

Harrison Humphreys



Residential Property Management

PH 03 6332 6400
48 Brisbane Street, Launceston
www.harrisonhumphreys.com.au

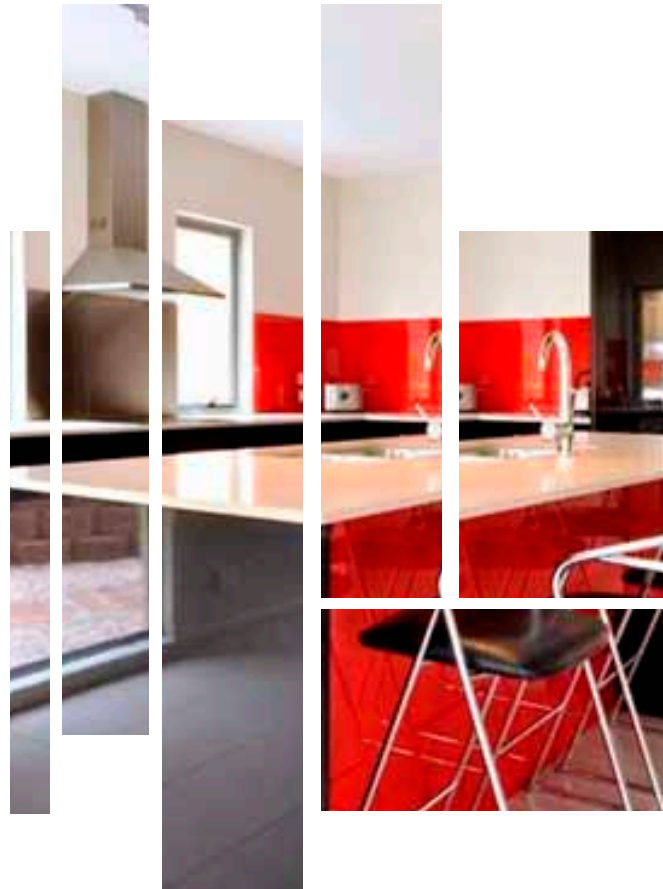
**Harrison
Humphreys**

The Real Real Estate Agent.

We deliver peace of mind on your investment by providing the very best in property management service. Your property will be in safe and experienced hands.

At Harrison Humphreys we are committed to meeting your needs by:

- achieving the highest rental and minimising vacancy periods
- sourcing reliable and suitable tenants
- ensuring the rent is paid on time
- maintaining communication with our landlords at all times
- acting promptly on all property owner and tenant requests
- providing quality administration and documentation



Leasing and Managing your Investment Property

Schedule of Services

Harrison Humphreys provide the following
Services to our Landlords:

Marketing your property to prospective tenants

- We market your property on the web through:

www.harrisonhumphreys.com.au
www.realestate.com.au
www.realestateview.com.au
www.domain.com.au

- Photo and details included in Rental List available from Reception.
- Signage at your property, appropriately sized for your property – at no additional cost.

This can assist prospective tenants easily identify your property when coming for an inspection.

- Optional Examiner Newspaper advertising can be provided – costs for this will be on-charged to landlords.



Matching quality tenants to your property

- Once a prospective tenant has inspected your property, they must complete our detailed application form to apply.
- All application forms are collated, processed, carefully scrutinised and reference checked, particularly current and previous landlords.
- One of our Residential Portfolio Managers will contact you to discuss the applications, terms of lease and any special conditions, together with our thoughts.
- The approved tenants are briefed on the terms of the lease and their obligations prior to signing a residential tenancy agreement.

Protecting your asset

We require all tenants to pay their rent via direct debit.

We direct credit rent into your nominated account on the first working day of each month. Should a payment request be dishonoured by the tenant's bank, our follow-up process on arrears is:

- 2 days in arrears – SMS reminder to tenant
- 4 days – Letter reminding tenant of their obligations under the lease
- 7 days – Letter advising that payment is required in 2 days or a Notice to Vacate will be issued. We also advise landlords on this day.

The fee that our account attracts for any bank dishonours is on-charged to the tenant and they are advised by telephone (if possible) and by letter, to enable them to rectify the situation.



Schedule of Fees

Our fees are competitive, consisting of a Management Fee and a Letting Fee –

- Letting fee - 4.5% of gross annual rental pro rata plus GST.

e.g. If your property is leased for 12 months at \$200.00 per week (Gross Annual rental of \$10,400) then a one-off fee of \$468.00 plus \$46.80 GST would be charged. If the lease was only for 6 months then the fee charged would be \$234.00 plus \$23.40 GST.

This fee is charged once your tenant starts and covers:

- all advertising,
- installation of signage (if desired),
- accompanying all prospective tenants to the property (no keys are handed out),
- processing of applications - including reference and credit checks,
- drawing up and signing of leases,
- collection of Rental Deposit Authority security deposit receipt and 2 weeks' rent in advance,
- completion of full written condition report, and
- detailed digital photos of the property.

- Should a lease be renewed at the end of the tenancy with only a partial change in tenants – the Letting Fee will only be 1% of gross annual rental pro rata plus GST (with a minimum charge being \$150).

- Management fee – 9.00% of gross annual rental received plus GST.

e.g. If your property was rented for \$ 200.00 per week for 52 weeks in the year then the annual management fee would be \$936.00 plus \$93.60 GST. Remember that you only pay this fee whilst receiving rent.

This fee covers:

- the on going management of your property,
- property inspections,
- sending notices,
- organising maintenance,
- liaison with landlords and tenants,
- organising quotes that may be necessary,
- disbursement of rent and provision of monthly and annual statements, together with copies of applicable invoices.

Leasing only

There are situations where a Landlord only requires a leasing service. This service attracts a fee of 6% of gross rental income pro rata plus GST. If you believe that this is what you need, please ask for further details.

Fully Furnished Properties

Some Landlords need (for a variety of reasons) to offer their property furnished. Different fees apply for this, so please ask if this is your situation.

Management Process

- We collect your rent on the first day of the fortnight for which it is due and provide you with a monthly (or twice monthly – if preferred) tax statement summarising income and expenditure. Funds are direct credited to your nominated bank account.
- We conduct routine inspections during the term of the tenancy and provide a written report advising of the property's condition, detailing immediate or future maintenance required and lease expiry information.
- We organise necessary repairs and obtain quotes as arranged with you, using a carefully selected group of trusted trades people.
- We pay all approved maintenance invoices and accounts from trades persons, councils, body corporate and water corporations as instructed by you from rental income. We on-charge water usage accounts to tenants in properties that are separately metered.
- We will provide you with an End of Financial Year Statement detailing all income and expenditure for the financial year.

Documentation

- An REIT Tenancy Agreement with any additional conditions (that fall within the guidelines of the Residential Tenancies Act 2013) is created and given to all tenants to read before signing.
- A detailed condition report on the property is prepared, together with colour photographs.
- A bond lodgement receipt must be provided by the tenant to prove that their bond has been lodged with the Rental Deposit Authority.



We listen to you.

At Harrison Humphreys we realise that no two clients are the same.

We listen to your needs, provide advice and tailor our services accordingly.

We offer a truly personalised service.

Obligation free rental appraisal

Based on our experience, local knowledge and consideration of what is currently being offered we will provide you with a realistic and sustainable rental expectation.

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