



OWNER'S ONBOARDING CHECKLIST

STEP 1:	COMPLETED																													
<ul style="list-style-type: none"> Review: FAQs, Rental Prelist, Management Agreement & Menu of Services (NestManagers.com) Complete a Consultation either on the phone or In Home to determine compatibility. Complete and return the Owner Information Form Email a copy of ID's for each property owner 	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>																													
STEP 2:	COMPLETED																													
<ul style="list-style-type: none"> Review and sign the Property Management Agreement and all corresponding Property Information Forms which will be emailed from the administrative team. 	<input type="radio"/>																													
STEP 3:	COMPLETED																													
<ul style="list-style-type: none"> Utilizing the Rental Prelist prepare your NEST to the best of your abilities Schedule the initial move in- inspection with our team. They will reach out once step 1 & 2 are completed Nest will share the inspection date with you once the home is vacant Review Inspection report and work with maintenance team to create a Turnover Plan <ul style="list-style-type: none"> Turnover will be managed by: Owner <input type="radio"/> <p style="margin-left: 40px;">NEST <input type="radio"/> Work to begin when home is vacant, See Menu of Services for turnover pricing Home will be tenant ready by: _____ (date required to begin advertising)</p> <ul style="list-style-type: none"> Make an on-line contribution to the Client Trust Account <ul style="list-style-type: none"> Set up fee: \$ _____ Turnover estimates: \$ _____ (Work will begin once collected) TOTAL \$ _____ 	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>																													
STEP 4 (IF APPLICABLE):	COMPLETED	N/A																												
<ul style="list-style-type: none"> Submit 1 set of digital HOA documents to NEST. Leave a 2nd printed copy of the HOA documents in a binder, in the NEST Provide NEST with a copy of any contracts Fill the oil or propane tanks - provide receipt to NEST Provide copies of the following for each <i>occupied</i> unit: <table border="0" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>Unit _____</th> <th>Unit _____</th> <th>Unit _____</th> </tr> </thead> <tbody> <tr> <td>o Lease</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>o Tenant Applications</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>o Tenant IDs</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>o Security Deposits</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>o Contact Information</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>o Tenant Ledger</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table> 		Unit _____	Unit _____	Unit _____	o Lease	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	o Tenant Applications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	o Tenant IDs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	o Security Deposits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	o Contact Information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	o Tenant Ledger	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
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STEP 5:	COMPLETED																													
<ul style="list-style-type: none"> Professional marketing photos: Scheduled once home is vacant and photo ready Inform all utility companies that the home will be a rental – kept on until a tenant moves in Provide Proof of Insurance: NEST listed as additional insured with liability limit of 300K Forward mail - Don't forget the County/State/City (tax documents) Listing goes live! 	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>																													