

## THE NEXT STEPS

Now that you've put WJD Management to work for you we'd like to let you know what you can expect to happen over the next several days.

If you already have tenants living in your home they will be sent our Welcome Package which includes the WJD Tenant Handbook and other important information regarding the transition to WJD Management. Our property inspector will visit the residence shortly to create the initial Property Condition Report. If your tenants have given you notice to terminate their lease and we must find a new tenant for you, our marketing effort will begin right away.

If you are still living in your home, our marketing effort to find a tenant will begin approximately 60 days prior to the date you will move out. Our property inspector will visit your home shortly to create the initial Property Condition Report and install an electronic lockbox. You will need to provide him with a key. Our Associate Broker, Michelle Williams, MRP, RENE, SRES will follow soon after to complete the rental market analysis. We do encourage you to find your own tenant if possible but please understand that if you have decided to do this, WJD will not market your home at the same time. If WJD is to proceed with finding a tenant for you, you will have to stop marketing the property yourself before we can begin. Your home will be listed in the Bright MLS database as well as on the WJD website and a "For Rent" signpost will be installed where permitted. The listing will be exported to over 900 real estate search websites via ListHub. If you have any photographs of your home, you may forward them to us, and we will upload them to the listing. Once you have moved out we will order the Virtual Tour photography however in some instances this can be done while you still reside in the home.

If your home is unoccupied and we must find a tenant for you, our marketing effort will begin immediately. As soon as you have provided us with keys, our property inspector will visit your home to create the initial Property Condition Report and install an electronic lockbox. Our Associate Broker will follow soon after to complete the rental market analysis. Your home will be listed in the MRIS database as well as on the WJD website and a "For Rent" signpost will be installed where permitted. The listing will be exported to over 900 real estate search websites via ListHub, and a Virtual Tour will be ordered.

We hope this helps provide a clear understanding of the initial work we will be doing for you. If you have any questions or need any additional information please do not hesitate to let us know. Thank you.

Sincerely,  
The WJD Staff