



**LEADING PROPERTY
GROUP**

PROPERTY MANAGEMENT

1071 Mate Street, North Albury NSW 2640

Phone: (02) 6040 7076 Fax: (02) 6025 1762

Mobile: 0429 330 039

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info@leadingproperty.com.au

www.leadingpropertygroup.com.au

ABN: 77 603 342 365

Leading Property Group Pty Ltd

Why Choose Leading Property Group?

As the owner of Leading Property Group and the Senior Property Manager, you can be guaranteed of consistent, reliable and accurate service. You don't need to worry that your Property Manager may leave or that you will have to deal with different staff members all the time. Who better to deal with than the owner of the business who knows everything about your property? Having a single point of contact ensures clear communication, a thorough knowledge of your circumstances and the best overall outcome for your investment property.

With over 18 years' experience in property management, you can rely on correct, honest advice. Why risk getting inaccurate advice, which could cost you thousands of dollars? The best part is that our constant advice is FREE, and we'll always share this with you, which is immeasurable. Legislation is regularly changing so it's important to keep abreast of this. You definitely want Leading Property Group on your side when it comes to handling the complex issues.

Leading Property Group staff are locals and we know the local real estate market well. We are able to relay current market conditions, including vacancy levels, and tenancy supply and demand trends.

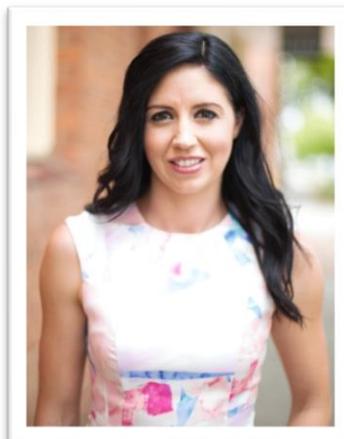
We are dedicated to our business. All emails and phone calls are promptly returned, and you are provided regular updates.

Our goal is to increase your return, and ultimately give you a higher level of capital growth when the time comes to sell.

Let Leading Property Group save you time, money and stress.

Lucinda Morgan - Senior Property Manager

Lucinda Morgan has a wealth of experience with over 18 years in real estate. Lucinda focuses on achieving great results for every single client and her negotiating talents are exceptional. Her patient but decisive manner means she enjoys working with both owners and tenants and is happy to help resolve any issue. She offers constructive and accurate advice to her clients and delivers constant communication. As a landlord herself, Lucinda understands the importance of returning the most out of your investment property. As a fully licensed estate agent in both New South Wales and Victoria, plus holding a Diploma of Management, Lucinda is well equipped to manage your investment property.



Testimonials

“Lucinda Morgan is without a doubt the best Property Manager I have come across in my seven years as a real estate investor. Lucinda is extremely knowledgeable, honest and very helpful. I highly recommend Lucinda for any real estate related services in the Albury / Wodonga region.” - Michael Lezaja, Sydney.

“Lucinda, thank you for all your hard work in finding an appropriate tenant for our first investment property. You have made this a very pleasant and easy process and we greatly appreciate it. So thank you.” - Kiera Hayes, Albury.

“Lucinda's dynamic personality combined with her knowledge of the local market, residential tenancy regulations and her ability to tackle the more difficult issues that arise in property management from time to time, see her as a leader in this field in Wodonga. We have been most impressed by her hands on style of management and her attention to detail. We can highly recommend Lucinda Morgan for anyone requiring quality property management.” - Tania Northey, Wodonga.

“Ms Lucinda Morgan has managed my properties in Wodonga during the past 2.5 years. Lucinda is by far the best property manager I have ever dealt with - in any state - and the difference between her care of my properties and my previous experiences in Wodonga is incalculable. Nothing is too much trouble for Lucinda - she goes further than the extra mile and is extremely conscientious. I have recommended Lucinda to our neighbouring landlord from Melbourne, who is very relieved to now have peace of mind.” - Suzanne Purnell, Maitland.

“Lucinda, thank you for all your help in finding our new home. Your professional care has greatly made our move easier, and we appreciate it.” - Katrina & Damian, Wodonga.



Meet The Leading Property Group Team

Lucinda Morgan – Senior Property Manager



Growing up on her parents' farm at Lockhart NSW instilled in Lucinda that success doesn't happen without hard work and dedication. These attributes are evident in the constant growth of the Property Management department through repeat business, referrals and new clients wanting to receive the outstanding services Lucinda offers.

