



Property Adoption

STEP-BY-STEP GUIDE

Are you interested in moving your properties under the ARP umbrella?

What is our criteria?

- The property must be located in one of our current markets:
 - Birmingham / Central Alabama
 - Tuscaloosa
 - Montgomery
 - Huntsville / North Alabama
 - Chattanooga
 - **Certain restrictions apply*
- Must pass an internal inspection from the Atlas team. There can NOT be any outstanding safety or maintenance concerns.
- Property must be vacant or current tenant is in good standing with current management.
- The **Onboarding Team** will be the initial point of contact.

Step 1

If you're interested in having Atlas Rental Property managed an investment property, please contact our **Onboarding Team** by emailing info@atlasrpm.com.

Step 2

Our team will perform an inspection of the property to see if the home is eligible for us to adopt.

Step 3

Once complete, the inspection will be sent to the Director of Maintenance for review and approval.

- **APPROVED:** Once the property inspection is complete and approved, a member of the Onboarding Team will inform you of next steps.
- **DENIED:** If the property inspection is not approved, we will not be able to manage the property for you. Our Onboarding Team will discuss this with you.

***Note: The property must meet our renovation criteria to be accepted.**

Step 4

Once **APPROVED**, the team member handling your property will request the following information:

- Current Property Management Agreement
- Tenant Contact Information
- Estimated Time of Management

Step 5

Our team will reach out to your current **Property Management Company** for the following:

- Current lease and tenant ledger
- Tenant application
- Confirmation of property transfer date
- Security deposit transfer information

Step 6

Once all outstanding items have been received by our team, we'll confirm a transition date and you'll be able to sign your Property Management Agreement. Our **Leasing Team** will replace locks and begin listing the property if vacant.