

# RENTCADENCE AI — WEEKLY FLASH REPORT

SAMPLE — fictional property and data, shown as a format example

Riverton Commons Apartments • 168 units  
Week ending Sun, Jul 19, 2026 • Prepared Mon 7:00 AM

## 1 • Scoreboard

| Metric                               | This wk         | Last wk   | Budget   | Flag                 |
|--------------------------------------|-----------------|-----------|----------|----------------------|
| Physical occupancy                   | 94.0% (158/168) | 94.6%     | 95.0%    | 2nd straight decline |
| Leased % (incl. future move-ins)     | 95.8%           | 95.8%     | 96.5%    | —                    |
| On notice / vacant-ready / not-ready | 6 / 7 / 3       | 5 / 6 / 4 | —        | notices up           |
| Delinquency (>0 days, % of billed)   | 2.9% (\$14.2K)  | 2.4%      | ≤2.0%    | see §3               |
| Open work orders (>7 days old)       | 21 (4)          | 26 (9)    | ≤25 (≤5) | ✓ improving          |

## 2 • Leasing Funnel (week)

Leads 41 → Tours 11 → Apps 5 → Approved 4 → **Leases signed 3** — net trade-out **+\$38/unit (+2.6%)** vs prior lease; renewals signed 4 of 7 offers, avg **+3.1%**. Traffic-to-tour 27%, below the trailing 4-week average of 33%; top source: ILS (24 leads). **Watch:** two Saturday tours no-showed with no follow-up logged in CRM.

## 3 • Delinquency Aging

0–30: \$9.1K (11 residents) · 31–60: \$3.4K (3) · 61+: \$1.7K (2 — both on payment plans; 1 filed). **Movement:** two new 31–60 units are transfers from last month's 0–30 group — PM to confirm 3-day notices went out (due Jul 15; not yet confirmed in system).

## 4 • Budget vs Actual — MTD Flags (>5% variance lines only)

**R&M +\$4.8K over** — turn costs on 3 down units (expected, one-time) · **Contract services +\$1.9K over** — landscaping true-up (recurring? PM to confirm contract terms) · **Payroll –\$2.1K under** — open leasing role, offsetting the traffic-to-tour dip above (connected issue).

## 5 • Renovation / CapEx Tracker

Units complete: **42 of 60** planned (on pace) · WIP: 4 · This week: 2 delivered, avg cost \$11.9K vs \$11.5K budget (+3.5%) · Reno premium on last 5 leases: **+\$168/mo vs +\$150 pro forma ✓** · Next milestone: building 3 corridor scope bids due Jul 24 — one received, two chased.

## 6 • Actions (owner + PM, tracked to close)

| # | Owner          | Action                                                                   | Due                         |
|---|----------------|--------------------------------------------------------------------------|-----------------------------|
| 1 | PM             | Confirm 3-day notices on the two 31–60 accounts (carried from last week) | Tue                         |
| 2 | PM             | Leasing coverage plan for open role + Saturday follow-up process         | Wed call                    |
| 3 | Owner          | Approve corridor scope bid tabulation once third bid lands               | Fri                         |
| 4 | RentCadence AI | Pull landscaping contract, verify true-up clause                         | <b>Done</b> — memo attached |

One page. Every Monday, 7 AM, before your PM call. That's the product.