

### ADDENDUM 3

(please sign and return with the submittal)

#### CHANGES

**Section 3.5 is replaced in its entirety with the following:**

#### 3.5. Required Reports

Contractor shall provide accurate and timely reports to the City's Housing Department, Asset Management Division, that include the following elements by the requested period. In addition, contractor will provide response to Owner Report Inquiries within 14 days of issuance:

Report	Frequency	Report Format
Storm Damage Reports (See Attachment C for sample template)	By 8:00 A.M. the day following inclement weather	E-mail
Owner Report <ul style="list-style-type: none"> <li>• Narrative Report (of significant events)</li> <li>• Balance Sheet</li> <li>• Budget Comparison with Notes</li> <li>• Trial Balance</li> <li>• 12 Month Actual to Budget</li> <li>• Rent Roll</li> <li>• GL Report</li> <li>• Payable Report</li> <li>• Current bank statements with signed reconciliations</li> <li>• Delinquency Receivable Reports (30, 60 and 90 day) to include pre-paid rents</li> <li>• Income Statement</li> <li>• Work Order Directory</li> <li>• Unit Availability Detail Report showing vacant unit status (turned/unturned, leased/unleased, number of days vacant)</li> <li>• Unit Statistics / Box Score Summary Report</li> <li>• Management Fee Calculation Worksheet</li> </ul>	Monthly, by the 15 <sup>th</sup> of every month	Excel
Occupancy Report (See Exhibit H) <ul style="list-style-type: none"> <li>• Vacant Units Rented</li> <li>• Vacant Unrented Units</li> <li>• Notice Given</li> <li>• Evictions</li> <li>• % Occupied</li> <li>• % Leased</li> </ul>	Weekly, Tuesday at 9:30am	Excel
Net Income Owner Report	Monthly	



<ul style="list-style-type: none"> <li>Fiscal Year Budgets with variance analysis,</li> <li>Market analysis per property.</li> </ul>	Annually, May 1 <sup>st</sup>	Excel w/ formulas
Fire Life Safety Logs	Annually, January 1 <sup>st</sup> for year prior	In format requested
Other reports requested by Housing	Promptly	In format requested

The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by signing below and returning the entire addendum with the bid or proposal submittal.

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_