As a 'hands on' business owner, Lucinda thrives on exceeding clients' expectations. Her availability to clients nearly 24/7, thoroughness, vibrant personality, experience and commitment set her apart from the competitors.

Outside of work, Lucinda can be found dominating the netball court, water skiing, barefooting, snow boarding, and spending time with her partner and young sons.

Sharni Hodoras – Personal Assistant to Director



Sharni started her real estate career in 2014 and has experience in all areas of the real estate industry including both sales and property management as well as business administration. Sharni prides herself on being extremely organized and has a passion for real estate. She has a strong drive to ensure that all clients' experiences are happy and successful.

Sharni enjoys the challenges involved in the industry and is always looking for ways to improve. Sharni has completed her Cert IV in Business Management and is currently study to complete her Real Estate License.

In her spare time, Sharni enjoys baking, relaxing by the water, or spending time with her husband and dog.

Tori Morley – Property Manager



Tori is an integral part of our Property Management division. Her drive, passion, and enthusiasm is evident in the quality service she provides.

Beginning her real estate career in 2015, Tori is highly organised and dedicated to her role. Tori loves the opportunity to learn new skills and has grown and flourished in her current Property Management position since joining Leading Property Group.

In her free time, Tori enjoys spending time with her husband, playing with her dogs, camping and cooking.

Abbie Radford – Property Manager



Abbie brings her enthusiasm, energy and passion for the real estate industry to Leading Property Group in her role as Property Manager. Abbie began her career in 2016 in the Stonnington area in Melbourne where she had the opportunity to learn and climb the ranks of Biggin & Scott.

She has now relocated back to her home town on the border and is excited use all her experience and knowledge in the area she was born and breed. Her knowledge, efficiency, organizational and great people skills shows that she is a great addition to the team.

When she isn't at work you will find Abbie enjoying a glass of wine with friends and relaxing with her partner and dog.

Sarah Rowson – Property Manager



A winning combination of commitment, dedication, integrity, and market knowledge ensures that Sarah is able to deliver an exceptional quality of service and superior results for her valued clients. Sarah has spent valuable time working in the real estate industry since 2012.

Sarah is committed to providing comprehensive customer service to ensure that each client's needs are met. Sarah brings a professional yet down to earth approach to property management with her mature attitude and life experience. As a result of this, Sarah strives to make a difference in the experience for both Landlord and Tenant.

Along with working in real estate, Sarah is currently working on completing her Bachelor's degree in Agribusiness. Coming from a family of graziers, the Australian Agricultural Industry is also something that Sarah is very passionate about. Outside of work Sarah competes in Campdrafting and Cutting with her horses and has travelled to Canada and USA to compete. Sarah is passionate about the equine industry and dedicates a lot of effort to her sport.

Chantelle Guthrie - Administration



Chantelle has numerous years' experience assisting in all facets of real estate including property management, sales administration and trust accounts. Chantelle has also worked within the community housing sector and as a display home hostess. Chantelle holds her New South Wales Certificate of Registration and Victorian Agent's Representative Certificate.

Chantelle is highly organized with great time management skills. Along with her strong people and communication skills she is a great fit being our first point of contact and the friendly face you see when you walk into our office

When Chantelle isn't at work she spends her time with her husband and three sons as well as extended family and friends.

Marketing Your Property

Leading Property Group maintains a database of prospective tenants and their requirements. We also work with corporate relocation agencies.

A quality Leading Property Group signboard is erected at the property to attract local residents.

Your property is advertised on numerous websites for maximum exposure, with many colour photographs and detailed description. Choosing Leading Property Group means your property is exposed to thousands of tenants 24 hours a day.

Realestate.com.au

Domain.com.au

Leadingpropertygroup.com.au

Allhomes.com.au

Reviewproperty.com.au

Homely.com.au

Thehomepage.com.au

Rent.com.au

Rentfind.com.au

Homehound.com.au

Realestate1.net.au

Onthehouse.com.au

Squizz.com.au

Freeclassifieds.com.au

Homesales.com.au

Sohoapp.com

ShowMeLocal.com

A professional video capturing all the great features of your property can also be developed and uploaded to these websites to give you a distinct marketing advantage.

Your property is promoted using Facebook. Facebook ad platform provides some of the most cost effective and precise demographic and behavioral targeting out of any marketing platform.

Our rental list displaying your property is available in our prominent, high traffic office.



