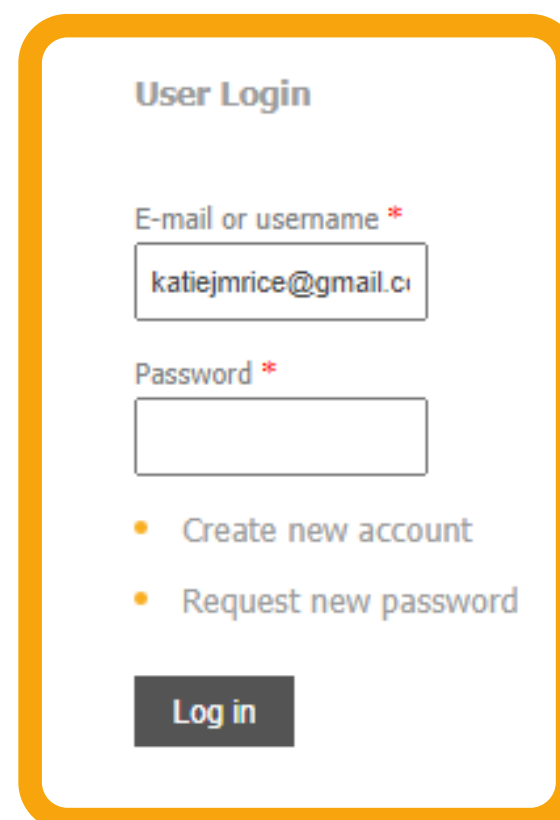


# Peak Sync Guide

Peak Sync is where you will be storing and accessing all documents for your community. This includes reporting, resources and documentation for historical purposes. Your Regional Manager, VP and internal departments will utilize these folders as well. We've included instructions below on how to login to Peak Sync and a reference list showing how the folders for your community are set up in Peak Sync. The titles listed in **bold** are the main folder, bullet point items are the sub-folders.

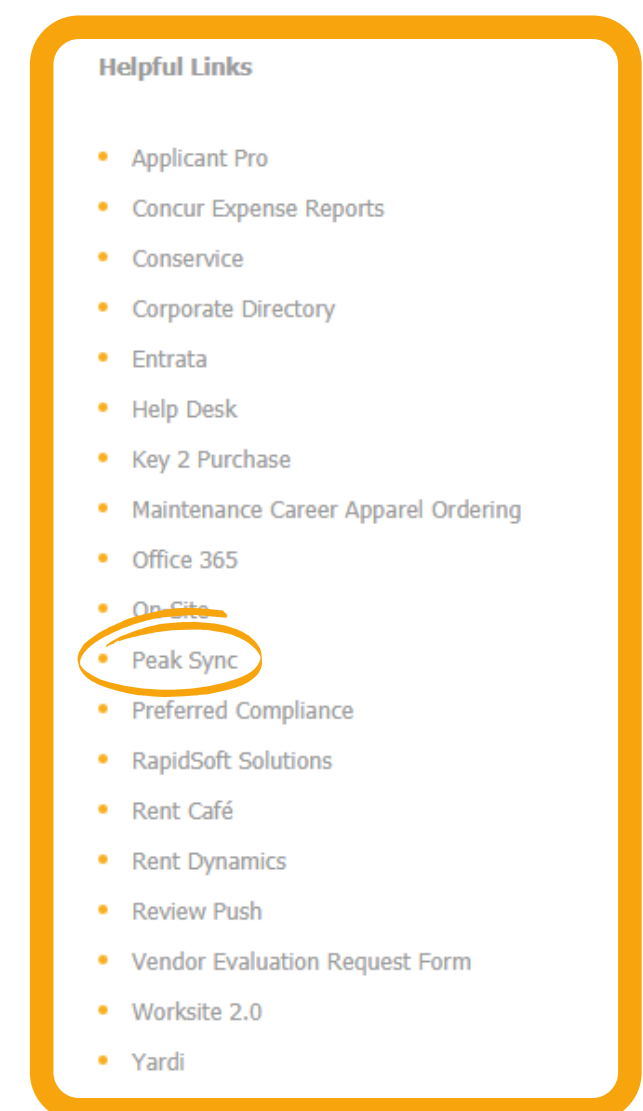
## To Login:

- Access your My Peak Living Dashboard
  - Verify you are logged in, located in the bottom left-hand corner
  - Select the Peak Sync menu
- Can also access Peak Sync directly at:  
<https://peak.syncedtool.com/auth/login/>



The image shows a 'User Login' form with the following fields and options:

- E-mail or username \*: katiejrice@gmail.ci
- Password \*
- Buttons: Create new account, Request new password, Log in



⚠ Please note: We do not recommend downloading Peak Sync to your computer as this can take up a lot of storage space. We recommend accessing Peak Sync online through your web browser.

## Folder Setup

Below is how your community folders are set up in Peak Sync.

### Accounting

- Accounting Other
- Accrual
- AP Invoice Upload
- Check Request
- Check Shred Log
- Concession Approval Forms
- Purchase Card
- Resident Referral

### CapEx

- CapEx Approval
- CapEx Bids
- CapEx Change Orders
- CapEx Final Contracts
- CapEx Lien Waivers
- CapEx Other
- Year One

### Compliance

- Agency Correspondence
- Compliance Forms
- Compliance Other
- LURA
- Program Reports
- Utility Allowance
- Inspections/Corrections

### G&A

### Forms

- No HR forms should be stored in Peak Sync

### Leasing

- Property Information Sheets
- Resident Criteria

### Maintenance

- Maintenance Other
- Semi-Annual Maintenance Inspection

### Marketing

- Advertising
- Community Photos
- Floorplans
- Marketing Other
- Outreach
- Print Material Orders
- Rent Café
- Market Surveys

### Property

- Courtesy Officer Log
- Emergency Contact Sheet
- Emergency Cut Off Map
- Incident Reports
- Inventory Log
- Lender Inspections
- Light Check Log
- Property Other
- Unit Inspections

### Reports

- Lease File Audit
- Market Analytics Reports
- Marketing Plan
- MMR
- Month End Reports
- Monthly Bonus Reports
- Pre Close Reports
- Renewal Approval Log
- Reports Other
- Safety Meetings
- Staff Meetings

### Training

- In Person Training
- Leadership Conference
- Training Other
- Webinar Training