



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)