

# Property Transitions Made Simple

Whether you're selling, acquiring, or changing management companies, Onboard ensures a seamless process with these simple steps:



## Acquiring a Property

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Notify your Account Manager through phone call or email

- When notifying, include these key details
  - Property name
  - The new owner contact details
  - Closing date



## Changing Management Companies

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Notify your Account Manager through phone call or email

- When notifying, include these key details
  - Property name
  - new management name and contacts
  - Date of transition



## Selling a Property

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Notify your Account Manager through phone call or email

- When notifying, include these key details
  - Property name
  - Number of units
  - Type of housing
  - Property address

**We handle the rest!** Your Account Manager will manage all transition tasks and maintain clear communication throughout the process. If you have any questions, feel free to reach out to your AM, and please allow us some time to review and respond to your request—we appreciate your patience.