



A SMARTER WAY TO LEASE PROPERTY

PROPERTY MANAGERS MELB. PTY. LTD.



PROPERTY
MANAGERS
MELB.

LEASE KIT

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MANAGEMENT

Property Managers Melb. is located in Melbourne and offers a boutique property management service.


As property managers and estate agents, the philosophy of Property Managers Melb. is to provide you with property management that is unrivalled, ensuring you of a professional, efficient, and personal service at all times. We understand perfectly the value and importance that you place in your property and, of course, your obvious concerns when leaving it in the care

of tenants. As such, our service covers all aspects of property management, from finding and vetting tenants through to the final inspections upon them vacating. The following sections describe in detail the services that we offer, but please do not hesitate to contact us if you require any further information.

BENEFITS OF USING PROPERTY MANAGERS MELB.



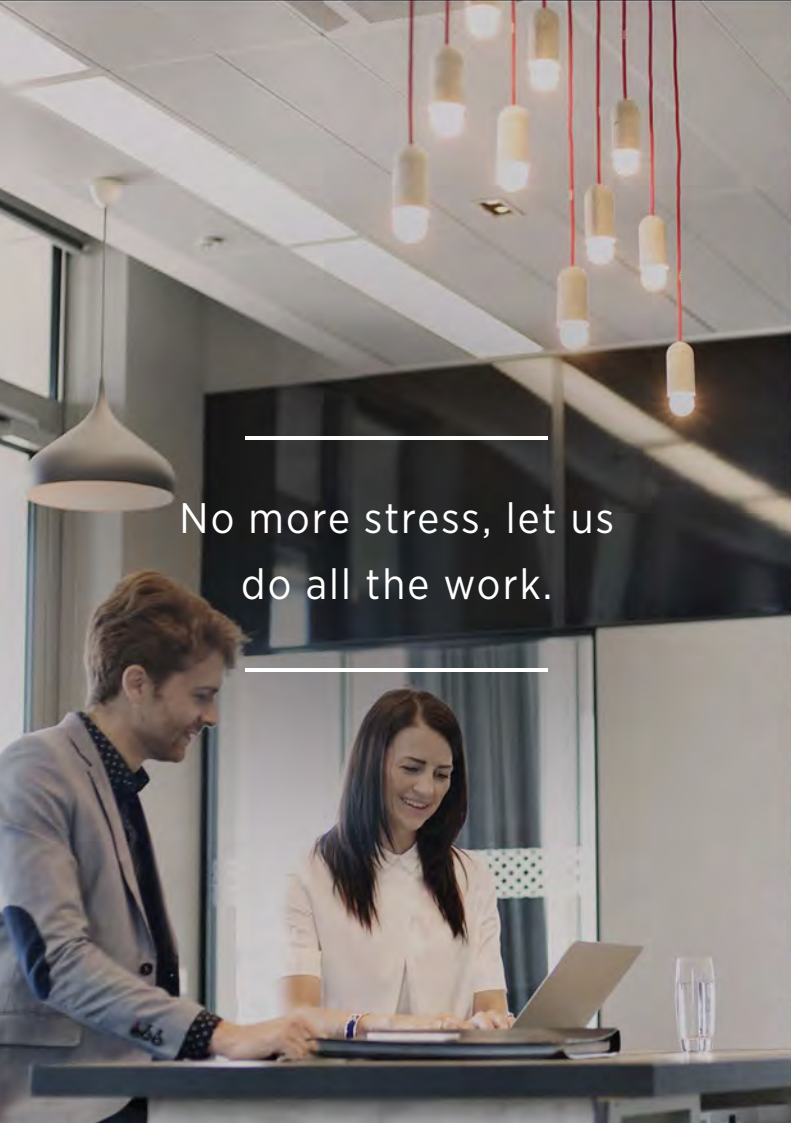
Regular property
inspections.




Higher quality
tenants.



Tighter rent
collection process.




No more stress, let us
do all the work.



Shorter vacancy
cycles.



Effective tenant
retention.



Fewer costly and time
consuming errors reducing
legal problems.

F E E S

MANAGEMENT FEE

Our monthly management fee is fixed with no hidden costs – this includes rental collection, video routine inspections, digital inspection reports i.e. thorough and detailed condition reports, rent reviews, lease renegotiations, arranging repairs and maintenance. For the level of service we provide, we lead the real estate market with competitive rates.

