

GETTING STARTED WITH WESTVIEW

Getting started with WestView Property Management, Inc. can be accomplished in one quick meeting at your property. We are available 7 days a week to sit down with you and discuss the value WestView can bring to the table. Below is a brief summary of the steps taken to establish an account:

- We will schedule a convenient time to meet you at your property.
- At this time we will discuss the value WestView can bring to you and your property and present to you WestView's New Owner Packet.
- We will also spend time to review and sign all contracts and documentation to establish an account and any special consideration regarding your home.
- We will discuss all pertinent matters such as: rent, security deposit, pets, maintenance, property advertising, current tenants, HOA, etc.
- You will need to provide us a check for \$300 to establish a working account, which is directly deposited into WestView's operating trust account.
- At this time we will perform a thorough initial inspection of your property, including digital photos, room measurements, list of amenities, and any other information we feel is important to provide our qualified tenants.
- We have our Property Management Agreement available to you directly off our website and if you're so inclined, you can print it off and review it prior to our initial meeting. If that is not convenient, we can provide you with all the necessary contracts and agreements when we meet with you.
- WestView will then take over any and all keys that pertain to your home and we will immediately get started on properly marketing your home to perspective tenants. This includes advertising with yard signage, internet sites, local periodicals, and WestView's website.

Welcome to WestView Property Management, Inc!