



LET'S GET STARTED!

STEP ONE - PAPERWORK

- ☐ On-Site Consultation
- ☐ Sign Property Management Agreement & Set Up Owner Portal
- ☐ Provide any supporting documents. (Ex. HOA Docs)
- ☐ Secure any required permits or licenses.
- ☐ Set Up Property Meld Portal

STEP TWO - PREPARATIONS

- ☐ Remove all personal belongings
- ☐ Schedule ShowMojo Lock installation
- ☐ Receive & approve make Ready estimate
- ☐ BTPM to complete make ready

STEP THREE - MARKETING

- ☐ Schedule date for photos
- ☐ Listing goes live.
- ☐ Sit back, relax, and look forward to your weekly marketing updates.

