

**From the desk of the  
Property Managers**

**CHRISTMAS COUNT  
DOWN... LESS THAN  
8 WEEKS AWAY!**



**Have you started your  
Christmas shopping?**

Can you believe that Christmas is almost upon us? The shops are starting to buzz with the festive spirit and it is now time to seriously think about your Christmas plans. Top of your priority list should be your shopping list. Some of us are great planners and do our shopping throughout the year; others start a couple of months before, however, most of us leave it until the mad rush of the last week, causing additional stress around the holiday period. *If you want to avoid the shopping madness start your list now and buy a couple of presents each week.*

# What happens when a tenant gives notice?

When a tenant gives notice to vacate your property, there is more to the process than a final inspection and releasing the bond.

Following in point form is an overview of each stage of the process to give you a better understanding of what we do as your managing agent to protect your investment.

- 1) Verify the correct notice has been given by the tenant.
- 2) Carry out a fair market rent review to ensure that we are maximising your income.
- 3) Seek instructions from you to ensure that your circumstances have not changed and that you are happy to re-rent the property.
- 4) Promptly list your property for rent "on the day we receive notice" to ensure that we get the best possible tenant in the quickest possible time.
- 5) Send the tenant a letter outlining their requirements for vacating as well as our expectations. This includes advising the tenant that it is

important that rent is paid up until the vacating date; when keys are required to be returned, as well as a detailed checklist for the tenant outlining what needs to be cleaned and what receipts need to be submitted to assist them getting a full bond refund.

- 6) Establish a date for the final inspection. The bond will never be released without your authority and you can inspect the property if you wish. This is the perfect opportunity to assess what improvements or repairs may be needed
- 7) Verify the keys returned by the tenant with the original photocopy of keys issued at the commencement of the tenancy.
- 8) Ensure that the carpets have been cleaned.
- 9) Conduct the final inspection.
- 10) Review the condition of the property to the "Entry Condition Report".

*Continued Over P.T.O...*

**IMPORTANT:** This is not advice. Clients should not act solely on the basis of the material contained in this newsletter. Items herein are general comments only and do not constitute or convey advice per se. The newsletter is issued as a helpful guide to clients and is for their private information. Every effort is made to ensure the contents are accurate at the time of publication. We take no responsibility for any subsequent action that may arise from the use of this newsletter. Published by THE PPM GROUP - [www.ppmssystem.com](http://www.ppmssystem.com) & Raine & Horne North East

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- 11) Determine possible repairs, improvements & renovations should you be unable to inspect.
- 12) Organise final cleaning (if required).
- 13) Determine the bond.
- 14) Determine any possible outstanding debt and follow up with listing the tenant on a national database register to maximise your ability to reclaim the debt.

*Final Vacate Tip:* The best time to carry out improvements to the property is when it is vacant. It is often best practice to allow 3-7 days in between the re-let process of another tenant entering the property to allow ample time to ensure the property is presented in A1 condition. ■

## Owners must maintain their property



The Residential Tenancies Act clearly states that the Property Investor must maintain the premises in "good" repair, in a state that is fit to live in and in a state that complies with health and safety codes, local government by-laws and supply authority regulations.

These laws have been written to protect individuals from injury and poor living standards.

Failure to maintain the property can have serious consequences if a tenant is injured.

As your managing agent we have your best interests at the forefront of our actions. If we recommend

improvements or repairs, it is to protect your investment.

Areas to pay particular attention to:

- Steps must be secure
- Electrical points and wiring must be safe
- Balcony rails must be secure
- Carpet must be free from loose threads, ripples or holes
- Driveways to be adequately lit

Our office carries out regular routine inspections to ensure that the property is kept in a safe, well-maintained condition.

Maintaining your property will not only have a short-term benefit of receiving the maximum rent possible while reducing vacancy periods, but will also ensure long-term capital growth on your investment.

A well-maintained property will attract a quality tenant. ■

## Calculating Stamp Duty



Purchasing a property can have many unexpected extra costs in addition to the actual purchase cost. There are many websites that can assist with your loan principal and interest investment. However, these sites and home-loan calculators often do not include stamp duty and other costs.

When purchasing property, you need to set aside additional funds to cover stamp duty costs. Find out the stamp duty requirements in your State or Territory using an automatic calculator that can be accessed at the below website.

[http://www.loanmarket.com.au/calculators/stamp\\_duty.htm](http://www.loanmarket.com.au/calculators/stamp_duty.htm) ■

## Special Offer

There is no advertising more valuable than 'word of mouth' and we greatly appreciate it when our existing clients refer possible new clients onto us.

Do you have a friend, family member or associate you could refer to our services?

Should we be successful in obtaining the business we will provide you (our existing client) with a

**\$100 Westfield Gift Voucher**



Conditions apply

**Thank you to the following for referring new business to us...**

S & M West – Darwin

S Peters – Tea Tree Gully

## Properties recently rented

**Keeping you updated on the local rental market**

### HOUSES

Taranaki Court, Greenwith

\$400 per week

St Clair Parade, Greenwith

\$300 per week

Thistle Avenue, Klemzig

\$300 per week

### UNITS

Wentworth Court, Golden Grove

\$255 per week