Updating Make Ready Dates

ESSEX

Purpose

The purpose of this training guide ensure that accurate Make Ready dates are being entered upon the completion of a turn.

Background

If you're making a push to reduce your turnover times, then you'll want to ensure that you're getting credit for that effort. When simply marking a unit ready, without updating the date, Yardi uses the date that was previously entered, not the date that it was actually ready. The process within this document will help you step through how to properly complete a make ready in Yardi.

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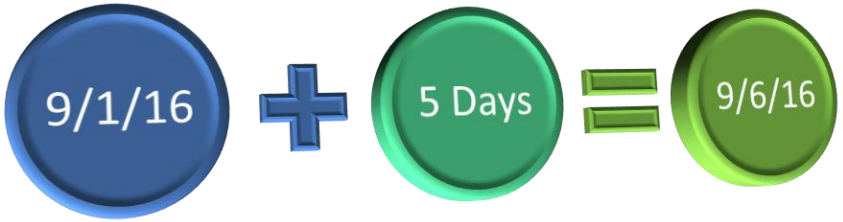
Default Days:

Every Essex property has what's called "*Default Days*" which is the number of days a unit is expected to be ready after a move-out occurs. Typically, this number varies between 5 and 7 days. Example:

Assuming that the default days is set to 5, and a move-out occurs 9/1/16, Yardi will automatically set the expected "Ready date" to 9/6/16.



Process:

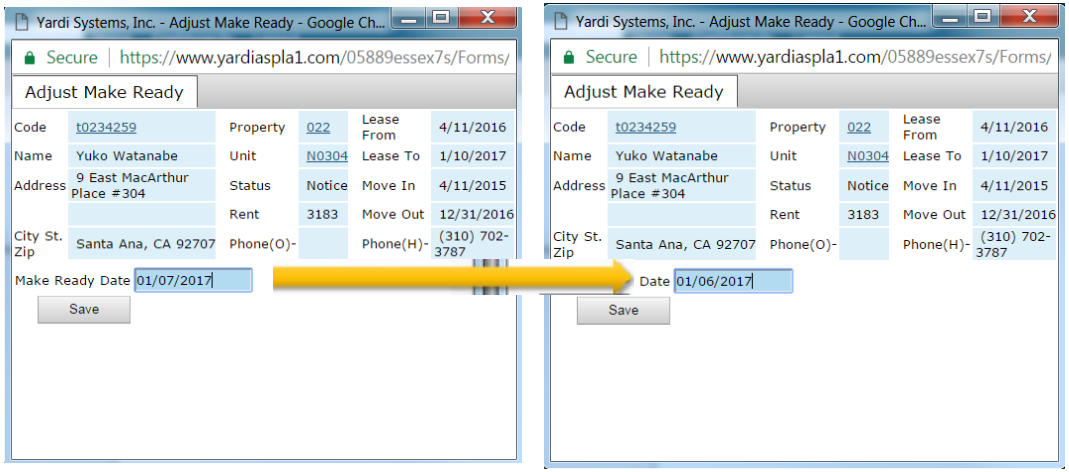
When completing a Make-Ready in Yardi, reference the date within the "***Date Ready***" column. If it's accurate, simply click the "***Make Ready***" checkbox.

In the event that you completed a turn earlier than expected, you'll need to update the "***Date Ready***" date PRIOR to marking the unit as Ready. Below are the steps that should be followed:

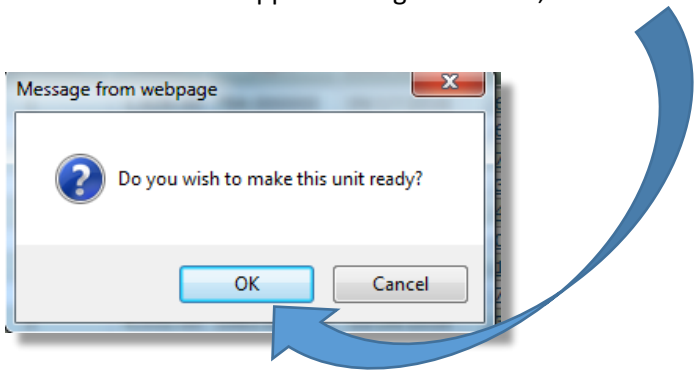
1. Click "***Adjust Date***"