ADVERTISING

Your property will be advertised on all of Australia's leading property platforms i.e. realestate.com.au and domain.com.au accompanied by a detailed description and professional photos. Subject to Body Corporate approval, we will arrange a For Lease board to be erected at the front of the property. We carry out weekday and weekend Open for Inspections weekly of your property plus any private appointments requested by prospective tenants. We DO NOT hand out keys to your property and allow unaccompanied inspections.

MANAGEMENT FEE | LETTING FEE

We charge a flat management fee of \$99 + GST. In addition, we charge a letting fee of \$400 + GST – this includes professional photography, conducting open for inspections, application and credit checks, document preparation. You will not be charged a re-letting fee for negotiating a lease with the existing tenant.

VICTORIAN CIVIL & ADMINISTRATIVE TRIBUNAL

VCAT deals with disputes arising between landlord and tenants when issues cannot be reasonably resolved. In the event of a dispute, we will:

- Serve the relevant Notice on the tenant;
- Make an application to VCAT for a hearing;
- Attend any Tribunal hearings on your behalf to present the case;
- Follow up on any rulings and/or Orders issued;
- Arrange debt collection/insurance claims where required. We only pass on the court costs and do not mark-up fees.

OUR SERVICE

Property Management

TENANT SELECTION | Prospective tenants are required to complete a comprehensive application form so their suitability can be ascertained. This includes current and previous agents/landlords, current and previous employers, plus personal and professional references. Furthermore, a search is carried out through the National Tenancy Database to ensure they have no history of bankruptcy or bad renting history. Our comprehensive tenant screening process allows us to identify Melbourne's best tenants.

ROUTINE INSPECTIONS | We conduct an initial 3 months routine inspections at the start of the tenancy then at every 6 months and follow up with a video of the property's condition and provide suggestions for general upkeep of the property and any issues.

RENTAL REVIEWS | Rents are reviewed annually according to current market conditions and comparable property prices. We issue the relevant Notice in sufficient time to allow for the required 60 day's notice.

LEASE RENEGOTIATIONS | Both the landlord and tenant are notified prior to the expiration of the lease and each party's preference is sought for an ongoing tenancy. Either a new lease agreement will be prepared or the tenancy will continue on a monthly basis. You will not be charged a re-letting fee for negotiating a lease with the existing tenant.

VACATING TENANTS | Tenants are provided with a detailed cleaning guide outlining our expectations in relation to the final inspection. We liaise with the tenants to co-ordinate inspections for prospective tenants to optimise the chance of having someone ready to move in once the property becomes available. We then carry out a final inspection to ensure the property has been left in a reasonably clean and fair condition. Should this inspection be satisfactory and rent paid up to the final day.

REPAIRS & MAINTENANCE | We can arrange maintenance to your property according to your instructions. In the case of non-urgent maintenance, we can either refer to you before taking action or can organise maintenance on your behalf up to an agreed cost. If you have preferred trades people, we will record their details and contact them when required. Certain repairs are considered under the Residential Tenancies Act to be of an urgent nature that action must be taken immediately. Should such a situation arise, we will take all reasonable steps to contact you but if we are unable to, we will arrange necessary repairs. Tenants have the authority under the Residential Tenancies Act to organise urgent repairs up to \$1,800.00 out of office hours – we therefore supply each tenant with details of our preferred trades people for such instances.



STATEMENTS | Rent is collected on a monthly basis (unless otherwise arranged) and a fully itemised statement is forwarded to you. Any outgoings/maintenance invoices will be attached to these statements for your income tax records. Funds will be paid to you by electronic transfer to your nominated account.

DOCUMENT PREPARATION | Property Managers Melb. handles the preparation of all documentation required to ensure all legal aspects are covered and your new tenant makes a smooth transition into your rental property.

We will:

- Prepare REIV approved lease documents.
- Add any pertinent special conditions.
- Complete a detailed condition report of the property.
- Take digital photos of the property's condition.
- Provide a Department of Consumer Affairs rental guide handbook which explains the rights and duties of the tenant.
- Complete the required Bond Lodgement form and forward with the bond to the Residential Tenancies Bond Authority.
- Provide the local water authority with the tenant's details so water bills are sent directly to the tenant.



LET US DO ALL THE WORK

PERSONAL SERVICE



CONTACT US

LOCATION

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WEB

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CONTACT

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YOUR CONSULTANT

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