



HTGM READY

Training To-Do List

Property Name: _____

Signature: _____

- Order supplies
- Send out resident letter
- Make sure all employees have updated Paylocity
- Update emergency contact list
- Contact vendors for priority response
- Create hurricane supply kits
- Host a team meeting to discuss property plan
- Complete property landscape walk
- Upload "Before the Storm" pics
- Contact extraction/drying vendor to notify of first call
- Sign this form and email to HTGMoperations@htgf.com