grade vacancies.

V&R UNIT #	V OR VR?	COMMENTS
PASS/FAIL		

Check tenant paperwork. Lease, Lead-disclosure, Application screening form.

APT #	LEASE	LEAD DISCL.	APP SCREEN	ALL FILLED OUT CORRECTLY? Signed by Manager?	COMMENTS
PASS/FAIL					

Check file cabinet for proper order and quantities of forms. Randomly select 7 different files. Use table below to show results.

TAB #	FILE NAME	LISTED QTY.	ACTUAL QTY

TAB #	FILE NAME	LISTED QTY.	ACTUAL QTY
PASS/FAIL			

Check maintenance supplies and inventory. Randomly select 5 items. Use table below to show results.

ITEM NAME	ITEM #	MIN. QTY	MAX QTY.	ACTUAL QTY	COMMENTS
PASS/FAIL					

Auditor Comments: Include Areas that need immediate attention.

Manager Comments: Include plan and dates when items will be accomplished.

Auditor Signature: _____

Manager's Signature: _____