

Property Manager

Company

Phone

Email

FEES AND RENT

TENANTS

What is your process of finding prospective tenants?

Includes interview

☐ yes ☐ no

Tenancy database check

☐ yes ☐ no

Do you have experience attending the Consumer, Trader & Tenancy Tribunal (CTTT)?

INSPECTIONS AND REVIEW

Do you conduct an inspection before renting?

☐ yes ☐ no

Do you include photos?

☐ yes ☐ no

How often do you conduct a rental inspection?

(Note: can be no more than 4 per year.)

Will I receive a written report?

☐ yes ☐ no ☐ photos

MAINTENANCE

Do you have a register of tradespeople you use?

☐ yes ☐ no

Are all tradespeople fully insured?

☐ yes ☐ no

Can I provide my own tradespeople?

☐ yes ☐ no

Do you normally vet all requests for maintenance?

☐ yes ☐ no

Can I set a \$ limit on maintenance that can be conducted without my direct approval *(usually \$1,000 to be used only in emergencies)?*

☐ yes ☐ no

Do you have an after hours number *(in case of emergencies)?*

☐ yes ☐ no

Do you monitor water usage to ensure usage paid by tenants?

☐ yes ☐ no

Do you inspect and test smoke alarms?

☐ yes ☐ no

MANAGEMENT HISTORY

How long have you worked as a Property Manager?

How many properties do you currently manage?

Can I speak to 3 current landlords?

Name:

Contact number:

Name:

Contact number:

Name:

Contact number:

DISPUTE RESOLUTION

What is your procedure in the event of a tenant dispute?



Need help

Call us today on 1300 22 79 78

Remember we are always happy to help.