



NORTHEAST OHIO PROPERTY TECH AUDIT

Portfolio Acquisition & Modernization Checklist

Property Name: _____ Location (City/County): _____

Acquisition Date: _____ Units/Square Footage: _____

PHASE 1: ACQUISITION DUE DILIGENCE

Target: Identify "Digital Debt" before the deal closes.

- **Data Ownership Audit:** Confirm all tenant PII and historical records are portable. Ensure the previous owner's IT firm cannot "lock" the database.
 - **Software Transition Plan:** Verify compatibility for migration to **Yardi, AppFolio, or MRI**. Identify any proprietary "legacy" software that needs to be sunset.
 - **PII & Compliance Check:** Audit how resident social security numbers and banking data are currently stored. Ensure alignment with Ohio's data privacy expectations.
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PHASE 2: THE "NEO" INFRASTRUCTURE AUDIT

Target: Assessing the physical tech health of Cleveland/Akron/Canton assets.

- **Building Envelope Connectivity:** In older masonry buildings (common in Cleveland/Akron), test for Wi-Fi "dead zones" caused by thick walls.
 - **Climate-Resiliency Check:** Inspect outdoor access control systems, gate motors, and security cameras. Ensure they are **NEMA-rated** for Lake Erie-effect snow and high-humidity summers.
 - **MDF/IDF Cleanliness:** Check the main server closet. Is it climate-controlled? Is it free of dust and debris (common in older regional properties)?
 - **ISP Survey:** Identify local providers (Spectrum, Cox, Breezeline). Determine if the building is "Fiber-ready" to increase property value for modern residents.
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PHASE 3: OPERATIONAL & RESIDENT SECURITY

Target: Securing the leasing office and resident portals.

- [] **Leasing Office Perimeter:** Install a hardware firewall to separate corporate leasing traffic from resident/guest Wi-Fi.
- [] **Access Control Audit:** Migrate physical master keys to a digital, cloud-managed system (e.g., Latch or Brivo) to reduce liability.
- [] **Backup Power:** Install **UPS (Uninterruptible Power Supply)** systems for all core networking gear to prevent data loss during frequent NEO summer storm outages.
- [] **Security Camera Coverage:** Verify high-definition coverage of all entrances, parking lots, and mailrooms.

PHASE 4: VENDOR & SUPPORT HANDOVER

Target: Transitioning to the BayPointe Support Standard.

- [] **Contact Update:** Replace legacy "break-fix" stickers with **BayPointe Support QR codes** in all mechanical and IT rooms.
 - [] **Cyber-Briefing:** Schedule a "Security Awareness" session for the new onsite leasing team to prevent phishing and wire fraud.
 - [] **Final Roadmap:** Schedule a 30-day post-acquisition review to plan for long-term tech ROI improvements.
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NOTES & CRITICAL UPGRADES NEEDED:

ABOUT BAYPOINTE TECHNOLOGY

We are **Northeast Ohio's premier Managed IT Partner** for property management. As a **Veteran-Owned and Woman-Owned** business, we provide the military-grade discipline required to protect your portfolio.

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