

Complete this brief before your temp's first shift. Get them productive in 10 minutes.

PROPERTY IDENTITY				BUILDING SYSTEMS & LOGISTICS																										
PROPERTY NAME _____				LOBBY / FRONT DESK HOURS _____																										
ADDRESS _____				ELEVATOR CODE / KEY REQUIRED? Yes · No Code: _____																										
TOTAL UNITS _____		TOTAL FLOORS _____		AVG ELEVATOR WAIT (PEAK HRS) _____ min																										
				# OF ELEVATORS _____																										
CLASS / TYPE A B C Garden Mid-rise High-rise				MODEL UNIT LOCATION Floor _____ Unit _____																										
ON-SITE MANAGER _____				PARKING FOR PROSPECTS _____																										
EMERGENCY CONTACT _____				FLOOR & VIEW PREFERENCES																										
AVAILABLE UNITS THIS SHIFT				MOST REQUESTED FLOORS _____ (e.g. high floors, corner units)																										
				PREMIUM VIEWS ☐ City skyline ☐ Water ☐ Park / Green																										
				AMENITY HOURS & ACCESS																										
<table border="1"> <thead> <tr> <th>UNIT #</th> <th>FLOOR</th> <th>BED/BATH</th> <th>RATE</th> <th>AVAILABLE</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table>				UNIT #	FLOOR	BED/BATH	RATE	AVAILABLE	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	Fitness Center _____ am – _____ pm Rooftop / Sky Lounge _____ am – _____ pm Pool / Spa _____ am – _____ pm Co-Working / Business Ctr _____ am – _____ pm Package Room / Locker _____ Code / App: _____	
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_____	_____	_____	_____	_____																										
_____	_____	_____	_____	_____																										
_____	_____	_____	_____	_____																										
_____	_____	_____	_____	_____																										
CURRENT SPECIALS & CONCESSIONS				PARKING & STORAGE																										
_____ _____ _____				ASSIGNED PARKING (HOW MANY PER UNIT?) _____																										
				MONTHLY RATE / GARAGE LOCATION _____																										

PRE-TOUR CHECKLIST (COMPLETE BEFORE FIRST PROSPECT)

- | | |
|---|---|
| ☐ Toured model unit — know the path from lobby | ☐ Know elevator wait times & have backup plan |
| ☐ Confirmed today's available units & rates | ☐ Reviewed amenity hours & can describe each |
| ☐ Reviewed current specials / move-in incentives | ☐ Have leasing software login (Yardi / RealPage / Entrata) |
| ☐ Tested key fob / access card | ☐ Received property Wi-Fi / guest network code |

KEY OBJECTIONS & TALKING POINTS

Price too high	Mention current specials, value of amenities, included utilities
Floor too low / too high	Know the preferred floors — offer alternatives with view trade-offs
Elevator wait time	Highlight # of elevators, expected peak vs. off-peak wait
Parking cost	Clarify assigned vs. optional; compare to neighborhood parking
Noise / neighbor concern	Mention concrete construction, sound attenuation, quiet hours policy

QUESTIONS DURING YOUR SHIFT?

Contact your HireOne Account Manager: _____ | _____