

LET'S TALK PROPERTY MANAGEMENT

 **INDEPENDENT**
PROPERTY MANAGEMENT



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



FINDING THE RIGHT TENANT

We'll help you get your property
ready for market and assist you in
choosing the right tenant.

WE DO IT DIFFERENTLY

No charge for professional
photography

Our Leasing Consultants are
experts in your area

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

1

Property fact sheets

2

Development brochures

3

Professional photography

4

Inspect Real Estate booking system

5

Websites

6

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.

MANAGING YOUR INVESTMENT

Once we've found the right tenant, we'll take care of the day-to-day management of your property, providing you with regular feedback and updates.



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

EXPERTISE, ADVICE & SUPPORT

We are highly trained industry experts who have the knowledge and experience to provide you with the right advice on a range of issues relating to your property.



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

Smoke alarm maintenance

After-hours emergency
maintenance service

REPORTING

Digital reporting - statements, routine and final inspection reports

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.

CONTACT US TODAY

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