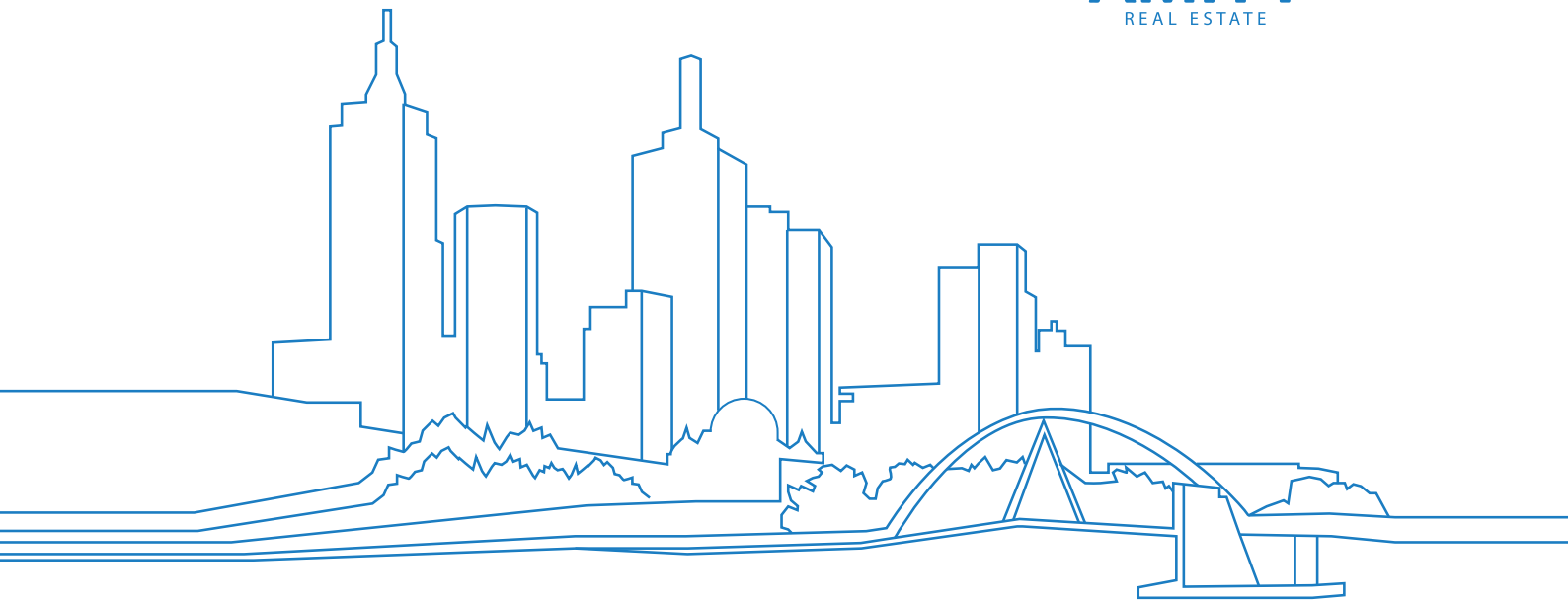


Property Management

AMITY
REAL ESTATE



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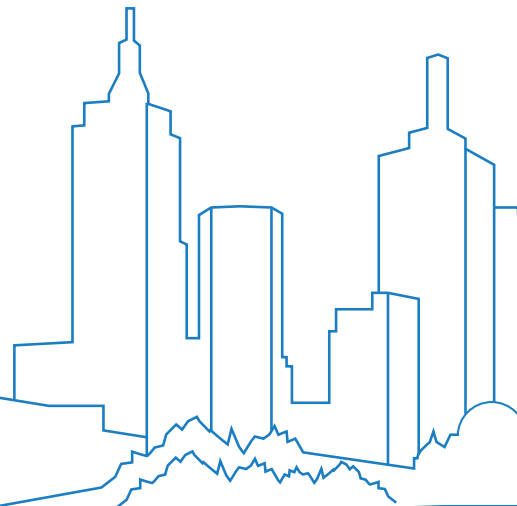
Ground Floor, 1001
Nepean Hwy, Moorabbin
VIC Australia 3189

Amity Real Estate

Amity Real Estate is an all-encompassing real estate business designed to deliver a full solution to our clients. With a diverse team we leverage extensive resources and experience to provide solutions which are sophisticated in its approach, yet simple and personal in its execution – ensuring maximum value for our clients.

Our services include

- Property Management
- Commercial Management
- Property Sales
- Property Leasing
- Project Marketing
- Owners Corporation Management



Amity Property Management

Amity Property Management is a full-service agency that offers a professional approach to our valued property owners and tenants'.

