



"More money in your pocket"

BRENTON WARD

R E A L E S T A T E

REI
MEMBER

Property Management

(Fees and charges are all inclusive GST)

All fees and charges are calculated on gross collections, are variable on multiple dwellings and are paid by the person employing the agent.

PROFESSIONAL FEE

- Letting Fee 2.2 weeks rent
- Renewals and rent review 1.1 weeks rent
- Assignment (by tenant) 1.1 weeks rent

MANAGEMENT FEE

- Residential Property 6.6% of gross collections

CHARGES

- Advertising All costs to be met by the person employing the agent.
- Payment of Accounts \$5.50 per account.
- Copying, postage, FID & BDT \$5.50 per month.
- Property Inspections Included in Management Fee.
- Minor Repair Works \$55.00 per half hour
- Major Repair Works 16.5% of cost of works..
- Tribunal Hearings \$110-00 per hour.
- Inventory (Furnished homes) \$110-00 per hour.
- All out of pocket expenses. At cost

SERVICES

- Full management.
- Property Inspection.
- Tenant Selection.
- Letting Only Option.

FOR FURTHER DETAILS: BRENTON WARD 0412 348 212



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SERVICES PROVIDED FOR MANAGEMENT OF A RESIDENTIAL PROPERTY.

- Prepare authority to act which incorporates appropriate instructions from the landlords for attending to requests for maintenance and repairs, dispersal of net rent and any other payments.
- Collect and monitor rental payments in accordance with the tenancy agreement.
- Advise the landlord of any known breach of the terms of any Tenancy Agreement immediately upon becoming aware of it.
- Pay authorised accounts and statutory charges.
- Disburse the net rent to the owner in accordance with the landlord's instructions, with a statement detailing all outgoings.
- Prepare annual revenue and expenditure statements.
- Pay rates, insurance premiums, body corporate fees and/or any other payments as instructed.
- Establish and maintain property and rental records.
- Conduct an agreed schedule of regular inspections of the tenanted property.
- Advise the owner of maintenance requests from tenants.
- Undertake regular maintenance reporting.
- Attend to maintenance requests from tenants.
- Advise landlord of necessary repairs and maintenance, prepare specifications for trades people, arrange quotations for repairs and maintenance, confirm completion of works, pay trades people's accounts.
- Undertake project management of capital repairs and improvements.
- Administer rental reviews and lease expirations. Arrange insurance cover as directed and oversee any insurance claims.
- Prepare applications and serve notices in compliance with the relative legislation and/or the tenancy agreement.
- Represent the landlord at statutory tribunal hearings or Corporation meetings.
- Undertake inventory where required.
- Refer any application for assignment or sub-letting to the landlord.
- Such other services that are mutually agreed.