

Realize Properties
Phone: 08 8359 8367
Mobile: 0450 551 960
kim@realizeproperties.com.au

**Realize
Properties** 
RLA 218 509
"Bringing Great Properties and Great People Together"

Property Investor Management Package



Realize Properties
Suite 1 6-14 Metro Parade
Mawson Lakes SA 5095
Phone 8359 8367
Email kim@realizeproperties.com.au
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OUR SERVICE PROVIDES PEACE OF MIND MANAGEMENT THAT YOU CAN TRUST



OUR COMMITMENT TO YOU

Property and people are our passion. We provide a comprehensive service to our clients encompassing all facets of property management. This permits you to have peace of mind that your valuable asset is being taken care of at all times.

Asset Management

As part of our total management package we can assist first time investors during the construction process of a new project. This can provide answers to the many questions that arise during the building process. We also can offer information regarding practicable fittings and options. If you have purchased an established home we can offer information regarding the best way to present the property to achieve maximum return. We are dedicated to servicing our clients, tenants and properties so that a happy result is achieved for all concerned.

Quality service

Realize Properties is a full service Management Company specialising in high quality properties and in attracting high quality tenants. We pride ourselves on achieving outstanding results for our clients. Our property management team are fully trained in all aspects of rental management and the Residential Tenancies Act. Ensuring tenants pay rent on time is a priority and ensuring your property is being maintained to our high standard. Most importantly we promise to always keep you informed at all times. While we take responsibility for managing the property we never forget you are the owner. It is our duty to let you know all information regarding your investment.

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Advertising

The initial viewing of the property will include taking photos of the property for advertising. All features are noted and then an advertising campaign is created. This is placed on 10 websites for maximum exposure.

Prospective Tenants

As soon as we have an enquiry we make the earliest time possible to show people through. Tenants apply for more than one property at a time therefore it is the best service that leases properties promptly. We also accommodate people with inspection times that are suitable for them. We are happy to open homes outside of business hours and weekends.

Securing a Tenant

Tenants are required to fill in an application form with identification for processing. We initially check a national database to ensure they don't have bad history. Then all references are checked thoroughly. We also determine their financial affordability for the rental. Before a lease is signed 2 weeks rent in advance and full bond must be paid.

Tenant Charges

Tenants are responsible for the gas and electricity charges for the property. Internet is at the tenants cost. Tenants are required to pay water usage and supply costs if there are separate meters. It is the landlord responsibility to provide a phone line if required. The landlord also is responsible for a digital antenna.

Initial Inspection

Our property management team will make a detailed report of your property. This includes the details of every room in a written 6 page document. This also includes details of all appliances for future reference. We take between 200-300 photos of your property ensuring we have complete records of all areas and condition. We have 2 property managers with a thorough knowledge of each property which means you can be assured your property is looked after at all times



Routine Inspections

Routine inspections are carried out every 3 months. A detailed report with photos will be emailed to you after each inspection. We check your property thoroughly inside and out. You will be notified of any maintenance required and we will discuss a resolution.

Rent Collection and Payment

Tenants are required to pay their rent 2 weeks in advance at all times. SMS reminders are sent on day 2 of rent being late. We will contact them and demand payment immediately. If a tenant becomes 14 days in arrears a Form 2 (breach of agreement) is issued demanding this be rectified within 7 days. If rent isn't brought up to date a Form 7 (eviction notice) is lodged with the tribunal.

Payments to Owners and Services

Owners are paid on the 15th and 30th of each month by EFT transfer. Statements are issued and sent by email at the end of each month. We can pay your council rates, emergency services levy and insurance bills. We also need your water rates to bill the tenants. We can organize bills to be sent directly to our office.

Lease Renewals

Consultation with yourself and the tenant will happen 6 weeks before the lease is due to expire. At this time we can discuss continuing the lease and ask the tenant if they want to stay at the property. This is also the appropriate time to review the rent.

End of Lease

When the tenancy is not being renewed we begin advertising the property a month before vacancy. We then show prospective tenants through with the aim of reletting as soon as possible to maintain cash flow. At the end of the lease a full inspection of the property is carried out. When all keys have been returned and the property is left in a clean and tidy condition and there are no outstanding monies we then process the bond refund.



Repairs and Maintenance

We use trusted contractors for all repairs and ensure all maintenance is done properly at a reasonable price. You are included in all work orders and we get your approval to go ahead with repairs. If you have a new property we will coordinate with the builder to have any maintenance or repairs done in the warranty period. We will advise if gutters need cleaning, trees need pruning or any repairs are required to maintain the quality and value of the home. It is important to keep the presentation of your property to a good standard firstly to maximize rental return and also minimize repairs becoming major issues.

Landlord Protection Insurance

To protect your property it is necessary to have a landlord protection policy at all time. This protection can help if the tenant breaks their lease or they are evicted. Once the bond money is exhausted we can use this insurance to recoup your loss. We are dealing with people in this business and circumstances can change.

Building Insurance

It is a requirement that you have building insurance on the property. This is to protect your investment and should include public liability cover. You also need to let your insurer know that the property is now a tenanted property, as this could affect any future insurance claims.

Land Tax and Tax Depreciation Schedule

Land tax is billed to landlords through Revenue SA. This is applicable when a property is an investment property. It is advisable to have a tax depreciation schedule prepared for your property to value the home and have the best possible tax deductions available.

End of Financial Year Statements

At the end of the financial year we will send out all your original invoices with a complete end of year statement. This can be used for your accountant to prepare your tax lodgement. We scan copies of all your invoices and keep these on file for referencing. This ensures we always have the complete history of any work done at your property.



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