

Make Ready Inspection



01



The "Rent Ready" flag in Yardi checked

The Maintenance Super has verified all the work has been completed on the vacant unit and changes the status to "Move to Rent Ready" on the Smart board.

02



Updating in Yardi

- The 'Date Available' field is updated with the date the unit was marked as Rent Ready in Smartboard.
- The 'Date Ready' field is updated with the date the unit was marked as Rent Ready in Smartboard.

Date Available

Date Ready

Rent Ready

Occupancy	General	Description	Contacts
Occupancy			
Unit Status	Vacant Unrented Ready		
Name			
Status	VACANT		
Rent	0.00		
Lease From			
Lease To			
Move In			
Move out			
Date Available	08/03/2022		
Date Ready	08/03/2022		
Exclude	<input type="checkbox"/>		
Rent Ready	<input checked="" type="checkbox"/>		
Performance			

03



Rent Ready Alert Email

An email automatically is sent to the “Rent Ready Alert Email” found on the building setup in Toolbox letting them know they must complete the Make Ready Inspection in the mobile app.

04



Ready to Show

The maintenance tech performs the 3 operations below

- Amenities Walk-Through
- Video Tour

05



Amenity Walkthrough

- Onsite team completes an Amenity Walkthrough to ensure the amenities listed on the unit are accurate and take a photo of each amenity.
- These photos can be used for the unit's digital brochure and for use on the website.

A copy of the PDF report is uploaded to the Unit Attachments in Yardi.

← Lindy Communities

LIVING ROOM ☐ All Ok +

DINING ROOM ☐ All Ok +

KITCHEN ☐ All Ok +

BEDROOMS ☐ All Ok +

BATHROOM ☐ All Ok +

LOCKS ☐ All Ok +

KEYS ☐ All Ok +

NEXT



← Lindy Communities

LIVING ROOM ☐ All Ok -

Walls / Outlets
☒ Ok ☐ Not Ok

Ceilings / Lights
☐ Ok ☒ Not Ok

Ceilings not okay.

  ADD IMAGE

Window
☒ Ok ☐ Not Ok


NEXT

06



Video tour of the apartment

- Onsite team records a video tour of the apartment. These videos can be used for the unit's digital brochure and also be used on the website.
- Agents will get an email with a link to the video they can share with prospects they are working with.


 **Lindy Communities**

Select Property
450 Green Apartments

Select Unit
N200

Select Unit Type
1 Bedroom 1 Bath with Balcony

TAKE VIDEO

 **Lindy Communities**

Select Property
450 Green Apartments

Select Unit
N200


Select Unit Type
1 Bedroom 1 Bath with Balcony

Select Option

Use Camera

Video Library

Cancel

 **Lindy Communities**

Amenities As Per Yardi

Bathroom Upgrade 25.00

Exist Does Not Exist

Test image

Comment

SUBMIT

07



Rent Ready Units Tab for easy access

Once completed the Rent Ready Units tab on the Smartboard is updated with a link to the Make Ready Inspection, Amenity Walkthrough, and video tour for easy access.

NEW - TOWERS AT WYNCOTE SCHEDULE

Select Community: Towers at Wyncote

Turnover Reds Renovated Reds

TURNOVER RENOVATED UNITS **RENT-READY UNITS** RENT ADJUSTMENTS VARIANCE REPORTING MOVE OUT NOTICES STALE UNITS

--All Status-- --Search Units-- --All Vacant Days--

Total Rent Ready: 39 Vacant Unrented Not Ready: 0 Vacant Unrented Ready: 25 Vacant Rented Ready: 14 Vacant Rented Not Ready: 0

Note: If Unit Status(Yardi) for an record is changed to any of (Waitlist, Occupied No Notice, Notice Unrented, Excluded or Down) then the record is Removed from Rent Ready List

