

Welcome to GC Realty.

This is everything we'll need from you to get your property from signed agreement to leased and managed. Most owners wrap up their part in the first week. Check items off as you go, and if anything's unclear, your Onboarding Success Manager, John Rosa, is one email away at john.rosa@gcrealtyinc.com.

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Agreement and Kickoff Call

Day 1

YOUR PART

- ☐ Sign your property management agreement (sent for e-signature)
- ☐ Join your kickoff call with your Onboarding Success Manager
- ☐ Send your legal owner or entity name, best phone and email, and a W-9 for 1099 reporting

OUR PART

We countersign your agreement, walk you through the full process on the kickoff call, and set your management start date.

2

Owner Portal Setup

Days 1 to 3

YOUR PART

- ☐ Accept your AppFolio owner portal invite and set your password
- ☐ Add your bank account for monthly ACH payouts
- ☐ Confirm property details: beds, baths, square footage, and any HOA
- ☐ Upload existing leases, prior inspection reports, and utility account info, if any

OUR PART

We build your property out in AppFolio so your statements, documents, and work orders live in one place.

3

Insurance

Before management begins

YOUR PART

- ☐ Carry a landlord policy at replacement cost with a leasing endorsement and liability of at least \$1M per occurrence / \$2M aggregate
- ☐ Have your agent name **GC Realty & Development, LLC**, 219 E Irving Park Rd, Roselle, IL 60172, as **Additional Insured** (not just certificate holder)
- ☐ Have your agent send the Certificate of Insurance (COI) directly to GC Realty

OUR PART

We review your COI against these requirements and track your renewal date so coverage never lapses. Coverage must stay active through vacancies over 60 days.

4

Reserve Funding

Before work begins

YOUR PART

- ☐ Fund your owner reserve of **\$750 per unit** through the owner portal

OUR PART

We cover routine repairs from your reserve. Anything over \$500 comes to you first, emergencies excepted.

5

Keys, Access, and Utilities

Before the rent ready walk

YOUR PART

- ☐ Get us every key: unit, building, mailbox, garage, plus remotes and fobs
- ☐ Share alarm, keypad, and gate codes
- ☐ Send HOA contact info and rules, including any lockbox or showing restrictions
- ☐ Keep utilities active through vacancy, and we'll confirm which accounts move to us

OUR PART

We secure access, change locks at turnover, and set up a lockbox for showings.

6

Rent Ready Walk and Make Ready

Within 1 to 2 days of keys

YOUR PART

- ☐ Review your Rent Ready report and photos
- ☐ Approve the make ready scope and estimate
- ☐ Fund the approved turn amount through the portal

OUR PART

We inspect the home, document its condition, and send a clear scope. Once approved, our crews handle paint, cleaning, repairs, and locks, then we QC the home before photos.

7

Pricing, Marketing, and Leasing

Once the home is market ready

YOUR PART

- ☐ Approve your list price
- ☐ Watch for your weekly leasing updates and respond to pricing recommendations

OUR PART

We price off current comps, shoot professional photos, list across the major rental sites, run showings, screen applicants, and execute the lease.

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Move-In and Ongoing Management

You're live

YOUR PART

- ☐ Watch for your monthly owner statement in the portal
- ☐ Expect payouts between the 25th and 29th of each month

OUR PART

We handle move-in, rent collection, maintenance, and your residents from here on out.

Your Onboarding Success Manager

John Rosa | john.rosa@gcrealtyinc.com

Owner questions: owners@gcrealtyinc.com