



# ichelson Weekly Update

Tuesday, November 14th, 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	Whispering Hills	Fenwick Place	Harper's Point
Orchard Village	Southmoor	Preston Run	230 Building
Boulder Creek	Alinea Town & County	Terraces at Forest Springs	
Westshore Colony	Park Forest	The Orion	
Trace Apartments	Carrington Park	Corbin Crossing	

- **Past Due from 10/20-Safety Checklist**-Walden Glen, Panther Creek Parc
- **Past Due from 10/31-Safety Box Inventory**-Vineyards, Walden Crossing, Bramblett Hills, Panther Creek Parc
- **Past Due from 10/31-Fire Inspections**-Hermitage
- **Past Due from 11/01-Monthly Property Summary**-Walden Glen
- **Due 11/22-Resident Questionnaire Recap**-Southmoor, Vineyards, Westshore Colony
- **Due 11/27-Property Inventories**
- **Due 11/30-Fire Inspections**-Preston Run, Vineyards
- **Due 12/21-Resident Questionnaire Recap**-Park Forest, Preston Run, Bramblett Hills, Whispering Hills
- **Due 12/22-1Q Marketing Plan**
- **Due 12/29-2024 Major Projects List**
- **Due 12/29-Fire Inspections**- Kensington West, Orchard Village, Panther Creek Parc
- **Due 12/31-Administrative Checklist**-Preston Run, 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](mailto:reports@michelsonrealty.com).



### 2. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

Please review the weekly recap for Good Calls & Reviews for 11/06-11/12 with your team!



### 3. PAYROLL-attachment



# ichelson Weekly Update

Tuesday, November 14th, 2023

## PROPERTY MANAGEMENT

Please read the attached Payroll Notice for Thanksgiving. Please submit your time entry to Rene Kramer by 10 am on Sunday morning (11/19/2023). If you have any questions, please contact Rene Kramer at [kramer@michelsonrealty.com](mailto:kramer@michelsonrealty.com).

### 4. PROPERTY MONTHLY ONLINE REVIEWS – attachment

Please review the property reviews for October 2023 with your team! Continue to work to increase these scores on a regular basis!

### 5. PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment

Please review the property calls for October 2023 with your team! Please confirm your lead tracking information to what you see in Yardi when using for advertising purposes.

### 6. GOOD CALL

We hope to hear calls between Agent and Prospects as a rule being turned in. If you decide to send a roleplay, please note this in the subject line. Thanks for your help!

### 7. Yardi-2<sup>nd</sup> reminder

The YardiOne implementation is scheduled to occur overnight next Monday and will affect all Yardi users. YardiOne provides a dashboard to access all Yardi applications and simply changes the way you sign into the programs. You will not see any changes to the programs themselves. When you come in Tuesday 11/14,

- 1- Look for an email from YardiOne with a link to create/reset you password. Users who previously accessed YardiOne for other Yardi applications may not need to create or reset their password.
  - a. The new password requirements:  
12 characters including 1 capital letter - 1 lower case letter - 1 number - 1 symbol.
- 2- Your new username will be your email address. For users using a generic email, i.e. [leasing@property.com](mailto:leasing@property.com), a unique alias email has been setup to serve as your username, and will be emailed to the property later this week.
- 3- After the upgrade, users can access all Yardi applications through the dedicated YardiOne URL ([https:// https://michelsonrealty.yardione.com/](https://michelsonrealty.yardione.com/)) using the credentials from 1-2 above. CRM users will need to access through the Google Chrome browser.
- 4- Additionally, Mobile Maintenance App Users will need to follow the instructions provided on the 2<sup>nd</sup> page of the attached Maintenance App Setup document.
  - a. Scan the appropriate QR code for your device



# ichelsohn Weekly Update

Tuesday, November 14th, 2023

## PROPERTY MANAGEMENT

b. Sign in with new credentials, iPhone users will select the YardiOne option before entering new credentials.

5- Call Automation App will remain unchanged.

6- Ye or I will be logging into your computers Monday night to adjust the check scan settings, please ensure that workstation is left on.

Answers to frequently asked questions are attached. Additional questions can be sent to [maryw@michelsonrealty.com](mailto:maryw@michelsonrealty.com).



### 8. GOOD CALL SUBMISSIONS-2<sup>nd</sup> reminder

As a reminder, calls submitted to the Good Call email need both the agent and manager's feedback on them. Those calls submitted without notes will not be counted towards the weekly tally.



### 9. CANVA ACCOUNTS-2<sup>nd</sup> reminder

Teams, please make sure all office members are using the main Canva account that is linked to the property email address instead of creating individual accounts for everyone. This will cause each account to be charged as opposed to just the one through the main property email.



### 10. 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. Happy Leasing!*

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



# JL ichelson Weekly Update

Tuesday, November 14th, 2023

## PROPERTY MANAGEMENT

“Buyers decide in the first eight seconds of seeing a home if they’re interested in buying it. Get out of your car, walk in their shoes and see what they see within the first eight seconds.”

Barbara Corcoran