

Leasing Procedure

	What you do ...	What we do ...
Before you start:	<ul style="list-style-type: none">• Go through the Preparation Checklist, making sure that you give notice to your current tenant and prepare a lease with your attorney.	<ul style="list-style-type: none">• Send you an information packet, by request.• Answer any questions or concerns that you may have.
Before the lease offering period:	<ul style="list-style-type: none">• Add your property information and documents to the website.• If you plan to use our optional advertising package, complete and return the Promotional Information Worksheet.• Finalize your property by agreeing to the Terms & Conditions and paying the listing fee.• Put up the sign we send (as a part of our advertising package) and let people know about your listing.	<ul style="list-style-type: none">• Email you to confirm your listing and payment method.• Review your property information for completeness and professionalism.• Activate your listing.• Prepare and distribute optional promotional material.• Email you three days before the offering period starts.
During the lease offering period:	<ul style="list-style-type: none">• Monitor your listing and answer operator questions, but otherwise do not contact the operators or their references!	<ul style="list-style-type: none">• Monitor your listing and provide customer service for operators.• Upload any paper bids or proposals.• Email you three days before the offering period ends.
After the lease offering period:	<ul style="list-style-type: none">• Contact the operators who interest you and review their profiles.• Choose a winning operator within three days of the close of the offering period.• Complete and sign your lease contract.	<ul style="list-style-type: none">• Notify operators whether or not they were selected.• Invoice the winning operator for our operator fee.