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Make Ready Status Report/Setup of Make Ready Work Orders

Maintenance Module

Report Example and Outline:

Make Ready Status Report													Page: 1 Date: 09/01/2009 Time: 10:57 am
Prentiss Pointe Apartments (ppa01)													
PPA													
Pending Make Readies													
Vacant Units													
Unit*	MR Link*	Move Out	Tear Down	Paint	Put Back	Carpet Clean	Carpet Replace	Unit Clean	Final Inspection*	Applicant on Unit*	Applicant Move In	Applicant Status	MR in Yardi?
011-301		8/31/09											N
113-202		8/15/09	8/29/09-Com	8/18/09-St	8/19/09-St		9/5/09-St	8/20/09-St	8/21/09-St				N
488-301		8/7/09	8/19/09-Com	8/20/09-Com	8/24/09-Com	8/24/09-Com		8/22/09-Com	8/21/09-St				N
488-306		8/10/09	8/18/09-Com	8/20/09-Com	8/24/09-Com	8/24/09-Com		8/22/09-Com	8/21/09-St				N
494-303		8/31/09											N
496-105		7/31/09	8/10/09-St	8/11/09-St	8/12/09-St	8/15/09-St		8/13/09-St	8/18/09-St				N
498-203		8/7/09	8/19/09-Com	8/20/09-Com	8/24/09-Com	8/24/09-Com		8/22/09-Com	8/21/09-St				N
Notice Units													
Unit*	MR Link*	Move Out	Tear Down	Paint	Put Back	Carpet Clean	Carpet Replace	Unit Clean	Final Inspection*	Applicant on Unit*	Applicant Move In	Applicant Status	MR in Yardi?
013-101		9/30/09											N
017-201		9/18/09											N
115-103		9/30/09											N
496-201		9/23/09											N
498-201		9/3/09											N

The Make Ready Status Report is a completely interactive report to create, modify, and complete Make Ready Work Orders. *(These MR Work Orders are completely customizable and need to be setup prior to the rollout of the above report; cost is outlined in the Pricing Section)

The report will show all vacant units and their place within the Make Ready process. Once MR Work Orders are created the report will show the expected start date or completion date of the MR Work Order. These Work Orders are hyperlinked to assign to a tech to track who completed what and when. It will also show if there is an applicant on the vacant/notice unit, if they are approved and when their move-in date is, to give a heads up on when the Make Ready needs to be completed by.

Make Ready Update				
Property ppa01 - Unit 015-304 - Tenant Robson - Move Out 8/11/2009				
Description	Start Date	Expected Compl.	Actual Compl.	Complete?
1. Tear Down	08/14/2009	08/15/2009	08/14/2009	<input type="checkbox"/>
2. Paint	08/18/2009	08/19/2009	08/17/2009	<input type="checkbox"/>
3. Put Back	08/19/2009	08/20/2009	08/21/2009	<input type="checkbox"/>
4. Carpet Clean	08/21/2009	08/22/2009	08/24/2009	<input type="checkbox"/>
6. Unit Clean	08/20/2009	08/21/2009	08/22/2009	<input type="checkbox"/>
7. Final Inspection	08/21/2009	08/22/2009		<input type="checkbox"/>

Make Ready 'Pop-Up' to set start and completion dates from the report itself.

Report Filter:

Property

Completion Dates

Destination

List Pricing:

Prices quotes available upon request. Each quote contains a base price of the report and any additional cost due to client directed modifications.

Any Dover Realty Custom Report can be modified to each individual client's need. Information may be added and removed at the client's discretion.

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