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## 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. ☐