PRLED – Prospective Resident Ledger

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  | Staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |
| Name | Call | Walk-in | Appts Made | Ppty Shown | Apps Taken | Qualified Apps | Comments |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
| Total | \_\_\_ | \_\_\_ | \_\_\_ | \_\_\_ | \_\_\_ | \_\_\_ |  |

Leasing Application Division – Performance Chart

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | Name | Name | Name | Total/MO |
|   | ***Manny*** |  |  |   |
| **Week of 03/07 to 03/11** |   | C:\Users\Conrad\AppData\Local\Temp\msohtmlclip1\01\clip_image001.pngC:\Users\Conrad\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |   |   |
|   |   |   |   |   |
| Number of New Calls from Receptionist. | 46 |   |   | 87 |
|   |   |   |   |   |
| Appointments set with Prospective Tenants | 7 |   |   | 15 |
| (% of appointments you set) Min 35% | 15% | #VALUE! | #VALUE! | 17% |
|   |   |   |   |   |
| Total appointments that showed up | 5 |   |   | 8 |
| (% that kept the appointment) Min 50% | 71% | #VALUE! | #VALUE! | 53% |
|   |   |   |   |   |
| New Walk Ins | 1 |   |   | 1 |
|   |   |   |   |   |
| Total Appointments Face to Face | 6 | #VALUE! | #VALUE! | 9 |
| (Add walk in's and appts that showed up) |   |   |   |   |
|   |   |   |   |   |
| Applications taken from appointments | 1 |   |   | 6 |
| (% of applications you got) Min 50% | 17% | #VALUE! | #VALUE! | 67% |
|   |   |   |   |   |
| Number of applications that qualified | 0 |   |   | 3 |
| (% of applications that qualified) Min 70% | 0% | #VALUE! | #VALUE! | 50% |
|   |   |   |   |   |
| Number of application denied | 0 |   |   | 2 |
|   |   |   |   |   |
| Number of applications who missed deadlines | 0 |   |   | 0 |
|   |   |   |   |   |
| Number of applications still in process | 1 |   |   | 1 |
|   |   |   |   |   |
| Qualified from Prior Week | 0 |   |   | 0 |
| Average time to qualify an application | 24hrs |   |   |   |
| (Goal is 24-48 hrs max) These are work day hours |   |   |   |   |
|   |   |   |   |   |
| **Goal in applications** |   |   |   |   |
|   |   |   |   |   |
| Should have this many applications at this point | 3 | #VALUE! | #VALUE! | 4.5 |
|   |   |   |   |   |
| You're at  | 1 |   |   | 6 |
| (+/- percentage wise) | 33.33% | #VALUE! | #VALUE! | 133.33% |
|   |   |   |   |   |
| **Goal for homes rented** | 4 |   |   |   |
| Should be at | 2 |   |   |   |
| You're at  | 3 |   |   | 75% |
| (+/- properties rented) | 150% | #VALUE! | #VALUE! |   |
|   |   |   |   |   |