

Property Management / Services Staff Meeting
Standing Agenda

Weekly Participants: Services Team, Property Manager

1. Follow up on Action Items and Minutes from the last meeting		
Decisions and Action Items	Who	When
2. Occupancy and Vacancies		
Decisions and Action Items	Who	When
3. Move-in / Move-outs		
Decisions and Action Items	Who	When
4. Arrears List		
Decisions and Action Items	Who	When
5. Payment Plans – progress and new plans to develop		
Decisions and Action Items	Who	When
6. Maintenance and work orders		
Decisions and Action Items	Who	When
7. Damages to property or units		
Decisions and Action Items	Who	When

8. Resident units – cleanliness issues, damages, other apartment maintenance issues		
Decisions and Action Items	Who	When
9. Tenants with behavior problems, lease violations or at risk		
Decisions and Action Items	Who	When
10. Incident Review and Follow up Plans		
Decisions and Action Items	Who	When
11. Safety and Security Issues		
Decisions and Action Items	Who	When
12. Inspections and re-certifications – planned and completed		
Decisions and Action Items	Who	When
13. Complaints received		
Decisions and Action Items	Who	When
14. Tenant Selection		
Decisions and Action Items	Who	When
15. Other		
Decisions and Action Items	Who	When