



ichelson Weekly Update

Tuesday, July 18th, 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	Alinea Town & Country	Terraces at Forest Springs	230 Building
Orchard Village	Walden Crossing	Park Forest	The Orion	
Boulder Creek	Walden Glen	Carrington Park	Corbin Crossing	
Westshore Colony	Whispering Hills	Fenwick Place	Harper's Point	

- **Past Due from 04/30-Administrative Checklist**-Preston Run
- **Past Due from 05/30-Inventories**-Vineyards, Panther Creek Parc
- **Past Due from 06/22-Resident Questionnaire Recap**-Bramblett Hills
- **Past Due from 06/30-3Q Marketing Plan**-Hermitage
- **Due 07/26-Resident Questionnaire Recap**-Boulder Creek, Corbin Crossing, Terraces at Forest Springs
- **Due 08/01-Monthly Property Summary**
- **Due 08/01-Market Study**
- **Due 08/24-Resident Questionnaire Recap**-Orchard Village, Walden Glen, Hermitage
- **Due 08/29-Administrative Checklist**
- **Due 08/31-Fire Inspection**-Carrington Park

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 07/09-07/15 with your team!



3. YARDI-2nd reminder

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



4. LEASING/MARKETING TIP OF THE WEEK –



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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.

Happy Leasing!

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

“Continuous effort-not strength or intelligence-is the key to unlocking our potential.”

Sir William Churchill
1874-1965
British Statesmen