



### Property Make Ready

Property Review  
Make Ready Repairs  
Staging/Photos  
Listing/Marketing

### Applicant Screening

Online Screening Process  
Applicant Review with Owner  
Animal Screening, if applicable

### Leasing Contract

Lease Document Prep  
and Signing

### Tenant Onboarding

System Setup  
Welcome Packet  
Property Orientation

### Tenant Relations

Tenant Portal  
Ongoing Communications  
Tenant Retention  
Newsletter  
24/7 On Call Support

### Owner Relations

Owner Portal  
Trust Accounting  
Owner Distribution  
Monthly/Annual Owner Statements

### Property Maintenance/Repairs

Mid Lease Property Review  
Preventative Maintenance  
Service Tickets  
24/7 On Call Support  
Vendor Relations

### Additional Services

TX Property Code  
Notifications  
Violations  
Evictions  
Legal/Insurance Compliance

### Move Out

Notice to/from Tenant  
Move Out Walk  
Security Deposit Accounting

### Renewals/Reminders

Lease Renewals  
Current Market Analysis  
Emergencies (weather, etc)