



Performance Properties, Inc.

New Property Onboarding Task Schedule

Who's Responsible

Task

Client

Signed Management Agreement is received along with set-up fee and reserve funds.

PPI Maintenance Manager

PPI Maintenance Manager does Safety Cosmetic walk through of property.

PPI Broker & Client

Property is made ready to rent through coordination with Client / PPI Maintenance.

PPI Broker

Advertised Rental Value is determined through communications between Client / PPI.

PPI Photographer

Photographs are taken of property for PPI website and marketing website.

PPI Broker

Property is listed "For Rent" on PPI website as well as marketing websites and posted via Twitter and Instagram.

PPI Broker

Updates are communicated to client on a weekly basis regarding activity on property, based on activity, changing rental value may be discussed.

Screening Company

Application is received and screening of credit, criminal, civil background is completed to determine tenant qualification.

PPI Broker

Home is rented and move-in date is determined and communicated to client. Note: Tenant pays full month's rent upon move-in regardless of what day they move in, 2nd month rent is pro-rated.



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PPI Office Manager

Reservation deposit is collected from new tenant to hold home until move-in date.

PPI Inspector

Move-in property condition report is completed including pictures and detailed description.

PPI Broker

Property Manager is assigned and introduced to client for all future communication.

PPI Property Manager

Rental Agreement is executed for new tenancy.

PPI Property Manager

Move-in appointment is held with new tenant to collect funds for move-in, receive rental insurance information, verify utility accounts have been set up and give keys and remotes to new tenants.

PPI Accountant

Rental commission is collected from move-in funds received from tenant.

PPI Accountant

Deposit of move-in funds is made into Clients account by the 25th of the month in which the tenant moves in. If the tenant moves in between the 25th and the end of the month, funds will be deposited by the 25th of the following month.

PPI Accountant

Cash flow statements with invoices are sent via email to Client by the 7th of the following month.