

User Guide for Regional Portfolio Managers and Community Managers

Atlas User Guide

Atlas is the enterprise rate engine and reporting platform for renewal management. The system provides a single source for renewals, highlights exception cases, and centralizes our reporting. This platform provides end to end transparency to the Renewal Management process that will allow us to optimize revenue in a more efficient, cohesive and centralized manner.

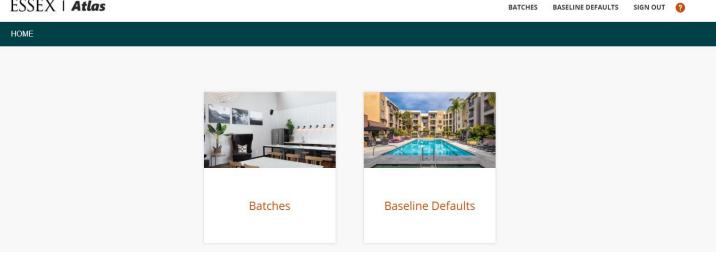
Accessing Atlas

Select Atlas in OKTA Single Sign On

User Landing Page

Select Batches to Begin

ESSEX | Atlas



Batches Page

Identify the batch period you want to view and click on the row

ESSEX I	Atlas				BATCHES	BASELINE DEFAULTS	SIGN OUT	?
BATCHES								
BATCHES -								
DIVISION OC/San Diego	TYPE	YEAR Any						
Туре	Start	End	Properties	Units	Status	Last Updated		
₽⁄	08/01/2020	08/15/2020	4	46	Pending RPM Review	07/09/2020		-

Navigate to Offers Page

The layout of the Offers page will showcase the Batch Summary Metrics and Exception Cases at both the Property level and Unit level. The Batch Summary banner at the top of the page is used to evaluate reasonableness of offers.

- 1) <u>Properties:</u> Will indicate the number of properties, and respective core metrics, included in the batch
- 2) Units: Will indicate the number of units included in your batch with additional details for reference

Property View:

	BES	T RENEWAL	OFFERS	<u>OFFERS</u>	SUMMARY BAT	TCH DEFAULTS 🗸							ACTIONS 🗸
Prope		sion San Diego 7) Units (Туре 日 81)	Start 9/16/2020	End 9/30/2020		atus nding RPM Review	RPM Statu N 0/4	s Last U 7/14/20			薎 Batc	h comments (1)
		Property		Rpm	Renewals	Current Rent \$	Market Rent \$	Adj Market \$	Best Offer \$	Avg Increase %	Avg Increase \$	Offer Adj MR LTL/GTL \$	Offer Adj MR LTL/GTL %
		Summary				2,556	2,477	2,502	2,578	0.9			3.0
>		<u>Anavia (042)</u>		Brent Christian Nancy Godsk	son 10	2,673	2,559	2,584	2,672	0.0	0	88	3.4
>		<u>Axis 2300 (22</u>	<u>23)</u>	Cynthia Cifuente Nancy Godsk	¹⁵ 7	3,056	2,963	2,993	3,070	0.5	14	77	2.6
>		Form 15 (420	D	Jenifer Bulskov Nancy Godsk	12	2,045	1,999	2,019	2,060	0.7	15	41	2.0
>		Park Viridiar	<u>1 (lax1251)</u>	Brent Christians Nancy Godsk	on 12	2,010	1,908	1,927	2,017	0.3	6	90	4.7
>		Pinnacle at F (<u>lax1199)</u>	ullerton	Brent Christians Nancy Godsk	on 10	1,988	2,006	2,026	2,042	2.7	54	16	0.8
>		Renaissance Orange (lax1		Brent Christians Nancy Godsk	on 17	2,243	2,229	2,251	2,285	1.9	42	34	1.5
>		<u>Skyline (022)</u>		Brent Christians Nancy Godsk	on 13	4,018	3,806	3,844	4,034	0.4	15	189	4.9

Navigate to Offers Page (Continued)

Property View With Unit Summary:

