

- ✓ Marketing and Advertising
- ✓ Accompanied Inspections
- ✓ Tenant Evaluation & Screening
- ✓ Ensuring your Rent is Received
- ✓ Regular Property Inspections
- ✓ Condition Reports
- ✓ Property Maintenance & Repairs
- ✓ Negotiation of Lease Renewals

FULL SERVICE PROPERTY MANAGEMENT

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

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

Our priority is to always look after your property by qualifying the right tenant and to maximise your rental return.

CONDITION REPORTS

- Detailed preparation of the condition report.
- Routine inspections will be conducted according to legislation.
- Detailed report on the condition of your property both internally and externally.
- Pre-vacate inspections for vacating tenants. Tenants are provided with a condition report.
- Comprehensive vacate inspections, where the condition of the property is compared in detail with the entry condition report.

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 month's 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.

LEASE RENEWALS

- We will review your tenancy agreement 9 weeks prior to its expiration.
- We will provide comprehensive market appraisal, take your instructions on how to proceed, and advise you regarding the rental market at that time.
- Your tenant will be offered a further fixed term lease dependent on the instructions you provide.
- You will be advised at that time of your tenants intention to further negotiate a new lease or continue on a Periodic Lease (month to month).
- We will make sure your decision is final as a matter of priority whether or not you wish to renew on a fixed term Lease at this time.



RENT COLLECTION

- Tenants are expected to pay rent in full on or before their due date via electronic transfer.
- Tenants who have not paid within 3 days of their due date are sent a friendly reminder.
- Tenants who have not paid within 5 days of their due date are sent a not-so-friendly reminder advising them if their rent is not paid tenants will be registered having bad payment history.
- Tenants who ignore these reminders and have not paid with 14 days of their due date will be issued a Notice to vacate advising they must vacate the property within 14 days thereafter.
- Application will be made to the Tribunal for a Hearing at the same time as the Notice is issued to minimize further financial loss.

RENT PAYMENT AND ACCOUNTING

- Rent received will be remitted to you at the time the funds clear in our trust account.
- You will receive a comprehensive monthly statement itemizing all income and expenditure via email or post.
- 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 only proceed with repairs to your property with your consent.
- Once your consent has been gained, trusted & fully qualified trades people will be contacted to carry out the repairs.
- In urgent cases, repairs may be required. If we are unable to contact you within 24hr time frame, we will organize the repairs to your property to minimize any further damage or possible financial loss.




AMITY, A ONE STOP SHOP

Amity Property Group 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.

We aren't just Property Management, we also provide access to our owners corporation, sales, marketing, project management, and finance services.

CONTACT US

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