



Booking Ninjas

Property Management Startup 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.