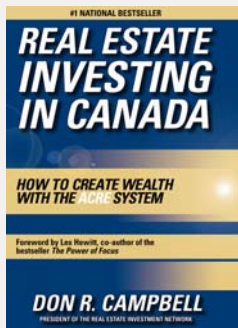




REIN™ Landlording Secrets™

*The Definitive Tenant and Property
Management System*

Filling Vacancies. Checklists and Forms



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With Valden Palm & Arlen Dahlin
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REIN™ Landlording Secrets™

~ Filling Vacancies ~

NOTES

Tenant Gives Notice To Vacate

Tenant should give you minimum 30 days notice. If timeline is tighter follow the same steps in the system. Do not skip any steps.

Review “Red” Folder (tenant information)

- review lease (for specific details of your agreement)
- review move-in inspection form
- review pictures
- review ALL Correspondence

Make Appointment and View Property

- view immediately
- provide proper notice to view property.

Provide Tenant With Move- Out Forms

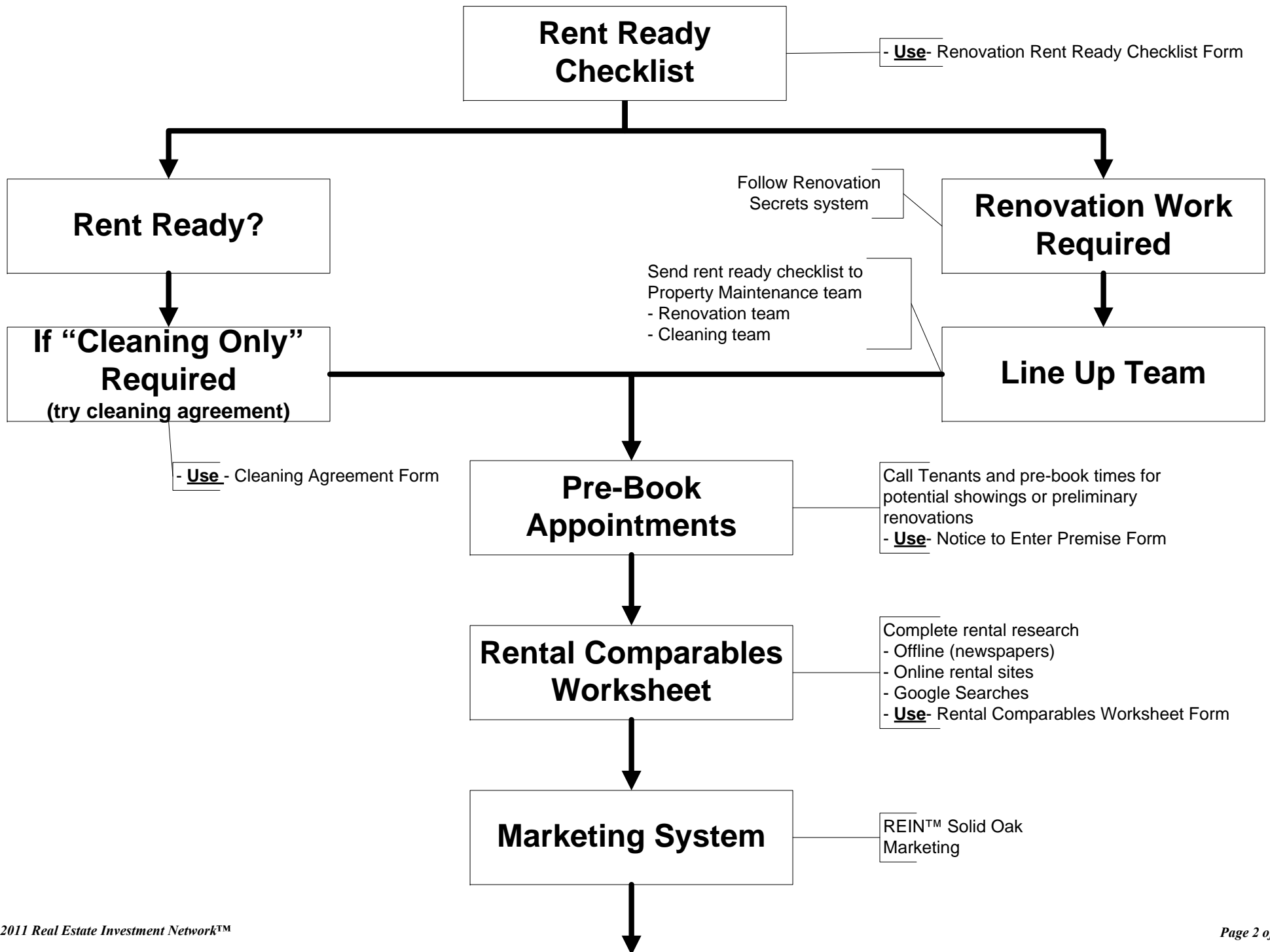
- copy of lease
- Use- Accommodation Inspection Report Form
- Use- Tenant Move Out Clean-up Checklist Form
- Use- Tenant Utilities Info Release Form

