LEASING-ONLY SERVICES / 01

MAKE THE FINISH LINE EXPLICIT

Use labels and references only. A proposed milestone stays proposed until the actual agreement confirms it.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Property A / service discussion / proposal version

Provider-described finish milestone / what is included up to that point

How the provider will explain that the milestone has been reached

Actual agreement reference / agreed milestone or still unresolved

Promised handoff categories / intended recipient roles

Different end dates or milestone descriptions / question owner

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LEASING-ONLY SERVICES / 02

FOLLOW EACH PROMISED HANDOFF ITEM

Delivery, receipt and review are different. Keep private files and access details outside this workbook.

Item H1 / record category / promised scope reference

H1 / sending role / receiving role / delivery reference / receipt status

Item H2 / record category / promised scope reference

H2 / sending role / receiving role / delivery reference / receipt status

Missing or incomplete delivery question / provider reply reference

Review or acceptance question / appropriate role / separate decision record

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FIND GAPS AFTER THE FINISH LINE

Tick what has been clarified. Do not assume that a recipient has accepted an unfinished responsibility.

- [ ] Property and item labels contain no private details
- [ ] Proposed and agreed finish milestones are distinct
- [ ] Milestone confirmation is defined by the provider
- [ ] Promised handoff categories are identified
- [ ] Delivery and receipt have separate status
- [ ] Receipt is not treated as acceptance
- [ ] Unfinished work has an explicit scope question
- [ ] Next-role confirmations and gaps remain visible

Open item / outgoing scope: included, separate proposal or excluded?

Next role / responsibility confirmed or pending? / confirmation reference

No-owner gap or conflicting date / people to clarify it / next discussion

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QUESTIONS FOR THE LEASING PROVIDER

Use the answers to compare the finish line and handoff, not to make legal or tenant-selection decisions.

Finish: what milestone ends the engagement, and where is it written?

Evidence: how will you explain whether that milestone has been reached?

Records: what categories go to which role, with what receipt confirmation?

Follow-up: what stays included, is separately proposed or is excluded?

Gaps: how will we identify tasks the next role has not accepted?

Changes: how are revised milestones and handoff arrangements documented?

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LEASING-ONLY SERVICES / 05

COMPARE THE SAME END AND HANDOFF

Use Provider A and B. A similar service name does not establish the same finish line or follow-up scope.

Provider A / B / proposal dates / shared property-label list

Finish milestone, scope reference and confirmation method - A / B

Record categories, sending/receiving roles and receipt tracking - A / B

Open items, next-role confirmations, changes and written terms - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai if you choose, then start a Property Management request for leasing-only services. Share a non-sensitive finish-line and handoff brief so participating pros can compete with proposals. Compare included follow-up, records, responsibility confirmations, timing, terms and fit. Keep tenant and property records private.

One request. Every pro's best offer.

Start a request

Participation varies. A private engagement and handoff-scope discussion may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/property-management/leasing-only-services

IREM Los Angeles: Code of Ethics (official reference)

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