



# LEASING CYCLE CHECKLIST

## WITHOUT RENTLY

## WITH RENTLY

### VACANCY

- Post property on internet listing sites
- Answer phone calls and emails from renters requesting tours
- Coordinate showings
- Conduct tours
- Follow up with prospects post tour and send applications
- Process applications and run credit/background checks

- Rently syndicates your properties to the major ILSs as well as our own homes.rently.com
- Rently autoresponds to inquiries for you by providing prospects with the link to schedule a self-guided tour
- Renters schedule their own self-guided tours
- Renters conduct their own self-guided tours
- Rently sends your online application and a post-showing survey after every tour
- Process applications and run credit/background checks

### MOVE IN

- Send and receive signed lease agreement
- Collect security deposit and first month's rent
- Conduct move in inspection
- Hand over keys

- Send and receive signed lease agreement
- Collect security deposit and first month's rent
- Conduct move in inspection
- Rently invites new residents to control all of their smart home devices with our Smart Home app via integration with your CRM

### LEASED

- Conduct routine maintenance inspections
- Coordinate maintenance work orders
- Notify residents of intent to enter before work orders are conducted

- Conduct routine maintenance inspections
- Create work orders in Rently Smart Home portal and assign to team members
- Residents are notified automatically when a work order is scheduled and the maintenance team receives a one-time use access code

### MOVE OUT

- Receive adequate notice of intent to vacate
- Confirm move out date
- Conduct move out inspection
- Collect keys

- Receive adequate notice of intent to vacate
- Confirm move out date
- Conduct move out inspection
- Residents access is automatically revoked once their lease ends

### MAKE READY

- Rekey property
- Coordinate make-ready projects

- No need to rekey as previous access codes are wiped after lease ends
- Vendors and staff have their own unique access codes to enter the property on their own