

Property Address:

Title Company:

Escrow Officer:

Contractor:

Estimated Rehab Budget:

\$

Start Date:

Final Rehab Budget:

\$

Projected Finish Date:

Funding Source:

Actual Finish Date:

Putting the Property Under Contract

- ☐ Property under contract
- ☐ Contact preferred Title company & open escrow
- ☐ Once escrow is open, create new property profile in Realeflow
- ☐ Scan & upload contract into Realeflow
- ☐ Order insurance quote
- ☐ Identify lender & send funding request
 - Secure funding
 - Place copy of repair estimate in Realeflow
- ☐ Schedule time with contractor to walk property
- ☐ Order inspections, as needed
- ☐ Obtain final rehab budget from contractor
- ☐ Submit final rehab budget/schedule to bookkeeper
- ☐ Finalize insurance & submit to Title company
- ☐ Set up signing to close escrow & inform bookkeeper about start date
- ☐ When escrow closes, final closing statement, promissory note, insurance and contractor's final bid to be uploaded in Realeflow.

Start Rehab & Project Management

- ☐ Secure property (lockbox, boards, alarm)
- ☐ Select design choices
- ☐ Order bids from any subcontractors
- ☐ Communicate with contractor re: start date
- ☐ Turn on water & utilities
- ☐ Weekly check-ins with contractor

10 Days Until Finish Date

- ☐ Coordinate listing details with agent
- ☐ Schedule photographer
- ☐ Schedule yard service/clean up
- ☐ Schedule housekeeping
- ☐ Complete final punch list
- ☐ Send list of unfinished items to contractor (20% of final payment held until complete)
- ☐ Verify punch list items are done & release remaining funds to contractor
- ☐ Order necessary inspections

Selling: Offers coming in!

- ☐ Review, negotiate & accept best offer
- ☐ Agent opens escrow
- ☐ Buyers complete home inspection, appraisal & wait for repair request
- ☐ Negotiate, schedule, complete repairs
- ☐ Verify closing disclosure (CD), loan funding & closing date
- ☐ Close escrow
- ☐ Cancel insurance & utilities

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Putting the Property Under Contract

- ☐ Property under contract
- ☐ Contact preferred Title company & open escrow
- ☐ Once escrow is open, create new property profile in Realeflow
- ☐ Scan & upload contract into Realeflow
- ☐ Order insurance quote
- ☐ Identify lender & send funding request
 - Secure funding
 - Place copy of repair estimate in Realeflow
- ☐ Schedule time with contractor to walk property
- ☐ Order inspections, as needed
- ☐ Obtain final rehab budget from contractor
- ☐ Submit final rehab budget/schedule to bookkeeper
- ☐ Finalize insurance & submit to Title company
- ☐ Set up signing to close escrow & inform bookkeeper about start date
- ☐ When escrow closes, final closing statement, promissory note, insurance and contractor's final bid to be uploaded in Realeflow.

Start Rehab & Project Management

- ☐ Secure Property (lockbox, boards, alarm)
- ☐ Select design choices
- ☐ Order bids from any subcontractors
- ☐ Communicate with contractor re: start date
- ☐ Turn on water & utilities
- ☐ Weekly check-ins with contractor

10 Days Until Finish: Search for Tenant

- ☐ Start marketing for new tenant
 - Facebook, For Rent Signs, Zillow, GoSection8
- ☐ Schedule yard service & housekeeping
- ☐ Complete final punch list
- ☐ Send list of unfinished items to contractor (20% of final payment held until complete)
- ☐ Verify punch list items are done & release remaining funds to contractor
- ☐ Screen incoming tenant applications
- ☐ Schedule Showings
- ☐ Collect security deposits & sign lease paperwork
- ☐ Schedule handyman to install appliances
- ☐ Create new file for rental documents & add to Property Management program

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Putting the Property Under Contract

- ☐ Property under contract
- ☐ Contact preferred Title company & open escrow
- ☐ Once escrow is open, create new property profile in Realeflow
- ☐ Scan & upload contract into Realeflow
- ☐ Order insurance quote
- ☐ Identify lender & send funding request
 - Secure funding
 - Place copy of repair estimate in Realeflow
- ☐ Schedule time with contractor to walk property
- ☐ Order inspections, as needed
- ☐ Obtain final rehab budget from contractor
- ☐ Submit final rehab budget/schedule to bookkeeper
- ☐ Finalize insurance & submit to Title company
- ☐ Set up signing to close escrow & inform bookkeeper about start date
- ☐ When escrow closes, final closing statement, promissory note, insurance and contractor's final bid to be uploaded in Realeflow.

Start Clean Out

- ☐ Secure Property (lockbox, boards, alarm)
- ☐ Order clean out/trash haul & yard service
Once escrow is open, create new property profile in Realeflow
- ☐ Turn on water & utilities

10 Days Until Finish Date

- ☐ Coordinate listing details with agent
- ☐ List property (Agent)

Selling: Offers coming in!

- ☐ Review, negotiate & accept best offer
- ☐ Agent opens escrow
- ☐ Buyers complete home inspection, appraisal & wait for repair request
- ☐ Negotiate, schedule, complete repairs
- ☐ Verify CD, loan funding & closing date
- ☐ Close escrow
- ☐ Cancel insurance & utilities

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Putting the Property Under Contract

- ☐ Property under contract OR Buy from another investor
- ☐ Open escrow OR Reach out to the escrow officer
- ☐ Once escrow is open, create new property profile in Realeflow
- ☐ Scan & upload contract into Realeflow

Closing Escrow

- ☐ Set up signing to close escrow
- ☐ When escrow closes, final closing statement to be uploaded in Realeflow

Marketing the Property

- ☐ Create marketing template
- ☐ Send marketing materials to potential buyers
 - Meet Up Group
 - Instagram
 - Facebook
- ☐ Schedule Showings

Assigning the Property

- ☐ Review, negotiate & accept best offer
- ☐ Draft & send assignment agreement to end buyer
- ☐ Once agreement is signed by all parties, send to escrow officer