



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.
 - c. Trademark your business name.

2. **Create a business plan.**
 - a. Familiarize yourself with the key elements of a business plan.
 - b. Formulate your business plan.

3. **Form a legal entity.**
 - a. Learn about the main business structures.
 - b. Choose your preferred business structure.

4. **Secure financing.**
 - a. Calculate your expenses.
 - b. Explore a variety of loan options.
 - c. Apply for a business credit card.

5. **Obtain state licenses.**
 - a. Find out which license and/or permit you need.
 - b. Apply for the license and/or permit.

6. **Purchase insurance.**
 - a. Determine what risks you'll be exposed to.
 - b. Purchase the relevant insurance.

7. Find an office.

- a. Decide whether to work from home or a commercial space.
- b. Choose whether to rent or purchase a commercial space.
- c. Search for an office.

8. Advertise your business.

- a. Create a company website.
- b. Set up social media accounts.
- c. Join your local chamber of commerce.

9. Hire employees.

- a. Outline your staffing requirements.
- b. Advertise your vacancies.
- c. Comb through the applications.
- d. Interview the shortlisted candidates.
- e. Appoint the best candidates.