CHEAT SHEET

# Categories and services cheat sheet

Your primary category does the heavy lifting. Add a secondary category only for a separate business you really run, and copy the service descriptions below into your profile's Services section.

PRIMARY CATEGORY

## Property management company

| Only if this is true | Secondary category |
|---|---|
| You also sell homes | Search the picker for "real estate agency" |
| You also manage short-term or vacation rentals | Search the picker for "vacation rental" |
| You also manage HOAs or condo associations | Search the picker for "association management" |
| You also manage commercial property | Search the picker for "commercial real estate" |

Category names change, so type the search term into Google's category picker and choose the closest match it offers. Google's picker is the final word.

### SERVICE DESCRIPTIONS TO COPY

**Tenant placement**

We market your rental, show it, screen applicants and sign a lease that protects you.

**Tenant screening**

Credit, income, rental history and background checks, applied the same way to every applicant.

### Rent collection

Online rent payments, late-fee follow-up and deposits to your account every month.

### Maintenance coordination

24/7 repair requests handled by vetted vendors, with your approval for bigger jobs.

### Property inspections

Move-in, move-out and routine inspections with photos you can see.

### Owner statements and accounting

Monthly statements, year-end tax forms and an owner portal you can check any time.

### Rental pricing analysis

A free look at what your home should rent for, based on current local rentals.

### Management for out-of-state owners

Local eyes on your rental when you can’t be there yourself.

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