



# Michelsohn Weekly Update

Tuesday, July 9th, 2024

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

- **Past Due from 07/01**-Market Study-Corbin Crossing, Southmoor
- **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](mailto:reports@michelsonrealty.com).

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

Please review the weekly recap for Good Calls & Reviews for 07/01-07/07 with your team!

### 3. YARDI



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When placing a resident on eviction, please flag the option “I choose to opt out of receiving Correspondence e-mails“ in order to prevent the system from sending any inappropriate emails to these residents. You’ll find the option on the Other Info tab of the Resident Screen in Voyager or on the Resident Profile in CRM. Please direct any questions to [yardisupport@michelsonrealty.com](mailto:yardisupport@michelsonrealty.com).

4. CONGRATS MEMO FOR JUNE 2024-attachment-2<sup>nd</sup> reminder

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

5. PAYROLL REMINDER-attachment-2<sup>nd</sup> reminder

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



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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, 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.

### 6. **PROPERTY MONTHLY ONLINE REVIEWS-attachment-2<sup>nd</sup> reminder**

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

### 7. **PROPERTY MONTHLY COMPREHENSIVE CALLS-attachment-2<sup>nd</sup> reminder**

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.

### 8. **LEASING/MARKETING TIP OF THE WEEK –**

## ***Review Local Businesses***

These aren't reviews in the traditional sense. What we're talking about is creating "Top 10" lists of different types of business in your area.

For instance, you might have "Top 10 Italian Restaurants in Las Vegas."

Often times, people will search for the best local businesses when they're contemplating moving to a new area.

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



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“The more you know about your customers, the more you can provide to the information that is increasingly useful, relevant, and persuasive.”

Jay Baer  
Write  
1969-?