

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