SINGLE-FAMILY RENTALS / 01

MAP THE RENTAL STAGE AND AUTHORITY

Use neutral property labels. Keep addresses, identities, records, accounts and access details outside this worksheet.

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

Home A / neutral label / no address

Current stage / vacant, occupied, turnover or planning

Owner objective and near-term milestone / no tenant detail

Decision owner keeps / approval point 1

Authority requested from manager / boundary 1

Other broker, attorney, accountant or specialist role

Preparation only. Not legal, fair-housing, screening, leasing, notice, deposit, habitability, licensing, trust-account, tax, accounting or property-management advice. Keep property, applicant, resident, account and access details private.

SINGLE-FAMILY RENTALS / 02

DEFINE LEASING, OPERATIONS AND RECORDS

Ask the provider to state who performs each step and what written record or secure handoff is produced.

Advertising, inquiry, showing and application responsibilities

Screening, decision and applicant-communication workflow

Lease, move-in, renewal and move-out coordination boundary

Routine, urgent and project maintenance approval route

Resident communication, after-hours and access boundary

Statements, records, fee categories, systems and reporting

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SINGLE-FAMILY RENTALS / 03

CHECK PROPOSAL READINESS

Tick what is organized. These checks do not approve screening, leasing, money handling, notices or management decisions.

- [ ] Every provider receives the same non-sensitive Home A brief
- [ ] Addresses, identities, screening, account and access data stay outside
- [ ] Owner-retained and manager-proposed authority are separated
- [ ] Leasing and screening stages are mapped without applicant data
- [ ] Secure information and decision-record routes are requested
- [ ] Maintenance approvals and communication paths are stated
- [ ] Reports, fee categories, money and record roles are requested
- [ ] Transition funds, keys, data and open work are addressed

Open portfolio, stage, authority or approval question

Unclear leasing, screening, maintenance or communication boundary

Missing reporting, fee, record-export or transition detail

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SINGLE-FAMILY RENTALS / 04

QUESTIONS FOR THE PROPERTY MANAGER

Record the answer and where it appears in the proposal, management agreement or supporting material.

Authority: which decisions are delegated, approved or excluded?

Leasing: who handles each inquiry, application and lease stage?

Screening: how are roles, decisions and communications documented?

Operations: how are maintenance, vendors and urgent events routed?

Reporting: what statements, records and activity evidence arrive?

Transition: how do funds, keys, data and open work transfer?

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SINGLE-FAMILY RENTALS / 05

COMPARE THE SAME HOME A BRIEF

Use Provider A and B. Clarify unlike authority, workflow, reporting or transition assumptions before comparing proposals.

Provider A / B / proposal dates / shared Home A stage

Authority, leasing and screening workflow - A / B

Maintenance, communication and reporting - A / B

Fee categories, records, transition and exclusions - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start a Property Management request. Share a non-sensitive Home A stage, authority and service brief so participating pros can compete with proposals. Compare leasing, screening workflow, maintenance authority, communication, reporting, fee categories, transition, exclusions and fit. A private property, applicant, resident, financial and legal review may be needed before a final proposal.

One request. Every pro's best offer.

Start a request

Participation varies. A private property, applicant, resident, financial and qualified-adviser review may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/property-management/single-family-rentals

Federal Trade Commission: Using Consumer Reports - What Landlords Need to Know (official reference)

U.S. Department of Housing and Urban Development: Tenant Background Checks and Your Rights (official reference)

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