GreenAcres
AUTOMATION

SAMPLE REPORT

Blueprint Report

Prepared for Example Property Management

150 rental units · Northeastern Pennsylvania · A two-week review

This is a sample. Example Property Management is a made-up company, not a real client. Every finding and figure in this report was written for illustration. It shows the format and the level of detail of a real Blueprint report.

SUMMARY

Five fixes, about 14 staff hours a week

Your team spends about 14 hours a week on work that the software you already pay for can take over or shorten. Every fix below uses features in your current software plan or tools you already have, so none of them needs a bigger subscription.

14 hours
Estimated staff time saved each week once all five fixes are in place

17 of 45
Weekly rental inquiries that arrive after the office closes and wait until the next business day

$0
New software cost. Every fix uses your current software plan and the tools you have

The top five fixes

#	FIX	HOURS SAVED A WEEK	HOW IT IS COVERED	HOW HARD
1	**Answer rental inquiries after hours** Turn on the AI leasing assistant your software already includes	5.0	Starter plan $1,500, then $300 a month	Easy
2	**Take maintenance requests in writing** A guided request form, and an emergency line that reaches a person	4.0	Office plan With fixes 1 and 3	Medium
3	**Write down the answers to repeat questions** One approved answer for each common tenant question	3.5	Office plan With fixes 1 and 2	Easy
4	**Set Fair Housing rules for AI replies** A written policy, topics to avoid and a notice that AI is answering	Lowers risk	$0 Kit included	Easy
5	**Send one monthly owner update** A summary that replaces one-off answers to owners	1.5	$600 Custom build, 6 hours	Medium
	All five fixes	**14.0**	Fix 1 fits the Starter plan. Fixes 1 to 3 together fit the Office plan. See page 7.	

What 14 hours is worth. At the $24 an hour you gave us for staff time, 14 hours a week is about $336 a week, or roughly $1,450 a month. These hours are estimates from your message counts and the staff shadow. We measure them again after each fix goes live and report what we find.

WHAT WE REVIEWED

Your office today

Most of your team's routine work arrives by phone and gets answered one message at a time. The answers are good. They are also the same answers, given many times a week.

How we did the review

1. Interview
60 minutes by video with the owner, on how the office runs and what to fix first

2. Software and volume
Your settings and AI features, plus four weeks of message and call logs

3. Staff shadow
Two hours by video with the leasing agent and the office manager

4. This report
The top five fixes, with hours saved, cost and a rollout order

A typical week, from four weeks of logs

WORK	A WEEK	HOW IT ARRIVES	WHAT WE SAW
Rental inquiries	45	Listing sites 24, text 9, phone 8, email 4	17 arrive after hours. The first reply takes about 5 hours in office hours and until the next business day after hours. About 6 a week get no reply within 48 hours.
Maintenance requests	31	Phone or voicemail 19, tenant portal 8, text 4	11 need a call back for the unit, access or a photo. After hours, the emergency line goes to voicemail.
Tenant questions	68	Phone 40, email 18, text 10	Six topics make up about 70 percent: rent payment, parking, pets, guests, move-out and renewals.
Owner questions	12	Email	32 owners. Each question is answered by hand, which takes about 8 hours a month.

Your team

- Owner and broker of record
- One leasing agent
- One office manager
- One maintenance coordinator, with two technicians in the field

Your software

- Your software plan includes an AI leasing assistant. It is switched off.
- Your software plan includes a guided maintenance request form. It is switched off.
- Saved replies are available. Four exist today.
- Three staff share one login.

Software names and prices are left out of this sample. A real report names your software, your plan and the features it includes, checked on the date of the report.

THE FIXES IN DETAIL

Fixes 1 to 3

1 Answer rental inquiries after hours

Saves 5.0 hours a week | Starter plan | $0 new software | Easy · 3 to 4 weeks

WHAT WE FOUND 17 of your 45 weekly inquiries arrive after 5 PM or on a weekend and wait until the next business day. The AI leasing assistant is part of your software plan, but it has never been switched on.

WHAT CHANGES We turn it on for text, email and listing-site inquiries, and write its answers from your rental criteria, pet policy and current listings. It offers showings from the leasing agent's calendar and passes anything it can't answer to a person.

HOW WE GOT 5.0 About 45 first replies at 5 minutes each, plus 1.25 hours a week spent scheduling showings by phone.

FROM YOU Your written rental criteria and pet policy, access to the leasing calendar, and written approval of every answer before go-live.

2 Take maintenance requests in writing

Saves 4.0 hours a week | Office plan | $0 new software | Medium · about 4 weeks

WHAT WE FOUND 19 of 31 weekly requests come by phone or voicemail, and 11 need a call back for the unit, access or a photo. After hours, the emergency line goes to voicemail.

WHAT CHANGES Tenants use the guided request form in your software, which asks for the unit, the problem, photos and permission to enter. Emergencies ring the on-call phone, with a backup if nobody answers.

HOW WE GOT 4.0 11 call backs at 10 minutes each, plus 19 phone requests at 7 minutes each to write up.

FROM YOU Your on-call schedule and a backup, your vendor list, and a notice to tenants about the new way to report a problem.

