

The Portfolio Roll-Up

July statements · prepared for the home office of a corporate-housing network with 5 licensed markets (fictional). Owner statements, occupancy, and royalties pulled from each market's books into one view, on the 5th of every month. Nobody chases spreadsheets.

THREE THINGS THAT NEED YOU THIS MONTH

- 1

Call Phoenix before the owners do — occupancy fell 5 points in July. SERIOUS · ~\$22K/MO

Insurance-placement season wound down; Phoenix sits at 88% against the portfolio's 91.2%. The roll-up flags it before the property owners call asking.
- 2

Approve the royalty reminder — one market is 12 days late. WATCH · ~\$15K

The reminder is queued with the statement attached; it goes out on your OK.
- 3

Clear the two disputed statements — both are maintenance chargebacks. WATCH · 2 STATEMENTS

Full work-order documentation is attached to each — ten-minute resolutions instead of a week of email archaeology.

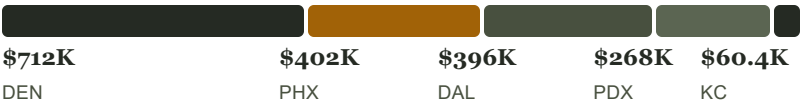
THE PORTFOLIO IN FOUR NUMBERS — WITH THE TWELVE MONTHS BEHIND THEM



BY MARKET — EACH OFFICE'S BOOKS, ONE TABLE

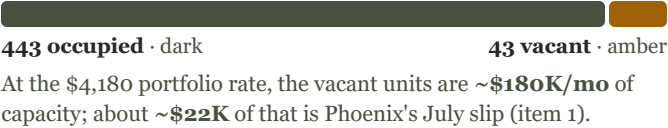
MARKET	UNITS	OCCUPANCY	— 90% TARGET	REVENUE	ROYALTY	STATEMENTS
Denver	168		93%	\$712,000	\$28,500	on time
Phoenix	104		88%	\$402,000	\$16,100	2 on a bank feed — see item 1 above
Dallas	96		92%	\$396,000	\$15,800	on time
Portland	72		90%	\$268,000	\$10,700	on time
Kansas City	46		94%	\$60,400	\$2,300	new market, ramping

REVENUE MIX — \$1.84M ACROSS FIVE MARKETS



- ▶ Denver carries 39% of revenue on 35% of the units.
- ▶ Phoenix's amber share reflects the 5-point occupancy dip (item 1).
- ▶ Kansas City is a new market, still ramping.

UNITS — 486 MANAGED



OWNER STATEMENTS — STATUS, NOT FOLKLORE

STATUS	COUNT	DETAIL
Issued by the 5th	142	emailed with the owner's format preserved
Pending data	4	Phoenix bank feed needs re-auth — nudge already sent
Disputed	2	both maintenance chargebacks; work-order docs attached — see item 3 above

This is a sample with made-up numbers. Yours is built from your real systems — QuickBooks, Excel, your ERP, your dispatch sheets — in your format, on your schedule. Flat \$1,500/month, month to month, and your first invoice doesn't go out until your first correct report lands. · [databrosftw.com/standing-reports](#)