Weekly Report

Due by 10:00a.m. Friday Morning for the previous week Friday through Thursday)

For Week Ending: _____

Property Address: _____

Manager Signature: _____

Outstanding Collections as of _____:

Unit #	Tenant Name	Amount Due	PTP Date	PTP Amount	Evict Y/N?	Reasons for Late Payment

Prospective Tenant Calls and Showings

Unit #	Prospect Name	Phone #	Ad Source	Called Y/N?	Showed Y/N?	Feedback

Outstanding Maintenance Requests

Unit #	Tenant Name	Permission to Enter Y/N ?	Repairs Needed