

Conventional Procedures Manual
 No. 1.060
 Reporting Requirements/ Required Submittals
 Effective Date July 17, 2019

Legend:	R = Required at all Properties I = If Applicable
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Form	Form No.	Procedure No.	Daily	Frequency		Day of Week	Day of Month	As Required	Email	Mail
				Weekly	Monthly					
Daily Report	T-3	13.020	R						R	
Daily Report Occupancy Calculations	T-3d	13.040	I						I	
Daily Traffic Log	T-3a	13.060	R						R	
Daily Leasing Phone Log	T-3b	13.080	I						I	
Leasing Report	T-4	13.100		R		Friday	R	2nd	R	
Month End Report Cover Sheet	T-7	13.120					R	5th	R	
Delinquency and Prepaid Report	Real Page	13.140		R		Friday	R	6th,11th	R	
Availability Report	Real Page	13.160	R							
Resident Birthday List	Real Page	3.380					R			
Incident Report	R-10	13.180							R	R
Site Visit Report	R-19	13.200							I	R
Economic Occupancy Report	T-58	13.220					R	12th	R	
Approved Bills		14.070		R		Monday			R	
Time Sheets							R	8th,24th	R	

Note: If the Monthly Reporting date falls on a weekend or holiday, the reporting date is the next Business Day