

## Radix – Market Survey Update

Yardi Users – There is an integration feature so your Property Survey will populate directly from the Voyager database, and some competitors may if they are using Yardi software. However, you are still required to “Save” the data and Concessions still must be manually entered if there are any being offered at the time of the update. Market Surveys must be updated each week by close of business on Friday.

*Radix delivers a Weekly Property Status Update to the Weller Executive Team, in the example below I have listed two properties. The Last Updated Column reflects the last Subject Property Update along with the last Comp Survey Update. All subject properties and comps should be updated weekly via survey swap or manual entry.*

Hello Renae,

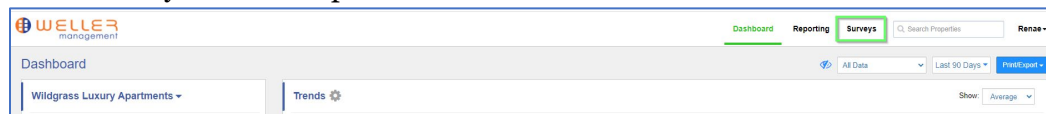
Your property status update has arrived!

You are currently set to receive this update weekly. If you wish to modify this setting or change what's included in your property status update, [click here](#).

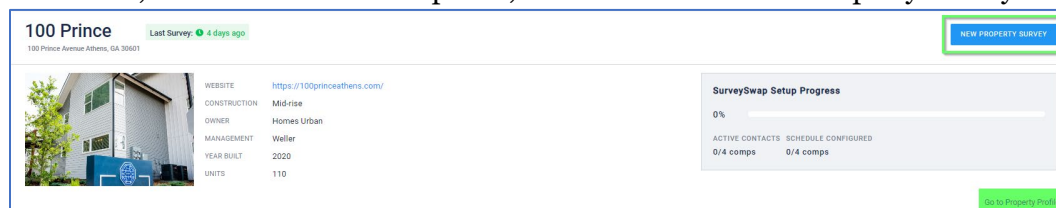
Property	Occ. %	Leased %	Units	Sqft	Rent	NER	NER/Sqft	NER vs Last Week	NER vs Last Month	Last Updated
100 Prince	54.6%	58.2%	110	924	\$1,512	\$1,512	\$1.64	0% <input type="checkbox"/>	0% <input type="checkbox"/>	Jan 05
Comp Averages	97.3%	60.4%	292	1,150	\$1,303	\$1,303	\$1.13	0% <input type="checkbox"/>	0% <input type="checkbox"/>	Jan 05
100 Prince	96.0%	98.0%	398	1,016	\$2,565	\$2,565	\$2.52	0% <input type="checkbox"/>	0% <input type="checkbox"/>	Jan 04
Comp Averages	91.6%	94.5%	271	1,136	\$2,722	\$2,553	\$2.25	-0.3% <input type="checkbox"/>	-0.9% <input type="checkbox"/>	Aug 09 - Jan 11

At log in you will land on the Dashboard where you will see Property details, trends, and comp summary.

Select Survey from the top menu bar.



Select ‘Go to Property Profile’ if any profile detail needs to be added or revised, such as Amenities, Location Fees and Deposits; otherwise Select New Property Survey.



Update the subject survey and save. As noted above, Yardi Properties with Integration features are still required to Select Survey and Save. At the top of this New Survey Box, you should see the message below alerting you of the update. Remember, concessions must be entered manually. **If you do not save the data will not update.**

Survey has been updated using data from your PMS System. [Click Here](#) for detailed view.

New Property Survey / Wildgrass Luxury Apartments

Property Contact Info

(813) 463-0892

Property Information

Occupancy	Leased	Apts to rent	Traffic/week	Leases/week
86.29 %	92 %	28	12	\$

Notes

Add a note

Floor Plan Information

Concessions Calculator

Type	Desc.	Units	Sqft	Rent	Concess. One-time	Concess. Monthly
1x1		129	750	\$ 1340	\$ 1340	\$ 0
2x2		96	934	\$ 1540	\$ 1540	\$ 0
2x2		84	1192	\$ 1640	\$ 1640	\$ 0
3x2		12	1287	\$ 1920	\$ 0	\$ 0
Totals/Averages		321	941	\$1,500	\$1,428	\$0

SAVE PROPERTY SURVEY

CLOSE

To update Comp Surveys, scroll to the bottom of the same page and select the three dots to update each competitor.

Select New Property Survey for manual entry, the same as the Subject Property Survey and Save. As a best practice, we should send SurveySwap Request. SurveySwap status will remain 'inactive' until contact(s) are added.

SurveySwap Status	Tasks
Inactive	Add Contacts
Inactive	Add Contacts
Inactive	Add Contacts
Inactive	Add Contacts

Edit SurveySwap

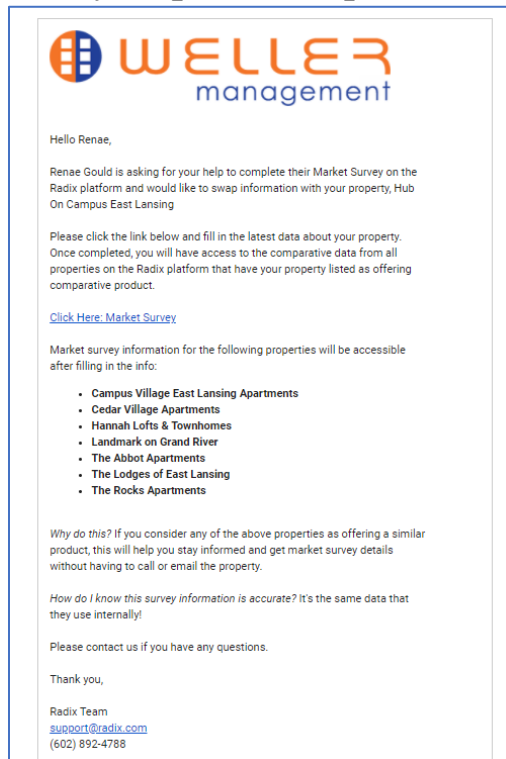
New Property Survey

Go to Property Profile

The SurveySwap Request can be automated and is tailored to encourage more effective communication.

- Add multiple contacts as needed. Once contacts are added, you will have another option to Select Send SurveySwap from the menu.
- Select Go to Property Profile to Update Competitor detail.

## SurveySwap Email Request



## Reporting

- Select Reporting and Default Reports [Property will default, filter properties and Comps if desired for specific comparisons].
- Weller Best Practice – Select all Comps, Stack the Market Survey Summary, Fees & Deposits, Concessions and Community/Amenities.
- Select Run
- Select Print/Export