Bedrooms	Rent	SqFt	Date Ready	Unit	Occupancy	Make Ready	Adjust Date
0	3,053.00	1167.000000	01/07/2017	N0304	Notice		
1	3,115.00	1193.000000	07/21/2016	N0506	Applicant		
1	3,140.00	1198.000000	08/22/2016	N0404	Notice		
1	2,424.00	1026.000000	01/10/2017	N0401	Notice		
1	2,579.00	1018.000000	12/08/2016	N0302	Notice		
1	3,165.00	1193.000000	07/05/2016	S0606	Past		
1	3,090.00	1198.000000	01/31/2017	S0504	Eviction		
2	4,285.00	1636.000000	07/23/2016	N2205	Notice		
2	3,321.00	1482.000000	07/09/2016	N0609	Future		

2. A small window will appear called "***Adjust Make Ready***".
3. Update the date to the correct date. In the example to the right, we've changed the date from 1/7/16 to 1/6/16
4. Click "***Save***"



5. You'll then be jumped back to the dashboard.
6. Since we haven't refreshed the dashboard, the **old date will still appear, but don't be alarmed**, you don't need to refresh the page, the new date has been preserved. If you'd like to check, simply refresh your webpage.
7. Click the "***Make Ready***" checkbox (**reference image*).
8. A new window will appear asking to confirm, click "***OK***".



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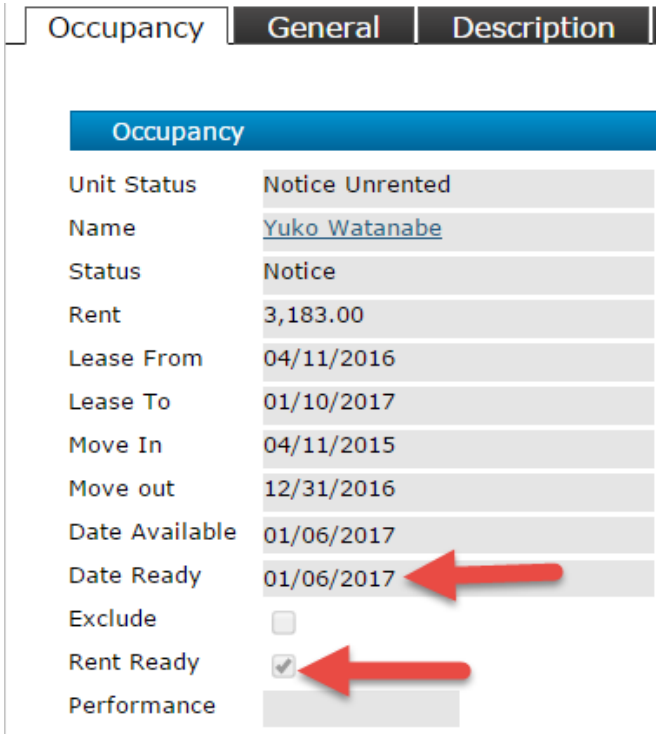
2	3,321.00	1482.000000	07/09/2016	N0609	Future		

Verification:
The first few times you do this you'll want to verify the date has been entered accurately. This can be accomplished by navigating to the Unit. Reference the "***Date Ready***" date and ensure that the check box has been checked (**this should be automatic*).



Exceptions:
This method has been provided in an effort to retain accurate records, but **please do not attempt to shave of any additional days**. An exceptions report will be available soon showing the gaps between the date being entered and the actual date that was entered, effectively showing any potential fraudulent dates. If we're actively managing our turns, the date entered and the date it was entered would typically be the same, outside of weekends.