

OWNER'S ONBOARDING CHECKLIST

STEP 1:	COMPLETED																													
<ul style="list-style-type: none"> Review: FAQs, Rental Prelist, Management Agreement & Menu of Services (LivingRoomRentals.com) Complete a Property Manager's Interview (15 minute phone call to determine compatibility) Complete and return the Owner Information Form available at LivingRoomRentals.com Email a copy of ID's for each property owner. 	<input type="checkbox"/>	<input type="checkbox"/>																												
STEP 2: <ul style="list-style-type: none"> Complete the Property Information Form (PIF). Link will be emailed from the Property Manager Review and sign the LRPM Management Agreement. Docusign email sent from Property Manager 	<input type="checkbox"/>	<input type="checkbox"/>																												
STEP 3: <ul style="list-style-type: none"> Utilizing the Rental Prelist prepare the home to the best of your abilities Schedule an inspection with LRPM Maintenance. They will reach out once step 1 & 2 are completed Share all keys, pin codes, access fobs, mailbox keys and garage remotes with the Maintenance Team Review Inspection report and work with maintenance team to create a Turnover Plan <ul style="list-style-type: none"> Turnover will be managed by: <ul style="list-style-type: none"> Owner <input type="checkbox"/> LRPM <input type="checkbox"/> Work to begin when home is vacant, See Menu of Services for turnover pricing Home will be tenant ready by: _____ (date required to begin advertising) Make an on-line contribution to the Client Trust Account <ul style="list-style-type: none"> Set up fee: \$ _____ Turnover estimates: \$ _____ (Work will begin once collected) TOTAL \$ _____ 	<input type="checkbox"/>	<input type="checkbox"/>																												
STEP 4 (if applicable): <ul style="list-style-type: none"> Submit 1 set of digital HOA documents to LRPM. Leave a 2nd printed copy of the HOA documents in a binder, in the rental Apply for a Relocation Assistance Exemption at www.portlandoregon.gov/phb/74544 Provide LRPM with a copy of your landscaping contract Fill the oil tank - provide receipt to LRPM 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> 		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"/>	<input type="checkbox"/>	<input type="checkbox"/>
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STEP 5: <ul style="list-style-type: none"> Professional marketing photos: Scheduled once home is vacant and photo ready Inform all utility companies that the home will be a rental If LRPM will be managing a utility, ensure the utility companies have the Lovejoy office address Provide Proof of Insurance: LRPM listed as additional insured with liability limit of 300K Forward mail - Don't forget the County/State/City (tax documents) Review marketing ad Listing goes live! 	<input type="checkbox"/>	<input type="checkbox"/>																												