

## TIMETABLE FOR HIRING A PROPERTY MANAGEMENT COMPANY

**Note:** Start the process three months before you want the company to start work.

WEEK	DATE WEEK STARTS	STEPS IN THE PROCESS	TASKS	COMMENTS	COMPLETED
1		Finalize the RFP package: <ul style="list-style-type: none"> <li>• RFP Instructions</li> <li>• Summary of Housing Co-operative and its Management Requirements</li> <li>• Management Services Agreement</li> <li>• Proposal Form</li> </ul>	Board or Selection Committee sees that blanks in the documents are filled in and options addressed.	Begin 3 months before the property manager's services are to start.	
2		Contact companies.	Identify interested property-management companies. Send the RFP package to at least 5 firms to get at least 3 bids.	Use the sample e-mail message included in this guide.	
5		Hold an information session.	Host a tour of the property and give firms a chance to ask questions at a meeting on site. Attendance can be optional or mandatory.		
2-6		Answer questions from firms.	Questions firms ask outside the information session must be put in writing. The questions and answers must be shared with all firms invited to submit proposals.		

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6		Deadline for proposals	As shown in the RFP package		
7-8		Proposal reviews, interviews, presentations	Review all the proposals first. Then decide which firms to interview.		
9		Committee recommendation and board decision	Rank the submitted proposals and choose a company. Obtain Agency approval if needed.		
10		Make an offer to the company chosen.			
11		Sign the agreement.	Complete the agreement, filling in the remaining blanks.	Agreement should be signed no later than 1 week before start date.	
12		Start date		Usually the day after previous contract expires, if there is one.	