



# DIY Property Management Guide 🏠

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## 👛 Intro

Whether you're a new landlord or a seasoned investor, this guide covers the **step-by-step process of managing rental properties** like a pro. From onboarding tenants to maximizing profit, we've got you covered with proven systems, legal compliance tips, and maintenance best practices.

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## 🏠 Step 1: Prepare the Property

- 🧼 Deep clean the home
- 🛠️ Make necessary repairs and upgrades
- 🎨 Neutral paint, modern fixtures, and durable flooring preferred
- 📋 Get inspections done: smoke/CO detectors, locks, HVAC, etc.
- 📷 Take high-quality photos for marketing

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## 📋 Step 2: Set the Rent & Terms

- 📊 Perform a rental market analysis (RMA)
- 💰 Price competitively to reduce vacancy time
- 📅 Choose lease term: month-to-month or annual
- 📄 Draft a strong lease agreement (with attorney review, if possible)





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## 📣 Step 3: Advertise the Property





- 📷 Use listing photos across platforms

-  Post on TurboTenant, Zillow, Apartments.com, Facebook, etc.
  -  Write a compelling, clear, and accurate description
  -  Respond promptly to inquiries
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#### **Step 4: Screen Tenants Thoroughly**

-  Require completed applications + application fee
  -  Run background, credit, and eviction checks
  -  Verify income (3x rent) and check references
  -  Choose the most qualified tenant, not just the first to apply
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#### **Step 5: Lease Signing & Move-In**

-  Review and sign lease (in person or via e-sign)
  -  Collect first month's rent + security deposit
  -  Document property condition (photos + checklist)
    - Move-in photos (timestamped) — required starting July 1, 2025
  -  Provide keys and welcome letter with key contacts
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#### **Step 6: Ongoing Management**

-  Be responsive to maintenance requests
  -  Keep detailed records of repairs, invoices, communications
  -  Schedule seasonal maintenance (HVAC, gutters, etc.)
  -  Send notices properly and in writing (late rent, inspections, renewals)
  -  Conduct annual inspections to protect your asset
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#### **Step 7: Rent Collection & Financial Tracking**

-  Offer online payment options
  -  Set due date reminders and enforce late policies
  -  Track income/expenses monthly for tax prep
  -  Send year-end financial statements to your CPA
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#### **Step 8: Handling Problems Professionally**

- 📁 Follow California landlord-tenant law to the letter
  - 🗣️ Address issues with empathy but firmness
  - 📅 Send 3-day or 30/60-day notices as needed
  - 📝 Document everything — always
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## 🔄 Step 9: Lease Renewal or Move-Out

- 📝 Offer renewal 60–90 days in advance
  - 🔍 Conduct pre-move-out inspection with date-stamped photos
  - 📷 Take post-move-out photos
  - 📷 New law (AB 2801) requires that you must take 3 photo sets to deduct from deposits:
    - 1. Before move-in
    - 2. After move-out, before cleaning/repairs
    - 3. After all work is done
    - 📁 Save them safely — and send copies with the deposit accounting!
  - 🛠️ Deduct damages (not wear & tear) from deposit with receipts
  - 📝 Deliver deposit disposition within 21 days per CA law
    - 📝 Provide itemized statement with deductions, receipts, and balance
  - 🧹 Turn the unit quickly and repeat the process
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## 🧠 Pro Tip: Use a Property Management System (PMS)

- 🗝️ Automate rent collection & maintenance requests
  - 📝 Log lease docs and tenant communication
  - 📱 Tools like Buildium, AppFolio, or TurboTenant (**I recommend TurboTenant for DIY Property Management**) boost efficiency
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*Let me help you navigate the process with expertise and confidence. From property management to first-time buyers or seasoned investors, I'm here to guide you every step of the way — across Placer, Nevada, and surrounding counties! 🗣️*

### Questions? Want help getting started?

Reach out anytime:

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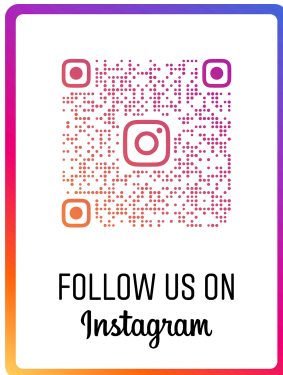
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