

Property Rental Manual – Real Estate Operation Example

The property rental division of the business handles the management of client owned properties including lettings and inspections.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

|     |                    |   |                                  |                               |                                  |
|-----|--------------------|---|----------------------------------|-------------------------------|----------------------------------|
|     | Standard Documents |   | A1.P.01                          | A1.I.01<br>A1.I.02<br>A1.I.03 | A1.F.01<br>A1.F.02               |
| RA1 | Advertising        | Client properties                             | RA1.P.01                         |                               | RA1.F.01                         |
| RA2 | Accounting         | Client monies<br>See also RT2 – Trust account | RA2.P.01                         | RA2.I.01                      |                                  |
| RB1 | Banking            | Policy<br>Options for tenants                 | RB1.P.01                         | RB1.I.02                      |                                  |
| RC1 | Collections        | Rent payable                                  | RC1.P.01                         | RC1.I.01                      |                                  |
| RI1 | Inspections        | Initial<br>Regular<br>Exit                    | RI1.P.01<br>RI1.P.02<br>RI1.P.03 | RI1.I.02                      | RI1.F.01<br>RI1.F.02<br>RI1.F.03 |
| RL1 | Listings           | Listing sheet                                 |                                  | RL1.I.01                      |                                  |
| RO1 | Owners             | New owner sign on<br>Reporting<br>Remittances | RO1.P.01<br>RO1.P.02<br>RO1.P.03 | RO1.I.03                      | RO1.F.01                         |
| RT1 | Tenants            | Application form<br>Record keeping            |                                  | RT1.I.02                      | RT1.F.01                         |
| RT2 | Trust Account      | Acceptable use                                | RT2.P.01                         |                               |                                  |