



Michelson Weekly Update

Tuesday, March 19th, 2024

PROPERTY MANAGEMENT

1. BLUE BOOK REMINDERS - attachment

Thank you to the following properties for having all of your Blue Book reports current.

| | | | | |
|--------------------|----------------------------|------------------|-----------------------|--------------|
| Kensington West | Boulder Creek | Harper's Point | Whispering Hills | Southmoor |
| Orchard Village | Westshore Colony | The Orion | Corbin Crossing | Park Forest |
| Carrington Park | Vineyards | Trace Apartments | Alinea Town & Country | 230 Building |
| Panther Creek Parc | Fenwick Place | Walden Crossing | Bramblett Hills | |
| Preston Run | Terraces at Forest Springs | Walden Glen | Hermitage | |

- Due 03/22-Resident Questionnaire Recap –Kensington West, Panther Creek Parc
- Due 03/26-Property Inspections
- Due 03/26-Downspout Map
- Due 03/27-Administrive Checklist
- Due 03/27-2Q Marketing Plan

If you are not listed above or have any question on what is still due for your community, please email reports and/or questions to reports@michelsonrealty.com.

2. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

Please review the weekly recap for Good Calls & Reviews for 03/11-03/17 with your team!

3. FIDELITY 401K WEB WORKSHOP SCHEDULE-attachment

Fidelity offers a variety of web workshops each quarter to our employees. The attached schedule of these workshops are being added to the company website under 401K Information and will be updated each quarter.

4. YARDI VOYAGER



ichelson Weekly Update

Tuesday, March 19th, 2024

PROPERTY MANAGEMENT

A couple of users requested an Apartment Freon Listing and one is now available on the menu under Reports-Unit.

5. YARDI RENTCAFE CRM

The monthly RentCafe update will occur on 3/22 and for optimal performance, you should clear your internet cache after every release.

6. LEASING/MARKETING TIP OF THE WEEK –

Write Personalized Thank You Letters

Always send a thank you letter after a prospect tour. In this digital age, that kind of personal touch is appreciated and makes you stand out.

If your team has any unique marketing ideas, please send them to meghang@michelsonrealty.com

“What you get by achieving your goals is not as important as what you become by achieving your goals.”

Henry David Thoreau