



LET'S GET STARTED

It's easy. We've outlined a three category check list to get you ready

STEP 1 PAPERWORK

- ☐ Sign Management Agreement
- ☐ Complete Property Intake Questionnaire
- ☐ Send Any HOA Documents to ECREG
- ☐ Contact Power and Gas and Setup Interim Billing Agreements
- ☐ Complete W-9 & Direct Deposit Form
- ☐ Provide a current Lead Paint Certificate (if applicable)
- ☐ Write Welcome and Property Introduction Letter

STEP 2 PREPARATION

- ☐ Professional Deep Cleaning or DIY, Must Be ECREG Standards - Checklist Available
- ☐ Professionally Clean Carpets
- ☐ Clean Chimney if Fireplace is Present and Has Not Been Cleaned in the Last 2 Years
- ☐ Clean Up Grounds/Yard and Setup Plan to Maintain Until Leased, e.g. Watering
- ☐ Paint Needed Areas - Avoid Spot Painting
- ☐ Make 4 Copies of All House Keys, 2 Copies of Mail Keys and Provide Openers/Fobs
- ☐ Complete ECREG Make Ready List sleep sound with ECREG

STEP 3 MARKETING

- ☐ Schedule Date for Ad Photos and Video
- ☐ Determine Showing Availability
- ☐ Set/Approve Rental Rate
- ☐ Set Available Date



East Coast Real Estate Group LLC
Property Management

CONTACT US TODAY

Send us an email: info@ecreg.com
Give us a call: 240.397.5686
Visit our website: www.ecreg.com