MULTIFAMILY MANAGEMENT MADE EASY: STREAMLINING YOUR TASKS WITH TECHNOLOGY

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As a multifamily professional, your job involves a lot of juggling. Between managing resident packages, creating reports, and showing apartments, it can be tough to keep up with your workload. Luckily, technology can help you save time and increase your productivity. Here are four tips to get you started.

Simplify Package Management
Keeping track of all the packages that arrive at your office can be overwhelming, but there are a few technology solutions to simplify this task. For instance, you could invest in locker rooms or off-site storage facilities. However, some properties don't have the space to add lockers or don't want to force residents to pick up packages elsewhere. If that's your property, consider a package tracking application that includes a handheld barcode scanner and digital signature capture pad. With this tool, you can easily scan packages when they arrive, and residents will receive an automatic notification when their package is ready for pickup.

Embrace Mobile Apps
Technology partners' mobile apps can be incredibly useful for improving your productivity. With your smartphone always handy, you can complete tasks on the spot rather than waiting until you're back at your desk. For example, use your property management system's app to check apartment availability during a tour. Open your marketing partner's app to update apartment listings and manage your online presence while on the go. Use your key control provider's app to check key status as you're walking the property.

Streamline Your Workflow
Switching back and forth between applications can be a major timewaster. To spend less time switching between apps, use one tool for multiple tasks. For example, consider using a key control system to manage work orders, track resident packages, and clock employees in and out. Sharing data between different platforms and automating reports can also save time.

Digitize Your Key Management
If you're using a pegboard and manual logbook to manage keys, it's time to upgrade to an electronic key control system. With automatic key logs and alerts, you'll spend less time monitoring key activity. And with a reliable record of who used which keys and why, you'll also reduce your liability. If you have smart locks, you can even store preprogrammed fobs in the system, so you don't have to program fobs every time you need access to certain apartments.

With the right technology tools, managing your workload is effortless and efficient. Use mobile apps, automated reports, and electronic key management to take control of your day and maximize your productivity.

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