

Renting roadmap.
Our concise guide
explaining each step to
help you navigate the
property management
process with ease.

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Here's how it unfolds:

1. Initial Consultation

- Discuss property details and management needs.
- Make any recommendations for necessary repairs or improvements.
- Sign the Management Agreement to formalise the partnership.

2. Marketing and Advertising

- Engage a professional photographer.
- Create high-quality listings and advertise on major platforms (e.g. Allhomes, RealEstate.com, Zango, Verv Property).

3. Open Inspections

- All keys supplied will be tagged and registered with our office.
- Schedule and conduct open inspections.
- Collect and review feedback from potential tenants.

4. Application Processing

- Screen rental and employment references.
- Shortlist top applicants and present them for final selection.
- Approve application.

5. Tenancy Agreement

- Prepare and explain the tenancy agreement to approved tenants.
- Ensure bond payment and lodge with the relevant authority (Bond Office)

6. Property Preparation

- Conduct a thorough Inventory & Condition Report with detailed photography and written text.

7. Move-In

- Conduct a handover and key collection with the tenant.

8. Ongoing Management

- Collect rent in advance and manage payments.
- Conduct routine inspections as per legislation.
- Handle maintenance and repair requests through established tradespeople.

9. Financial Management

- Pay relevant accounts (e.g. taxes, rates) and process maintenance invoices.
- Provide monthly owner disbursements and statements.

10. Annual Review

- Perform an annual rent review and market analysis.
- Negotiate tenancy agreement renewals if applicable.

11. End of Tenancy

- Conduct a vacate inspection and compare with the initial condition report.
- Address any damages or issues and process bond refund.

12. End of Financial Year

- Provide an Income and Expenditure report for tax and financial purposes.

13. Continuous Improvement

- Seek feedback and adjust management practices as needed.