



Commonwealth

REAL ESTATE SERVICES

Keeping In Touch - December

Oregon Applications

When submitting applications, please make sure you have all documents needed and it is entered correctly before submitting. Married applicants are both run as primary applicants.

If you put one as a primary and one as an occupant and submit it, we can't take the occupant off and will have to make a new reservation. When accepting applications, make sure you have 5 years rental history, 2 years employment history, a copy of ID and social security card, and a \$60 application fee per applicant. If you are missing information, do not make a reservation until you have everything. If you do not have a completed application and it has been 7 days, return their application, copies of identification, and application fee and encourage them to apply once they have all the required information. If you have questions regarding applications reach out to Madianna at reception@cwres.com

Reminders

Storage Agreements are prepared by the Corporate office. If you need a Storage Agreement, please send the request to your Regional Manager and Admin with the person's first and last name, mailing address and telephone number. Please upload a copy of the signed Storage Agreement to the Resident Documents in MA or History/Notes in RM. We also recommend that you add a reminder to your calendar to track when the Storage Agreement expires. It is the responsibility of the Community Manager to keep track of their Storage Agreement expiration dates and to request an updated Storage Agreement when the original Storage Agreement expires. Please review your Storage Agreements to ensure you do not have an expired Agreement in your files

The BSR (Billing Summary Report) must be completed by ALL properties on or before the 15th of the month. The BSR is your chance to review the new charges that will post to the resident's ledgers before books close on the 20th of the month. If you do not know how to access the BSR report, please reach out to your Admin for help.

All payment plans/agreements must be approved by the Regional Manager before you can enter into a payment plan with a resident. Please reach out to your Regional Manager if you have any questions.

Please review and confirm your late fees are being applied and listed correctly in MA. If your late fees are incorrect, please reach out to your Admin.

Refresher Training - 12/6

The Refresher Training will start at 10:00am on Wednesday, December 13th. We will be covering accounting procedures. If you have any questions regarding any of our accounting procedures, please attend the Refresher Training. We look forward to seeing you there!

Wellness Corner

What Is Well-Being?

Overview

Experts define well-being differently. But most agree that well-being refers to being physically, mentally, and emotionally healthy. It's okay to be more healthy in some wellness areas than others. They interact with each other. So if you're struggling in one area, the others can support your overall well-being. These dimensions, or pillars, of well-being include:



- **Emotional wellness:** This is about being aware of and okay with your feelings. How you handle stress and how well you bounce back from hard times are also parts of emotional wellness.
- **Spiritual wellness:** Finding meaning, value, and purpose in life that's bigger than yourself is included in this area.
- **Physical wellness:** As you might expect, this refers to things like physical activity, healthy eating, and sleep.
- **Connection:** Having healthy connections means maintaining positive, healthy relationships with friends and family or others. Considering new ideas is also part of this pillar.
- **Environmental wellness:** This is having your basic needs met—clean air, healthy food, and water. Personal safety and security are also key.
- **Intellectual wellness:** This includes engaging your mind by learning something new, like a language or a skill. Or it could mean teaching something you know well. Discussing and debating differing views are also parts of this area.
- **Occupational wellness:** This means being fulfilled by your daily work. Having a healthy work/life balance is also important.



**Please help us in welcoming some new additions to
the Commonwealth Family!**

**Linda Collins - Springlake
Vince Eronson - Bow Lake**

CHS Manager Recognition

Congratulations to all the managers who have sold homes
recently through CHS!

Jeff and Tabithia Summerton - Friendly Ridge #325

Denise Stephens - Bow Lake #481 and #272

Sandy Keener - Terrace Lake Park #143

James Boardman - Riverstone #D-4

Christina Ward - Swedetown Village #17

Deanna Long - Deer Run #132

Julie Maxwell - Quail Run #122

Ronda Aldridge - Sundial #10A



Commonwealth Anniversary Dates

Melissa Garibay - 4 years 12/18
Sarah and Shawn Hanning 2 years 12/6
Jeffery Heiser - 5 years 12/6
Crystal Hammers - 11 years 12/11
Stephen Hilliker - 6 years 12/6
Luis Diaz - 1 year - 12/16
Felix Valdovinos - 8 years 12/1



SAFETY CORNER



Easy Desk Stretches



SHOULDERS
3-5 seconds / 3 times



NECK
5-10 seconds / 5 times



TURN HEAD
5-10 seconds / 3 times



HEAD UP AND DOWN
5-10 seconds / 3 times

Stretch at Work to Relieve Pain and Stress



BEND
5-10 seconds / 3 times



UP-DOWN LEGS
3-5 seconds / 3 times



BEND FORWARD
5-10 seconds / 3 times

THE 20-20-20 RULE

to reduce the effects of digital eye strain



Take a break
for 20 seconds...



...and look at something
20 feet away...



...every 20 minutes.

"Stay Focused on Safety"



SAFETY FIRST!!!

[Safety Meeting Minutes](#)

Calendar Corner

2023 TIMESHEET CALENDAR
OREGON DECEMBER CALENDAR

WASHINGTON DECEMBER CALENDAR

Thank you for all your hard work!

The Commonwealth Team

Stay Connected



Commonwealth Real Estate Services | 18150 SW Boones Ferry Road, Portland, OR 97224

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