

## Preparing your Property for Lease

- The effort you put in to prepare your property for rent will be worthwhile, presentation is the key to securing a good quality tenant. Hand the property over in the state of cleanliness and repair that you expect the tenants to maintain. Your valuable asset requires an ongoing commitment by you.
- **Lawns & Gardens** - If you are concerned that the tenants are not going to maintain the lawns & gardens to the standard you require the rent can be adjusted to cover and include lawn & garden maintenance that way you are assured the property is kept neat & tidy at all times.
- **Outside walls, pathways & entertaining areas**- If required pressure clean to remove any mould, dirt & cobwebs
- **Gutters**- The gutters should be cleaned prior to letting the property and maintained regularly. Cut back any trees overhanging the gutters.
- **Light bulbs**- ensure all lights both inside & outside are in working order
- **Appliances**- Instructions on the use of appliances and any valid warranty details are to be supplied.  
Attend to any minor repairs, neglect can often lead to major expenditure and loss of a good tenant.

## Entry Condition Report

The single most fundamental document within Property Management. It is imperative that the property is in good repair and thoroughly cleaned when handed over for management. A high standard will set the bar for what is expected of the tenant and will attract a quality tenant. Remember the condition the tenant accepts the property in is the condition they must return the property in. A thoroughly detailed Entry Condition Report is prepared with full internal and external images. Furnished properties have a full comprehensive inventory report prepared with images.

## Routine Inspections

Routine Inspections will be attended to on a regular basis and a comprehensive report accompanied with images will be provided to you. These inspection reports will give you an accurate indication of how your property is being cared for and provide suggestions for any preventative maintenance or improvements that could increase your investment return.

## Maintenance

Keeping up to date and attending to any maintenance promptly will eliminate the possibility of further expenditure. With a team of qualified trusted tradesmen available whether it be for regular or emergency repairs any issues will be resolved quickly with quotations being provided to you before any work commences.

## Rent Disbursement

You can elect to have a fortnightly or monthly rent disbursement. This will be accompanied with a statement itemising all rental income and payments made on your behalf with copies of invoices attached.

## Rent Reviews

You will be contacted well in advance of a lease renewal or re-letting of the property to discuss possible rent reviews and the appropriate notice will be issued to the tenants.

