

## 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:

	2003 Actual Costs	2004 Actual Costs	2005 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: \_\_\_\_\_