

START-UP TIMELINE

WEEK 1

WEEK 2

FOUNDATION &
SYSTEM SETUP

TRAINING

LAUNCH
EXECUTION



Q C I
PROPERTY MANAGEMENT

FRANCHISE
START-UP TIMELINE

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Introduction

The Journey to a Successful Q C I Property Management Grand Opening

The **Q C I Franchise Start-Up Timeline** is designed to deliver a complete, turnkey operational launch within **two weeks** of executing the Franchise Agreement. This structured sequence ensures every franchisee transitions from contract to revenue-ready operations quickly, with coordinated support from Q C I's corporate team at each milestone.



Week One



Foundation & Set-Up

Day 1: Franchise Agreement Execution & Payment

Upon signing the Franchise Agreement and submitting the initial franchise fee, the franchisee officially enters the Q C I system. Then the Franchise Coordinator begins the task of completing the onboarding/Training checklist with the Franchisee through all setup phases.

Days 2-3: Site Identification & Digital Activation

Q C I locates and secures a WeWork or comparable shared office suite within the approved franchise territory. This eliminates costly build-out delays while establishing a professional business address for local licensing and client correspondence.

Days 3-5: Q C I Issued Credentials & Communication Setup

Q C I establishes the franchise's core communication infrastructure, including:

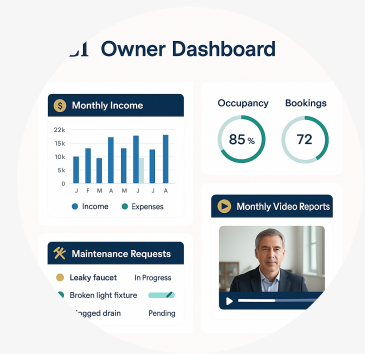
- A dedicated 800 business line integrated with the QCI call center.
- A branded website landing page (via Wix platform) optimized for local search visibility.
- A personalized franchise email domain (e.g., firstname@qci-101.com).

These digital elements unify the new location under the Q C I network and ensure instant market presence.



Week Two

Training, Licensing, and Launch Preparation



Days 6-8: Property Management Platform Integration

Q C I configures and connects the franchise's **DoorLoop property management platform**, enabling online rent collection, maintenance tracking, and client/tenant portals. Franchisees receive hands-on system orientation.

Days 7-9: Training - Property Management & Platform University

Franchisees complete an intensive training program combining Q C I's proprietary property management methods with **DoorLoop's Platform University** certification. This includes modules on accounting, maintenance coordination, client onboarding, and compliance protocols.

Days 8-10: Licensing & Compliance Preparation

With guidance from Q C I's compliance team, the franchisee obtains all required **local business licenses, EIN registration**, and applicable **state property management permits**. Q C I provides documentation templates and support to expedite this process.



Week Two - Continued



Training, Licensing, and Launch Preparation

Days 9-11: Equipment Delivery & Marketing Readiness

Q C I delivers the complete **Start-Up Package**, including preconfigured Apple laptops, HP printer, signage, business cards, uniforms, and key storage system.

Simultaneously, the corporate marketing team finalizes a **localized launch campaign** for Google, Yelp, and social platforms.

Days 12-13: Pre-Launch Review & Systems Verification

A joint review session is held between Q C I Headquarters and the franchisee to confirm operational readiness. This includes verifying platform access, call routing, digital branding, and compliance documentation.

Day 14: Official Launch Day

The franchise goes live under the **Q C I** brand, fully equipped to manage properties, onboard clients, and conduct marketing outreach.

Q C I announces the launch via the corporate network and integrates the new location into national advertising and referral systems.

Summary:

Q C I's two-week start-up process provides a structured, efficient, and highly supported transition from agreement to operation. Each step combines **digital infrastructure, legal compliance, training, and marketing integration** to ensure franchisees begin with confidence and professional readiness from Day One.





Q C I
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