

# OWNER'S ONBOARDING CHECKLIST

<b>STEP 1:</b>	<b>COMPLETED</b>																												
<ul style="list-style-type: none"> <li>Review: FAQs, Rental Prelist, Management Agreement &amp; Menu of Services (LivingRoomRentals.com) <input type="checkbox"/></li> <li>Complete a Property Manager's Interview (15 minute phone call to determine compatibility) <input type="checkbox"/></li> <li>Complete and return the Owner Information Form available at LivingRoomRentals.com <input type="checkbox"/></li> <li>Email a copy of ID's for each property owner. <input type="checkbox"/></li> </ul>																													
<b>STEP 2:</b>	<b>COMPLETED</b>																												
<ul style="list-style-type: none"> <li>Complete the Property Information Form (PIF). Link will be emailed from the Property Manager <input type="checkbox"/></li> <li>Review and sign the LRPM Management Agreement. Docusign email sent from Property Manager <input type="checkbox"/></li> </ul>																													
<b>STEP 3,</b>	<b>COMPLETED</b>																												
<ul style="list-style-type: none"> <li>Utilizing the Rental Prelist prepare the home to the best of your abilities <input type="checkbox"/></li> <li>Schedule an inspection with LRPM Maintenance. They will reach out once step 1 &amp; 2 are completed <input type="checkbox"/></li> <li>Share all keys, pin codes, access fobs, mailbox keys and garage remotes with the Maintenance Team <input type="checkbox"/></li> <li>Review Inspection report and work with maintenance team to create a Turnover Plan <input type="checkbox"/> <ul style="list-style-type: none"> <li>Turnover will be managed by:               <ul style="list-style-type: none"> <li>Owner <input type="checkbox"/></li> <li>LRPM <input type="checkbox"/> Work to begin when home is vacant, See Menu of Services for turnover pricing</li> <li>Home will be tenant ready by: _____ (date required to begin advertising)</li> </ul> </li> </ul> </li> <li>Make an on-line contribution to the Client Trust Account <input type="checkbox"/> <ul style="list-style-type: none"> <li>Set up fee: \$ _____</li> <li>Turnover estimates: \$ _____ (Work will begin once collected)</li> <li>TOTAL \$ _____</li> </ul> </li> </ul>																													
<b>STEP 4 (if applicable),</b>	<b>COMPLETED</b>																												
<ul style="list-style-type: none"> <li>Submit 1 set of digital HOA documents to LRPM. <input type="checkbox"/></li> <li>Leave a 2nd printed copy of the HOA documents in a binder, in the rental <input type="checkbox"/></li> <li>Apply for a Relocation Assistance Exemption at <a href="http://www.portlandoregon.gov/phb/74544">www.portlandoregon.gov/phb/74544</a> <input type="checkbox"/></li> <li>Provide LRPM with a copy of your landscaping contract <input type="checkbox"/></li> <li>Fill the oil tank - provide receipt to LRPM <input type="checkbox"/></li> <li>Provide copies of the following for each <i>occupied</i> unit:           <table border="0" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>Unit _____</th> <th>Unit _____</th> <th>Unit _____</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Lease</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Tenant Applications</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Tenant IDs</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Security Deposits</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Contact Information</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Tenant Ledger</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </li> </ul>		Unit _____	Unit _____	Unit _____	<input type="checkbox"/> Lease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Tenant Applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Tenant IDs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Security Deposits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Contact Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Tenant Ledger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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<ul style="list-style-type: none"> <li>Professional marketing photos: Scheduled once home is vacant and photo ready <input type="checkbox"/></li> <li>Inform all utility companies that the home will be a rental <input type="checkbox"/></li> <li>If LRPM will be managing a utility, ensure the utility companies have the Lovejoy office address <input type="checkbox"/></li> <li>Provide Proof of Insurance: LRPM listed as additional insured with liability limit of 300K <input type="checkbox"/></li> <li>Forward mail - Don't forget the County/State/City (tax documents) <input type="checkbox"/></li> <li>Review marketing ad <input type="checkbox"/></li> <li><b>Listing goes live!</b> <input type="checkbox"/></li> </ul>																													