



# ichelson Weekly Update

Tuesday, August 26th, 2025

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

- **Due 08/27-Administrative Checklist**-Park Forest, Alinea Town & Country, Orchard Village, Southmoor, Carrington Park, Panther Creek Parc, Preston Run, Fenwick Place, Terraces at Forest Springs, Harper's Point, Walden Crossing, Walden Glen
- **Due 08/31-Fire Inspections**-Fenwick Place, Terraces at Forest Springs, Carrington Park
- **Due 09/02-Monthly Property Summary**
- **Due 09/02-Market Study**
- **Due 09/19-Downspout Maps**
- **Due 09/20-Resident Questionnaire Recap**-Fenwick Place, Kensington West, Harper's Point, Panther Creek Parc,
- **Due 09/25-Property Inspections**
- **Due 09/30-4Q Marketing Plan**

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 08/18-08/24 with your team!



### 3. NTV FORM THROUGH CRM - attachment



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The Notice to Vacate Form is now available for e-signature through CRM. Attached are instructions to process them, and please email [yardisupport@michelsonrealty.com](mailto:yardisupport@michelsonrealty.com) with details if you have any issues with it.

### 4. EPA CERTIFICATION

We kindly ask that you provide us with the names of any employees at your property who currently hold a valid EPA certification. Please include a copy of their certification and submit it to Jayne Tessmer at [tessmerj@michelsonrealty.com](mailto:tessmerj@michelsonrealty.com), no later than **Friday, August 29, 2025**.

### 5. RENTCAFE RESIDENT PORTAL-attachments

In anticipation that many residents will be logging into RentCafe Resident Portal for the first time since the 8/6 change to passwordless login, Yardi will be updating the login page with additional resources to ensure a smooth transition for the residents. These resources will include on screen instructions, a Learn More button to help resolve common issues, and a Call Center Support number that residents can use to reach Yardi dedicated support staff directly. I have attached the tip sheets shared last month, as an additional resource for your office team.

### 6. YARDI-2<sup>nd</sup> reminder

This week we will be activating the payment notification process in Yardi.

- 1- It will send out a reminder 2 days prior to end of month, to all residents setup for Rent Direct. The email will include the last 4 digits of the bank account that is scheduled for use.
- 2- Receipts will be emailed after the Process Payment job runs at 4 a.m. on the 1<sup>st</sup>.
- 3- Receipts will also be emailed for any 1-time EFT payments the office processes on behalf of the resident.

If you have any questions, please contact Mary Williams at Central Office.

### 7. Leasing/Marketing Tip Of The Week

## ***Market Available Units Well in Advance***

Most apartments have a 90-day move-out period, meaning you can't guarantee availability until closer to the beginning of a lease. This can be an issue for renters who begin their apartment search early.



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Our study found that 60% of respondents began their search at least six months before the lease was to begin. This means that it would benefit your apartment marketing strategy to have some data on the types of units available—including features, location, and more—in advance to help renters plan as they narrow down their options for in-person visits.

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

“The secret of getting ahead is getting started.”

Mark Twain  
American Writer  
1835-1910