

What to Expect in Your First 90 Days with Building Blocks LLC

Welcome to Building Blocks LLC!

We're committed to making your property management experience smooth, transparent, and stress-free. Here's exactly what you can expect during your first 90 days as a new client.

Weeks 1–2: Personalized Onboarding & Owner Portal Setup

- **Welcome Call:** Meet your dedicated team (Lynna & Courtney) and review your goals and property needs.
- **Property Walkthrough:** In-person or virtual inspection to document condition, identify immediate needs, and answer questions.
- **Document Collection:** Gather leases, keys, vendor info, and utility details.
- **Owner Portal Setup:** Step-by-step setup of your Innago portal for 24/7 access to financials, maintenance, and communication.
- **Management Agreement:** Review and sign—no long-term contracts, just month-to-month flexibility.

You'll receive: - Welcome packet (digital or print) - Owner checklist - Portal login instructions

Weeks 3–4: Property Preparation & Marketing

- **Inspection Report:** Receive a detailed report with photos, repair recommendations, and compliance notes.
- **Professional Photography:** We schedule and coordinate high-quality listing photos.
- **Market Analysis:** Data-driven rent pricing using Rentometer and local comps.
- **Listing Creation:** Custom, Vermont-specific listing copy written for maximum appeal.
- **Owner Approval:** All marketing materials and pricing are reviewed and approved by you.

You'll receive: - Inspection summary - Sample listing copy - Marketing plan & timeline

Month 2: Tenant Placement & Lease Management

- **Tenant Screening:** Full application review, credit/background checks, landlord references, income verification—all compliant with Vermont law.
- **Showings & Communication:** We handle scheduling, tours, and applicant Q&A.
- **Lease Preparation:** Custom lease drafted and reviewed with you; e-signature for convenience.
- **Move-In Coordination:** Tenant welcome letter, move-in checklist, and portal access.

You'll receive: - Screening reports - Lease draft for review - Move-in schedule

Month 3: Active Management & Ongoing Support

- **Rent Collection:** Automated and transparent; you can view payments in real time.
- **Maintenance Coordination:** 24/7 emergency support, routine repairs, and owner-approved spending for anything over \$250.
- **Monthly Reporting:** Detailed financial reports, maintenance logs, and KPIs delivered via portal and email.
- **Quarterly Strategy Check-In:** Optional call or email to review performance, answer questions, and plan for the next quarter.

You'll receive: - Monthly statement - Maintenance update - Owner satisfaction survey

Success Stories & Testimonials

“After just two months, I had a reliable tenant, all my paperwork was organized, and I finally stopped worrying about late-night emergencies. Building Blocks made it easy!” — Vermont property owner

Frequently Asked Questions

- **How often will I hear from you?**
 - Weekly updates during onboarding, monthly reports, and as-needed communication. Always accessible by phone, email, or portal.
- **Can I access my info anytime?**
 - Yes, your owner portal is available 24/7 for financials, maintenance, and messaging.
- **What if I have questions or concerns?**
 - We respond within 1 business day—usually much faster!

- **What if my property needs repairs?**
 - All maintenance over \$250 or emergencies are discussed with you before action; smaller repairs are handled promptly and transparently.
 - **What happens if a tenant moves out early?**
 - We handle re-listing, screening, and turnover with clear communication and minimal vacancy.
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Ready for a worry-free start? Let's make your first 90 days a success—together!

For more info, contact us at Harper@buildingblocks-llc.com or 802-448-0890, or visit www.buildingblocks-llc.com.