

## Finish 2022 Strong!

Finish 2022 strong and start the new year off right with our checklist below. Prior to year end, make sure you have crossed all of these items off:

- If you are the DashComm® Administrator for your business, check your account settings in DashComm® to verify employee contact information and access
- Ensure Sales submissions are up to date for 2022 and past years inside of DashComm®
- Submit your Certificate of Insurance (COI) on the 'Business' tab in DashComm®
- Download the DashComm® App (available in the Apple Store and Google Play)
- Sign up for Emergency SMS Alerts via DashComm® (simply visit your profile icon, and then click 'Account')
- Prepare your space for winterization if necessary and reach out to your Property Manager via DashComm® for assistance if needed
- Remember to submit any Property Requests, including roof leaks, through the DashComm® 'Requests' tab

## With Gratitude



We look back on the year with gratitude for the storms we have weathered and the obstacles that have been overcome.

Whether 2022 saw you launching a new business endeavor, or continuing to expand your existing, we appreciate your partnership and are thankful you chose to be one of our Neighbors. We look ahead to 2023 with excitement for the accomplishments to come and wish everyone great success and a prosperous new year.

Eric Richter  
SVP, Property Management



### PROPERTY CONTACTS

Metered Utility Questions  
844.286.8130

Accounts Receivable  
arrequests@phillipsedison.com

**FOR AFTER-HOURS MAINTENANCE  
EMERGENCIES, CALL 866.422.3347**

