

YARDI Reviewing / Managing Expiring Leases

Utilize the dashboard to review upcoming lease expirations and scheduled lease renewals.

Reviewing Expiring Leases

Navigate to Community Manager Dashboard. Under Resident Activity, select the hyperlink number next to Expiring Leases (120 days).

This number reflects the number of leases expiring in the next 120 days.



Review renewals in advance to allow time to generate, review and process renewal offers. Residents with expiring leases should either be renewed, placed on MTM or have submitted a NTV prior to their lease expiration date.

Resident Activity	
Move In	1
Move Out	0
Deposit Accounting	1
On Notice	6
Incomplete Certs	29
Annual Certs Due	50
Unanswered Letters	0
Expiring Leases (120 days)	22
Scheduled Lease Renewals	5
Alerts	3
Scheduled Roommate Promotions	0
Maintenance	
Pending Make Ready	10
Pending Work Requests	23
Completed WO Followup	0

Unit Statistics		
Total Units	125	
Leased Units	124	99.20%
Occupied Units	120	96.00%
Available Units	3	2.40%
Model/Down/Admin	0	0%
On Hold Units	0	0%
Unit Transfers	0	

Traffic	
Prospect Pipeline	37
Today's Showings	0
PHA Waiting Lists	0
Pending Applications	2

Calendar | Expiring Leases (120 days) - 09/19/2020 | Person Search

Once selected a list of residents with upcoming lease expirations will populate at the bottom of the dashboard.

This list will detail existing lease information, as well as the status of the current renewal (MTM, status of Renewal Offer and Approval Status).

Lease Expires	Market Rent	Current Rent	Loss to Lease	Current Lease Term	Months At Property	Unit	Resident	MTM?	Renewal Offer	Applicable Tier	Renewal Workflow	Appr Status	MTM	Notice
12/19/2020	845.00	790.00	55.00	12	70	407016		No		N/A		Approved		
12/21/2020	850.00	790.00	60.00	12	21	406517		No		N/A		Approved		
12/26/2020	1,005.00	930.00	75.00	12	9	417532		No		N/A		Approved		
12/29/2020	1,060.00	1,020.00	40.00	12	9	405526		No		N/A		Approved		
12/30/2020	1,005.00	900.00	105.00	12	9	414531		No		N/A		Approved		
12/31/2020	935.00	895.00	40.00	12	189	405514		No		N/A		Approved		
12/31/2020	760.00	697.00	63.00	12	92	406518		No		N/A		Approved		
12/31/2020	870.00	790.00	80.00	10	80	415528		No		N/A		Approved		
12/31/2020	870.00	830.00	40.00	12	83	417536		No		N/A		Approved		
01/01/2021	870.00	830.00	40.00	12	33	402014		No		N/A		Pending		
01/05/2021	955.00	885.00	70.00	12	24	402024		No		N/A		Pending		
01/05/2021	845.00	775.00	70.00	12	9	406526		No		N/A		Pending		
01/09/2021	1,005.00	885.00	120.00	12	8	403036		No		N/A		Pending		

Pending status means you are still waiting on the renewal proposal to be created and/or approved. ↗

Scheduled Lease Renewals

Navigate to Community Manager Dashboard. Under Resident Activity, select the hyperlink number next to Scheduled Lease Renewals.

This number reflects the number of leases already renewed and scheduled based on the renewed lease start date.

Resident Activity	
Move In	1
Move Out	0
Deposit Accounting	1
On Notice	6
Incomplete Certs	29
Annual Certs Due	50
Unanswered Letters	0
Expiring Leases (120 days)	22
Scheduled Lease Renewals	5
Alerts	3
Scheduled Roommate Promotions	0
Maintenance	
Pending Make Ready	10
Pending Work Requests	23
Completed WO Followup	0

Unit Statistics		
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Leased Units	124	99.20%
Occupied Units	120	96.00%
Available Units	3	2.40%
Model/Down/Admin	0	0%
On Hold Units	0	0%
Unit Transfers	0	

Traffic	
Prospect Pipeline	37
Today's Showings	0
PHA Waiting Lists	0

Calendar | Scheduled Lease Renewals - 09/19/2020 | Person Search

Once selected a list of residents with scheduled lease renewals will populate at the bottom of the screen.

Resident	Unit	Current Lease Expires	New Lease Begins	Renewal Offer	Applicable Tier	Renewal Status	Edit	Lease Doc	Renew	Cancel
	402027	10/25/2020	10/26/2020		N/A	Scheduled				
	403038	09/27/2020	09/28/2020		N/A	Scheduled				
	404023	10/11/2020	10/12/2020		N/A	Scheduled				
	405528	09/30/2020	10/01/2020		N/A	Scheduled				
	407023	09/30/2020	10/01/2020		N/A	Scheduled				
	413511	10/01/2020	10/02/2020		N/A	Scheduled				
	414527	09/24/2020	09/25/2020		N/A	Scheduled				

Refer to Lease Renewals in the Yardi User Guide for full deposit accounting process.

Need Help?

Do not hesitate to reach out with any questions regarding Lease Renewals through the Help Desk.