

Michelson Weekly Update

Tuesday, June 16th, 2026

PROPERTY MANAGEMENT



1. BLUE BOOK REMINDERS - attachment

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

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

- **Past Due from 05/28-Inventories**-Estates at TPC, Fenwick Place
- **Due 06/23-Resident Questionnaire Recap**-Park Forest, Whispering Hills
- **Due 06/30-3Q Marketing Plan**
- **Due 06/30-Fire Inspections**-Walden Glen, Westshore Colony, Vineyards
- **Due 07/01-Monthly Property Summary**
- **Due 07/01-Market Study**
- **Due 07/28-Resident Questionnaire Recap**-Boulder Creek, Carrington Park, Terraces at Forest Springs

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 06/08-06/14 with your team!



3. APARTMENT AVAILABILITY ON WEBSITE-2nd reminder

On the occasion where there is an apartment that is going to need extra time to make ready, there are two methods in Voyager to reflect the availability on the website.

- 1- Review Portal Unit Priorities – Allows the user to flag apartments as Do Not Show as available on the website.



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2- Dashboard Pending Make Ready – go into the Make Ready Details and enter/edit the Unit Date Available at the top of the screen.

Please note that apartments on NTV should not be placed on DOWN status and one of the above methods should be used to manipulate the website availability. You should also note it in the unit memo or notes so your leasing team will have the information as well.

4. Leasing/Marketing Tip Of The Week - attachment

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.

“To give real service, you must add something which cannot be bought or measured with money, and that is sincerity and integrity.”

Douglas Adams
English Author
1952-2001