



Dear Property Managers

TMG-C is working hard to help make it easier and more efficient for you to manage your property's construction needs. In order to do so, a website has been created with information & forms for you to review & use on a daily & weekly basis. We would also like to review over some key information in regards to Medventory, Rehabs, Time Cards, & Equipment.

Please remember, that on the 15th of each month, Medventory & the Rehab Worksheets are due. Making sure these items are handled on time each month helps insure that TMG-C is able to give your property the inventory and help it needs.

When placing your orders, please remember to notate in the notes section if it is for a specific project, interior rehab (with unit numbers), or if it is for the office/maintenance. It is very important this is done to help insure the proper party is paying for the purchase. Please also note that you will need to place separate po's for each project, rehab, or office/maintenance order.

Effective March 2014, you will need to turn in a Daily Unit Worksheet each morning by 10am. This will be required for all rehab crews on your property. Please note that if the crew works on Saturdays, you will need to have both Friday & Saturday forms in on Monday by 10am. This form will allow us to insure that the properties are getting the most from the crews and productivity is at its best.

Attached you will find a Rehab Crew Worksheet & Rehab Project Time Table. New guidelines & timeframes have been implemented so it is very important you review and use the new forms.

TMG-C wants to make sure that your property is accurately being charged for any & all work being performed. With the assistance of the Property Managers verifying that timecards are correct before signing off on them, we will be have a stronger ability to achieve this. Any pictures you can send over to support what work was completed or shows areas that need attention, will be greatly appreciated. The more accurate & detailed the information we receive, the better we are able to help you to achieve your budget goals. In this packet you will find an updated Labor Time Card to use moving forward. Please make sure you are emailing the timecards in every Monday by 10am to timecards@medve.com.

Every Friday, TMG-C needs the Property Managers and/or their Maintenance Supervisors to complete the Weekly Equipment Report. The more specific and precise these reports are, the more efficient TMG-C can be to make sure your equipment is up to date and maintained. In order for your property to be properly charged for equipment, please make sure to send in accurate reports. It is imperative that each week the equipment is started and checked to make sure it will run smoothly when needed. This report is due the following Monday before noon.

Along w/ your Weekly Equipment Reports, TMG-C needs to be receiving your Daily Maintenance Report for vehicles. Again, this will help insure that as a property you are supplied and have access to equipment and vehicles that will help you to be more successful.

TMG-C is here to help you with your construction needs. If you have any questions or concerns, please feel free to speak with your Project Manager or contact us directly at TMG-C.