

Veronica's Rental Checklist

10/2/19

1. Veronica will send forms that will need to be turned into templates via Skyslope
2. Most important thing is making sure inventory is the most efficient as possible for rental side for agents that come on board

GSPM Showing Instructions

- GSPM Permission to enter all occupied units (PTE) - SEE "PTE EMAIL TEMPLATE"
 - Send PTE to concierge@libertyharbor.com and propertymanagement@libertyharbor.com & CC njhomesbyveronica@gmail.com
 - For all showings you and your can park in front of the buildings as long as they let the concierge know what car is theirs
- 9 Regent St Concierge
 - PH: 201-763-5574
- 30 Regent St Concierge
 - 201-763-5575
- 50 Regent St Concierge
 - 201-763-5576
- 123 River St Concierge
 - Get the keys from 50 Regent St first
 - 123 River needs the code of:1031
- 245 Newark St
 - Call ahead first 201-763-5544
 - Pick up key fob at 133 Tidewater St (On site management for all of GSPM)
 - Veronica has a keyfob there for her and her agents
- 333 Grand Concierge
 - 201-763-5577

For the condos at Liberty View Dr, River St (minus 123 River), & Tidewater St: Pick up keys at 133 Tidewater St and call 201-763-5544 first for key availability and make sure it's during:

- 9am-7pm M-TH
- 9am-5pm F-SA
- Closed Sundays (So pick up keys before hand)

For all occupied units please see template

HDPM Showing Instructions

Pick up keys at 133 Tidewater St and call 201-763-5544 first for key availability and make sure it's during:

- 9am-7pm M-TH
- 9am-5pm F-SA
- Closed Sundays (So pick up keys before hand)
- They will give you the building key and team “vacancy key” (please be sure to return, and if after hours drop off at 9 Regent St Concierge and text 201-780-3468 when you drop off)
- HDPM Permission to enter (PTE) all occupied units above - SEE “PTE EMAIL TEMPLATE”
- Send PTE to tenant@historicdowntownpm.com & CC njhomesbyveronica@gmail.com
 - For all showings park on street

All the rentals are being advertised on “Rently”