Sample of Advertising



LEADING PROPERTY GROUP



For Rent

4 2 2 891.1 m²

54 Darrambal Drive, Lavington

4BRM + STUDY + GREAT SHED

This spacious home features 4 bedrooms plus study, formal lounge with heat treated glass windows with views across to the snow capped mountains, tiled open plan dining and family room, ensuite and walk in robe to master bedroom, built in robes in all other rooms, main bathroom with spa bath, separate powder room, ducted heating and cooling throughout, lovely kitchen looking out onto the large undercover outdoor entertaining area, beautifully landscaped gardens, rear shed/workshop with 3 phase power plus separate rumpus room with split system heating and cooling, and oversized double lock up garage with remote and rear roller door access.

For Rent: \$440 per week



Lucinda Morgan

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Finding the Best Tenant

Your Property Manager conducts all inspections and personally guides every prospective tenant through your property. Private inspections plus Open Homes are conducted frequently to secure a quality tenant as soon as possible. We are flexible with inspection times to suit the prospective tenants, including weekends and after hours. Keys are not handed out under any circumstances.

Prospective tenants seeking a property are recorded into our database. These tenants are then notified when a property becomes available, thus reducing the time frame that your property remains on the market.

Regular feedback is given to all landlords, particularly after inspections.

All prospective tenant applications are extensively checked, which includes current and previous tenancy and employment history, along with further identification details and references. All applications are discussed with you, and whilst offering recommendations, the final approval is your decision.

We have access to the Tenancy Information Centre of Australia database. This database can show tenants throughout Australasia who have defaulted on their previous rental payments and breached their tenancy agreement.

Once a tenant is approved, they are required to sign the lease agreement and pay rent in advance to secure the property within 24 hours of approval.

Paying Rent and Bond

Your tenant has several methods available to pay their rent. Direct debit, internet transfer, cheque and cash. Leading Property Group has a strict daily arrears management system in place in accordance with the Residential Tenancies Act.

Prior to the tenant moving into your property, they must pay the bond which is equivalent to 4 weeks rent for NSW properties or a calendar month's rent for VIC properties. We lodge this bond with the Bond Authority for the duration of the tenancy. The bond is only refunded to the tenant at the end of the tenancy, once the final inspection has been fully passed and all rental money has been paid.



Condition Report

The Condition Report is an extensive document compiled prior to the tenant moving in. It consists of a very detailed written report plus colour photographs of the internal and external of your property. Our keen eye for detail and thoroughness is evident in this report.

This Condition Report is used when conducting the final inspection.

We have strict procedures in place when conducting the final inspection of your property. You are welcome to attend the inspection if you wish. An integral part of our service is our thoroughness when undertaking the final inspection. In accordance with the Residential Tenancy Act, only fair wear and tear is accepted. With our vast knowledge and experience, we enforce that the property is left as per the ingoing condition report. If the tenants fail to comply, we can apply to Tribunal on your behalf to make a claim on the bond and compensation. We have great experience and success presenting Tribunal cases and we **DO NOT CHARGE FOR OUR TIME** when preparing or presenting at Tribunal.

Inspections

Routine internal and external inspections are carried out initially after three months, then subsequently every six months.

As part of this service, we ensure your property is being maintained to the required standard. A detailed report and accompanying photos, if necessary, are sent to you. We act on any maintenance required as a priority. You are welcome to attend the routine inspection with us should you wish.

We regularly conduct external inspections of your property to ensure the outside is presentable and maintained.

Maintenance

Your Property Manager will contact you to obtain approval for any repairs or maintenance required at your property. Leading Property Group has a team of licensed tradespeople to attend to your property maintenance requirements. However, you are also able to nominate your preferred tradespeople should you wish.



Lease Term and Rent Review

We negotiate the initial lease term with you and the tenant during the application process. The usual lease term is six or twelve months. However, this term is negotiable upon request.

We constantly monitor the state and level of the market, and will discuss any increase in your rent should the market rate rise. This ensures that you are gaining the maximum rental return on your investment.

We monitor your lease term and always discuss lease renewals and rent reviews with you.

As time goes by with your investment, we can also suggest improvements during or between tenancies in order to gain the best rental price possible for your home.

Accounts and Statements

We offer disbursement of your rental monies via direct deposit twice per month - at the middle of the month and the end of the month. A statement is emailed to you showing all income and expenses in relation to the payment.

As well as invoices for maintenance, we can also pay council rates, water rates, body corporate levies, and landlord protection insurance premiums at no extra charge.

We provide you with an End of Financial Year statement detailing all income and expenses for the financial year. This statement is provided to you AT NO EXTRA CHARGE.

