

NOTE: please send all EOD's to support@offsitevas.com

Hi Client,

Thanks for the day!

Here's what I did for today:

1. Checked and forwarded **12** Desk cases
2. Started getting vendors details – **5** vendors today
3. Attended **4** inquiry calls
4. Attended a **30-min** meeting– regarding renewals and other future projects
5. Attended a **20-min** client call– update on the project given to me
6. Sent an update to a property owner about a tenant not signing a document
7. Sent an email to **John Doe** for Marketing
8. Saved renewal documents in Docusign –**John Doe's** project [Link here](#)
9. Created a template for docusign – Notice to vacate [Link here](#)
10. Answered **3** tenant concerns via email

What's new:

1. I have figured out that not all vendors are getting paid electronically
2. Not all vendors have bank information with us
3. Not all vendors have license updated on their pages
4. Not all vendors can be found in the DCRA website
5. Better way in extracting reports from Appfolio
6. Got the big picture of **John Doe's** projects

Things to do on Monday until Tuesday:

1. Check Desk cases
2. Continue getting vendor details
3. Continue John Doe's project in creating template for Notice to Vacate – [Dropbox](#)  add the link
4. Upload renewals in docusign
5. Create scripts for notice to vacate process
6. Create a plan on how we could make almost everything paperless
7. Create a plan on how we could make our vendors get electronic
8. Scan/scrub home warranties in Appfolio

Thanks,

VA Name

Offsite Professionals