3 Write down the answers to repeat questions

Saves 3.5 hours a week | Office plan | $0 new software | Easy · 3 to 4 weeks

WHAT WE FOUND Six topics make up about 70 percent of your 68 weekly tenant questions. Only four saved replies exist, and in the staff shadow we heard two different answers on guest parking.

WHAT CHANGES We write one approved answer for each of your 25 most common questions and load them as saved replies and as the AI's answers. Your staff get a one-page reference with the same wording.

HOW WE GOT 3.5 About 48 repeat questions a week at 4 to 5 minutes each.

FROM YOU Your lease and house rules, and one hour to review the answers with us.

THE FIXES IN DETAIL

Fixes 4 and 5

4 Set Fair Housing rules for AI replies

Lowers risk | $0 · kit included with this Blueprint | Easy · about one hour

WHAT WE FOUND There is no written list of topics an AI assistant must pass to a person. Two listing templates say "perfect for young professionals", which describes the tenant instead of the home. Nothing tells people when a reply is automated.

WHAT CHANGES You adopt the Fair Housing AI kit that comes with this report: the AI-use policy, the topics to avoid, the handoff list and the disclosure line. We reword the two templates and run the 20-question test before fix 1 goes live.

FROM YOU The owner's signature on the policy, and your attorney's review of it.

5 Send one monthly owner update

Saves 1.5 hours a week | $600 custom build, 6 hours at $100 | $0 new software | Medium · 2 weeks

WHAT WE FOUND Your 32 owners send about 12 questions a week, mostly "what was spent" and "is it rented yet". Each one is answered by hand, which adds up to about 8 hours a month.

WHAT CHANGES Each owner gets one monthly summary built from reports your software already produces: rent collected, work orders, vacancies and what happens next. Your office manager reviews it and sends it.

HOW WE GOT 1.5 Owner questions should drop from about 8 hours a month to about 1.5. That is 6.5 hours a month, or 1.5 hours a week.

FROM YOU Three recent owner emails that show what owners ask, and a decision on what each owner may see.

Upgrade verdict

You asked whether to move to a bigger software plan for more AI features. Our answer is not yet. Fixes 1 to 4 use features in the software plan you have today. The next plan up mainly adds reporting tools, and fix 5 covers most of that need for a one-time $600. Look at the upgrade again three months after fix 5, when you know how much owner reporting still takes. We don't earn anything from software sales, whichever plan you choose.

ROLLOUT AND RISK

What to do first

Start with the rules, then the fix that saves the most. Each later fix reuses work from the one before it, so your team learns one change at a time.

Rollout order



FIX	WHY IT SITS HERE
4 · Fair Housing rules	The rules have to be in place before any AI reply goes out.
1 · After-hours inquiries	It saves the most time, and the feature is already paid for.
3 · Repeat questions	It reuses the answers written for fix 1.
2 · Maintenance requests	It needs a notice to tenants and a working on-call plan first.
5 · Monthly owner update	It works best once requests and inquiries are recorded the same way every time.

Fix these before you automate anything

1. **The emergency line.** After-hours calls go to voicemail. Forward them to an on-call phone with a backup before any AI takes maintenance messages.
2. **Listing wording.** Two templates describe the ideal tenant. Reword them to describe the home.
3. **No notice that AI is answering.** Add the disclosure line from the kit to the first reply on every channel.
4. **Call recording.** Your leasing line records calls with no announcement. Pennsylvania requires the consent of everyone on a call. Turn recording off or add an announcement, and ask your attorney which you need.
5. **Shared login.** Three staff share one software login. Give each person their own, so every change can be traced.

These notes are practical safeguards, not legal advice. Your attorney has the final word.

NEXT STEP

Plan proposal

We recommend starting with fix 1 alone, on the Starter plan. It saves the most time, it costs nothing in new software, and it shows your team how the rest will work.

STARTER PLAN · ONE JOB

After-hours rental inquiries

$1,500 one-time onboarding, half at signing and half at go-live

$300 a month, with a 3-month minimum and then month to month

- The AI leasing assistant turned on and configured in your software
- Answers and rules written from your policies, approved by you in writing
- A Fair Housing review and the 20-question test before go-live
- Training for your leasing agent and office manager
- About 3 to 4 weeks from signing to go-live
- Every month after that: a review of what the AI said, fixes to its answers and a one-page report

Your Blueprint fee comes off the onboarding fee in full if you sign within 60 days of this report.

After go-live

The monthly part of the plan keeps the answers current as your listings and policies change, and includes 2 hours of support a month.

Fixes 2 and 3

When you are ready for them, you move up to the Office plan, which covers all three jobs under one monthly price. It is priced by the size of your business, and we quote it in writing first.

How we estimated

- Volumes are weekly averages from four weeks of your logs.
- Minutes per task come from the staff shadow.
- Staff time is valued at the $24 an hour you gave us.
- We count time saved only, not extra leases signed.

What this report does not promise. Results depend on your office, your software and how your team uses it. The hours in this report are estimates. After each fix goes live, we measure what changed and report it honestly, including when it falls short.

Questions about this report? Email mikesmith@greenacresautomation.com. To talk about your own office, book a free 30-minute AI check-up at greenacresautomation.com/check-up.