	Property		Rpm	1	Renewals Cu	urrent Rent \$	Marl	ket Rent \$	Adj Market	\$ Best Offer	\$ Avg Increa	se % Avg Iı	ncrease \$	Offer Adj MR LTL/GTL \$	Offer Adj M LTL/GTL
	Summary				81	2,556		2,477	2,50	2 2,57	8	0.9	22	76	3.
	<u>Anavia (042)</u>		Brent Christian Nancy Godsk	nson	10	2,673		2,559	2,58	4 2,67	2	0.0	0	88	3.
	Unit	Unit Type	Aff. Type	Bed	Current Rent \$	Market Rent \$	Excl	Growth %	Adj Market \$	Parameter	Override \$	Override %	Best Offer \$	Rent Change \$	Rent Change %
,	203	042p4b	None	3	3,096	3,029		1.0	3,059	\$0 - Hold			3,096	0	0.0
,	207	042p31	None	3	3,329	3,221		1.0	3,253	\$0 - Hold			3,329	0	0.0
2	212	042p213	None	2	2,504	2,295		1.0	2,318	\$185 - DR2			2,503	-1	0.0
,	312	042p24	None	2	2,486	2,362		1.0	2,386	\$0 - Hold			2,486	0	0.0
•	349	042p63	None	2	2,534	2,562		1.0	2,588	\$54 - LTL Recap			2,587	53	2.1
2	411	042p24	None	2	2,414	2,362		1.0	2,386	\$0 - Hold			2,414	0	0.0
	444	042p212	None	2	2,357	2,244		1.0	2,266	\$0 - Hold			2,357	0	0.0

All Unit Detail View:

erties (7) Ur	nits (81)															
± Show	v / Hide Columns															
Ρ	Property 幸	Unit	Unit Type	Aff. Type 출	Bed ≢	Resident	Term Group	≢ Curre Rent		rket nt \$	Growth %	Adj Market \$	Parameter	Best Offer \$	Rent Change \$	Rent Chang %
2	Anavia (042)	203	042p4b	None	3	Juan Agame Rivera	Normal (8)	3	096	3,029	1.0	3,059	\$0 - Hold	3,096	0	C
2	Anavia (042)	207	042p31	None	3	Margareth Mondragon	Normal (12	!) 3	329	3,221	1.0	3,253	\$0 - Hold	3,329	0	C
	Anavia (042)	212	042p213	None	2	Michael Valencia	Normal (1	2) 2	504	2,295	1.0	2,318	\$185 - DR2	2,503	-1	0
2	Anavia (042)	312	042p24	None	2	Edgardo Campos	Normal (13	l) 2	486	2,362	1.0	2,386	\$0 - Hold	2,486	0	0
۹.	Anavia (042)	349	042p63	None	2	David Geli	Normal (13	l) 2	534	2,562	1.0	2,588	\$54 - LTL Recap	2,587	53	2
2	Anavia (042)	411	042p24	None	2	Andrew Rodriguez	Normal (13	1) 2	414	2,362	1.0	2,386	\$0 - Hold	2,414	0	0
2	Anavia (042)	444	042p212	None	2	Sung Kwon	Normal (12	:) 2	357	2,244	1.0	2,266	\$0 - Hold	2,357	0	C
	Anavia (042)	445	042p211	None	2	Siisiilafaia Liufau	Normal (1	2) 2	454	2,225	1.0	2,247	\$180 - DR2	2,427	-27	-1
	Anavia (042)	531	042p210	None	2	Abdulaziz Aljanaei	Normal (1	2) 2	438	2,209	1.0	2,231	\$178 - DR2	2,409	-29	-1
2	Anavia (042)	544	042p4b	None	3	Patricia Garcia	Normal (8)	3	115	3,079	1.0	3,110	\$0 - Hold	3,115	0	

Batch Comments

The Comments function is available at the Property and Unit level, accessible via the sicon. If comments are made, the icon will be highlighted in orange.

erties (19) Units	(98)													
	Property		Rpm		Renewals C	urrent Rent \$	Marl	ket Rent \$	Adj Market	S Best Offer	\$ Avg Increa	se % Avg l	ncrease \$	Offer Adj MR LTL/GTL \$	Offer Adj MR LTL/GTL %
< R	Pacific Electr (359)	ric Lofts			6	2,050		2,050	2,05) 2,11	i	3.2	66	66	3.2
	Unit	Unit Type	Aff. Type	Bed	Current Rent \$	Market Rent \$	Excl	Growth %	Adj Market \$	Parameter	Override \$	Override %	Best Offer \$	Rent Change \$	Rent Change %
•	243	359lc	None	0	2,142	2,117		0.0	2,117	\$106 - DR1		0.0	2,142	0	0.0
,	318	359la	None	0	1,758	1,876		0.0	1,876	\$118 - LTL Recap			1,876	118	6.7
	418	359la	None	0	1,735	1,666		0.0	1,666	\$167 - DR2			1,832	97	5.6

Batch Review & Approval (VP and DMs Only)

Batch Strategy, Review and Approval are completed by your division manager or VP.

