

Real Estate Agent Checklist for New Landlords

By Checklister

- ☐ Landlord Information
 - ☐ Full Name
 - ☐ Contact Number
 - ☐ Email Address
 - ☐ Address of Residence
 - ☐ Preferred Method of Contact
- ☐ Property Details
 - ☐ Property Address
 - ☐ Type of Property Apartment, House, Condo etc.
 - ☐ Year of Construction
 - ☐ Total Square Footage
 - ☐ Number of Bedrooms
 - ☐ Number of Bathrooms
 - ☐ Parking Facilities Garage, Street Parking, etc.
 - ☐ Heating and Cooling Systems
 - ☐ Recent Renovations or Upgrades
- ☐ Rental Terms
 - ☐ Desired Monthly Rent
 - ☐ Security Deposit Amount
 - ☐ Lease Duration 12 months, 6 months, etc.
 - ☐ Pet Policy and Fees
 - ☐ Smoking Policy
- ☐ Tenant Requirements
 - ☐ Minimum Income Requirement
 - ☐ Credit Score Requirement
 - ☐ Rental History Verification
 - ☐ Employment Verification
 - ☐ Personal References
- ☐ Property Management
 - ☐ Property Management Company
 - ☐ Maintenance Contact Information

- ☐ Emergency Contact Procedures
- ☐ Legal Documentation
 - ☐ Property Ownership Documentation
 - ☐ Insurance Details Liability, Property, etc.
 - ☐ Compliance with Local Housing Regulations
- ☐ Marketing Preferences
 - ☐ Preferred Advertising Channels Online, Print, Open house etc.
 - ☐ Availability for Property Showings
 - ☐ Key Selling Points of the Property
- ☐ Tenant Screening Process
 - ☐ Screening Criteria
 - ☐ Application Fee
 - ☐ Background Check Authorization
- ☐ Financial Information
 - ☐ Bank Account Details for Rent Collection
 - ☐ Preferred Payment Method Check, Electronic Transfer, Credit Card
- ☐ Agreement and Acknowledgments
 - ☐ Landlord's Signature
 - ☐ Date of Completion