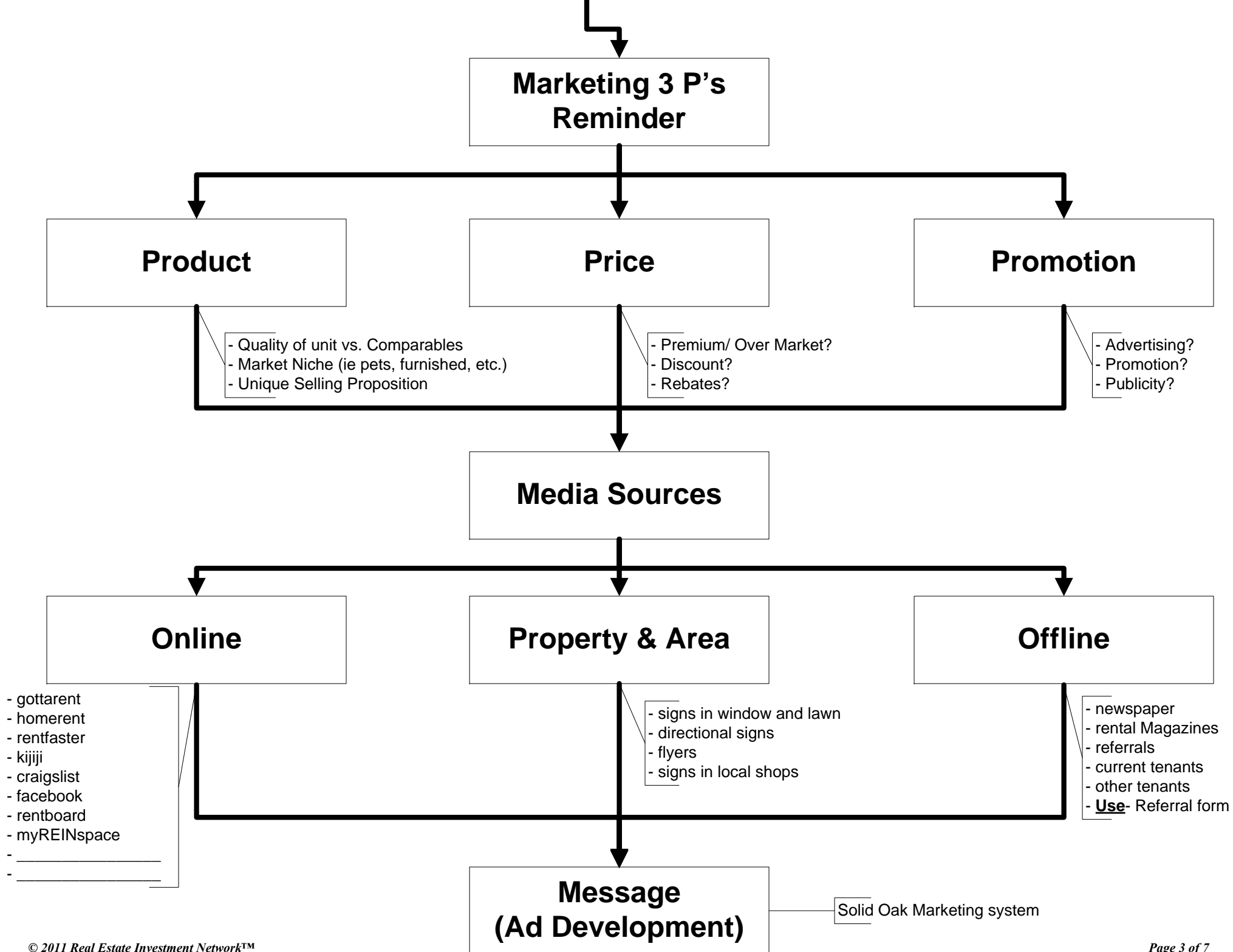
Complete Tenant Exit Questionnaire

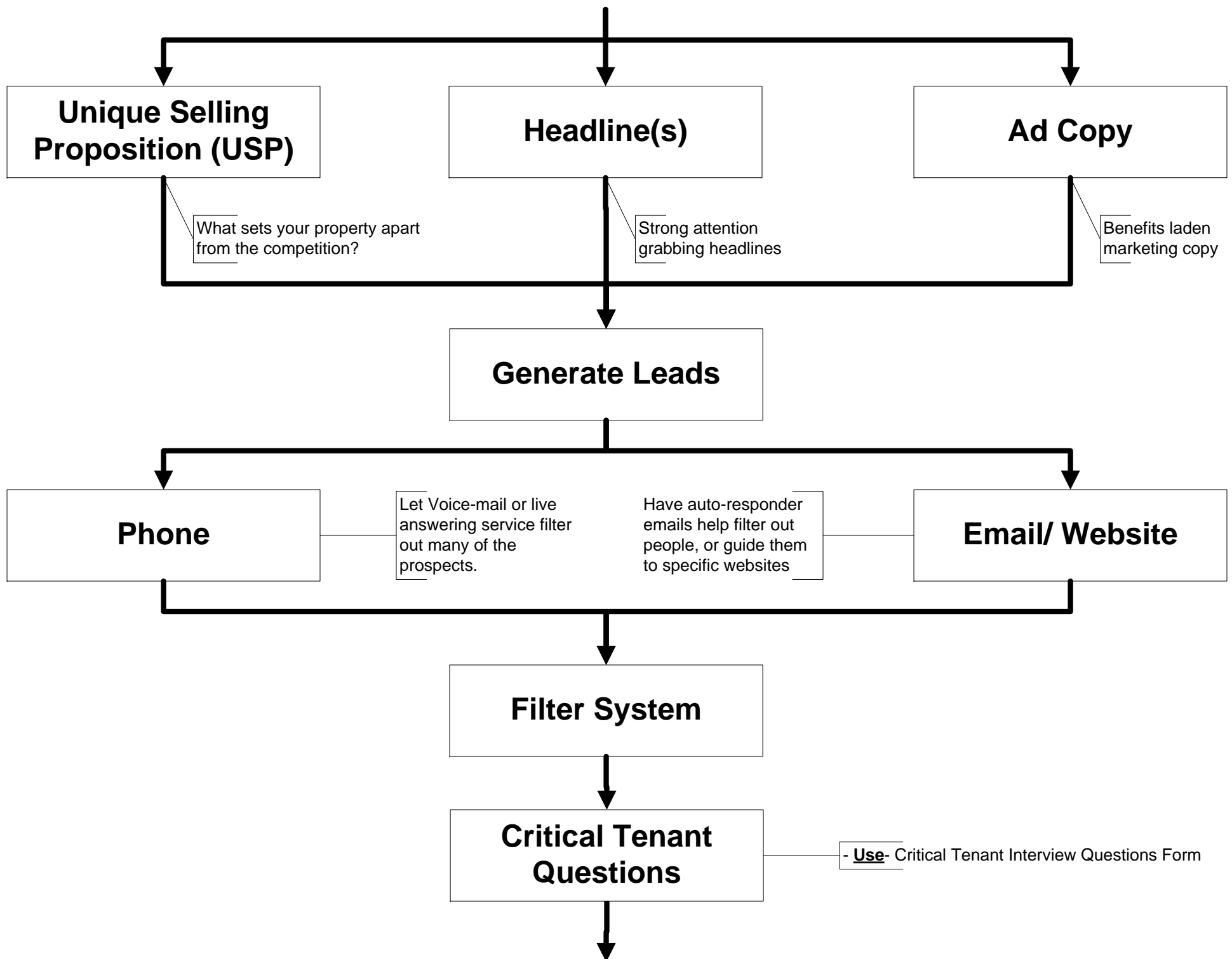
- Complete exit interview with tenant to determine the following (if equity building tenants):
- information about the property
 - referrals for next tenants
 - their next steps
 - can you solve their issue?
 - move to another one of your places?
 - referral to another REIN™ member

