|  |  |
| --- | --- |
| **Property Address** |  |
| **Owner Information** |  |
| **Market ready date**  |  |
| **Referral** |  |

|  |  |  |
| --- | --- | --- |
| [ ]  | **Presentation** |  |
| [ ]  | **Intake form,**  | **Buildium** |
| [ ]  | **Brokerage Duties Addendum** | **Buildium (Owner)** |
| [ ]  | **Signed Management agreement** |  **Buildium (Owner)** |
| [ ]  | **Lead Based**  | **Buildium (Owner)** |
| [ ]  | **W-9** | **Buildium (Owner)** |
| [ ]  | **Direct Deposit Information** | **Buildium (Owner)** |
| [ ]  | **Verify management fees** | **Buildium Property** |
| [ ]  | **Owners rental insurance** | **Buildium Property** |
| [ ]  | **Enter into Buildium** | **Buildium** |
| [ ]  | **Set up epay setting,** | **Buildium** |
| [ ]  | **Send out owner portal invite** | **Buildium** |
| [ ]  | **Add owner to Facebook. Linkedin** |  |
| [ ]  | **Keys Lockbox** |  |
| [ ]  | **Marketing Photos** | **Buildium Property** |
| [ ]  | **Marketing Description-leasing terms and amount** | **Buildium Property** |
| [ ]  | **Post to Website** | **Builidium Property** |
| [ ]  | **Owners approval of listing** |  |
| [ ]  | **Update owners on Friday of activity** | **Buildium** |