Water Consumption

NSW Properties –

We can charge the tenant water consumption if the property complies with the water efficiency standards below.

If you nominate for Leading Property Group to receive your water rates notice from the council, we will pay the water rates and consumption in full from your rental account, then we will invoice your tenants for the consumption amount and reimburse this to you when the tenants have paid it. We do the ingoing and vacating water meter readings so we can calculate pro rata billing when required.

If **you** receive the water rates directly from the council, you need to pay the account in full and forward a copy of the rates notice to Leading Property Group as soon as possible so we can then invoice the tenants for the consumption amount, to then reimburse you.

VIC Properties –

The tenant is liable for water consumption charges if the property is separately metered. We advise North East Water of the ingoing water meter reading and the new tenant details at the commencement of the tenancy. North East Water will then invoice the tenant directly throughout the tenancy for the consumption amount. When the tenant vacates, we advise North East Water of the final water meter reading.

NSW - Water efficiency standards

A rental property in NSW is considered water efficient if it meets these standards.

Water efficient devices	Minimum water efficiency standard required
Internal cold water taps and single mixer taps for kitchen sinks and bathroom hand basins	A maximum flow rate of 9 litres per minute
Showerheads	A maximum flow rate of 9 litres per minute
No leaking taps	No leaking taps anywhere on the premises at the start of the tenancy or when the other water efficiency measures are installed

The requirement for sink and basin taps to have a maximum flow rate of 9 litres per minute does not apply to other taps in the premises, such as bathtub taps, laundry taps, outside taps for the garden, or taps which supply washing machines and dishwashers.

You do not necessarily need to change the showerheads and tap fittings. The water efficiency measures can be achieved simply by installing aerators or regulators to existing taps and showerheads and fixing any leaking taps on the premises.

Landlord Insurance

As part of our duty of care to you, we need to advise you that there are some risks involved in owning a residential rental property. As your Property Manager, we do everything possible to minimise risk by careful tenant selection and regular property inspections, but there is no guarantee that the tenant's situation won't change for the duration of the tenancy.

Tenants may find themselves under increasing pressure and events such as illness, marital breakdown or loss of employment, which can cause even the best of tenants to fall into financial difficulty. This may result in rent default. Other risks can include damage to your property caused by your tenant or their visitors, and as a landlord you can also be held liable for personal injury to tenants, visitors or their family.

There are also those unexpected environmental and unforeseeable events that could cause damage to your property, resulting in loss of rent for you.

We can offer you an insurance product that is only available to select licensed agents, that is both competitive in price and provides excellent cover for all situations. The cover offered is with TICA Insurances in association with St George Underwriting Agency, specialising in landlord insurance, which is underwritten by The Hollard Insurance Company Pty Ltd. Most of all, being insured offers you, as the owner, peace of mind that you are financially protected against most unexpected events.

Please find enclosed a brochure for your perusal. If you would like us to organise cover for your property, please complete the form and return to us.

Sample of Documentation



1071 Mate Street, North Albury NSW 2640
Ph: (02) 6040 7076 Fax: (02) 6025 1762
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lucinda@leadingproperty.com.au
ABN: 77 603 342 365
Leading Property Group Pty Ltd

Tenancy Application Form

Each adult who would like to live in the property must submit an individual form.

Please attached the following items if applicable –

Drivers Licence	Motor Vehicle Registration Certificate
Passport	Bank Statement
Other Photo ID	Telephone Account
Electricity Account	Gas Account
Previous Tenancy Reference	Previous Rental Ledger
Pension Card	Wage Advice/Pension Statement

PROPERTY DETAILS

Address of Property You Wish To Apply For:

1st Preference: _____ \$ _____

2nd Preference: _____ \$ _____

Where did you first see the property advertised? (Please circle one)

Website (which site?) _____ Newspaper _____ Facebook _____

Office Rental List _____ For Lease Signboard _____

BOND DETAILS

Own Government

Lease commencement date: _____

Preferred Lease Term: 6 months / 12 months / Other _____ Smoker: Yes / No

Number of people to occupy property: Adults _____ Children _____ Ages of Children _____

