



ichelson Weekly Update

Tuesday, July 2nd, 2024

PROPERTY MANAGEMENT



1. BLUE BOOK REMINDERS - attachment

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

Orchard Village	Walden Glen
Terraces at Forest Springs	230 Building
Trace Apartments	Park Forest
Walden Crossing	

- **Past Due from 05/24-Resident Questionnaire Recap-Vineyards**
- **Past Due from 06/21-Resident Questionnaire Recap- Whispering Hills**
- **Past Due from 06/28-3Q Marketing Plan-Kensington West, Southmoor, Carrington Park, Westshore Colony, Vineyards, Fenwick Place**
- **Past Due from 07/01-Monthly Property Summary-Alinea Town & Country, Boulder Creek, Bramblett Hills, Carrington Park, Hermitage, Kensington West, Preston Run, Westshore Colony, Whispering Hills**
- **Past Due from 07/01-Market Study-Boulder Creek, Carrington Park, Corbin Crossing, Hermitage, Orion, Panther Creek Parc, Preston Run, Harper's Point, Southmoor, Westshore Colony**
- **Due 07/26-Resident Questionnaire Recap-Boulder Creek, Carrington Park, Corbin Crossing, 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 for 06/24-06/30 and June 2024 with your team!



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3. CONGRATS MEMO FOR JUNE 2024-attachment

Please review the Congrats Memo for June 2024 with your team!

4. PAYROLL REMINDER-attachment

There has been an increase in the lack of urgency in sending in the proper paperwork upon a termination/separation, new hire and even bi-weekly payroll documents.

Please let this serve as a reminder and notice to ensure you are doing the following:

1. **New Hires:** All paperwork must be turned in together. The new hire packet should not be submitted to payroll missing ANY documents. All new hire paperwork should be turned in as quickly as possible and no later than the Friday morning prior to a Monday Payroll submission. There has been an influx of properties waiting until the last minute to submit new hire paperwork on the Monday of payroll processing. Please note that this does not give our Payroll department enough time to process. This must not happen again.

Per Company Policy: "On or before the new employee's first day, all of the completed employment forms should be scanned and emailed to the Payroll Department at the Central Office. Payroll CANNOT set up the new employee without all of these forms."

2. **Separation/Terminations:** Please ensure you are submitting any separation/termination paperwork as quickly as possible upon the employee separating. This affects insurance, payroll and other departments. When doing, please ensure you are indicating any problems or issues with rent, tools, uniforms, keys, etc. as this will affect the final paycheck.
3. **Bi-weekly Payroll paperwork submissions:** Please review your attachment(s) prior to sending over to payroll. There are numerous times when documents are either scanned sideways, missing papers,



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mis-fed, or unreadable. Ensure all paperwork is readable and submitted properly.

As always, please make sure you are reviewing the documents you scan/send prior to submitting as again, many are coming out unreadable, mis-fed, missing forms or not in on time.

5. PROPERTY MONTHLY ONLINE REVIEWS-attachment

Please review the property reviews for June 2024 with your team! Continue to work to increase these scores on a regular basis!

6. PROPERTY MONTHLY COMPREHENSIVE CALLS-attachment

Please review the property calls for June 2024 with your team! Please confirm your lead tracking information to what you see in Yardi when using for advertising purposes.

7. PROPERTY CALENDAR FOR JULY 2024-attachment-2nd reminder

Please review the Property Calendar for July 2024 with your team.

8. SAFETY MEMO FOR JULY 2024-attachment-2nd reminder

Please review the Safety Memo for July 2024 with your team.

9. LEASING/MARKETING TIP OF THE WEEK –

Promote Seasonal Apartment Amenities.

Marketing your pool or barbecue pit this time of year probably won't make a significant impact. Instead, highlight winter-friendly features such as fireplaces, covered parking and central heating on your apartment website, social media and paid search ads. Bonus points if you can also showcase the beauty of your community during winter. Think snowy winter landscapes, warm and cozy spaces, and a bit of holiday decor. This is a great thing to post on social media this time of year.



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

“Some people dream of success while others wake up and work hard at it.”

Anonymous