Working With Landlords

Representing a landlord means providing more than simply advertising a rental property. It means creating a clear, organized process that protects the landlord’s interests, supports strong decision-making, and delivers a professional experience from the first conversation through to possession. Start by clearly outlining the services to be provided, the responsibilities of the brokerage and designated representative, compensation, communication expectations, and any additional support promised through Schedule ‘A’.

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Landlord Presentation

This book provides a comprehensive overview of the process involved in representing a landlord for property rental. This includes understanding the process, landlord presentation, the Residential Tenancy Act, Skyslope templates, and client for life/referrals. The detailed process involves qualifying the landlord, conducting a market rent evaluation, preparing the property for showings, listing the property for rent, taking in offers and applications, and finalizing the deal with necessary documentation. We also outline mandatory forms for listing and emphasizes the importance of after-service care and referrals. It further includes a review of the entire process, highlighting the key steps involved. this is a valuable resource for real estate professionals looking to enhance their understanding of representing landlords in property rental transactions.

Click here to download the latest template - Landlord Presentation

Representing a Landlord Presentation

Here is the link to the video

https://www.youtube.com/watch?v=snrO7d_kn8U

Strong tenant screening is an important part of providing professional service to both landlords and tenants. In addition to reviewing the rental application, supporting documents, and references, use an approved screening service such as **PropTx Verify** or **SingleKey** when appropriate.

These tools can help verify key information such as identity, credit, income, employment, rental history, and other supporting details. They give the landlord a more complete and consistent picture before making a leasing decision, while helping the agent demonstrate added value and a professional process.

The admin can support the process by ensuring the correct application package is collected, the screening request is completed with proper consent, results are provided to the licensed agent or landlord as directed, and all related documents are saved in the transaction file.

Use the same screening standard for applicants in a fair and consistent manner. Screening tools support informed decisions, but they do not replace the agent’s judgment, brokerage procedures, privacy requirements, or human-rights obligations.

Overview

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A strong landlord service plan may include:

- Preparing the listing and rental marketing materials
- Coordinating photography, showings, inquiries, and application collection
- Reviewing the rental application package for completeness
- Supporting consistent tenant screening using approved tools such as PropTx Verify or SingleKey, where appropriate
- Keeping the landlord informed of activity, feedback, applications, and next steps
- Preparing offers, lease documentation, and required compliance records
- Coordinating deposit instructions, key handover, and possession details
- Maintaining clear records and timely communication throughout the transaction

The admin’s role is to keep every moving part organized, ensure documents and deadlines are tracked, and make sure the landlord always knows what is happening.

The goal is simple: provide a clear process, protect the client’s interests, and create a level of service that encourages future business and referrals.