

## PROPERTY VISIT FORM

Property Name: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Manager's Name: \_\_\_\_\_ Auditor's Name: \_\_\_\_\_

The Property Visit Form (PVF) is used to help grade the property from the prospective tenants point of view. Remember: At your community it's not one thing, but the hundred little things you do that makes it appealing

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

<b>FRONT ENTRANCE</b>		Hallways clean?		<b>MANAGER PERSONAL APPEARANCE</b>	
Any Trash?		Doors clean?		In proper uniform?	
Yard free of debris?		Glass in doors clean?		Neat appearance?	
Weeds noticeable?		Windows clean?		Clothes clean?	
Signs and banners clean and in good condition?		Doors open/close properly?		Hair combed and clean?	
Adequate street signage?		Bulbs burnt out?		Good personal hygiene?	
Grass mowed to descent length?		Carpet vacuumed?		<b>Overall rating of the Manager Personal appearance 1-5?</b>	
Flowers planted?		Carpet in need of steam?		Maximum Score = 25	
Sidewalk swept?		<b>Overall rating of the Common Areas 1-5?</b>		<b>PHONE SALES</b>	
Parking lot clean?		Maximum Score = 40		Was Manager courteous on the phone?	
Any broken down cars?		<b>LAUNDRY ROOMS</b>		Did they ask leading questions?	
Trash picked up around dumpsters?		Floor free of debris?		Did they use descriptive words to describe the property?	
Outside lights working properly and all on? Depending on time of audit?		Outside of machines clean?		Did they try to set up an appointment?	
<b>Overall Rating of the Front Entrance 1-5?</b>		Machines in working order?		Did they get the callers name?	
Maximum score = 60		No handwritten signs		Did they get the callers number?	
<b>OFFICE</b>		<b>Overall rating of the Laundry Rooms 1-5?</b>		Did they find out the callers <i>N.E.A.D.S?</i>	
Front door clean?		Maximum Score = 20		<b>Overall rating of the Phone Sales 1-5?</b>	
Any handwritten signs?		<b>OUTSIDE COMMON AREAS</b>		Maximum Score = 35	
Is there a TAKE ONE box?		Grass free of debris?		<b>IN PERSON SALES</b>	
Is the TAKE ONE box filled appropriately?		Trash picked up around property?		Did the Manager introduce themselves?	
Office neat and organized?		<b>Overall rating of the Outside Common Areas 1-5?</b>		Was an application given to the prospect?	
Carpet vacuumed?		Maximum Score = 10		Did they find out the callers <i>N.E.A.D.S?</i>	
Carpet in need of steam cleaning?		<b>TOTAL POINTS POSSIBLE: 285</b>		Was an apartment shown to the prospect?	
Windows clean?		<b>TOTAL POINTS MADE:</b>		Did the Manager get their name and number or a completed application?	
Window shades clean?				Was the effort made in trying to really sell the apartment?	
Window shades open during business hours?				Can an improvement be made by the Manager, when it comes to sales?	
Desk organized?				<b>Overall rating of the In Person Sales 1-5?</b>	
DWM being followed and marked appropriately?				Maximum Score = 35	
<b>Overall Rating of the Office 1-5?</b>					
Maximum Score = 60					
<b>COMMON AREAS</b>				<b>COMMENTS</b>	

Auditor Comments: Include Areas that need immediate attention.

\_\_\_\_\_

Manager: Email comments to DM and RM. Include plan and dates when items will be accomplished.

Auditor Signature: \_\_\_\_\_ Manager's Signature: \_\_\_\_\_