Pets: Yes / No Breed: _____ Age: _____

PERSONAL DETAILS

First Name: _____ Surname: _____

Middle Name: _____ Maiden Name: _____

Home Phone: _____ Work Phone: _____

Mobile: _____

Email: _____

Date of Birth: _____ Drivers Licence No: _____

Drivers Licence State: _____ Expiry: _____

Passport No: _____ Passport Country: _____

Number of vehicles to be at premises: _____

Car Make / Model: _____ Rego: _____

_____ www.leadingpropertygroup.com.au _____



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CURRENT HOUSING

Current Address: _____
Renting / Boarding / Owned
Current Agent/Landlord: _____ Phone: _____
Agent Email: _____
Rental Amount: \$ _____ per week
Period of Occupancy: From ___/___/___ To ___/___/___
Reason For Leaving: _____

PREVIOUS RENTAL / HOUSING HISTORY

Address 1: _____
Renting / Boarding / Owned
Current Agent/Landlord: _____ Phone: _____
Agent Email: _____
Rental Amount: \$ _____ per week
Period of Occupancy: From ___/___/___ To ___/___/___
Reason For Leaving: _____

Address 2: _____
Renting / Boarding / Owned
Current Agent/Landlord: _____ Phone: _____
Agent Email: _____
Rental Amount: \$ _____ per week
Period of Occupancy: From ___/___/___ To ___/___/___
Reason For Leaving: _____

STUDENT (if applicable)

Name of Tafe/Uni/College: _____ Course: _____
Contact: _____ Phone: _____
Student ID Number: _____ From ___/___/___ To ___/___/___
Income: _____

CURRENT EMPLOYMENT

Current Employer: _____ From: ___/___/___ To ___/___/___
Your Position Held: _____ Full Time / Part Time / Casual
Contact Person: _____ Phone: _____ Mobile: _____
Current Income: \$ _____ net per week / month

_____ www.leadingpropertygroup.com.au _____



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PREVIOUS EMPLOYMENT

Previous Employer: _____ From: __/__/__ To __/__/__
Your Position Held: _____ Full Time / Part Time / Casual
Contact Person: _____ Phone: _____ Mobile: _____
Current Income: \$ _____ net per week / month

IF SELF EMPLOYED

Name of Business: _____ Industry: _____
From: __/__/__ To __/__/__
Address: _____ Phone: _____
Current Income: \$ _____ net per week / month / year

IF YOU RECEIVE CENTRELINK PAYMENTS

Type of Payment: _____
Customer Reference Number: _____
Pension Number: _____
Amount: \$ _____ net per week / fortnight / month

IF YOU RECEIVE INCOME FROM AN INVESTMENT PROPERTY

Property Address: _____ Amount: \$ _____ per week
Current Managing Agent: _____

EMERGENCY CONTACT

First Name: _____ Surname: _____
Relationship: _____
Address: _____
Mobile: _____ Home: _____ Work: _____

REFERENCES

First Name: _____ Surname: _____
Relationship: _____ How long known: _____
Mobile: _____ Home: _____ Work: _____

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Relationship: _____ How long known: _____
Mobile: _____ Home: _____ Work: _____



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If accepted for the aforementioned property I agree that all payments must be made **fortnightly in full, in advance.**

I have been informed, understand and agree that the bond for the property will be:

- Equivalent to four weeks rent for NSW properties
- Equivalent to one calendar month rent for VIC properties

I further agree and undertake to pay the said bond on or before the commencement of the residential tenancy agreement.

Should the landlord of the property accept this application, I agree to pay one week rent to the letting agent within 24 hours of being accepted and to sign a Residential Tenancy Agreement. This payment will hold the property for me until the commencement of the Lease.

Each adult to occupy the premises are to complete an application form for the property. Only those people listed on the lease are to occupy the premises (except children).

Should tenants wish to change occupants, all changes must be approved by the agent after completing an application form.

I, as the applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the enclosed information is true and correct. I have inspected within the named premises and wish to take a tenancy for such premises. I acknowledge Leading Property Group may conduct independent reference and credit checks to this application.

This property is offered subject to the owner's approval and every effort will be made for occupation to be available at the suggested commencement date. I declare that the information supplied is true and correct and agree that the agent is permitted to make independent enquires to provide information to the landlord for the purpose of assessing my eligibility to rent the property.

The availability and adequacy of TV Connections; telephone lines; Internet Services are the sole responsibility of the tenant(s) and tenants should make their own enquires as to the availability and adequacy of such services before accepting the tenancy of the property.

Utility Connection Services

myconnect



MyConnect is a FREE & EASY to use utility connection service available for tenants

Yes, Please Contact Me



Ph : 1300 854 478
Fax : 1300 854 479
enquiry@myconnect.com.au
www.myconnect.com.au

Unless I have opted out below, I consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent; acknowledge the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Tick here to opt out

www.leadingpropertygroup.com.au

Switching Agents Has Never Been Easier!

