Real Estate Agent Checklist for New Landlords

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# Tasks:

☐ **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**