



Property Management Interview Checklist

PROPERTY MANAGEMENT SERVICE POINTS	COMMENTS
Company:	Date:
Property manager's name:	
Property managers email:	
Size of the Portfolio they manage?	
Years' of experience?	
What is the size of the businesses rent roll?	
Describe the PM team Structure?	
What happens when PM is away sick or on annual leave - who manages?)	
What is your Leasing process?	
Do you prefer to start rental \$ higher, then lower as need to or start at recommended price?	
How often and detailed are your condition Reports? - Can you please provide an example of one.	
How often do you do your routine inspections?	
What's your process for rent arrears and tenants paying their rent late?	
Lease Renewals - What is your process with making sure leases are renewed?	

Please outline your Fees:	
> Management fee	
> Leasing fee	
> Re-Leasing fees	
> Advertising fee and what does this fee cover?	
> Any Administration Fees?	
What is your termination policy and are there any fees?	
What is your processes and potential costs if you have to evict a tenant?	
What is your rental payment cycle to your owners/landlords?	
How do you respond to after-hours maintenance issues?	
Why should I pick you over your competition to manage my property for me?	