We are the best at what we do and your investment will be cared for with the highest level of skill and professionalism.

We're continually evolving and growing and moving with the ever changing technology; it's how we ensure that we stay on the forefront of the real estate industry and develop new methods that give you and your investment property the edge on the competition.

Our objective is always, to lease your property promptly to high-calibre tenants and maximise your rental returns.

Amity's Property Managers are honest communicators who are passionate about property, bursting with local expertise and able to instil landlords and tenants with confidence.

We aim to exceed the expectations of our landlords and build productive long term relationships. Amity's professional approach, experience and sheer hard work mean that we consistently deliver excellent results for our clients.

We provide a full suite on property management services that is a seamless experience for both tenants and landlords.

Our role is to remain proactive and implement strategies which minimize vacancies to enable us secure the best tenant for you,

Amity is your long term property partner by taking the time to know your properties and establishing a long-term relationship with you for many years to come.

How Amity Real Estate can work for you

From the moment you get in touch with us, our goal is to deliver the highest standards of personal service and the very best industry advice.

Our business is founded on the premise of developing a mutually beneficial, long-term relationship with our clients. We believe that there are key reasons why you should choose our company to manage your property

- Commitment to service excellence
- Innovative marketing strategies
- Extensive local and international client base, and strong links with professional relocation companies
- Professional, experienced and fully qualified Property Manager and Department Manager handling your property with the supervision of the Director

At Amity Real Estate we have a strong motivation to manage properties in all price ranges. To do this we have to be much better than our competitors, our knowledge must be extensive and client service flawless.

Leasing

- Prospective tenants are personally interviewed.
- Tenant credit check through the National Tenancy Database (NTD).
- Rental, Business & Personal references thoroughly checked.
- Applications received on your property will be referred to you for your decision.
- Upon your approval, the successful applicant will be expected to secure the property (by way of Bond or payment of the 1st months' rent), and sign all lease documentation within 24 hours of being approved.
- We prepare all documentation, ensuring stringent legal compliance. All requirements & obligations of the tenant are clearly explained at the sign-up meeting. Tenants are required to individually initial the clauses, ensuring they have read and understand their obligations.

Condition Reports

- Detailed preparation of the condition report at the commencement of the tenancy.
- Routine Inspections will be conducted 6 monthly.
- You will receive a detailed report on the condition of your property both internally & externally.
- Pre-vacate inspections for vacating tenants. Tenants are provided with a copy of our Vacate expectations in detail.
- Comprehensive vacate inspections, where the condition of the property is compared in detail with the entry condition report.

Rent Collection

- Tenants are expected to pay rent in full on or before their due date.
- Tenants who have not paid within 4 days of their due date are sent a friendly reminder.
- Tenants who have not paid within 10 days of their due date are sent a not-so-friendly reminder advising them if their rent is not paid with 5 days they will be issued with a Notice to Vacate.
- Tenants who ignore these reminders and have not paid with 15 days of their due date will be issued a Notice to vacate advising they must vacate the property within 14 days.
- Application will be made to the Tribunal for a Hearing at the same time as the Notice is issued to minimize any possible loss.



Rent Payments & Accounting

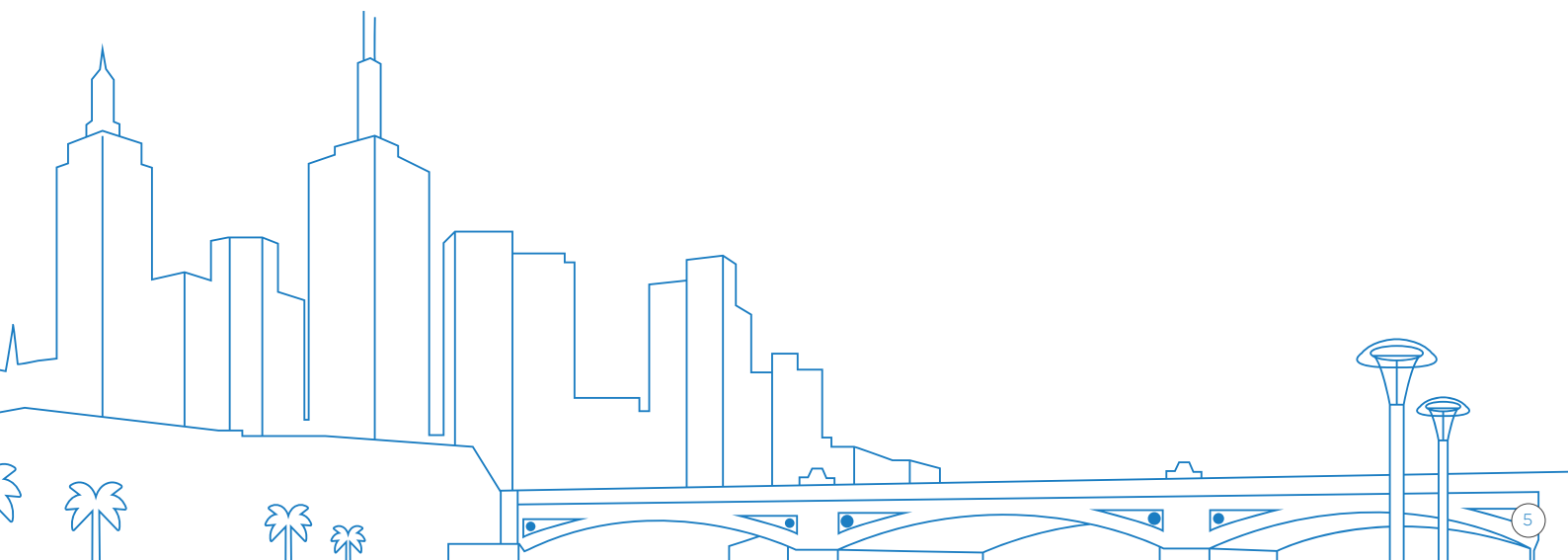
- Rent received will be remitted to you within 7 days after receipt.
- You will receive a comprehensive monthly statement itemizing all income & expenditure.
- You can authorize us to make payments on your behalf. For example: Body Corporate fees, Council Rates & Water rates. Tradesman invoices will also be paid on your behalf for work carried out with your authorization.
- Electronic Funds Transfer direct to your nominated bank account

