MAB Property Management LLC
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PROPERTY ADDRESS

	Escrow handling	
	Establish rent collection protocol and distribution to owner (check or direct deposit through Buidlium)	
	Billing preference (mail or online payments)	
	Create client account	
	Set up tenant and owner portals	
	Enter tenant information	
	Enter lease information and rent roll	
	Temporary passwords will be emailed	
	Email Tenant handbook to all tenants	
	Collect a voided check if client prefers to have rents distributed electronically	