PACIFIC VINE PROPERTY MANAGEMENT

OWNER RESOURCE / 03

Tenant Placement: What We Handle for You

Personal oversight from rental preparation through move-in.

1 We help position your rental for success

We review your property, recommend rental-ready improvements, and analyze comparable rentals to guide pricing. We clarify availability, included services, and property features so your listing accurately reflects what you offer.

2 We market the property and manage inquiries

We coordinate quality photography and create a clear, compelling rental description. We manage advertising, respond to prospective tenants, and coordinate showings. We keep you informed about activity and feedback and recommend adjustments when needed.

3 We coordinate thorough, consistent screening

We manage applications and evaluate permitted income, rental history, and credit information using written, lawful criteria. We follow applicable screening and application-fee requirements and address accommodation requests under fair housing rules. We keep you informed as applications are evaluated.

4 We prepare the lease and property details

We coordinate the lease package and applicable disclosures, document approved occupants, and clarify utilities, appliances, landscaping, and HOA requirements. We review applicable deposit limits and property-specific requirements so the tenancy begins with clear expectations.

5 We organize and document move-in

We coordinate required payments, utility confirmation, and any lawful insurance requirements. We complete a move-in walkthrough, document condition with photos immediately before or at the start of the tenancy, and organize keys, remotes, and access instructions. Tenants receive a process for submitting additional condition notes.

6 We establish communication from day one

We introduce the tenant portal for rent payments and maintenance requests, explain emergency reporting and routine care responsibilities, and set communication expectations. We retain the lease and move-in records, update you on the completed placement, and provide a clear handoff into ongoing management.

Owner takeaway: We coordinate the details, keep you informed, and establish an organized start to the tenancy.
Pacific Vine combines hands-on tenant placement with respectful communication and careful property documentation.

Official references: California DRE: Landlord/Tenant Guide | California CRD: Fair Housing

Educational overview, not legal or tax advice. Verify current state and local requirements for your property.
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