

# RENTAL SUBMISSION

**JK** estate  
agents





## Schedule of services:

The following schedule of services is an example of the types of services we provide

- Market the property
- Select a tenant in consultation with the landlord
- Arrange appropriate documentation:
  - Lease agreement; Condition Report; Bond Lodgement; and any other specific negotiated terms of the lease
- Provide a copy of any additional documentation that may be required under Government Legislation
- Brief the Tenant/s and Landlord/s on their respective rights and duties and provide them with a booklet from Consumer Affairs
- Collect the Bond and Rent in accordance with the rental Agreement
- Forward bond and appropriate documentation to the Residential Tenancies Bond Authority
- Facilitate inspections of the property and send reports to the Landlord
- Pay authorised accounts and statutory charges



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- Provide Landlord's instruction sheet that incorporates instructions from the owner for attending to a request for maintenance and repairs. Dispersal of new rent insurance payments and any other payments
- Disburse the net rent by overnight Electronic Funds Transfer to Landlords Account with a statement detailing all income and outgoings.
- Conduct an agreed schedule of regular inspections of the tenanted property
- Undertake regular maintenance reporting
- Administer rental reviews and lease expirations
- Prepare application and service notices in compliance with the relevant legislation and/or tenancy agreement
- Represent owner at any statutory tribunal hearings.



# MARKETING:

At JK Estate agents, you will benefit from the finest marketing system and most professional approach to achieving the ideal tenant possible for your investment property

## Signage At The Front Of Your Property

A “For Lease” sign will be placed at the front of your property

## Rental List

Advertising on our regularly updated rental list, which is located in the reception area is very popular and generates a high level of enquiries. Our office has many prospective tenants walking through our doors daily and by have a rental list, they can browse through the information provided.

## Front Window Advertising

We have a window titled “ RENTALS” which has a list of all available rental properties. Our office is located at 203 Heaths Road Hoppers Crossing 3029.

## Website Advertising

We advertise our rental properties on major real estate websites which include [www.jkea.com.au](http://www.jkea.com.au); [www.realestate.com.au](http://www.realestate.com.au); [www.domain.com.au](http://www.domain.com.au); [www.onthehouse.com.au](http://www.onthehouse.com.au); [www.rent.com.au](http://www.rent.com.au); [www.realestate1.com.au](http://www.realestate1.com.au); To get your property the best possible exposure, fast lease and best return for your investment property. It is very user friendly. Benefits of internet advertising include: exposing your home around Australia and the world, 24/7; enquiries by e-mail from prospective tenants; cost effective to achieve highest results; more tenants applying; screen the property profile for activity.



# TENANT SELECTION & Agreement preparation:

At JK Estate Agents, we work hard to select the best possible tenant/s for your property by thoroughly investigating the following:

- The identity and background of the prospective tenant/s
- Past and current employment details including written references and tenant must provide 2 current payslips
- Past and current rental history including landlord/agent references and tenant ledger
- If applicant receives Centrelink benefit, an income statement is required in place of a payslip.

All applications are processed, our opinion on whether we find the tenant suitable or not is always forwarded to the landlord for final consideration.

Once a suitable tenant has been selected, we will arrange for the signing and completion of the Residential Tenancy Agreement, collect bond monies and post to the Residential Tenancy Bond Authority. Open up a tenants account with City West Water for their usage invoices, organise two sets of keys (one for the office, one for the tenant), and conduct a thorough condition report of the property prior to new tenants moving in.

It is compulsory that all tenants are required to pay bond and rent in advance before collecting keys and/or moving into the property.



# Rental review & managing the tenant:

- We ensure that you receive full market rental for your property and regular access, this taking into account such factors as current market rentals, vacancy factors in the area of similar properties, general condition of the property and quality of the tenant and length of tenancy. All increases are then referred to the landlord for final approval
- It is our duty as Property Manager to ensure that the tenant is well aware what is expected of them under the Residential Tenancies Act. Where it's regular garden maintenance, payment of rent, noise control or behaviour of visitors to the property. We manage the tenant for your ensuring as much as possible that the terms of the Residential Tenancy Agreement are complied with. We aim to establish the best possible relationship with all our landlord and tenants.



