OwnerLedger

CHECKLIST

Property Manager Vetting Checklist

Vet any property manager before you sign — license, insurance, references, money handling, and the red flags that cost owners later. Tick each item as you confirm it.

License, insurance & standing

- ✓ Holds the real-estate / brokerage license your state requires — verified with the state, by you.
- ✓ Carries general liability insurance and, ideally, errors-and-omissions coverage.
- ✓ Will name the specific person who manages your property day to day.
- ✓ Manages your property type (single-family, multi-family, HOA) in your market.

Money handling & reporting

- ✓ Keeps rent and deposits in a separate trust / escrow account — not their operating account.
- ✓ Provides a clear monthly owner statement you can actually read.
- ✓ Spells out every fee in writing: management %, leasing, renewal, maintenance markup, setup.
- ✓ Sets a maintenance approval limit so you sign off on larger repairs.

References & communication

- ✓ Gives you two or three current owner references — and you actually call them.
- ✓ Responds promptly and explains things plainly, in your language if you need it.
- ✓ Screens every applicant consistently and lawfully (fair housing applies to all).

Red flags — walk away or ask hard questions

- ✓ Vague fees, hidden maintenance markups, or no written agreement.
- ✓ No trust accounting, no license, or refuses to be verified.
- ✓ Pressure to sign quickly, or promises of guaranteed rent or occupancy.

IMPORTANT

OwnerLedger is a free matching service, not a property manager, real-estate broker, attorney, or accountant. This is general, educational information, not legal, tax, or accounting advice, and not a quote. Property-management fees, services, and the laws that apply (including landlord-tenant and fair-housing rules) vary by state and city. All tenant screening and leasing must follow fair-housing law and be applied consistently to every applicant. Always hire licensed, insured managers, verify the license and references yourself, and get the management agreement and all fees in writing before you sign. Never share SSNs, bank-account numbers, or financial statements to get matched.