



Regional Manager Jumpstart Checklist
Welcome to Peak Living!

Employee Name
Community Portfolio
Regional VP
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!

Things to remember:

- * It is the responsibility of the Regional Manager to review this checklist with the new Community Manager.
- * Always refer to your direct supervisor, then the Peak Living Help Desk for assistance.

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	
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		
RVP 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		
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 Payscan			
*Review community utility billing setup			
Complete assigned eLearning courses	12-Jan		
*Yardi Leasing Basics: 3 hrs			
*Yardi Advanced Leasing: 4 hrs			
Regional Vice President 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			
*Leasing and Sales: 1 hr			

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			
Regional Vice President 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 Regional Manager and send to training@peakliving.com within 60 days of their start date.

RM Signature _____ Date _____

RVP Signature _____ Date _____