

# Property Management

“Let us do the work for you”

We are available to appraise your investment property and / or offer advice as necessary at any time.

## Our minimum service standards are:

- To be accessible
- Return telephone calls and / or answer queries promptly
- Advertise your property (as instructed)
- Be pro-active in securing new tenants for vacant properties as soon as possible
- Thoroughly screen all tenancy applications with strong emphasis on tenants reliability and history
- Obtain the optimum market rent for your property
- Constant monitoring of rental payments
- Prepare comprehensive Property Condition Reports
- Attend to maintenance matters in a timely manner
- Conduct regular periodical inspections and provide written reports
- Pay accounts diligently as authorised
- Electronic transfer of funds into your nominated account twice monthly
- Provide detailed end of month rental statements
- Provide annual Income and Expenditure Statements to facilitate your taxation requirements



## Schedule of Fees

Letting Fee:	1 weeks rent per annum (plus GST)
Management Fee:	10% of gross rental income (plus GST)
Administration Fee:	\$10.00 per month (plus GST)
Condition Report:	No charge
Inspections:	No charge
Arrange Maintenance:	No charge
Advertising:	Reimbursement of actual costs
Body Corporate:	No charge to attend meetings during working hours, however attendance at meetings after hours or weekends will incur a charge of \$82.50 per hour (plus GST)

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