

## **How to Start a Property Management Company (Checklist)**

1. Choose a business name. □		
	a. Jot down your ideas. □	
	b. Pick a name that inspires confidence in people. $\Box$	
	c. Trademark your business name. $\square$	
2. Create a business plan. □		
	a. Familiarize yourself with the key elements of a business plan. $\square$	
	b. Formulate your business plan. $\square$	
3. Form a legal entity. □		
	a. Learn about the main business structures. $\hfill\Box$	
	b. Choose your preferred business structure. $\square$	
4. Secure financing. □		
	a. Calculate your expenses. □	
	b. Explore a variety of loan options. $\square$	
	c. Apply for a business credit card. $\square$	
5. Obtain state licenses. □		
	a. Find out which license and/or permit you need. $\Box$	
	b. Apply for the license and/or permit. $\square$	
6. Purchase insurance. □		
	a. Determine what risks you'll be exposed to. $\Box$	
	b. Purchase the relevant insurance. $\square$	

	a. Decide whether to work from home or a commercial space. D	
	b. Choose whether to rent or purchase a commercial space. $\Box$	
	c. Search for an office. $\square$	
8. Advertise your business.		
	a. Create a company website. $\square$	
	b. Set up social media accounts. □	
	c. Join your local chamber of commerce. $\Box$	
9. Hire employees □		
	a. Outline your staffing requirements. $\square$	
	b. Advertise your vacancies. □	
	c. Comb through the applications.□	
	d. Interview the shortlisted candidates.	
	e. Annoint the hest candidates. Π	

7. Find an office.