LOCATORACCESS / FREE FIELD NOTES

Your first move.

Apartment Locator Starter Checklist

- [ ] **01 / GET CLEAR**
  Confirm local licensing and brokerage requirements.

- [ ] **02 / KNOW YOUR MARKET**
  Choose a service area and research apartment communities.

- [ ] **03 / CONFIRM COMMUNITY TERMS**
  Ask about referral registration, eligibility, and payment timing.

- [ ] **04 / BUILD YOUR CLIENT INTAKE**
  Record budget, move date, location, and must-have features.

- [ ] **05 / CREATE A RESEARCH ROUTINE**
  Verify current pricing, availability, fees, and leasing criteria.

- [ ] **06 / SEND A FOCUSED SHORTLIST**
  Share options that match the renter's stated needs.

- [ ] **07 / TRACK THE NEXT STEP**
  Log tours, guest cards, applications, and client follow-ups.

- [ ] **08 / FOLLOW THROUGH**
  Confirm move-in and commission requirements with the community.

General education only. Confirm local rules, brokerage guidance, and community agreements.
No income or commission outcome is guaranteed. Keep sensitive client data secure.