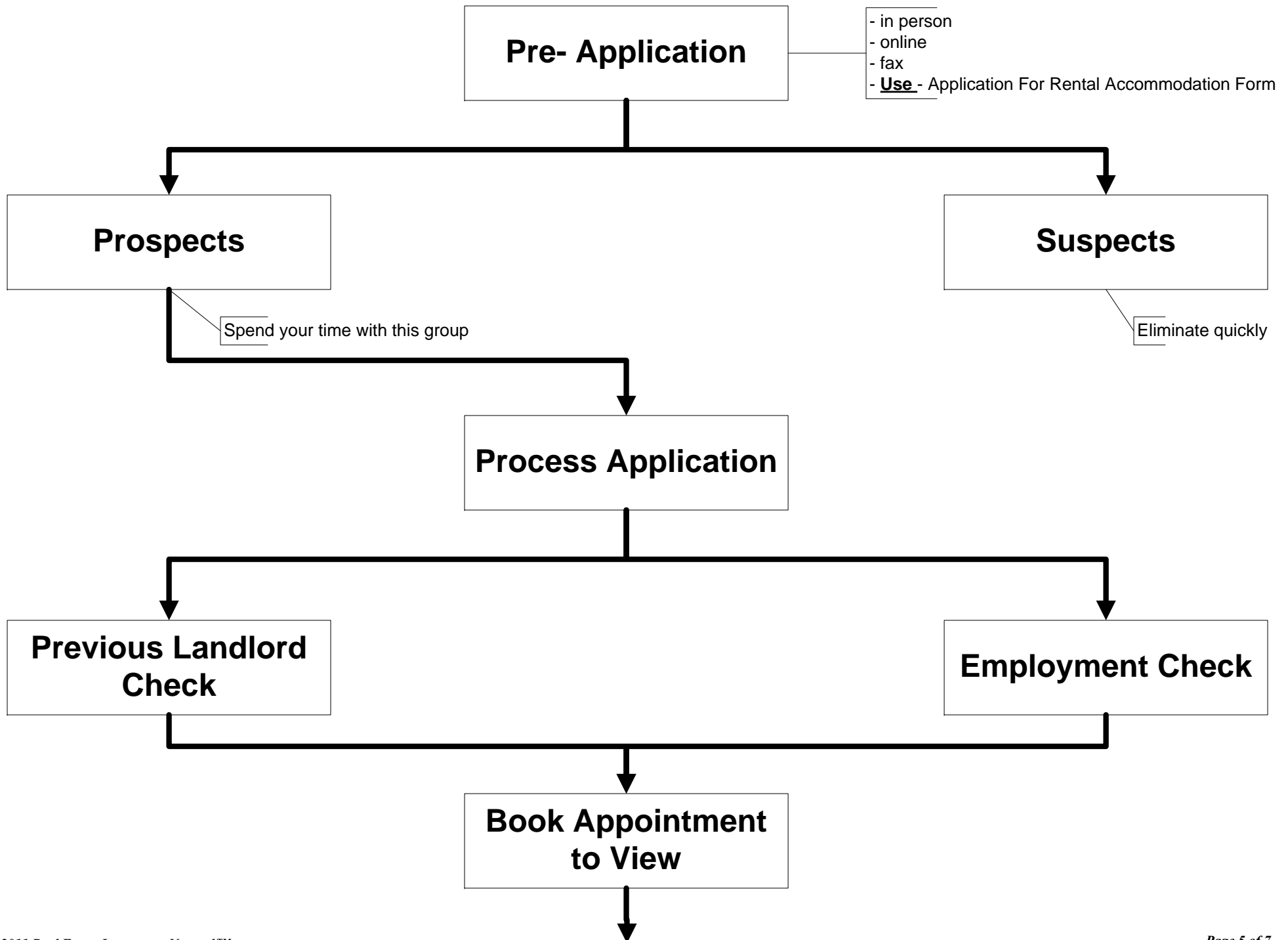
Assess Property Condition

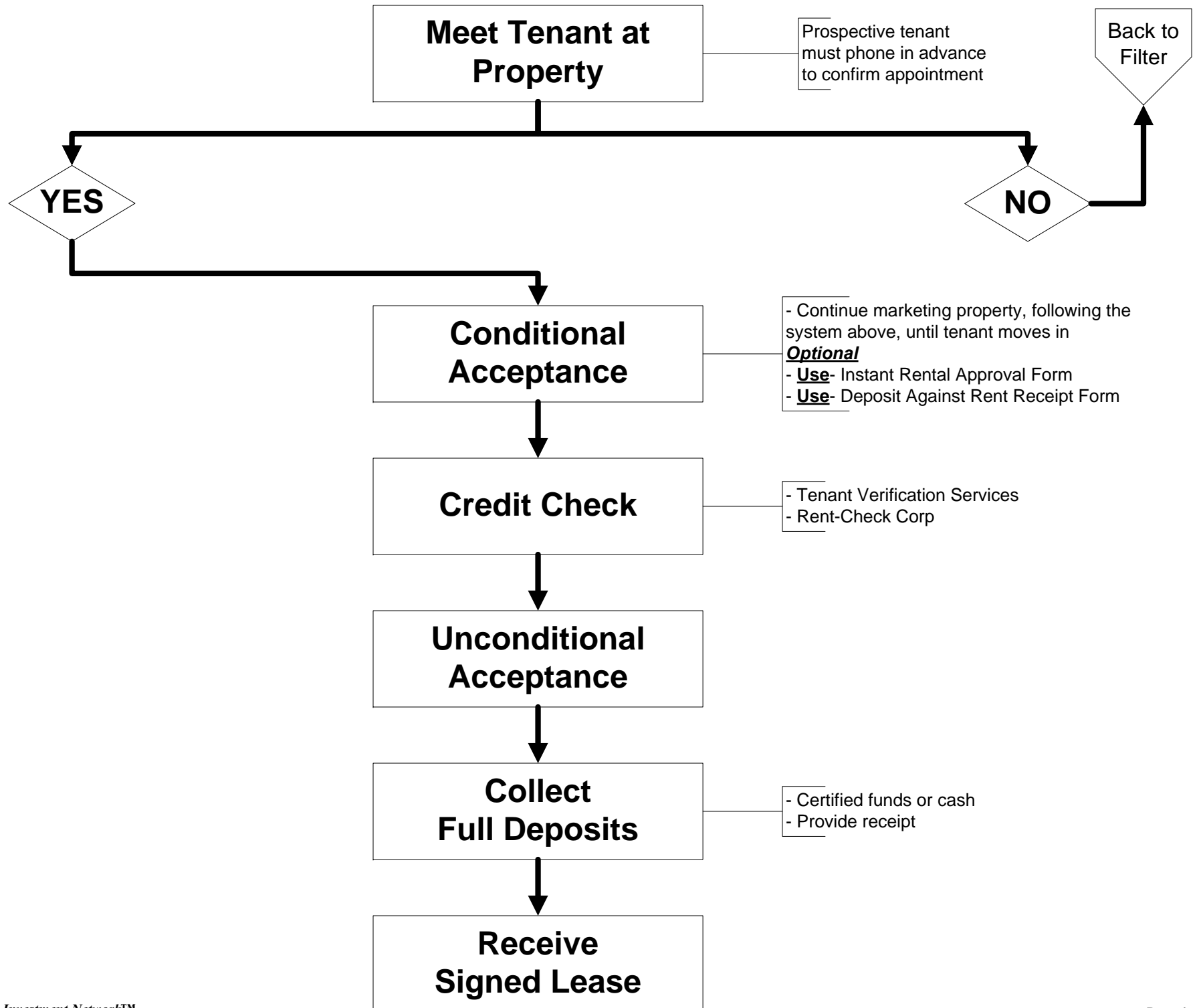
- take photos
- make notes of obvious deficiencies











NOTES

Photos

- all rooms
- bathroom area
- main traffic areas
- appliances/ walls/ cabinets/ flooring
- have tenant in a few photos
- photo 'date stamp' on

Move-in Inspection Checklist

- Use Accommodation Inspection Report Form
- make copies of completed forms for tenants.
- start new RED file folder

Tenant Moves In

Welcome Basket

Small welcome basket to start your relationship off on the right foot.

Review Property Manual with Tenant

- Set the ground rules for effective tenancies
- Use Tenant Policy Handout form
- Provide copies of:
- lease
 - tenant move-out clean-up checklist
 - any other agreements
 - put in binder/ manual

Celebrate