ichelson Weekly Update

Tuesday, April 22nd, 2025

PROPERTY MANAGEMENT

1. <u>**BLUE BOOK REMINDERS - attachment**</u>

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

Park Forest	Preston Run	Hermitage	Whispering Hills
Alinea Town & Country	Westshore Colony	The Orion	
Kensington West	Terraces at Forest Springs	The Point at Tamaya	
Orchard Village	Harper's Point	Walden Crossing	
Southmoor	Bramblett Hills	Walden Glen	

- Past Due from 03/24-**Resident Questionnaire Recap**-Fenwick Place
- Past Due from 03/26-**Property Inspections**-Panther Creek Parc, Boulder Creek, Vineyards, Trace Apartments, Corbin Crossing, 230 Building
- Past Due from 03/26-**Downspout Maps**-Panther Creek Parc
- Past Due from 03/27-**Administrative Checklist**-Carrington Park
- Past Due from 03/31-**Fire Inspections**-Fenwick Place
- **Due 04/28-Resident Questionnaire Recap**-The Orion, Alinea Town Country, Trace Apartments
- **Due 04/30-Safety Checklist**

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. <u>**WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment**</u>

Please review the weekly recap for Good Calls & Reviews 04/07-04/13 and 04/14-04/20 with your team!

3. <u>**CONCESSIONS ON LEASING REPORTS**</u>

Teams, as a reminder, in order to get the "Quoted/Q" concession amount to show up on your weekly Leasing Report, please make sure all agents are entering the quoted number and duration (one month for "con1" and lease duration in months for recurring "conc") during the

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leasing steps. You also do not need to enter this number as a negative, Yardi will automatically do that for you on the report.

You can update this number and still have it show up on the report as "Quoted/Q" up until the "Execution" in Yardi. At that point, and "con1" or "conc" will need to be added to the Move-In Calculator so it's available when moving them into the system.

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4. **YARDIONE-attachment-2ⁿᵈ reminder**

Some users have reported issues with the MFA login continually reporting Invalid Code. If this happens, please clear out your browsing history and try again, instructions are attached.   Due to recent security enhancements, YardiOne will no longer provide the option to remember this device and MFA will be required with each login.
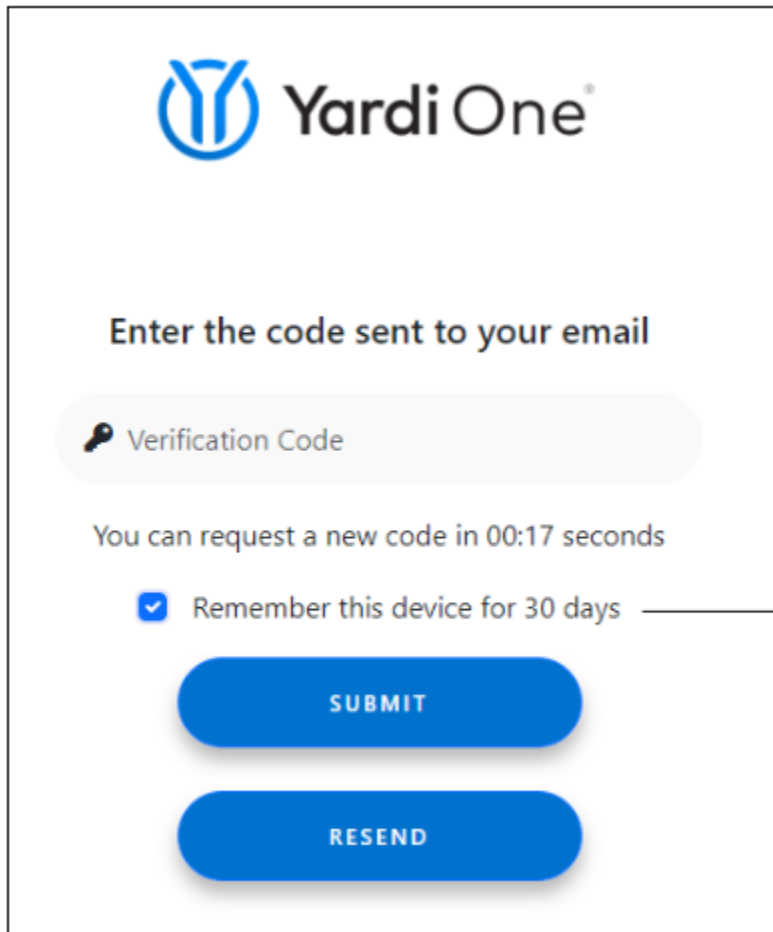Additionally, please make sure to clear your browser history on a regular basis.

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5. <u>YARDI MULTI-FACTOR AUTHENTICAN (MFA)</u>-attachment-2nd reminder

Now that we are up and running with YardiOne's MFA, we recommend having more than one MFA option setup in the event one is not working, such as email is down or no cell service is available.

The two most common are Text (SMS) and Email, with the third option requiring and Authenticator App to be downloaded to your phone.

In order to make changes to your YardiOne MFA, navigate to the YardiOne dashboard and click on your name and then My Profile. At the bottom of the screen is a tab labeled MFA Settings which will open a screen similar to what's displayed below.

In this example, the user has registered for email verification only. To add one of one of the others, click the Register button for the applicable method and follow the prompts. After

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multiple methods are registered, select one as the default method to use when logging in going forward. Detailed instructions are attached and reach out to maryw@michelsonrealty.com with any questions.

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6. <u>Leasing/Marketing Tip Of The Week - attachment</u>

List on NextDoor & Local Forums

NextDoor is one of many local social media websites & forums. They are hard to find and hard to join, representing an opportunity for any local, enterprising property manager.

These networks are interesting because they are specifically local and extremely relevant for real estate.

Additionally, NextDoor has a new ad program for early adopters and unique advertising / business options for local real estate firms.

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

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"You never get a second chance to make a first impression."

Will Rogers
1879-1935
American Actor