

The Ultimate Landlord Success Checklist: **10 Steps to Stress-Free Property Management**

Take the guesswork out of managing your rental property! Our easy-to-follow checklist is designed for landlords, helping you stay organized, reduce stress, and keep your property profitable—without the headaches.

TENANT SCREENING ESSENTIALS

- *Verify income and employment verification*
- *Check current and previous rental history*
- *Check debt-to-income ratios*

LEASE AGREEMENT MUST-HAVES

- *Due date of the rent*
- *Late Fees*
- *Security Deposit Terms*

REGULAR MAINTENANCE SCHEDULE

- *Conduct monthly exterior inspections*
- *Annual inspections*
- *Prioritize tenant-reported issues*

CLEAR COMMUNICATION CHANNELS

- *Use email and respond within 24-hours*
- *Use text messages*

RELATIONSHIP BUILDING TIPS

- *Calling your resident every other month to check-in*
- *Calling them after a repair to ensure it was completed*
- *Improve the property, don't delay maintenance*

LATE PAYMENT PROTOCOLS

- *Provide a grace period.*
- *Transparent penalties*

EMERGENCY RESPONSE PLAN

- *Have a 24/7 contact for urgent issues.*
- *Have contractors that can handle emergency repairs 24/7*

LEGAL COMPLIANCE

- *Stay updated on local laws*
- *Fair Housing is your friend, not your foe*
- *Tenant/Landlord Rights*

TECHNOLOGY INTEGRATION

- *Use Property Management Software to track rent*
- *Repairs and Tax write-offs*

RENTAL REPAIR ACCOUNT

- *Set up a separate checking account for your rental property*
- *Don't co-mingle personal funds with rental property income*

*Are you an landlord looking for a simpler way to manage your rental property?
Take control with ease and reduce the stress of property management today!*



This guide is based on Management One's 40+ years of experience renting and rehabbing over 11,000 properties in Southern California. All statistics and data points are derived from our actual property management operations and market analysis.



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