

LODEN

BROOKLYN

Loden Daily Property Presentation & Walk Checklist

Date: 07/07/26 Associate(s): Victor, Cory, Rich, Antoine, Chase, Justin

Opening & Daily Procedures

Review scheduled tours and identify Target Vacant Units for the day based on appointments, unit type demand, loss leaders, and leasing focus. Assign daily tasks.

Target Vacant Units Walked Today: 1221, 1412, 1609, 1612

Walk curb appeal and exterior entrances. Identify litter, pet waste, landscaping concerns, signage issues, or presentation concerns. Enter Work Orders as needed. Init. B/M Brandon ✓

Walk lobby, package areas, elevator lobbies, and primary tour path. Identify cleanliness, odor, lighting, or presentation concerns. Enter Work Orders as needed. Init. ACC

Walk all model units. Flush toilets, run water, check for odors, verify lighting, cleanliness, staging, and overall tour readiness. Init. V G Victor ✓ ~~Richards~~

Walk Target Vacant Units for the day. Turn on lights, verify HVAC, flush toilets, run water, check for odors, and confirm show-ready condition. Enter Work Orders as needed. Init. V G Victor ✓

Walk amenity spaces including Garden Room, TV Lounge, Fitness Center, Roof Top, Courtyard, Coworking Space, and other high-traffic areas. Identify cleanliness, odor, lighting, furniture, or presentation concerns and enter Work Orders as needed. Init. ACC

Review upcoming move-ins scheduled within the next 7 days and walk units where applicable to verify move-in readiness. Init.

Conduct daily team huddle to review daily walk findings, open Work Orders, action items, and priorities for the day.

Issues Identified

Area	Issue Identified	WO #

Associate(s) Signature: Various

Manager Review: 