PROPERTY MANAGEMENT CHECKLIST



	ITEM TO REVIEW / CONFIRM	COMMENTS
H	Develop Marketing Plan	
片	Consider print advertising: publications, banners, "FOR RENT" signs, etc.	
H	Consider web outlets for rental listings	
H	Consider Social Media presence	
H	Ensure that all photographs are well lit and appealing	
H	Establish high and low rental rates	
H	Set open-house date(s), if applicable	
Ē	Create a document with rental standards	
h	Develop a short script for phone screenings of prospective tenants	
n	Develop a rental application	
	Collect a \$30-45 fee to cover processing costs	
	Complete credit, criminal, and background checks	
	Contact previous landlords, employers, references	
	Accept tenants based on set rental standards	
	Contact accepted tenants to schedule lease signing meeting	
	Set move in date	
	Develop guidelines and processes for tenant communication	
	Document all communication	
	Develop protocol and fees for replacement keys, lock outs, etc.	
	Establish Work Order procedure for tenant complaints	
	Establish Work Order procedure for tenant requested repairs	
	Develop move out guidelines and procedures	
	Complete a thorough walkthrough of property	
	Assess any wear and tear as "normal" or something requiring a fee	
	Return security deposit less any fees incurred within 30 days	
	Complete a "refresh" of the property with thorough cleaning	
	Provide any property improving updates and repairs prior to relisting	
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