Definitions

Property Sommary 392 2.206 2.203 2.214 2.214 2.2 50 41 193 > 4 fis on Broadway (113) 5 2.570 2.504 2.516 2.600 1.2 30 84 3.3 > 4 fis on Broadway (113) 5 2.570 2.504 2.516 2.600 1.2 30 84 3.3 > Allegro (210) 2 3.182 3.108 3.124 3.182 0.0 0 58 1.9 > Arbors Parc Rose (351) 14 2.402 2.361 2.373 2.432 1.3 31 60 2.55 > Arbors Parc Rose (351) 14 2.402 2.361 2.373 2.432 1.3 31 60 2.55 > Arbors Parc Rose (351) 7 2.823 2.766 2.760 2.846 0.8 2.3 86 3.1 > Bellerive (025) 3 3.664 3.398 3.415 3.664 0.0 0 269 7.9	roperties (4	44) Units (401)									
A fis on Broadway (113) S 2,570 2,504 2,516 2,600 1.2 30 84 3.3 A Allegro (210) 2 3,182 3,108 3,124 3,182 0.0 0 58 1.9 A Albors Park Rose (351) 14 2,402 2,361 2,373 2,432 1.3 31 60 2.55 A Arbors Park Rose (351) 14 2,402 2,361 2,373 2,432 1.3 31 60 2.55 A Arbors Park Rose (351) 14 2,402 2,361 2,373 2,432 1.3 31 60 2.55 A Arbors Park Rose (351) 7 2,823 2,766 2,666 0.8 2.3 86 3.141 A Main (152) 3 3,664 3,398 3,415 3,684 0.0 0 269 7.9 Bridgeport Coast ((axt233) 13 2,194 2,095 2,105 2,211 0.7 16 106 5.0 A (483) 3,066 3,081 3,189 0.0 0 108 3.5		Property	Renewals	Current Rent \$	Market Rent \$	Adj Market \$	Best Offer \$	Avg Increase %	Avg Increase \$	Offer Adj MR LTL/GTL \$	Offer Adj MR LTL/GTL %
> Allegro (210) 2 3,182 3,108 3,124 3,182 0.0 0 58 1,99 > Arbors Parc Rose (351) 14 2,402 2,361 2,373 2,432 1,3 3,1 60 2,55 > Arbors Parc Rose (351) 14 2,402 2,361 2,373 2,432 1,3 3,1 60 2,55 > Avery (197) 7 2,823 2,766 2,866 0.8 2,3 86 2,11 > Bellerive (036) 3 3,664 3,398 3,415 3,664 0.0 0 269 7,9 > Bridgeport Coast (axt 233) 13 2,194 2,095 2,105 2,211 0,7 16 106 5.0 > Bridgeport Coast (axt 233) 4 3,189 3,066 3,081 3,189 0.0 0 108 3,55 > Hope Ranch (303) 6 1,936 1,902 1,912 1,960 1,3 24 48 2,55 > Lofts at Pinehurst: The (158)		Summary	392	2,206	2,203	2,214	2,214	2.2	50		1.9
> Arbors Parc Rose (351) 14 2,402 2,361 2,373 2,492 1,3 31 60 2,55 > Avery (197) 7 2,823 2,766 2,866 0.8 23 86 3,11 > Bellerive (026) 3 3,664 3,398 3,415 3,664 0.0 0 269 7,9 > Bridgeport Coast ((axt233)) 13 2,194 2,095 2,105 2,211 0.7 16 106 5.0 > Bridgeport Coast ((axt23)) 4 3,189 3,066 3,081 3,189 0.0 0 108 2,55 > Hope Ranch (202) 6 1,936 1,902 1,912 1,960 1.3 24 48 2,55 > Lofts at Pinehurst; The (158) 3 1,700 1,678 1,686 1,722 1.3 22 36 2,11	> 🎭	416 on Broadway (113)	5	2,570	2,504	2,516	2,600	1.2	30	84	3.3
Avery (197) 7 2,823 2,746 2,760 2,846 0.8 23 86 3.1 > Bellerive (025) 3 3,684 3,398 3,415 3,684 0.0 0 269 7.9 > Bridgeport Coast (tax1233) 13 2,194 2,095 2,105 2,211 0.7 16 106 5.0 > Emerson Valley Village (423) 4 3,189 3,066 3,081 3,189 0.0 0 108 3,55 > Hope Ranch (203) 6 1,936 1,902 1,912 1,960 1.3 2.4 48 2.5 > Lofts at Pinehurst; The (158) 3 1,700 1,678 1,686 1,722 1.3 22 36 2.1	> 🎭	Allegro (210)	2	3,182	3,108	3,124	3,182	0.0	0	58	1.9
No. Bellerive (025) 3 3,664 3,398 3,415 3,684 0.0 0 269 7.9 No. Brildgeport Coast (lax1233) 13 2,194 2,095 2,105 2,211 0.7 16 106 5.0 No. Reserved Valley Village (423) 4 3,189 3,066 3,081 3,189 0.0 0 108 3.5 No. Hope Ranch (203) 6 1,936 1,902 1,912 1,960 1.3 2.4 48 2.5 No. Lofts at Pinehurst: The (158) 3 1,700 1,678 1,686 1,722 1.3 22 36 2.1	> 🎭	Arbors Parc Rose (351)	14	2,402	2,361	2,373	2,432	1.3	31	60	2.5
Set digeport Coast (lax1233) 13 2,194 2,095 2,105 2,211 0.7 16 106 5.0 > Enterson Valley Village (433) 4 3,189 3,066 3,081 3,189 0.0 0 108 3,35 > Hope Ranch (203) 6 1,936 1,912 1,960 1.3 24 48 2.5 > Lofts at Pinehurst; The (158) 3 1,700 1,678 1,686 1,722 1.3 22 36 2.1	> 🎭	<u>Avery (197)</u>	7	2,823	2,746	2,760	2,846	0.8	23	86	3.1
> (iax1233) 13 2,194 2,095 2,105 2,211 0.7 16 106 5.0 > Emerson Valley Village 4 3,189 3,066 3,081 3,189 0.0 0 108 3.5 > Hope Ranch (203) 6 1,936 1,902 1,912 1,960 1.3 24 48 2.5 > Lofts at Pinehurst; The (158) 3 1,700 1,678 1,686 1,722 1.3 22 36 2.1	> 🎭	Bellerive (036)	3	3,684	3,398	3,415	3,684	0.0	0	269	7.9
Image: Contract of the stress of the stre	> 🎭		13	2,194	2,095	2,105	2,211	0.7	16	106	5.0
Lofts at Pinehurst; The 3 1,700 1,678 1,686 1,722 1.3 22 36 2.1	> 🎭		4	3,189	3,066	3,081	3,189	0.0	0	108	3.5
/ 💐 (158) 3 1,700 1,678 1,086 1,722 1.3 22 36 2.1	> 🎭	Hope Ranch (303)	6	1,936	1,902	1,912	1,960	1.3	24	48	2.5
> 🔧 MCC Marina (096) 19 864 841 845 870 0.7 6 25 2.9	> 🎭		3	1,700	1,678	1,686	1,722	1.3	22	36	2.1
	> 🎭	MCC Marina (096)	19	864	841	845	870	0.7	6	25	2.9

