The First 100 Days for the New Property Accounts Representative

MANAGEMENT ONE LICENSED OPERATING SYSTEMS

KNOWLEDGE BASED MANUAL

Contents

The First 100 Days for the New Property Accounts Representative

0-30 Days

In Process	Completed	New Property Accounts Job Description
_____	_____	100 Most Asked Questions at Management One Test
_____	_____	M1 software training 40 min
_____	_____	One Touch system
_____	_____	Read Training Manual
_____	_____	Watch all New Property Account videos
_____	_____	Learn operations algorithm 17,15,12,8
_____	_____	Learn (ILR) Internal Leasing Report
_____	_____	Learn (LMS) Leasing Management Status
_____	_____	Learn (RML) Resident Move In Ledger
_____	_____	Take Management Agreement test
_____	_____	Take Rental Agreement test
_____	_____	Objections- know them word for word
_____	_____	Role Play
_____	_____	Learn New Property Account Presentation
_____	_____	Give New Property Account presentation to management
_____	_____	New Property Account Lead Acquisition Process Flow
_____	_____	Daily Schedule...Typical
_____	_____	(NPO)- New Prospective Owner Form
_____	_____	New Prospective Owner Call
_____	_____	Comparative Rental Analysis

31-60 Days

In Process	Completed	New Property Accounts Job Description
_____	_____	Process of a New Prospective Owner
_____	_____	Client Protection Contract to Real Estate Agent for Owner Referral
_____	_____	Referral Cards
_____	_____	Letter to Owner For Referral on…
_____	_____	2 Minute Elevator talk
_____	_____	5 Minute Stadium Speech
_____	_____	Reports
_____	_____	Monthly Goals
_____	_____	Do an Internet Presentation with an owner with management present
_____	_____	Do a presentation to owner with management present
_____	_____	Go to board of Realtors
_____	_____	Market to Real Estate office and Mortgage Brokers
_____	_____	Assist setting up presentation with management for Real Estate offices
_____	_____	Do one on one presentation with agents, brokers, managers

61-100 Days

In Process	Completed	New Property Accounts Job Description
_____	_____	Client Registration and Property Checklist
_____	_____	Take New Account test, Includes Objections test
_____	_____	Do internet presentation by yourself
_____	_____	Do face to face with owner by yourself
_____	_____	Do office presentation at Real Estate offices
_____	_____	Retake any test to be at 90% or better