



## **My Duties as a Property Manager**

1. Determine/adjust rent amount based on market data
2. Market the property and attract tenants
3. Show the property
4. Accept applications
5. Screen tenants (credit check, contact current/past landlords, criminal background check, employment/income verification, etc)
6. Determine good or best candidate as a tenant.
7. Provide and have lease document signed along with other tenant related docs.
8. Have locks changed between tenants
9. Do initial and final walkthrough
10. Take in monthly rent
11. Handle service issues, complaints, emergencies and repairs (ie. water leaks, appliance repair and so forth)
12. Do routine inspections
13. Maintain security deposit
14. Provide owner with financial reports and 1099 for accounting and tax purposes
15. Deal with evictions
16. Maintain records