

PROPERTY MANAGEMENT CHECKLIST

These are the basic property management duties and responsibilities:

- ☐ Collecting rent
- ☐ Issuing late notices by the ____ (5th or 10th) of the month
- ☐ Depositing all rental income
- ☐ Rent rolls
- ☐ Calling tenants on the (5th or 10th) to remind them about the rent
- ☐ Bookkeeping
 - ☐ Generating reports on all properties by the 15th of the month
 - ☐ Completing payroll
 - ☐ Paying all mortgages, bills, etc., in a timely manner
 - ☐ Filing and general office management
- ☐ Prospecting for tenants
- ☐ Answering all rental calls promptly (same day) and following up to make sure tenant is satisfied
 - ☐ Treating rental calls as sales calls
 - ☐ Maintaining a list of potential tenants
- ☐ Coordinating Section 8 initial and annual inspections, leases, etc.
- ☐ Resolving tenants complaints
- ☐ Drawing up new leases and lease renewals
- ☐ Establishing new rental rates
- ☐ Terminating tenants and/or file eviction when necessary

Other policies/practices:

- Keep all information on each of your tenants in a file.
- Inspect properties at random, after proper notice to tenants per lease agreement.
- Charge for any and all tenant damage. Tenant damage becomes part of the rent due. If it is not paid, rent is not paid and the tenant can be evicted.