

Admin completed in the background

- Slack channel created
- Drive folder created
- Row in stocklist created
- Row in New Business sheet created
- Sends relevant slack message

Management Agreement Signed

Details added to PropertyMe

Checklist created

New Listing Next Step - rentals
TypeForm completed

Takeover Management

New Listing Next Step - rentals
TypeForm completed

Instructions sent
Slack Channel: Upcoming Rentals

Checklist created
[New Management Checklist/Takeover Management](#)

New Listing

New Listing Next Step - rentals
TypeForm completed

Listing instructions sent
Slack Channel: Upcoming Rentals

Checklist created
monday.com

Property Advertised

RELET

New Listing Next Step - rentals
TypeForm completed

Listing instructions sent
Slack Channel: Upcoming Rentals

Checklist created
monday.com

Property Advertised