# PROPERTY INSPECTIONS & Reports:

- Entry & Exit Condition Reports

Prior to signing the Residential Tenancy Agreement, we will carry out a carefully details condition report of the property. We will also take photographs where necessary – on request, which are kept on file. Both the initial inspection report and photo inspection report are referred to at the end of a tenancy during the Exit Condition Report.

- Periodic Routine Inspections

All rental properties are inspected periodically every 6 months, with or without the landlord. After the inspection the report is then sent to the landlord with photos of the inspection attached where the landlord is then notified of any potential maintenance.



# RENTAL PAYMENT COLLECTION & ARREARS CONTROL METHODS:

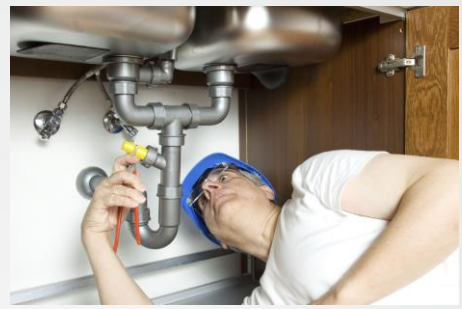
- Payment of rental monies is made as simple as possible for our tenants. We can organise with the tenant a payment method that matches their lease agreement (weekly, fortnightly, month) with one of the following options:
  - B-Pay Card (Payment transferred either by internet banking or over the phone with their chosen banking institute)
  - Direct Debit (Automatic payments made by bank account or credit card)
- We have invested a lot into improving our Property Management software to track tenants in arrears every day and print “arrears reports” as soon as a rental payment is overdue. Our rental department staff will be sending SMS and letters to the tenant/s to remind them to pay the rent and chase them up until it is paid.





## Monthly accounting & statutory disbursements:

- Each month we prepare and forward you a detailed monthly Rental Statement for your property. This statement details the rental period, amounts paid, disbursements and sundries. Rental monies can be deposited into a bank account of your choice or a cheque attached to your statement. Should you require advance payments or mid-monthly deposits, these can be handles for you as a one off payment or on a regular basis.
- Payment of all statutory accounts can be paid from rental payment on your behalf. Such accounts include:
  - Council Rates
  - Water Rates (any excess usage is automatically invoice to tenant)
  - Landlord Insurance
  - Body Corporate Levies



# REPAIRS & MAINTENANCE:

- Repairs are monitored very closely and are acted on according to each landlord's particular instruction on the signed Management Authority. Should a repair be required on an urgent matter reported, (e.g. hot water system, burst water pipe etc.) we will need to attend to the matter as soon as possible as it is an essential service. Complete records are kept for all repairs and maintenance carried out to your property for future reference.
- Any repairs carried out are paid out from the rental monies payment held on your behalf in our Rental Trust Account. Full details of any repairs are printed out on your monthly statement, together with a paid copy of the invoice for your records.
- At JK Estate Agents we have a complete team of affordable and highly recommended tradesmen.



## Reasons to lease your investment property with us:

- We are a qualified, experienced and motivated team.
- With JK Estate Agents, you can be assured that we will thoroughly check all rental applications in depth and select the best possible tenant for your property.
- Details inspection reports on a six-monthly basis or as per Residential Tenancies Agreement
- We offer a friendly and professional service tailored to your needs
- Landlords can rest at ease and leave the work to us.
- We offer the best services in the Western Suburbs with competitive rates.
- Rental arrears are followed up with phone calls and letters. Landlords are always kept informed if their tenant is experiencing difficulties paying their rent on time.
- Landlord can select their preferred method of monies transferred, where a statement will be issued with every transactions on weekly, fortnightly or monthly basis as per your request.



## Office details:

I take this opportunity to thank you for your time and consideration.

If you require any further information do not hesitate to contact Angela Alazawy:

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