

12 STEPS to Leasing your Property



- Rental Market Update ---> Lease Rates ---> Days on Market
- Marketing Rental Properties: MLS / Agents/Brokers/Relocation Offices & Craigslist / Online
- Review Application Process - Discuss Likely Applicants/ Market Factors
- Review Listing Agreement ---> Review Sample Lease
---> Duration ---> Rate ---> Deposit
---> Repairs ---> Pets ---> Vacate
- Sample Contact Information Form
- Sample Walk Through Inspection Itemization form **Signed Prior to Lease*
- Evaluation & Approval of Tenant Application – Check for: Credit, Income, Background: Employment, References, **Criminal Optional*
 - Deed of Lease – Signing - Pet Addendum, Smoking Clause etc.
 - Check in Tenant – Walk Through Inspection & Orientation, HOA Disclosure
 - Optional management service – During Tenancy



Sean Blanchette
(703) 371-5710



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Sean@FrontDoorHomes.com
www.FrontDoorHomes.com

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