



PROPERTY & RENTAL MANAGEMENT INC.

Our *Proven 7-Steps* Tenant Placement

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Over three decades and tens of thousands of applications later, we've honed an eye for the subtle warning signs that can turn into costly headaches. From patterns in credit histories to inconsistencies in employment records, our team knows exactly where to look—and what to look for—long before a lease is signed.

With every application submitted through our secure, in-house portal, paper forms become a thing of the past. Mandatory fields ensure no detail is ever missed, and built-in validation catches typos and gaps the moment they occur. That digital rigor means no more half-complete files, no back-and-forth emails, and no hidden surprises.

Once a prospect completes a tour and opts to apply, they're sent straight into our secure online portal—transforming a days-long paper ordeal into a seamless, fully traceable process with minimal manual intervention.

This blend of hard-won experience and seamless technology delivers three key outcomes:

- **Accuracy**
- Digital validations and mandatory fields eliminate typos, gaps and incomplete files—so every application you see is fully detailed and error-free.
- **Reliability**
- Our standardized, paper-free workflows enforce the same rigorous checks every time, ensuring consistent adherence to your standards—no matter who's applying.
- **Transparency**
- Every action—from form submission to final approval—is timestamped, logged and available in real time, giving you and your tenants a clear, shared view of progress.

By marrying 30+ years of screening expertise with a purpose-built digital portal, we've turned tenant qualification into a science. The result is a faster, more reliable process—one that protects your investment and sets clear expectations from day one.

On the next page, you'll find a detailed, step-by-step overview of each stage in our tenant placement process.

Our *Proven 7-Steps* Tenant Placement

1. Targeted Listing

We promote your listing on private platforms and on our own website—so every lead comes straight to our in-house leasing team for a controlled, high-touch experience—and then selectively syndicate to MLS when we need extra reach.

2. Personalized Showings

Private Listings: Our dedicated leasing agents lead every tour, answer questions on the spot and capture real-time impressions.

3. Tenant-Fit Assessment

When prospects book through our private channels, our leasing agents lead every tour—observing presentation, respect for house rules and neighbourhood fit in real time.

4. Screen & Verify

We conduct a multi-layered screening process—combining background, credit, employment and reference checks—to thoroughly assess each applicant's history and ensure they're the right fit for your property.

- **Credit Check & Income Verification**

- We review credit reports, income verification documents, cash assets, investment assets (e.g., real estate), and evaluate family and spousal support.

- **Employment Reference Check**

- We verify the applicant's work history by calling their current employer and cross-referencing the information with the company's website.

- **Internet and Social Media Check**

- We verify applicant information through online searches and social media profiles to assess lifestyle suitability for the property.

- **Previous Landlord Reference**

- We try to understand their rental history, behavior as a tenant, and assess their likelihood of being a responsible tenant.

5. Approve, Lease & Setup

Once you sign off on the final candidate, we prepare the lease, collect move-in funds, and coordinate utility transfers and renters insurance.



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6. Hand Over Keys

We schedule a convenient key exchange and share all move-in details (contacts, building rules, emergency procedures) to ensure a smooth first day.

7. Conduct Move-In Inspection

On move-in day, we walk through the unit with the tenant, document its condition together and establish a clear baseline—protecting your asset and their security deposit from day one. Property owners get instant, real-time access to the complete move-in inspection report—including annotated photos and detailed notes—on any device for total peace of mind.

LandLord PORTAL

WELCOME BACK, JANE
Last login: April 27, 2025 at 8:34 PM

PROPERTY CONDITION REPORT - MOVE IN INSPECTION

Property: 254 South | Unit: 107
Inspected By: Brandon Sage
Inspected On: 2024-04-06

Issues Detected: 1
Urgent Issues: 0
Pictures: 10
Top Issue Category:

Please review the inspection and email your account manager if you'd like us to address or quote any repairs. This is a basic review to flag obvious issues or tenant damage. Urgent items may already be resolved.

BATHROOM

Issues Detected: 1
Potential Issues Detected: 0
Pictures Taken: 10

Notes
Walls, Ceiling and Baseboards - Leaking toilet base — Detected during April inspection; work order issued.




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Contact Us Today

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