

LAURELTREE PROPERTY MANGEMENT LLC



Pre-Property Management Interview

“If it is all right with you, I would like to ask you a few questions and then set up a time for us to get together. These questions are to help me prepare for our meeting and should take about 10 minutes. Is this an okay time with you?”

1. Name _____

2. Property Address _____

Mailing Address _____

3. Owners/Decision Makers _____

Phones(H) _____ (B) _____ (C) _____

Fax _____ email _____

4. Why are you renting your property to tenants? _____

5. Do you need to move first/timeframe? _____

6. Could you describe your house for me?
_____ Beds _____ Baths _____ Sq. Ft. _____ Style _____ Lot Size _____ Bsmt? _____

7. How long have you rented your property? _____

8. What sold you on your rental property when you bought it? What features did you like?

9. Have you done any updating to the property since you bought it?

10. In marketing your property for rent, is there anything you would do to it at this point?

11. For a moment pretend to be a Tenant and look at your property through "Renter's Eyes".
On a scale of 1 to 10, how would you rate its condition? (Model home = 10; Poor Condition = 1)

o . What would it take for your property to be a 10? _____

12. What monthly rent are you thinking for the property? _____

13. Do you own your property free and clear or do you have a loan?
Have you had a recent appraisal? _____

Have you recently refinanced? _____

Do you happen to know the approximate balance? _____

14. What are three things you are looking for in a Property Management company?

15. Are you interviewing any other Property Managers for this job? When are they being interviewed?

o Name _____ Company _____ Time _____
o Name _____ Company _____ Time _____
o Name _____ Company _____ Time _____

16. Have you considered renting it yourself? _____ Why? _____ Why not? _____

17. Have you rented a property before? _____

18. Is there anything else I should know about your property? _____

19. Do you have any questions for me? _____

20. Explain what happens next: Set up walk through _____

Follow up with email/send Property Manager Services Packet _____

Rent Estimate _____ Signed PMA _____ (docusign)

21. Set appointment to walk through:

Day _____ Time _____ Place _____

22. Referral follow-up (if applicable) _____