Owner On-Boarding

Occupied Properties

Occupied Property → **Questions** → **Sign Contract**

Property Manager will answer any questions or concerns you may have.

Contracts signed executed electronically.

Tenant Data → **Keys** → **Property Manager**

Tenant lease and contact information imported into system.

Obtain copy of house key and get gate codes.

Property manager will update up owner and next steps.

Call, Text and/Email → **Visit Property** → **Inspections/Photos**

Call, Text and/Email to announce the changes in management.

Meet tenant and become familiar with the propert.

Complete initial inspection get tenant feedback on any repair issues.

Schedule Inspections → **On Going** → **Sit Back and Relax**

Schedule quarterly and inspection.

Rugular Follow up with owners and tenants.

Monthly reports and transfer funds to owners on 7th work day of the month.