	APT	PROPERTY	MOVED FROM	MOVE-IN DATE	TYPE	SIZE	FINISH DATE	DAYS TAKEN	DAYS VACANT	UNIT STATUS (YARDI)
1	0914-1	Towers at Wyncote	Turnover	10-10-2022	Trill	1 Bedroom	09-30-2022	8	3	Vacant Rented Ready
2	0322-2	Towers at Wyncote	Turnover	Not Available	Trill	2 Bedroom Der	09-30-2022	10	3	Vacant Unrented Ready
3	0324-1	Towers at Wyncote	Turnover	10-15-2022	Trill	2 Bedroom	09-30-2022	11	3	Vacant Rented Ready
4	0206-2	Towers at Wyncote	Turnover	10-07-2022	Redev	2Bed/2Bath	09-30-2022	18	3	Vacant Rented Ready
5	1213-3	Towers at Wyncote	Turnover	Not Available	Trill	2 Bedroom	09-29-2022	8	4	Vacant Unrented Ready
6	1218-1	Towers at Wyncote	Turnover	09-30-2022	Redev	2 Bedroom	09-23-2022	4	10	Vacant Rented Ready



High Level Overview of the Process

01



User completes the Move out inspection

- After the user completes the Move out inspection, they determine whether the unit is a "Turnover" or a "Renovation Unit".
- This process will review from that point until the unit is marked as ready.

02



Unit appeared as Received

The unit will appear on with the "Turnover" or a "Renovation Unit" tab with the "Received" status.

TURNOVER

RENOVATED UNITS

STATUS

Received

03



Change Unit status

Maintenance Super can now mark the applicable services that need to be completed in the unit on the Smartboard and change the Unit status to "Work in Progress".

	APT	STATUS	WALK DATE ⓘ	AVAILABLE DATE ⓘ	MOVE-IN DATE ⓘ
1	0813-1	Work In Progress	08-24-2022	09-19-2022	09-21-2022

04



Updating the Status

As they work on getting the unit ready, they should be updating the status of each item they need to complete on the Smartboard.

NEW - TOWERS AT WYNCOTE SCHEDULE

Select Community Towers at Wyncote

Turnover Reds

Renovated Reds

Back

TURNOVER

RENOVATED UNITS

RENT-READY UNITS

RENT ADJUSTMENTS

VARIANCE REPORTING

MOVE OUT NOTICES

STALE UNITS

Walk Date

--All Units--

	APT	STATUS	WALK DATE ⓘ	AVAILABLE DATE ⓘ	MOVE-IN DATE ⓘ	TYPE	SIZE	PAINT	PLUMBING
1	0413-2	Received	09-26-2022	10-17-2022	Not Available	Lindy	1 Bedroom	X	X
2	0516-3	Received	09-27-2022	10-18-2022	Not Available	Redev	2 Bedroom	X	X
3	0220-1	Received	09-28-2022	10-10-2022	10-12-2022	Trill	1 Bedroom	X	X
4	M09-03	Received	09-29-2022	10-11-2022	10-13-2022	Trill	1 Bedroom	X	X
5	0401-1	Received	09-30-2022	10-26-2022	10-28-2022	Trill	1 Bedroom	--/- In Progress	X

	APT	TUB	COUNTERTOPS	CARPET	MAINTAINENCE	CLEAN	SHAMPOO	LOCKS	PATIO
1	0413-2	X	X	X	READY	- Needs	- Needs	s	x - Done
2	0516-3	X	X	X	READY	- Needs	- Needs	s	x - Done
3	0220-1	X	9/28	X	Thomas 9/30	- Needs	X	s	x - Done
4	M09-03	X	X	X	READY	- Needs	X	s	x - Done
5	0401-1	X	X	X	Needs	- Needs	X	s	x - Done

APPLIANCES ⓘ	PLANK FLOORING	RESIDENT STATUS (YAR)	UNIT STATUS (YARDI)	MOVE-OUT DATE	COMMENT	DELETE
	X	Past	Vacant Unrented Not Re	09-26-2022		Delete
	X	Past	Vacant Unrented Not Re	09-27-2022		Delete
	X	Applicant	Vacant Rented Not Reac	09-28-2022		Delete
	X	Future	Vacant Rented Not Reac	09-29-2022		Delete
	X	Future	Vacant Rented Not Reac	09-30-2022		Delete

05



information for leasing team

The user should also make sure the "Available Date" is updated to reflect when the unit is estimated to be ready. This updates the unit setup in Yardi and is important information for the leasing team.

