



Michelson Weekly Update

Tuesday, July 16th, 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	Southmoor	Boulder Creek	Terraces at Forest Springs	The Orion	Whispering Hills
Alinea Town & Country	Carrington Park	Westshore Colony	Harper's Point	Trace Apartments	Corbin Crossing
Kensington West	Panther Creek Parc	Vineyards	Bramblett Hills	Walden Crossing	230 Building
Orchard Village	Preston Run	Fenwick Place	Hermitage	Walden Glen	

- **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 07/08-07/14 with your team!

3. YARDI-2nd reminder



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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.

4. PAYROLL REMINDER-attachment-2nd 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:

- 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.”
- 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.
- Bi-weekly Payroll paperwork submissions:** Please review your attachment(s) prior to sending over to payroll. There are numerous



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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.

5. LEASING/MARKETING TIP OF THE WEEK –

Advertise at Local Animal Shelters

Pet friendly rentals are in high demand. If you allow pets (particularly dogs), you should promote it as much as possible in your apartment marketing plan.

Pet Friendly Apartment Marketing Ideas

Consider partnering up with local animal shelters to leave brochures or pamphlets promoting your apartments as a pet friendly community. In exchange, you can offer rental discounts for employees and customers of the shelter. You could even sponsor an event at the shelter such as an adoption fair.

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

“Don’t be the same.....BE BETTER”