



ARÊTE
PROPERTY
MANAGEMENT

An Information Pack for Investors



ARETE'S ASPIRATIONS:

- ▶ To create quality, affordable & dignified lifestyle homes in the Redlands.
- ▶ To make a positive contribution to buyers and the residents who live in the communities where we build and within the communities themselves.
- ▶ To fill a gap in the opportunities available to purchase housing for first home owners, down sizers, retirees and investors.
- ▶ Our developments create a sense of place, bringing people together, connecting them socially and emotionally within the community.
- ▶ Investing in property should be rewarding, stress free and profitable. That's why we've developed a unique system for the leasing and management of residential property that maximises your property's potential. We have developed processes that will deliver you the comfort and confidence you deserve as an investor.

WHY CHOOSE US?

Arete Property Management, is a boutique real estate company located in the Redlands that saves your time and effort when it comes to Property Management services for you and your tenants.

Since 2014, we have forged relationships and partnerships that you can have confidence in. Our team aims to exceed your expectations.

We want you to feel confident that you are working with an Agency that has your best interests in mind.



WHAT WE DO

- ▶ Prepare Form 6 Appointment to Act as Property Manager
- ▶ Renewal of Form 6 at the end of each Tenancy
- ▶ Detailed Entry Condition Report inspection of your investment property
- ▶ Rental Market Appraisal, based on the current market
- ▶ Preparation of all hard copy tenant and landlord documentation
- ▶ Advertise your property on realestate.com.au and Facebook
- ▶ Thorough tenancy checks on TICA of all applicants prior to submitting for approval
- ▶ Provide all relevant QLD Tenancy Act documentation
- ▶ Colour Photography of your property before, during and after each Tenancy
- ▶ Disbursement of rent monies, monthly into your nominated bank account
- ▶ Liaising directly with Tenants regarding inspections
- ▶ Provide Inspection Reports with Photograph's
- ▶ Service of required notices and collection processes
- ▶ Lease renewal process
- ▶ Rent Reviews
- ▶ Detailed Exit Condition Reports, vacate process and bond disbursement
- ▶ Coordinate professional bond clean at the tenants expense
- ▶ Advertising & Tenant Selection
- ▶ Successful tenants are provided with a welcome pack outlining their responsibilities to care for the property and all signed documentation
- ▶ 24/7 online access to landlord financial and property information (via PropertyMe)



ARETE PROPERTY MANAGEMENT WILL:



Install a Sign on
your property



Provide quality photography
showcasing your properties
unique features



List your property on
realestate.com.au and
areterealestate.com.au



List your property on
the Arete Real Estate
Facebook



TENANCY SELECTION

Finding the right tenant can be time consuming and stressful. Arete Property Management is dedicated to delivering a personalised experience for both the tenant and the landlord and provide both parties with the same commitment, professionalism and attention to detail. Arete Property Management's detailed screening process aims to establish that tenants are able to meet the responsibilities required by the General Tenancy Agreement.

Our selection process is in accordance with laws relating to discrimination and privacy. Arete Property Management is a member of TICA – Tenancy Information Centre of Australia – and can source current information on all prospective tenants.

All prospective tenants are required to inspect the property prior to signing an agreement. We encourage landlords to be involved in the selection process and will keep you informed at every stage of the process.

INSPECTIONS & INSPECTION REPORTS

An Entry Condition Report is provided to landlords prior to occupancy and an Exit Condition Report at expiry of the tenancy. This report includes colour photography and a full inventory. We will conduct routine inspections every 3 months and a report with photos are sent to the landlord.

MANAGEMENT FEE

Arete will charge a competitive fee based upon your requirements

LETTING FEE

A fee equal to one (1) week's rent is charged for the following services;

- ▶ Showing the property to prospective tenants
- ▶ Access to defaulting tenant database
- ▶ Reference checks and application verification
- ▶ Tenant selection
- ▶ 100 point identification checklist
- ▶ Preparation of Lease and Bond lodgement forms
- ▶ Preparation of tenants induction pack
- ▶ Remittance of bond to Bond Authority
- ▶ Entry Condition Report including photographs

No other fees will be charged



PAYMENTS & ARREARS POLICY

Landlords monies are disbursed at the end of each month. Arete Property Management provides an itemised statement containing details of all rental income and payments made on your behalf.

Arrears Policy

| | |
|------------------------------|---|
| 4 DAYS IN ARREARS | Courtesy call, sms or reminder letter/email to our customer |
| 8 DAYS IN ARREARS | RTA Form 11 Notice to Remedy Breach will be served on the tenant and a copy forwarded to the lessor for their records. This notice allows the tenant 7 days notice to remedy the breach |
| EXPIRY OF THE FORM 11 | RTA Form 12 Notice to Leave will be served on the tenant to terminate the tenancy and a copy forwarded to the lessor for their records. The notice period for this form is 7 days. |
| EXPIRY OF THE FORM 12 | Customer is to handover possession of the property to the Agent. Failure to do so may result in the agent lodging an urgent tribunal application for termination/warrant of possession. |

AN INTRODUCTION TO THE CARETAKING & MANAGEMENT OF YOUR PROPERTY:

Arete Property Management is proud to provide additional support and service for our buyers through our letting and caretaking structure.

Arete Property Management seeks to nurture each of our home owner relationships, preserving and enhancing each investment through retaining the caretaking of our developments.

Our own staff undertake all common area maintenance, landscaping, lawn care and all necessary handyman works. Arete Property Management has made a long term commitment

to undertaking these responsibilities. Our office is your singular point of contact for all issues relating to your investment.

It is important to disclose that buyers are by no means obliged to employ Arete Property Management Services and owners are free to use other company's services. We believe that the most efficient management of your investment derives from our combining of the caretaking and letting roles so that at all times we are familiar with matters affecting your investment. With competitive rental management fees, Arete Property Management further provides reassurance that your property will be maintained and managed efficiently.



TESTIMONIALS

"I just wanted to thank you so much for being so organised and coming in early this morning. We are both super grateful for all your help. Cheers Irene"

Irene (Tenant) Finucane Road

"The team at Arete Property Management were an absolute pleasure to deal with and made buying and renting my property at Holland Mews so easy. They display a high level of professionalism and regularly communicate making sure I am always kept informed. Arete are also my managing agents and ensure the rental property is appropriately maintained and tenanted. I would recommend them to any buyer or investor, especially from interstate."

Andy (Investor) Collaroy Sydney

"I had four prospective tenants view the property and achieved a gross return of 6.3%. Overall I am very impressed with this purchase and intend to make another in the foreseeable future"

Josh (Investor) Brisbane

"Dealing with Karen and the team at Arete Property Management was a real pleasure. Professional, competent and hard-working, making our transaction a breeze. We have no problems recommending Arete to anyone and all"

Scott and Michelle (Investor) Brisbane

"Thank you so very much Property Management Team, you have been nothing but a pleasure and great help to us regarding everything. Thanks Brian"

Brian (Tenant) Armando Mews

MEET AMANDA

For the past 20 years, Amanda has worked in the property, construction, real estate and legal industries. This has provided her a vast range of skills and experience that she draws on for every client, whilst delivering a unique and individually tailored experience.

Every landlord is different, therefore every landlords process and experience should be special. She also offers a breath of experience and acknowledge in consulting on residential properties.





ARÊTE
PROPERTY
MANAGEMENT

www.areterealestate.com.au

E: amanda@areterealestate.com.au | P: 0473 000 197