



Michelson Weekly Update

Tuesday, September 8th, 2026

PROPERTY MANAGEMENT

1. BLUE BOOK REMINDERS - attachment

Thank you to the following properties for having all of your Blue Book reports current.

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

- **Past Due from 08/27-Administrative Checklist**-Boulder Creek, Vineyards
- **Past Due from 09/01-Monthly Property Summary**-Orchard Village, Southmoor, Whispering Hills
- **Past Due from 09/01-Market Study**-Orchard Village, Southmoor
- **Due 09/22-Downspout Maps**
- **Due 09/22-Property Inspections**
- **Due 09/27-Resident Questionnaire Recap**-Fenwick Place, Kensington West
- **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.

2. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

Please review the weekly recap for Good Calls & Reviews 08/31-09/06 with your team!

3. WEEKLY QUIZZES-attachment

Policies and Procedures Chapter 5 – Quiz #2. Go to:

Link: [Michelson Quizzes](#)

Please review and complete the quiz for Chapter 5 (Sections 1-6). If there are any questions or issues, please email meghang@michelsonrealty.com.

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☐ 4. REQUEST/REPORT EMAILS-attachment

As a reminder, along with one new email created, please use the following emails for submitting misc. requests to Central Office.

1. pmsupport@michelsonrealty.com
 - a) SignNow help.
 - b) Google Adwords adjustments.
 - c) Quiz account creation/removal.
 - d) Website adjustments.
 - e) Assistance with any third party vendors (Apts.com, Zillow, First Advantage, Notifii, etc.)
 - f) If you're not sure who to send a request to based on this email, shoot over to this one.
2. yardisupport@michelsonrealty.com
 - a) Any Yardi/Rent Cafe-specific related items.
 - b) Login, report, lease/document generation, procedures not working as expected.
 - c) Amenity additions if not being done on-site.
3. itsupport@michelsonrealty.com
 - a) Any IT related items such as email, hardware, or software issues that are MRC-specific.
 - b) If you're having trouble with a particular vendor's (i.e. cable/internet/phone) product, please reach out to them first!
4. reports@michelsonrealty.com
 - a) Blue Books reports.
 - b) Field Notes (Field Notes once AM/DM/RM have reviewed)
 - c) 100% and \$0 DQ reports once you reach those achievements!
 - d) Please note, weekly MSR and red-penned reports only need to go to your AM/DM/RM.
5. goodcall@michelsonrealty.com
 - a) Good calls with agent and PM notes included.
 - b) Positive online reviews.
6. deposits@michelsonrealty.com
 - a) Receipt deposit slips to this email with each batch.
7. humanresources@michelsonrealty.com
 - a) Employee complaints.
8. orders@michelsonrealty.com
 - a) Ordering any MRC items/forms/books and safety supplies.
 - b) Where appropriate, make sure to include the order form with the email.
9. incidents@michelsonrealty.com
 - a) Incident reports and workers comp information with supporting documentation.
 - b) Please cc'd Bill Willenbrink on all Workers Comp/Incident Reports.

☐ 5. CONGRATS MEMO FOR AUGUST 2026-attachment



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Please review the Congrats Memo for August 2026 with your team!

☐ 6. **PROPERTY MONTHLY ONLINE REVIEWS – attachment**

Please review the monthly online review report for August 2026 with your team. Keep pushing to get those scores up!

☐ 7. **PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment**

Please review the monthly comprehensive call report for August 2026 with your team and confirm that your lead tracking information is correct. If you need any updates, email mattd@michelsonrealty.com.

☐ 8. **PROPERTY CALENDAR FOR SEPTEMBER 2026-attachment-2nd reminder**

Please review the attached Property Calendar for September 2026 with your team!

☐ 9. **SAFETY MEMO FOR SEPTEMBER 2026-attachment-2nd reminder**

Please review the attached safety memo and watch the safety video with your staff. When you are ready to watch the Safety Video for September 2026, please make sure to copy the WHOLE address into your browser. It starts with 'https' and ends with '24136'. If you need to do so, you may pause this video and return to it **without** it costing Michelson for another viewing.

<https://www.osmanager4.com/videoexternalvos.aspx?aicccourseurl=122091815&ocid=824869&ctype=OC&progid=15085>

☐ 10. **Leasing/Marketing Tip Of The Week - attachment**

Create an Experience for Your Apartment Tours

While the online experience you offer prospective renters is important, 72% still note that an in-person visit is their preferred research method. If you can wow them during their apartment tour, you have a better chance of getting them to sign a lease with you.

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



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“It is not enough to have a good mind. The main thing is to use it well.”

Rene Descartors

1596-1650

French Philosopher & Mathematician