ATLAS

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
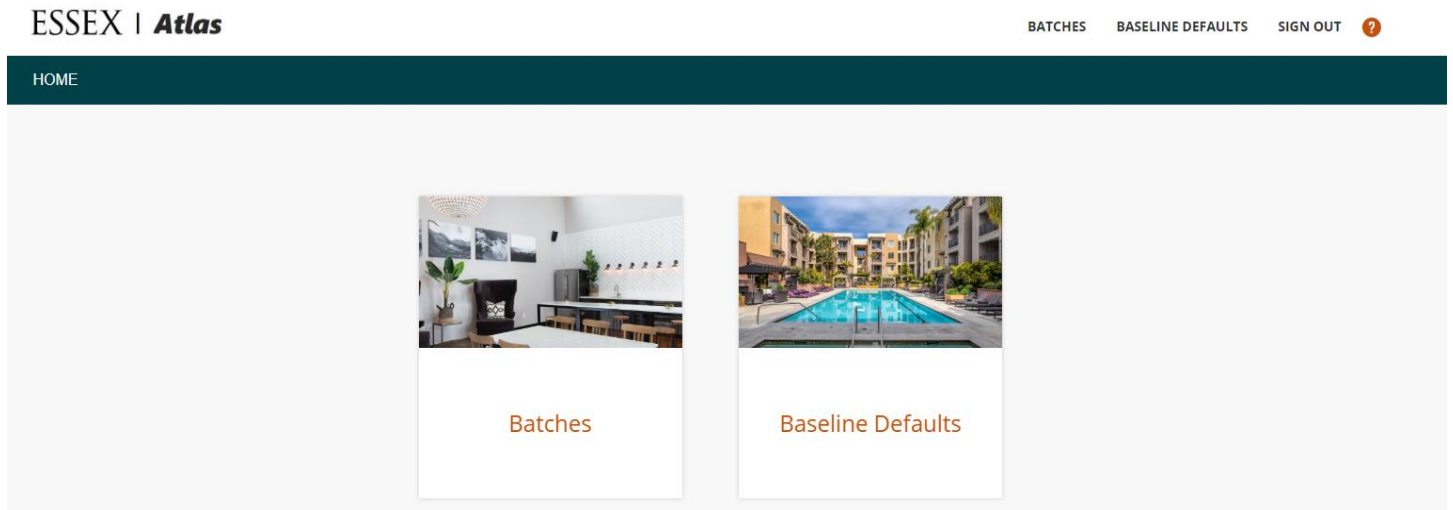
Batches Page

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

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) Properties: 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:

Navigate to Offers Page (Continued)

Property View With Unit Summary:

	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		81	2,556	2,477	2,502	2,578	0.9	22	76	3.0
	Anavia (042)	Brent Christianson Nancy Godsk	10	2,673	2,559	2,584	2,672	0.0	0	88	3.4

	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
	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
	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:

Properties (7) | **Units (81)**

Show / Hide Columns

	Property	Unit	Unit Type	Aff. Type	Bed	Resident	Term Group	Current Rent $	Market Rent $	Growth %	Adj Market $	Parameter	Best Offer $	Rent Change $	Rent Change %
	Anavia (042)	203	042p4b	None	3	Juan Agame Rivera	Normal (8)	3,096	3,029	1.0	3,059	$0 - Hold	3,096	0	0.0
	Anavia (042)	207	042p31	None	3	Margareth Mondragon	Normal (12)	3,329	3,221	1.0	3,253	$0 - Hold	3,329	0	0.0
	Anavia (042)	212	042p213	None	2	Michael Valencia	Normal (12)	2,504	2,295	1.0	2,318	$185 - DR2	2,503	-1	0.0
	Anavia (042)	312	042p24	None	2	Edgardo Campos	Normal (13)	2,486	2,362	1.0	2,386	$0 - Hold	2,486	0	0.0
	Anavia (042)	349	042p63	None	2	David Geli	Normal (13)	2,534	2,562	1.0	2,588	$54 - LTL Recap	2,587	53	2.1
	Anavia (042)	411	042p24	None	2	Andrew Rodriguez	Normal (13)	2,414	2,362	1.0	2,386	$0 - Hold	2,414	0	0.0
	Anavia (042)	444	042p212	None	2	Sung Kwon	Normal (12)	2,357	2,244	1.0	2,266	$0 - Hold	2,357	0	0.0
	Anavia (042)	445	042p211	None	2	Siisiilafaia Liufau	Normal (12)	2,454	2,225	1.0	2,247	$180 - DR2	2,427	-27	-1.1
	Anavia (042)	531	042p210	None	2	Abdulaziz Aljanaei	Normal (12)	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	0.0

Batch Comments

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

Properties (19) | **Units (98)**

	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 %
	Pacific Electric Lofts (359)		6	2,050	2,050	2,050	2,116	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	Renewals	Current Rent $	Market Rent $	Adj Market $	Best Offer $	Avg Increase %	Avg Increase $	Offer Adj MR LTL/GTL $	Offer Adj MR LTL/GTL %
	Summary	392	2,206	2,203	2,214	2,214	2.2	50	41	1.9
	416 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	2.5
	Avery (197)	7	2,823	2,746	2,760	2,846	0.8	23	86	3.1
	Bellerive (036)	3	3,684	3,398	3,415	3,684	0.0	0	269	7.9
	Bridgeport Coast (lax1233)	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	3.5
	Hope Ranch (303)	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
	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

Property		Renewals	Current Rent $	Market Rent $	Adj Market $	Best Offer $	Avg Increase %	Avg Increase $	Offer Adj MR LTL/GTL $	Offer Adj MR LTL/GTL %
Summary		392	2,206	2,203	2,214	2,214	2.2	50	41	1.9
416 on Broadway (113)		5	2,570	2,504	2,516	2,600	1.2	30	84	3.3

	Unit	Unit Type	Aff. Type	Bed	Current Rent $	Market Rent $	Excl	Growth %	Adj Market $	Parameter	Override $	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
	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	11322b	None	2	2,936	2,795	☐	0.5	2,809	$0 - Hold			2,936	0	0.0
	402	11311c	None	1	2,235	2,259	☐	0.5	2,270	$45 - Min			2,279	44	2.0

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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