Detailed Inventory

[illegible] Inc. [illegible] 5-Unit Multi-Family Portfolio

Purpose of this worksheet: To provide a fully-loaded water systems cost and maintenance baseline for each property in the portfolio before a potential sale.

Instructions/Notes: Work from the first and last tenant signature forms and the leasing file to verify "Tenant Pays" in the current rent roll. The underlying lease agreement is the final source of truth.

Tenant Pays: Yes = tenant pays the utility directly. No = landlord pays. Blank = not yet verified. Cross-check against the lease before relying on this column.

Meter Type: Sub-meter = tenant's own meter. Master = shared meter. Unknown = not verified.

Meter Serial Number: Record the meter's serial number where it is visible on the meter face. Leave blank if not visible.

Property Address	Unit #	Tenant Name	Lease Start	Lease End	Tenant Pays Water?	Tenant Pays Sewer?	Tenant Pays Trash?	Tenant Pays Electric?	Meter Type	Meter Serial Number	Meter Location	Notes	Tenant Pays Gas?	Tenant Pays Other?	Other	Monthly Water Rate	Monthly Sewer Rate	Monthly Trash Rate	Monthly Other Charge	Billing Type	Source of Water Rate	Rate Effective Date	Water Billing Method	Sewer Billing Method	Trash Billing Method	Meter Reading Date	Meter Reading Source	Meter Photo Taken?	Meter Photo Filename
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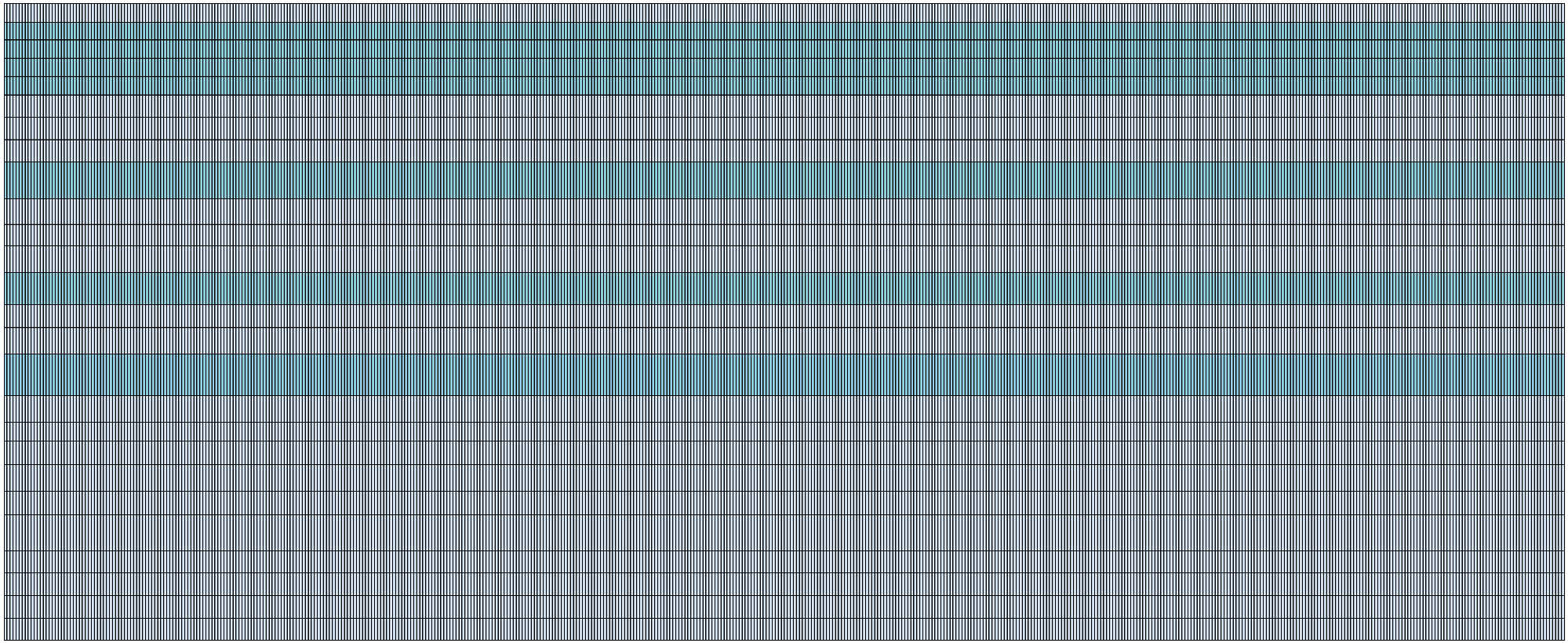
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