



Portland Seaview Pty Ltd Licensed Estate Agents
Directors: Allan Barrett, Gail Barrett & Wayne Barrett
ABN: 65120149760
125b Percy Street, Portland VIC 3305
www.portlandseaview.com.au



Officer in effective control: A. K. Barrett
MEMBERS OF THE REIV
P: (03) 5523 3822 F: (03) 5523 3386
reception@portlandseaview.com.au

With the current Covid 19, Portland Seaview Real Estate is committed to the health and safety of staff and clients. We are committed to undertaking all precaution's to ensure staff and clients are safe.

The current Covid-19 pandemic is changing daily and we are committed to ensuring our clients are provided with the very best service.

Our office remains open for business as usual, however we are changing some of our procedures associated with our services. We ask for clients to refrain from visiting our offices and ask that calls/emails are made instead of calling into our office.

If required you can still visit our office however we ask that you follow the recommended safe distance practices and not visit if you are unwell.

General Procedures:

- Our staff will refrain from shaking hands.
- Our staff will endeavor to practice distancing of approximately 1.5m and we would request all clients do the same.
- Our staff have been instructed to regularly wash their hands and practice sanitation of desks, documents, equipment etc.
- We are following all recommendations from relevant authorities.

These situations are constantly changing and in future if we are required to shut our offices to keep everyone safe we will do so. We will notify clients of this if and when this may happen. If the office is required to shut we will still have staff available for appointments where allowed and emergency calls.

Further notification shall be provided via email, notices shall be posted on our website, social media platforms and at our office, in an effort to keep all clients informed. We will continue to inform all clients of processes designed to continue to provide our level of service, whilst minimising Covid-19.



Portland Seaview Pty Ltd Licensed Estate Agents
Directors: Allan Barrett, Gail Barrett & Wayne Barrett
ABN: 65120149760
125b Percy Street, Portland VIC 3305
www.portlandseaview.com.au



Officer in effective control: A. K. Barrett
MEMBERS OF THE REIV
P: (03) 5523 3822 F: (03) 5523 3386
reception@portlandseaview.com.au

While our doors are still open and clients are more than welcome to drop in and see us, we would encourage clients to consider the below practices first.

Inspections of Sale and Rental Properties

In the current climate property inspections provide numerous risks, therefore all available sale and rental properties can be viewed by visiting our website.

Tenants: All tenants are required to continue to make their regular rental payments as normal and within appropriate time frames. We would ask all tenants make their required rental payments to our office via direct deposit to our office Trust Account (please see details below). When making payments please provide your reference number (if unsure of reference number please contact our office).

PORTLAND SEAVIEW REAL ESTATE TRUST ACCOUNT

Name of Account: PORTLAND SEAVIEW REAL ESTATE

BSB: 193 879

Account Number: 482 671 279

Reference Code: 'USE RENTAL REFERENCE CODE PROVIDED BY OUR OFFICE'

SALE ENQUIRIES

Allan Barrett	0438 660 057	allan@portlandseaview.com.au
Ron Clark	0498 023 344	ron@portlandseaview.com.au
Emily Romein	0429 878 990	emily@portlandseaview.com.au

RENTAL ENQUIRIES

Roxanne Church	0421 002 585	propertymanagement@portlandseaview.com.au
Wayne Barrett	0419 351558	wayne@portlandseaview.com.au

Thank you, Allan, Wayne, Gail Barrett