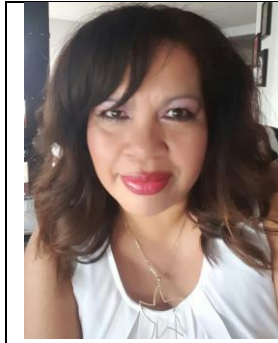


# Pamela Simons with Re/Max Condos Plus

## Landlord's Agent Package

### Objective:

To source and secure a tenant who will respect your property as their home and honour the lease agreement for the term and beyond!



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## Programme Outline

Timeframe	Description	Notes
60 days prior	Initial Consultation <ul style="list-style-type: none"> <li>- Discuss implications of being a landlord</li> <li>- Explore property</li> </ul>	To review the property and discuss landlords needs for the property and tenant preferences
	Prepare a Listing Agreement <ul style="list-style-type: none"> <li>- Recommend selling/leasing price</li> <li>- Reviews options offers (hydro/utilities, parking, locker, keys, etc)</li> </ul>	Ensure the Landlord becomes a client under my personal care and guidance for the remaining process Place lockbox/key on premises as per condo rules
	Take photos and draft listing for approval and posting	Also prepare video
	Plan "Leasing Agent on Duty" events	This is an open house for leasing purposes
	Target advertising ( <b>5 advertising sources</b> included)	Post advertisements MLS and other sources
	Respond to queries on the property	Provide updates on queries and comments – note problems & compliments
	Host "Leasing Agent on Duty" and by appointment showings	Provide – listing, application and obtain contact details from visitors
	Review applications and/or offers to lease Recommend tenant	Ensure proof of employment/income is done and Credit Score/references checked;
	Sign back offer to lease	Recommendation: Landlords should obtain a copy of the Mark Weisleder Book <a href="http://www.markweisleder.com/publication-landlord-guide">www.markweisleder.com/publication-landlord-guide</a>
	Coordinate and Manage Deposit from tenant	Ensuring finances are managed within the guidelines of the Residential Tenancy Act
	Arrange Landlord / Tenant introduction	Key Exchange, tour, explanation of suite appliances; Respond to questions between tenant and landlord
	Completion of Services – Occupancy/key exchange Landlord receives an Official Invoice from Remax Condos Plus Brokerage	