

Clients' First Month with Property Management



Getting Set-up Online

Our team sets up your account and the property account(s) in Buildium - our online property management software that gives you real time access to everything pertaining to your account. This is also where we set up the transfer of your funds monthly.

STEP
1



Connecting with Tenants

We reach out to your tenants with a letter that introduces us and our services, explains the transition process, and provides information on how to request services, pay rent, etc. The letter is mailed, emailed, and delivered to their door.

STEP
2



Getting Tenants Online

We set up the tenants in Buildium to ensure a quick and smooth transition and allow them to pay online, request services, and more.

STEP
3



Viewing the Property/properties

We schedule an appointment for each unit and/or property tenant so that we can ensure everything is in compliance and up to date. We also make note of any maintenance or repairs that may be needed.

STEP
4



Reviewing with You

We will discuss the condition of the property and anything else of importance that was discussed with the tenant. We will collaborate with you on addressing maintenance or repair needs, if applicable.

STEP
5



Bringing in the Vendors

If it is determined and agreed upon that maintenance or repairs are needed, we will reach out to vendors, schedule appropriate work, ensure that it is completed accurately, and send payment for their work to them.

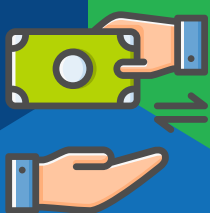
STEP
6



Collecting Rent

At the beginning of the new month, we will collect rent/lease payments from tenants.

STEP
7



Transferring to Your Account

We will transfer all applicable funds to your bank account.

STEP
8



Accessing in Real Time

You are able to access all information pertaining to your account in Buildium - including rent collected, funds transferred, and vendor invoices paid.

STEP
9



STEP
10

Ready for the coming month!