



Michelson Weekly Update

Tuesday, July 11th, 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	Trace Apartments	Park Forest	Hermitage
Orchard Village	Walden Crossing	Fenwick Place	Corbin Crossing
Boulder Creek	Walden Glen	Terraces at Forest Springs	Harpers Point
Westshore Colony	Southmoor	The Orion	230 Building

- **Past Due from 04/30-Administrative Checklist**-Preston Run
- **Past Due from 05/23-Resident Questionnaire Recap**-Vineyards
- **Past Due from 05/30-Inventories**-Vineyards, Panther Creek Parc
- **Past Due from 06/22-Resident Questionnaire Recap**-Bramblett Hills, Whispering Hills
- **Past Due from 06/30-3Q Marketing Plan**-Vineyards, Carrington Park, Hermitage
- **Past Due from 07/03-Monthly Property Summary**-Carrington Park, Whispering Hills
- **Past Due from 07/03-Market Study**-Alinea Town & Country, Preston Run
- **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 07/02-07/08 with your team!



3. YARDI

The 407C Freon type had been added to use with the WO Completed Multiline as well as updating directly from the unit screen.



4. CONGRATS MEMO FOR JUNE 2023-attachment-2nd reminder

Please review the Congrats Memo for June 2023 with your team!



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5. **PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment-2nd reminder**

Please review the property calls for June 2023 with your team! Please confirm your lead tracking information to what you see in Yardi when using for advertising purposes.

6. **PROPERTY MONTHLY ONLINE REVIEWS – attachment-2nd reminder**

Please review the property reviews for June 2023 with your team!

7. **RENTABLE ITEM HISTORY REPORT-2nd reminder**

A new report is now available through Yardi where you can view the full history of any rentable item. You can find the report by searching “Rentable Item Rental History” or manually find it at Reports > Unit > Rentable Item Rental History.” A tip before pulling the report is to have a RI Rent Roll available as the report will request you to input a specific rentable item to review its history.

8. **LIEN WAIVERS THROUGH DOCUSIGN-2nd reminder**

A template for Lien Waivers is now available to complete and send to vendors as needed through DocuSign. It should now be listed under Templates > Shared with Me. When completing the Lien Waiver, properties will need to complete the work description portion, Owner of the property (legal entity, not just the name of the property), and the amount of the invoice where a lien waiver is needed. When completed with your portion, you just need the vendor’s email address to send them the DocuSign to fill out the day it’s being executed, their company name, their e-signature, and their title with the company. IF you get this signed and scanned in with the invoice submission, Central Office AP can mail the check directly to the vendor, saving everyone time. A physical copy of the Lien Waiver is also attached to the Weekly Update.

9. **LEASING/MARKETING TIP OF THE WEEK –**

Recycle reviews

Use good reviews as a testimonial for your listing sites. Take a screenshot of your best review and post it to every listing you’re in; this can boost your reputation tremendously.



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Happy Leasing!

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

“There is only one thing that makes a dream impossible to achieve: the fear of failure.”

Paulo Coelho
1947-?
Brazilian Writer