Simply contact Leading Property Group and we will forward you a Managing Agency Agreement to sign and return to us, and we will take care of everything else for you. You don't even have to notify your current Agent, we will do that for you.

Leading Property Group will:

1. Contact your current Real Estate Agency and advise that we are taking over management.
 - We will obtain a copy of all current documentation relating to the property, specifically any current tenants and tenancy agreements and spare keys.
2. Advise the Tenants that we are taking over as the Managing Agent.
3. Conduct an inspection of the property.
4. Notify any relevant authorities of the transfer of management (e.g. Bond Board).
5. Take the best possible care of your property and tenants moving forward so you never have to switch again!

For NSW properties, if your current Agent has a notice period in their Managing Agency Agreement that you have signed, we will need to give them notice in accordance with that requirement. This is typically 30 days. For VIC properties, usually no notice period is required so we can collect your file the following day.

There is no cost to switch to us. You don't have to wait until the lease has expired or until the property is vacant. You can switch agents at any time during a current lease and your tenants won't be affected other than they, too, will now be receiving superior service.

If you are unsure of your obligations, please contact us and we will review your current agreement and advise you on this.

Leading Property Group pride ourselves on being ethical, transparent and accountable. We are confident you will immediately see the difference in the services provide.

Fees and Services

Our fees are fully tax deductible. They are based on what we can do for you and are in line with the current industry standards, However, they may vary depending on property type, location, or number of properties held per client.

MANAGEMENT FEE: 8% plus GST (8.8%)	
Overall day to day management	Collection of rent
Daily arrears management	Organise & co-ordinate maintenance
Regular rent reviews	Lease renewals or terminations
Routine inspections & reports	Dispute resolution
Payment of maintenance invoices, rates, landlord insurance	Issue water consumption invoices to tenants and collect payments
Ongoing advice to landlord	Finalise tenancy upon vacating
Tribunal representation	Coordinate any valuations/inspections

LETTING FEE: ONE WEEKS RENT plus GST	
Show the property to prospective tenants	Processing of new tenants applications
Check tenancy database for defaults	Serve legal documentation to tenant
Preparation and signing of new tenancy lease agreement	Entry condition report including photographs
Lodge bond with Bond Authority	Entry and exit water meter readings

MARKETING / ADVERTISING FEE: \$90 plus GST (\$99)	
Erect <i>For Lease</i> signboard at property	Internal and external photographs
Upload property listing on multiple websites	Contact prospective tenants on agent's database
Facebook marketing	Rental list
Feedback, including reports and enquiries	Option – Professional photographs \$160
Option – Professional video \$480	

ADMINISTRATION FEE: \$2 plus GST per month (\$2.20)	
Mid and end of month disbursements	Banking charge
Postage charges	Phone and fax charges
Payments to creditors	Emailing statements
End of financial year statements	

RE-LEASING FEE: \$50 plus GST (\$55)	
Conduct rental review	Issue rent increase notice to tenant
Negotiate further lease term with tenant and landlord	Preparation and signing of further tenancy lease agreement

IF REQUIRED: AT COST (subject to change by respective authority)	
Application to Tribunal	Registered Post (VIC only)

Management Fee Calculator

RENT PER WEEK	MANAGEMENT FEE (8.8%)
\$100	\$8.80
\$110	\$9.96
\$120	\$10.56
\$130	\$11.44
\$140	\$12.32
\$150	\$13.20
\$160	\$14.08
\$170	\$14.96
\$180	\$15.84
\$190	\$16.72
\$200	\$17.60
\$210	\$18.48
\$220	\$19.36
\$230	\$20.24
\$240	\$21.12
\$250	\$22.00
\$260	\$22.88
\$270	\$23.76
\$280	\$24.64
\$290	\$25.52
\$300	\$26.40
\$310	\$27.28
\$320	\$28.16
\$330	\$29.04
\$340	\$29.92
\$350	\$30.80
\$360	\$31.68
\$370	\$32.56
\$380	\$33.44
\$390	\$34.32
\$400	\$35.20
\$410	\$36.08
\$420	\$36.92
\$430	\$37.84
\$440	\$38.72
\$450	\$39.60
\$460	\$40.48
\$470	\$41.36
\$480	\$42.24
\$490	\$43.12
\$500	\$44.00
\$510	\$44.88
\$520	\$45.76
\$530	\$46.64