AVAILABLE DATE ?
09-19-2022

06



Updating in Yardi

- The 'Date Available' field is updated with the date the unit was marked as Rent Ready in Smartboard.
- The 'Date Ready' field is updated with the date the unit was marked as Rent Ready in

Date Available

Date Ready

Rent Ready

Occupancy	General	Description	Contacts
Occupancy			
Unit Status	Vacant Unrented Ready		
Name			
Status	VACANT		
Rent	0.00		
Lease From			
Lease To			
Move In			
Move out			
Date Available	08/03/2022		
Date Ready	08/03/2022		
Exclude	<input type="checkbox"/>		
Rent Ready	<input checked="" type="checkbox"/>		
Performance			

07



Rent Ready Alert Email

This also generates an email to the “Rent Ready Alert Email” found on the building setup in Toolbox letting them know they must complete the Make Ready Inspection in the mobile app.

Overview of Smartboard Columns

APT	STATUS	WALK DATE ●	AVAILABLE DATE ●	MOVE-IN DATE ●	TYPE	SIZE
0813-1	Received	08-24-2022	09-19-2022	09-21-2022	Lindy	3 Bed den
0812-3	Received	08-25-2022	09-15-2022		Lindy	2Bed/2Bath

APT

- Yardi Unit code that was selected when the user created the move out report.
- User cannot edit this field.

STATUS

- User must edit this field
- Received – default status once the unit’s move out inspection is completed.
- Work in Progress- user should change once they determined what action items need to be completed and the work has started.
- Move to Renovated or Move to Turnover- If user selected the wrong type when completed the move out inspection they can fix it using this option.

Move to Rent Ready- User must select this status when the work on the unit is completed and its ready for the make ready inspection. When completed the "Ready" flag and "Date Available" and "Date Ready" date fields on the Unit Setup in Yardi.

WALK DATE

- Date the move out inspection was completed on the app.
- User cannot edit this field.

AVAILABLE DATE

- Each property has a default setup for this date.
 - If a unit has a move in scheduled the available date will be 2 days before the scheduled move in. If there are no move ins scheduled it will default to X days from the Walk Date. (# of days can vary by property)
- User can edit this field to make sure the date they believe the unit will be available.
- User is encouraged to update to ensure its as accurate as possible because leasing team will rely on this information.
- This date should flow into Yardi. Whatever date is showing in this field should be updated on the Unit setup in Yardi in both the "Date Available" and "Date Ready" date fields. This should be done overnight.

MOVE IN DATE

- If the Unit status is Vacant Rented Not Ready, then the move in date scheduled for the applicant should pull into this column.
- User cannot edit this field.

TYPE

- Each property has different types setup. They are usually based on the current renovation level of the unit.
- User can edit and must select this field.

SIZE

- It varies by property but when the property is setup in Toolbox, we match the type based off the Yardi unit type.
- User can edit this field if for some reason it is not accurate.

PAINT	PLUMBING	TUB	COUNTERTOPS	CARPET	MAINTENANCE	CLEAN	SHAMPOO	LOCKS	PATIO	BASEBOARD
X	X	X	X	X	Quam S/S	- Needs	X	S	X - Done	Needs
X	X	X	X	S/S	Quam	S/S	- Needs	S	X - Done	X - Done

WORK ITEMS COLUMNS

- These vary by property but commonly include, painting, plumbing, flooring, cleaning, etc.
- Users update each column to indicate what items need to be completed by unit and update the status of each item on the Smart board.

RESIDENT STATUS (YARDI)	UNIT STATUS (YARDI)	MOVE-OUT DATE	COMMENT	DELETE
Applicant	Vacant Rented Not Ready	08-24-2022	Large trash out Building cancer	Delete
-	-	08-25-2022	Large trash out Stain right bedr	Delete
Applicant	Vacant Rented Not Ready	08-26-2022		Delete
Applicant	Vacant Rented Not Ready	08-30-2022		Delete

RESIDENT STATUS

- Status comes from Unit Setup in Yardi
- User cannot edit this field.

UNIT STATUS

- It will either be "Vacant Rented Not Ready" or "Vacant Unrented Not Ready"
- User cannot edit this field.

MOVE-OUT DATE

- Pulls the date the previous resident moved out from the Unit History in Yardi.
- User cannot edit this field.

COMMENT

- Users can edit this field to add notes about the unit that could be helpful for the team.

DELETE

- If a user completes a move out inspection for the wrong unit #, they can delete the unit from the Smartboard.