

## Landlord's checklist for selecting a property management team

To help you choose the best property management team, we have compiled a list of questions that you should ask each agency.

<b>Property Management Questions</b>	<b>Notes</b>
1. How would your agency market my property for lease?	
2. How much information is obtained from applicants and what information is verified?	
3. Would your property management staff personally show prospective tenants through my property?	
4. What documented systems are in place for property management?	
5. How do you deal with rental arrears?	
6. What's your process for dealing with repairs and maintenance?	
7. What steps do you take to ensure that all contractors working on my property are property licensed and insured?	
8. What steps do you take to ensure that all work on my property is competitively priced?	
9. How frequently will you inspect my property?	
10. What's the experience level of your staff members who will be leasing and managing my property?	
11. How and when will you deposit the rent monies and account to me via rent statements?	

<b>General Questions</b>	<b>Notes</b>
1. Can I see some references from satisfied clients?	
2. Do you provide a service guarantee?	
3. Does your agency have documented service standards?	