



Commonwealth

REAL ESTATE SERVICES

Keeping In Touch - September

Application and Accounting Reminders

- Remember that when submitting an application for an Additional Occupant there is no need to make a reservation. Instead go through Make a Reservation - Origen Screening - on the top left hand corner click on Create Application - click OK - then fill out the application.
- Payment for the additional occupant's application then goes on the primary resident's ledger.
- Don't run an application without payment (money order preferable)
- Please do not "fix" errors in MA with Credits or Charges. Contact your Accounting Specialist or Admin for help.
- Do not charge for Security, Last Month's Rent, or Pet Deposits without collecting payment same day.
- Be aware of date, signature, and legal line (handwritten amount) of checks for errors *before* they are posted in Take Rent Payment.
- Complete Final Accounting Notices immediately after completing a move out.

Summer Projects

Remember to finish wrapping up any summer projects that are incomplete before we say goodbye to summer.

Wellness Corner

Healthy mind, body, and spirit

Mental and emotional wellness are important parts of your overall health. Being good to your mind is just as important as being good to your body – and that means living a healthy lifestyle, paying attention to how you feel, and doing simple things to take care of the whole you.

Stick to a sleep schedule

Lack of sleep affects your mood, mental sharpness, and ability to handle stress. It's also linked to mental health conditions like depression and anxiety. To create a healthy routine, go to bed and wake up at the same time every day – even on weekends.

Move your body, lift your mood

Exercise can release tension, tame stress, and improve your sense of well-being. Plus, it can relieve some symptoms of depression and anxiety as effectively as certain medications – all with no side effects.

Find your words

Speak up if you're struggling. The people in your life are there for a reason, so be honest with your loved ones if you're having a rough time. They can't help unless they know you need their support.

LOOKING FOR MORE HEALTHY INSPIRATION?

Visit findyourwords.org and follow us @kpthrive.



Please recycle. 00544909 November 2017

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Welcome Aboard!

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



Hawthorne Acres – John Unger
 Rogue Valley Meadows – Gene Vincent
 Park Place – Jessica Landreth

Swedetown Village – Christina Ward & Malachi Welter
Tall Firs – Allen Walters
Quiet Meadows – Adam Ball
Admin Assistant/Receptionist in Washington – Meera Taneja
Admin Assistant in Oregon – Landry Saunders

CHS Manager Recognition

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

Josh Hoffert - Tall Cedars #92
Nichole Olson - Angel Haven #128
Stacey Daniel - Fran Mar #74
Robert Hammers - Laurel Park #39
Cheryl Scott - Madison Village #66
Sylvia Wege - Riverstone #B2
Guy Hilbert - Terrace Lake #167 & 64
Traci Hughes & Nancy Jaimes - Vista #76



Commonwealth Anniversary Dates

Shawn Meeker - 5 years 9/17
Debra & Christopher Hesterley - 6 years 9/1
Kim Skeslien - 5 years 9/18
Ruslan Powell- 8 years 9/13
Tim Weidman - 3 years 9/1
Lisa Weidman - 3 years 9/12
Michael & Mara Picco - 7 years 9/17
Pennie Jennings - 1 year 9/17
Geri Cockreham - 8 years 9/1
Adair Ambrose - 1 year 9/19
Aurora Purlee - 2 years 9/1
RJ Sosa - 2 years 9/1



SAFETY CORNER

10 RULES FOR WORKPLACE SAFETY

- 1** YOU ARE RESPONSIBLE FOR YOUR OWN SAFETY AND FOR THE SAFETY OF OTHERS.
- 2** ALL ACCIDENTS ARE PREVENTABLE.
- 3** DO NOT TAKE SHORTCUTS. ALWAYS FOLLOW THE RULES.
- 4** IF YOU ARE NOT TRAINED, DON'T DO IT.
- 5** USE THE RIGHT TOOLS & EQUIPMENT AND USE THEM IN THE RIGHT WAY.
- 6** ASSESS THE RISKS BEFORE YOU APPROACH YOUR WORK.
- 7** NEVER WEAR LOOSE CLOTHES OR SLIPPERY FOOTWEAR.
- 8** DO NOT INDULGE IN HORSEPLAY WHILE AT WORK.
- 9** PRACTICE GOOD HOUSEKEEPING.
- 10** ALWAYS WEAR PPEs.



ALSCO MANAGED RENTAL SERVICES FOR YOUR WORKPLACE SAFETY COMPLIANCE
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SAFETY FIRST!!!

Calendar Corner

[2019 TIMESHEET CALENDAR](#)

[OREGON SEPTEMBER CALENDAR](#)

[WASHINGTON SEPTEMBER CALENDAR](#)

Thank you for all your hard work!

The Commonwealth Team

Stay Connected

