

SAMPLE — FOR ILLUSTRATION PURPOSES

People First

PROPERTY MANAGEMENT

MONTHLY OWNER REPORT

REPORT PERIOD

March 2026

PROPERTY

nn Maple Ridge Ln
Maplewood, NJ 07040

PREPARED BY

Izabela Gorelik, CMCA

PREPARED FOR

Property Owner

— FINANCIAL SUMMARY

\$2,400 GROSS RENT COLLECTED	\$240.00 MANAGEMENT FEE (10%)	\$590.00 TOTAL EXPENSES	\$1,810.00 NET OWNER DISBURSEMENT	100% OCCUPANCY
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— INCOME & EXPENSE DETAIL

DESCRIPTION	CATEGORY	DATE	AMOUNT	NOTES
Rent — Unit 1	Income	Mar 1	\$2,400.00	Received on time
Management fee	Expense	Mar 1	(\$240.00)	10% of rent collected
Plumber — leak repair	Expense	Mar 7	(\$225.00)	Scheduled; no emergency rate
Landscaping — monthly	Expense	Mar 14	(\$125.00)	Per vendor contract
NET DISBURSEMENT			\$1,810.00	

— MAINTENANCE ACTIVITY

DATE	ISSUE	STATUS	COST	ACTION TAKEN
Mar 6	Tenant reported slow drain — kitchen	RESOLVED	\$0	Advised DIY fix; resolved same day
Mar 7	Pipe leak under bathroom sink	RESOLVED	\$225.00	Licensed plumber dispatched within 4 hrs
Mar 14	Routine landscaping	COMPLETE	\$125.00	Scheduled per contract

Mar 19	HVAC filter reminder sent to tenant	COMPLETE	\$0	Proactive seasonal reminder
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— MANAGER'S NOTES

March was a clean month operationally. The pipe leak on Mar 7 was caught quickly — tenant reported it within an hour of noticing. We had a licensed plumber on site within 4 hours and the repair was completed same day. Scheduling this as a non-emergency call saved approximately \$150–\$200 vs. an after-hours rate. No insurance claim was required.

HVAC seasonal reminder sent proactively to tenant on Mar 19. Filter replacement confirmed. This is part of our standard winter-to-spring transition checklist for all managed units.

Lease renewal is coming up in 90 days. We recommend initiating the renewal conversation in April to avoid any vacancy risk. Current tenant is in good standing — on-time payment history, no outstanding issues. We will reach out and report back.

— 30-DAY OUTLOOK

DATE	ACTION
Apr 1	Rent due — automatic reminder sent to tenant
Apr 5	Lease renewal outreach — 90 days to expiration
Apr 10	Gutter inspection scheduled (spring seasonal checklist)
Apr 20	Routine property walkthrough (exterior)

Clear financials. Proactive maintenance. A manager who catches problems before they become claims.
No surprises, no chasing — just a clean report in your inbox every month.

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