Maintenance

- We will not proceed with non-urgent repairs to your property without your consent.
- Once your consent has been gained, trusted & fully qualified trades people will be contacted to carry out the repairs.
- On completion of the repairs & receipt of the invoice, our staff will confirm the work was carried out as requested and to standard before the invoice is paid.
- You will receive a copy of the invoice with your monthly statement.
- In some cases Urgent repairs may be required. If we are unable to contact you with a reasonable time frame, we will organize the repairs to your property to minimize any damage or loss.

Lease Renewals

- We will review your tenancy agreement 8 weeks prior to its expiration.
- We will do market comparisons & advise you regarding the rental market at that time.
- Your tenant will be offered a further fixed term lease at the same or higher rent as per your instructions.
- You will be advised at the earliest opportunity of your tenants intentions to either sign a new lease or if they do not wish to renew at this time.



Communication

- You will be advised promptly of any matter affecting your property or tenancy.
- You will be advised of all inspections and their results for vacant properties, including potential tenancy applications.
- You will be advised should your tenant become 10 days in arrears with rental payments.
- You will be advised should your tenant be issued with a Notice to Vacate & subsequent application to the Tenancies Tribunal.
- You will be advised of your tenant's intention to vacate the property & that the process to secure a new tenant will begin immediately.

Marketing

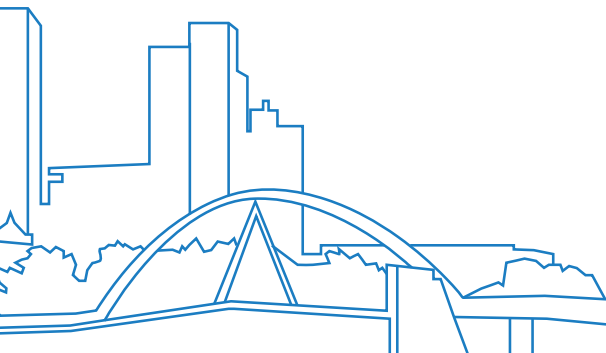
- **Internet**
Your property will be listed for lease on 3 websites with detailed descriptions and at least 5 digital photos.
- **'For Lease' boards**
Displayed at the property where possible.
- **Open for Inspections**
Properties will be open for inspection at least one day every week until leased.
- **Relocation Companies & major corporations**
Our rental list is sent weekly to our extensive list of relocation companies & corporations.
- **Phone, email and in-person office enquiries**
People contacting Amity Real Estate are informed about all available properties and a comprehensive list of 'available properties for rent' is displayed.
- **Prospective tenants database**
Suitable tenants who have registered their details will be contacted and advised of the availability of your property.

Every Property is Unique

Whether your property is bayside or inner city, at Amity Real Estate you are assured of the highest degree of professionalism for both landlords and tenants alike.

Each Staff member boasts a thorough understanding of the inner city and bayside property markets. Hence our unique reputation for client satisfaction and investment property returns.

It is because of this CEO style commitment and unique market appreciation that we can provide a standard of service that is unparalleled. From selecting tenants through to complete management we can administer and advise you on all aspects of commercial and residential leasing.





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