TASKS	NOTES
Create timeline/schedule	
Site visit	Familiarize myself with the home and the lessors needs.
Comprehensive market analysis for rental price recommendation	Search MLS, CL, Zillow, Rentometer, FB.
Schedule photography	Estimated cost of photography will be $200-$350.
Meet photographer at the house for photoshoot	
Create rental advertisement	
Post ad on multiple active platforms	MLS, Top Agent Network, East Bay Brokers, Zillow, CL, Local Fb Groups, my personal listservs, Nextdoor, FurnishedFinder.
Communicate with and vet all interested renters	Answer questions about the property and schedule their visit.
Create renter packet	Gather all City forms, renter application. rental contract. Download and organize.
Renew postings	Every 3 days when applicable.
Host open houses	Weekend & Weekday.
Gather applications and conduct screens (background check, credit score)	Background check is included with Zillow application.
Review top applicants with Lessor	
Draft Lease Agreement	Using CA Association of Realtors forms
Send renter packet to first choice applicant	
Have lessor & renter sign agreement	