



Regional Vice President Jumpstart Checklist
Welcome to Peak Living!

Employee Name
Regional Managers &
Communities
Start Date

This checklist is designed to help you transition into your new role with Peak Living.

**We are pleased to have you join our growing team and want you to know that we are available every step of the way!
 Your peer mentor will be your go-to, as well as your Learning and Development Team and all other Department Heads.**

Logins and Web Addresses			
Program	Website	If login not received...	✓
Email	http://portal.office.com	Email help@itnow.net	
G&A Partners	https://www.hrpyramid.net/gna/EmployeeLogin	Help Desk Ticket	
Worksight2.0	https://worksight2.gnapartners.com/	Email hr@peakliving.com	
Peak Learning	http://peakliving.yardielearning.com/Dashboard	Help Desk Ticket	
Peak Sync	https://peak.syncedtool.com/auth/login/	Email help@itnow.net	
Peak Living Portal	http://www.mypeakliving.com/homepage	Help Desk Ticket	
OnSite	https://www.on-site.com	Help Desk Ticket <i>after</i> trainings	
Rent Dynamics	https://app.rentdynamics.com/Account/Login	Help Desk Ticket <i>after</i> trainings	
Compliance (for LIHTC)	http://www.preferredcompliance.com/	Help Desk Ticket	
Rent Café	https://sitemanager.rentcafe.com/sitemanager/login.aspx	Help Desk Ticket	
Yardi	https://www.yardiaspla5.com/76855peakliving/pages/Login.aspx	Help Desk Ticket	
Applicant Pro	https://admin.applicantpro.com/	Email hr@peakliving.com	
Peak Help Desk	http://www.peakliving.hesk.com/	N/A	

Getting Started	Due	Done	Notes
Orientation with Department Heads	0-Jan		
Receive computer and any applicable keys or office supplies	2-Jan		
Ensure email is working and signature has been set up	0-Jan		
Test logins and review Peak Living support systems	0-Jan		
Email updated contact info to rmcbride@peakliving.com	0-Jan		
Kelianne Check-in: Review onboarding plan & job description	0-Jan		
*Review current calendar for required monthly reports and due dates			
*Define goals for the first 30 days			
Continue meeting with Departments	2-Jan		
Review employee handbook and career apparel standards	2-Jan		
Asset Manager(s) Introduction	2-Jan		
Team Introduction	2-Jan		
Complete assigned eLearning courses	2-Jan		
*Welcome/Legal/General: 4 hrs			
Set up personal calendar with accounting dates for the month	2-Jan		

Learning your Portfolio and Systems	Due	Done	Notes
Review details for each property	2-Jan		



*Unit count and spread, floorplans, amenities, pet policy, pricing, etc.		
Budget Review - Each Property	5-Jan	
*GPR, Total Revenue, Controllable Operating Expenses, Capital, Cashflow		
Complete assigned eLearning courses	5-Jan	
*Administrative Basics for Supervisors: 4 hrs		
*Internal Policies / Processes: 5 hrs		
*Vendor Partners: 4 hrs		
*Yardi Intro and PayScan: 1 hr		
Invoice Review - Each Property	12-Jan	
*Print and Review GL Description Form		
*Review current budget, Corporate Vendor List and purchasing procedures		
*Review and approve appropriate invoices in Payscale		
*Review community utility billing setup		
Kelianne Check-In	26-Jan	
*Where are you on your goals?		
*Are there any areas where you need additional help?		
*Set new goals for the next 30 days		
Complete assigned eLearning courses	26-Jan	
*Yardi Accounting: 3 hrs		
*Introduction to Affordable: 3 hrs		

You are doing great! Continue fine-tuning your skills	Due	Done	Notes
Property Marketing Review	23-Feb		
*Collateral and Current Advertisements			
*Social media resources and posting protocol			
*Outreach marketing plan & how it ties to current online/offline programs			
*Craigslist with RapidSoft; posting 4x daily with 5+ photos			
Kelianne Check-In	23-Feb		
*Where are you on your goals?			
*Are there any areas where you need additional help?			
*Set new goals for the next 30 days			

RVPs: Please complete with your Mentor and send to learning@peakliving.com within 60 days of your start date.

RVP Signature _____ Date _____

Mentor Signature _____ Date _____