



Dear Property Owner,

We're thrilled to welcome you to PropM, Inc. and are excited to begin managing your property.

Our QuickStart onboarding program is designed to get you up and running as quickly as you'd like. The speed of the process is entirely in your hands - we're ready when you are.

To complete your onboarding, we'll need the following items: Please email these items to Owners@PropMhomes.com

- Create your Owners Portal Password. Select the orange tab that says View Owner Statement then enter in your email and select Create a Password.
<https://www.promhomes.com/owner-portal>
- Onboarding fee payment (see your contract for amount due)
- Owner reserves deposit (this is your money set aside for maintenance, usually \$500 will suffice)
- Signed W-9 form – Please make sure to sign and date it.
<https://www.promhomes.com/files/W-9.pdf>
- Voided check for future owner distributions – This is important to scan and send us a copy of voided check (NOT a deposit slip)
- Proof of adding PropM, Inc. as additionally insured on your property insurance – You or your insurance company can email that to Owners@PropMhomes.com
- Completed onboarding questionnaire: <https://www.promhomes.com/owner-onboarding-form>
- 4 Sets Keys to the property (2 for the tenants, 1 for maintenance and 1 for emergencies)

If the property is occupied we will need:

- Copies of current leases
- Tenant ledgers
- Most recent move-in report
- Tenant application(s)
- Former Property Management Company contact information (If applicable)



After all documents and funds are received, we will schedule an Initial Inspection (if the property is vacant), where we come out to your property and document all appliances, make, model, serial number, we will also review and give you suggestions on how to make your home Rent Ready, which entails making sure everything is working, drains inside are not clogged, light bulbs are all the same color and working and more.

If the property is occupied, we will schedule an inspection with the tenants within 30 days.

Once this is complete and your home is Rent Ready, a professional photoshoot is ordered and we will prepare the property advertisement for your approval.

Before the tenant moves in, and after the home is Rent Ready, we will revisit the property where we document the move in condition for the tenant prior to move in. We also send this to the tenant when they pick up keys, so they know, we know how the home looks.

If you need any assistance or have questions about the required items, please don't hesitate to reach out. 503.395.7055 or Owners@PropMhomes.com

We're looking forward to partnering with you to maximize the value of your investment. The sooner we receive your QuickStart items, the sooner we can begin providing our top-notch property management services.

Welcome aboard!

PropM, Inc.