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Executive  
Long-Term Leasing

PROPERTY  
PROVIDERS.

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Summary  
of Services

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# Your Property, Your Way

EXECUTIVE LONG-TERM LEASING • SUMMARY OF SERVICES

	TOTAL MANAGEMENT "OVER THE SHOULDER!"	OWNER HANDS ON "I KNOW MY PROPERTY BEST!"	LEASING ONLY "JUST FIND ME A TENANT!"	FINANCE & LEGAL "HELP WITH THE HARD STUFF!"
 Listing & Marketing	✓	✓	✓	
 Leasing & Letting	✓	✓	✓	
 Compliance & Regulatory Adherence	✓	✓	✓	✓
 Tenancy Management	✓	✓	✓	✓
 Finance	✓	✓		✓
 Repairs & Maintenance	✓			
 Project Management	✓			

\* Our fees are determined based on the service we provide and your property's complexity.  
Ask our asset manager what will work best for you.

For owners who want a complete end-to-end outsourced service.

For investors who want to be directly involved with trades working at property.

For more sophisticated and capable owner managers.

Mid-tenancy property appointment. For owners who don't want to do this anymore or unhappy with current situation.

# Property Management Inclusions



## Listing & Marketing

- Signage
- Photography & copy-writing
- Creating listing
- B2B database targeting (i.e. relocation agents, insurance companies)
- Channel mgmt and content distribution across global channels
- EDM inclusion
- Dynamic pricing
- Integrated review software & netpromoter
- Social media inclusions
- Co-operative investment into SEO, SEM and content marketing



## Tenancy Management

- Conducting rental reviews & negotiating terms
- Insurance claims
- Regulatory & legal advice
- Interpreting the Act
- Managing difficult tenants/situations
- Influencing Strata & neighbours
- Damage vs fair wear-and-tear
- Safety requirements [abestos, windows, balcony heighs etc.]



## Leasing & Letting

- Face to Face [OFI and By App]
- Virtual walk-throughs
- Digital [FaceTime, Skype & video]
- Weekly progress updates
- Revieweing & shortlisting applications
- Financial suitability & character assessment
- Reference risk checks
- Google & Social Media footprint
- Negotiating & presenting terms
- Lease acceptance letter & deposit
- Drafting documentation
- Services & utilities connection
- Real Estate / Domain Reports & Market Updates



## Repairs & Maintenance

- Proactive maintenance schedules
- Achieving trade discounts based on agency volume
- Rapid & cost effective work order execution
- Inspection of quality/completion
- Validation of trade [licence, insurance, cost & appropriateness]
- Specialty trades
- Urgent vs non-urgent



## Compliance & Regulatory Adherence

- Keys compliance
- Property condition reports & inventory
- Fair trading regulation communicaiton
- NCAT representation [dispute resolution]
- Corporate vs individual leases
- Leasing vs Licensing
- Mgmt of extensions and/or break leases
- Bond lodgement & assignment



## Finance

- Audited trust accounting
- Direct Debit, Credit Card, Corp. Invoicing
- Rental arrears management [daily]
- Collecting and lodging all finances
- Paying trade invoices & other expenses
- EOFY & monthly statements
- Secure owner login



## Project Management

- Planning, scoping & budgeting
- Attaining competitive quotes
- Liaising w/ tenants/neighbours/Strata
- Critical path & execution
- On-time & on-budget delivery

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**Executive Long-Term Leasing**  
**Short-Term Stays**  
**Corporate Rentals**  
**Luxury Holiday**