



Onboarding Checklist

☐ STEP 1: Onboarding Form

Team Member: _____ Due: _____

- Submit the onboarding form (if you have not already):
<https://communityboss.com/setup/multifamily-setup>

☐ STEP 2: Prepare for Training Call

Team Member: _____ Due: _____

Before the call, determine the following:

- Which amenities do you want to require reservations for?
- Do you use controlled access for any amenity space(s)? If you want to integrate with Amenity Boss, please reach out to confirm your system is compatible.
- Do you need to set specific limits based on apartment size?
- Do you want to limit how frequently residents use the space?
- What are the daily hours of the amenity space(s)?
- Does a notice period apply to amenity updates? Do you need to give a 30 or 60-day notice of these changes to introduce the product? TIP: You can check your lease to see if anything needs to be updated or adjusted with these upcoming changes.
- Do you want to post signage outside of the space(s) as a reminder to create a pass?

☐ STEP 3: Schedule Training Call

Team Member: _____ Due: _____

During this call we will review how to use Amenity Boss, setup an amenity, and answer any questions.

- Invite any team members that will be using Amenity Boss
- Review and select signage (if needed)

☐ STEP 4: Notify Residents

Team Member: _____ Due: _____

- Each unit will have a unique 6-digit Passcode to reserve an amenity
- Notifying residents can be done with physical notices or via email/text blast