

Leasing & Tenant Placement Overview

Owner guide to marketing, showings, screening, approval, and move-in

Owner Note: This guide is designed for property owners using AC Management services and should be posted in the Owner Welcome Hub for quick reference.

Purpose

This overview explains the leasing and tenant placement process used by AC Management to help owners secure qualified tenants while maintaining consistent communication and compliance.

Leasing Workflow

1. Property readiness review: ACM confirms rent readiness, photos, access, safety, and repairs needed before marketing.
2. Pricing recommendation: ACM reviews rent expectations, property condition, demand, and comparable market activity.
3. Marketing launch: The property is advertised through approved channels and lead sources.
4. Lead response and showing coordination: Prospects are directed through ACM for scheduling and qualification.
5. Application and screening: Applicants complete the required application and screening process.
6. Owner recommendation: ACM provides relevant findings and a recommendation when owner approval is required.
7. Lease execution and move-in: Lease documents, funds, insurance requirements, utilities, and keys are coordinated before move-in.

Owner Decision Points

- Approve listing price and major lease terms.
- Approve significant property readiness repairs or upgrades.
- Review applicant recommendations when required by agreement or policy.
- Confirm any exceptions to standard rental criteria before an offer is made.

Applicant Standards

ACM uses documented screening standards to promote fairness and consistency. Typical screening areas include identity verification, income or ability to pay, rental history, background criteria where legally permitted, credit factors, and prior landlord information.

Owner Best Practices

- Avoid side conversations with prospects or tenants outside the ACM process.
- Make pricing and approval decisions quickly to prevent losing qualified applicants.
- Keep the home clean, accessible, safe, and show-ready during marketing.
- Do not promise terms, concessions, or move-in dates until ACM confirms them in writing.

Important: For questions, contact AC Management at 726-213-5360 or visit www.theacmanagement.com. This document is a general owner resource and does not replace your signed property management agreement, lease documents, or applicable law.