KEY METRICS AND DEFINITIONS - PROPERTY SUMMARY VIEW

Metric	Definition (Property Total or Average)
Renewals	Number of renewals included in the batch
Current Rent \$	Current in place rent
Market Rent \$	Current market rent; Recent Average Effective rent sourced weekly
Adj Market \$	Expected future market rent; growth % is applied to current market rent
Best Offer \$	Best available renewal offer rate - generally the 12-month rate
Avg Increase %	Difference between Best Offer and Current Rent, represented as a percent
Avg Increase \$	Difference between Best Offer and Current Rent, represented in dollars
Offer Adj MR LTL/GTL \$	Difference between Best Offer \$ and Adj Market \$, represented in dollars
Offer Adj MR LTL/GTL %	Difference between Best Offer \$ and Adj Market \$, represented as a percent

Prop	erty				Renewals	Current Rent \$	Market	t Rent \$ Ad	Market \$	Best Offer \$	Avg Increase %	Avg Incre	ase S C	Offer Adj MR LTL/GTL \$	Offer Adj N LTL/GTL
Sumr	nary				392	2,206		2,203	2,214	2,214	2.2		50	41	1.
🎗 <u>416 (</u>	on Broadwa	ay_(113)			5	2,570		2,504	2,516	2,600	1.2		30	84	3.
	Unit	Unit Type	Aff. Type	Bed	Current Rent \$	Market Rent \$	Excl	Growth	% Adj Market \$	Parameter	Override \$ 0	Override %	Best Offer \$	Rent Change \$	Rent Change %
•	105	11322b	None	2	3,060	2,910		0.5	2,925	\$0 - Hold			3,060	0	0.0
2	216	11311a	None	1	2,312	2,150		0.5	2,161	\$0 - Hold			2,312	0	0.0
•	312	11311d	None	1	2,308	2,404		0.5	2,416	\$107 - LTL Recap			2,414	106	4.6
	318	113226	None	2	2,936	2,795		0.5	2,809	\$0 - Hold			2,936	0	0.0
	402	11311c	None		2,235	2,259		0.5	2,270	\$45 - Min			2,279	44	2.0

