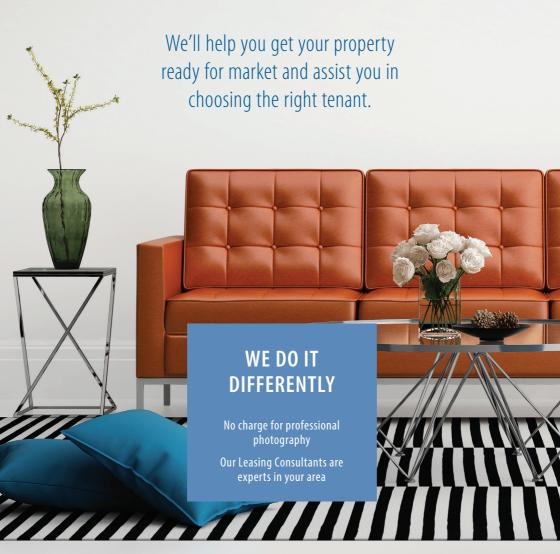
LET'S TALK PROPERTY MANAGEMENT



WE MAKE THE WHOLE PROCESS SIMPLE SO YOU DON'T HAVE TO WORRY ABOUT A THING



FINDING THE RIGHT TENANT



PREPARING YOUR PROPERTY FOR MARKET

Getting the Property Ready

First impressions are everything – so to ensure your property looks its best, we'll provide maintenance quotes, help you establish a price and provide you with helpful advice on presenting the property.

Preparing Advertising and Marketing Content

Our team will coordinate the professional copywriting and photography for your property listing, and establish an advertising and marketing plan.

HOW WE ADVERTISE AND MARKET YOUR PROPERTY

Property fact sheets

Development brochures

Professional photography

Inspect Real Estate booking system

Websites

For Lease signs on request

YOUR LEASING CONSULTANT

Our Leasing Consultants are area experts and will cross-sell your property to prospective tenants, as well as providing you with regular feedback and updates throughout the leasing process. They will also run employment and reference checks on potential tenants, manage enquiries, hold weekly exhibitions and private viewings as required, and present suitable applications to you for approval.



WE DO IT DIFFERENTLY

Monthly and end of financial year statements

Payment of bills at no charge

Preventative maintenance programs

No administration fees

We provide a comprehensive range of property management services to ensure you, your tenant and your property are taken care of.

Tenancy agreements
Industry best inventory and condition reports
Routine inspections and reporting
90 day maintenance and reporting
Rent reviews
Reviewing tenancies
Management of breaches
Maintenance
Manuals and appliance information for tenants on USB
Vacate guides and expectations
USB and electronic records
After hours emergency line





ADVICE & SUPPORT

We want you to feel supported, so we'll provide advice on all the important things you need to know.

Legislation	Tax depreciation	Posting clauses		
Tribunal representation	Feasibility for tenants with a disability (NDIS)	'Hi card' updates		
Insurance claims	Relationship management	Choice of tenant gift		
MAINTENANCE				

MAINTENANCE

Smoke alarm maintenance

After-hours emergency maintenance service

REPORTING

WHAT WE CHARGE

Our fee structure has been set out so you can see exactly what we charge. You don't have to worry about paying any upfront set-up costs such as the inventory and condition report or marketing and letting fees, as these will be deducted from the first month's rent. It's all part of making the process simple for you.

Management fee	We take this out of the collected rent, so if the property is vacant, you don't get charged this fee.	
Marketing & Letting fee	For advertising and marketing your property. You only pay this when we are looking for new tenants.	
Tenant Welcome pack	A great way to make your new tenants feel welcome and give them an added incentive to look after your property.	
Inventory & Condition Report fee	A one-off cost for the life of the property. This detailed document includes photos of the condition of the property and is kept up to date.	
Tenancy Renewal fee	You only pay for this when the tenancy is due for renewal. You can choose whether or not to offer this to your tenants and they can choose whether or not they want to sign.	
ACAT fees	You only pay for this if we need to attend the tribunal on your behalf.	
Insurance Claim fee	You only pay for this if we manage an insurance claim on your behalf.	

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