



Michelson Weekly Update

Tuesday, August 25th, 2026

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	Terraces at Forest Springs	Westshore Colony	The Point at Tamaya	Whispering Hills
Alinea Town & Country	Fenwick Place	Boulder Creek	Orchard Village	Trace Apartments	
Kensington West	Panther Creek Parc	Estates at TPC	Bramblett Hills	Walden Crossing	
Southmoor	Preston Run	Vineyards	The Orion	Walden Glen	

- **Due 08/27-Administrative Checklist**-Park Forest, Kensington West, Southmoor, Boulder Creek, Estates at TPC, Vineyards, Westshore Colony, The Point at Tamaya, Walden Crossing, Walden Glen
- **Due 08/31-Fire Inspections**-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 08/17-08/23 with your team!

3. WEEKLY QUIZZES-attachment

Policies and Procedures Chapter 4 – Quiz #1. Go to:

Link: [Michelson Organization Quizzes](#)

Please review and complete the quiz for Chapter 4 (Sections 1-9). If there are any questions or issues, please email meghang@michelsonrealty.com.

4. LIEN WAIVER REQUIREMENTS - attachment

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We have updated our lien waiver requirements where we will begin needing completed Lien Waivers for any work above \$5,000. Please review the updated manual section for this and a reminder of addressing larger invoices with separate payments.

☐ 5. GENERIC COI AGREEMENT FOR NEW VENDORS - attachment

Going forward, in instances you need new/updated COI from a vendor, please have them provide a current COI plus have them sign the attached agreement. This will help cover us as additionally insured if they don't place it on the COI. This form was added to the Michelson Manuals page as well.

☐ 6. CRM/RENTCAFE – FLAGGING APARTMENT AS “DO NOT SHOW” ON THE WEBSITE VIA VOYAGER – attachment

This was previously mentioned in relation to market rent overrides, and can also be applied to Down apartments. The Review Portal Unit Priorities function can be filtered to display apartments that are not currently available so an apartment can be flagged as “Do Not Show” as soon as we are aware it will need to go on DOWN status once vacated. Please see attached for further detail and reach out to Mary Williams at yardisupport@michelsonrealty.com with any questions.

☐ 7. PAYROLL-attachment

Payroll 1 Properties, please have your payroll submitted by 09/06/2026.

☐ 8. CRM/RENTCAFE – MARKET RENT OVERRIDES-attachment-2nd reminder

Just a quick reminder regarding market rent updates in CRM/RentCafe. While we update pricing in RentCafe, once an apartment is leased, Yardi Voyager will update based on the new lease information, but CRM/RentCafe will not automatically reset the market rent.

Because of this, whenever a resident gives notice, please make sure you go back into CRM/RentCafe and update the unit to the current actual market rent.

This is especially important if the apartment was previously listed online at a reduced rent. If we don't manually update it, the unit may come back online at the previous reduced, rather than today's correct market rent.



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Bottom line: When a notice is received, part of the notice process should be flagging the apartment as “Do Not Show” on the website, through Voyager, until the market rent is checked and updated in CRM/RentCafe, at which time the flag can be cleared and the apartment marketed again. (see attached How To for Voyager procedure)

Please make sure your teams are following this step so we don't unintentionally advertise apartments below the appropriate market rent.

If you have any questions, please contact Mary Williams at maryw@michelsonrealty.com.

9. Leasing/Marketing Tip Of The Week - attachment

Don't Slow Down Your Apartment Marketing

Over half of renters are planning to move this year compared to only a third last year, so now is not the time to slow down your apartment marketing! Use these tips to complement your existing apartment marketing strategy and make sure to measure your marketing to determine what's working best to drive results for your community.

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

“Allow other people to speak first, the important factor is not who talks.....It's who listens.”

Ilana Eberson