



# LET'S GET STARTED!



## STEP ONE - PAPERWORK

- ☐ Sign Property Management Agreement
- ☐ Schedule Kick off Call
- ☐ Set up Owner Portal



## STEP TWO - PREPARATION

- ☐ Remove all personal belongings
- ☐ Schedule lock box installation
- ☐ Place front door key in lock box and other miscellaneous keys and remotes in kitchen drawer
- ☐ CRPM to complete the make ready process



## STEP THREE - MARKETING

- ☐ Schedule date for professional photos
- ☐ Approve marketing flyer
- ☐ Sit back, relax and look forward to your weekly marketing update

