



How to Start a Property Management Company (Checklist)

1. Choose a Name ___

- a. Decide on a name ___
- b. Search for similar business names ___
- c. File for a trademark with the USPTO ___

2. Write a Business Plan ___

- a. Executive Summary ___
- b. Company Description ___
- c. Products and Service ___
- d. Marketing Plan ___
- e. Management ___
- f. Operational Plan ___
- g. Financial Plan & Projections ___

3. Form a Legal Entity___

- a. Choose between a sole proprietorship, partnership, corporation or LLC ___
- b. Appoint officers/members ___
- c. File articles of incorporation ___

4. Secure Financing ___

- a. Apply for small business loans ___
 - i. Meet with a business banker ___
 - ii. Fill out an application form ___
 - iii. Provide collateral for the loan, if necessary ___
- b. Apply for an SBA loan ___
 - i. Meet with a qualified SBA lender ___
 - ii. Supply the lender with information about your business ___

- iii. Complete the SBA application form ___
- c. Get a business credit card ___
 - i. Choose a bank ___
 - ii. Complete the applicable business credit card application ___

5. Get Applicable State Licenses/Permits

- a. Search permits on your State's small business website ___
- b. Apply and pay for applicable permits/licenses ___
- c. Display permits in your office ___

6. Purchase insurance ___

- a. Find an insurance provider or broker ___
- b. Buy an insurance policy ___
 - i. Liability insurance ___
 - ii. Commercial property insurance ___
 - iii. Business interruption insurance ___

7. Find an Office ___

- a. Talk to real estate agents ___
- b. Decide how much space you need ___
- c. Sign a lease or purchase a property ___

8. Advertise ___

- a. Create a website ___
- b. Start social media accounts ___
- c. Join your local chamber of commerce ___

9. Hire Employees ___

- a. Determine what positions are required ___
- b. Write job descriptions ___
- c. Post jobs on a job site or use hiring software ___
- d. Interview candidates ___
- e. Hire qualified applicants ___