The Owner's Peace of Mind Checklist

A quick self-assessment for rental property owners.

How peaceful is your current management system?

Rate each area from 1 to 5. A higher score means you have a clear, repeatable system that you feel confident using.

AREA	1	2	3	4	5
Resident Screening	■	■	■	■	■
Lease & Documentation	■	■	■	■	■
Rent Collection	■	■	■	■	■
Maintenance	■	■	■	■	■
Emergency Response	■	■	■	■	■
Inspections	■	■	■	■	■
Preventative Care	■	■	■	■	■
Accounting	■	■	■	■	■
Resident Communication	■	■	■	■	■
Renewals & Market Rent	■	■	■	■	■

What each area means

Resident Screening

Written, consistent criteria and a documented screening process.

Lease & Documentation

Current lease documents, property rules, notices, and records are organized.

Rent Collection

A reliable payment system, clear due dates, and consistent follow-up are in place.

Maintenance

Residents know how to report issues and you have a dependable repair process.

Emergency Response

There is a clear plan for urgent leaks, HVAC failures, safety issues, and after-hours needs.

Inspections

Property condition is reviewed periodically and documented appropriately.

Preventative Care

HVAC, landscaping, filters, pest concerns, and other recurring needs are planned.

Accounting

Income, expenses, invoices, owner records, and year-end information are organized.

Resident Communication

Communication is timely, respectful, documented, and easy to access.

Renewals & Market Rent

Lease expirations and rental pricing are reviewed before renewal decisions.

Your Score

Total: ______ / 50

41-50: Strong systems. Keep refining and documenting what works.
31-40: Good foundation, with a few areas worth strengthening.
21-30: Several gaps may be creating unnecessary stress or risk.
20 or below: A more structured management system could make ownership significantly easier.

The score is a planning tool, not a legal or financial assessment. Even strong systems should be reviewed as laws, lease terms, properties, and resident needs change.