



# Michelson Weekly Update

Tuesday, May 16th, 2023

## PROPERTY MANAGEMENT



### 1. BLUE BOOK REMINDERS - attachment

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

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

- **Past Due from 03/28-Property Inspections**-Panther Creek Parc, Preston Run
- **Past Due from 03/28-Downspout Map**-Panther Creek Parc, Preston Run
- **Past Due from 04/28-Safety Checklist**-Carrington Park, Preston Run
- **Past Due from 04/30-Administrative Checklist**-Preston Run
- **Due 05/23-Resident Questionnaire Recap**-Vineyards, Walden Crossing, Westshore Colony
- **Due 05/31-Fire Inspections**-Carrington Park, The Orion

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](mailto:reports@michelsonrealty.com).



### 2. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

Please review the weekly recap for Good Calls & Reviews for 05/07-05/13 with your team!



### 3. YARDI TIP

#### Rentable Item Reservations

- 1- We are finding that when reserving rentable items for an applicant, it's best to wait until they are Approved and their apartment selection is firm.
- 2- When canceling the notice for a resident who has a rentable item that is already reserved for someone else, Release the Rentable Item from the left side menu first and then reassign as applicable.



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If you have any questions, please contact [yardisupport@michelsonrealty.com](mailto:yardisupport@michelsonrealty.com)

### 4. RENTCAFE CRM TIP-attachment

RentCafe performs monthly software updates and recommends users clear their browsing history afterwards. These typically occur in the middle of the month so you can set a reminder for the 17<sup>th</sup> to maintain best performance. Instruction are attached.

### 5. WORK ORDERS AND MSR STATS-2<sup>ND</sup> reminder

The MSR has been adjusted to exclude any work orders with scheduled dates in the future. This will allow the team to write up work orders ahead of time in the system for move out walks and vendor keys, or if someone schedules a service. After a Work Order has been saved with a status of Scheduled, the work order can then be edited to record a scheduled date. Please contact [maryw@michelsonrealty.com](mailto:maryw@michelsonrealty.com) with any questions.

### 6. PROPRTY EMAIL UPDATE-2<sup>nd</sup> reminder

After 5/11/23, Microsoft will automatically implement two-factor authentication (password and Mobile device MS authentication apps) on all the property email addresses with the property domain, such as @propertydomain.com. This is a Microsoft security policy that I cannot disable, so we will have to work with this security policy. Microsoft will allow 14 days to set up the two-factor authentication, if anyone has a problem setting it up, they will need to email [itsupport@michelsonrealty.com](mailto:itsupport@michelsonrealty.com) for assistance.

### 7. LEASING/MARKETING TIP OF THE WEEK –

## ***Mini Model Bed Ideas!***

*See below the awesome idea we received on how to set up your mini models quick and easy! This is a fast item to set up and should help out a lot in the mini model setups we use on site.*



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Happy Leasing!

If your team has any unique marketing ideas, please send them to [charlesm@michelsonrealty.com](mailto:charlesm@michelsonrealty.com)

“In this office...we do TEAMWORK, we do HELP, we do RESPECT  
Punctuality and Laughter. We do FRIENDSHIP. We do COFFEE and  
Cake. We COMMUNICATE and LISTEN. We do MOTIVATION. We  
do GREAT THINGS.”

Author unknown