

PropertyMe

Spring Clean

☐ Week 1: Close off completed Tasks and update due dates

☐ Week 2: Review active properties under subscription

☐ Week 3: Close off completed Inspections

☐ Week 4: Close off completed Jobs

☐ Week 5: Update Bond increases

☐ Week 6: Review and update email message Templates

☐ Week 7: Review and update sms message Templates

☐ Week 8: Bulk archive suppliers

☐ Week 9: Turn on Automations

☐ Week 10: Subscribe to The Loop!