KEY METRICS AND DEFINITIONS – PROPERTY TO UNITS SUMMARY VIEW

Metric	Definition
Unit	Unit number
Unit Type	Unique description incorporating property, bedroom type and floor plan
Aff. Type	Affordability program type (ie. Very Low, Low, Moderate)
Bed	Bedroom Type
Current Rent \$	Current in place rent
Market Rent \$	Current market rent; Recent Average Effective rent sourced weekly
Excl	Exclusion Flag – Auto-populated for Employee, On Notice, Eviction units, as well as Tenant Codes included in a batch within the past 6 months.
Growth %	Market growth expectation between batch creation and lease expiration
Adj Market \$	Expected future market rent; growth % is applied to current market rent
Parameter	Indicates applied parameter used to calculate the best offer
Min	Offer based on minimum increase
Max	Offer based on maximum increase
\$0 - Hold	Rate remains at current rate
LTL Recap	Recapture of LTL position. Applied to the difference between Adjusted Market Rent and Current Market Rent, represented in dollars
DR1	Tier 1 was reached, rent reductions to match DR1 % GTL default setting
DR2	Tier 2 was reached, rent reductions to match DR2 % GTL default setting
DR3	Tier 3 was reached, rent reductions to match DR3 % GTL default setting
GTL Recap	The recapture based on GTL Recap % applied to the difference between Adjusted Market Rent and Current Market Rent, represented in dollars
Override \$	If populated, the manual override rate will prevail as the best offer
Override %	If populated, the manual override rate increase will prevail as the best offer
Best Offer \$	Best available renewal offer rate - generally the 12-month rate
Rent Change \$	The difference between the best offer and current rent, represented in dollars
Rent Change %	The difference between the best offer and current rent, represented as a percent

KEY METRICS AND DEFINITIONS – ADDITIONAL FIELDS AVAILABLE IN "SHOW/HIDE"

Metric	Definition
Property	Property Name
TCode	Unique tenant code
Resident	Resident Name
Corp or Empl?	If populated, indicates Corporate or Employee unit
Expiration	Date of Lease Expiration
Effective Date	Date of Subsequent Rent Increase
Term Group	Lease Term Group – Normal, Premium, MTM, inclusive of lease term ()
Status	Resident Status – Current, On Notice, Eviction
Excl Reason	Explanation for the Exclusion flag
LTL/GTL \$	Loss to Lease / Gain to Lease. The difference between Current Rent and Market Rent, represented in dollars
LTL/GTL %	Loss to Lease / Gain to Lease. The difference between Current Rent and Market Rent, represented as a percent
Adj LTL/GTL \$	Adjusted Loss to Lease / Gain to Lease. The difference between Current Rent and Adjusted Market Rent, represented in dollars
Adj LTL/GTL %	Adjusted Loss to Lease / Gain to Lease. The difference between Current Rent and Adjusted Market Rent, represented as a percent
LTL Recap %	The recapture rate to be applied to the difference between Adjusted Market Rent and Current Market Rent for units in LTL position, represented as a percent
LTL Recap \$	The recapture based on LTL Recap % applied to the difference between Adjusted Market Rent and Current Market Rent, represented in dollars
Min %	Minimum percentage increase configured
Min \$	Minimum dollar increase calculated by minimum percentage increase applied to the current rent
Max %	Maximum percentage increase configured
Max \$	Maximum dollar increase calculated by maximum percentage increase applied to the current rent
GTL Recap %	The recapture rate to be applied to the difference between Adjusted Market Rent and Current Market Rent for Premium units in GTL position, represented as a percent
GTL Recap \$	The recapture based on GTL Recap % applied to the difference between Adjusted Market Rent and Current Market Rent, represented in dollars
DR	Drop Rate. If populated, could reduce best offer based on tiered Adj LTL/GTL tranche
Engine Best Offer \$	Calculated best offer, prior to any rate or percentage override
Last Inc	Date of Last Rent Increase
Last Inc \$	Amount of Last Rent Increase, represented in dollars
Last Inc %	Amount of Last Rent Increase, represented as a percent
Last Batch	The last renewal batch where the tenant record was included
·	