

Capital Improvement and On-site Management Worksheet

Property Address: _____

City, State, Zip: _____

CAPITAL IMPROVEMENTS

The following is a list of capital improvements made on the property listed above:

	2002 Actual Costs	2003 Actual Costs	2004 Actual Costs	Description of Work Performed
New Roof(s)				
Exterior Painting				
New Appliances				
New Carpeting				
New Plumbing				
New Electrical				
Termite work				
New Landscaping / Hardscaping				
New Parking Surface				
<u>Other (Describe):</u>				

ON-SITE MANAGEMENT

Position	Employee Name	Full Time / Part Time	How long Employed	Unit #	Apt. Allowance (\$ / mo.)	Monthly Salary (\$)	Other Comp / Ins (\$ / mo.)
Resident Manager							
Asst. Manager							
Leasing Agent							
Maintenance							
Other :							

I certify that the above expenses are true and correct and may be reported as expenses in operating statements.

Name (signature) : _____

Date: _____