

PROPERTY MANAGEMENT

P. (02) 6040 7076 | M. 0429 330 039

1071 MATE STREET, NORTH ALBURY NSW 2640

WWW.LEADINGPROPERTYGROUP.COM.AU

LEADING PROPERTY GROUP

ABN: 77 603 342 365





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As Lucinda Morgan is the owner of Leading Property Group and the Senior Property Manager, you can be guaranteed of consistent, reliable and accurate service. You don't need to worry that your Property Manager may leave or that you will have to deal with different staff members all the time. Who better to deal with than the owner of the business who knows everything about your property? Having a single point of contact ensures clear communication, a thorough knowledge of your circumstances and the best overall outcome for your investment property.

With over 19 years' experience in property management, you can rely on correct, honest advice. Why risk getting inaccurate advice, which could cost you thousands of dollars? The best part is that our constant advice is FREE, and we'll always share this with you, which is immeasurable. Legislation is regularly changing so it's important to keep abreast of this. You definitely want Leading Property Group on your side when it comes to handling the complex issues.

Leading Property Group staff are locals and we know the local real estate market well. We are able to relay current market conditions, including vacancy rates, and tenancy supply and demand trends.

We are dedicated to our business. All emails and phone calls are promptly returned, and you are provided regular updates.

Our goal is to maximise your return, and ultimately give you a higher level of capital growth when the time comes to sell.

Let Leading Property Group save you time, money and stress.

LUCINDA MORGAN

SENIOR PROPERTY MANAGER



Lucinda Morgan has a wealth of experience with over 20 years in real estate. Lucinda focuses on achieving great results for every single client and her negotiating talents are exceptional.

Her patient but decisive manner means she enjoys working with both owners and tenants and is happy to help resolve any issue. She offers constructive and accurate advice to her clients and delivers constant communication.

As a landlord herself, Lucinda understands the importance of returning the most out of your investment property.

As a fully licensed estate agent in both New South Wales and Victoria, plus holding a Diploma of Management, Lucinda is well equipped to manage your investment property.

Growing up on her parents' farm at Lockhart NSW instilled in Lucinda that success doesn't happen without hard work and dedication. These attributes are evident in the constant growth of the Property Management department through repeat business, referrals and new clients wanting to receive the outstanding services Lucinda offers.

As a 'hands on' business owner, Lucinda thrives on exceeding clients' expectations. Her availability to clients nearly 24/7, thoroughness, vibrant personality, experience and commitment set her apart from the competitors.

Outside of work, Lucinda can be found dominating the netball court, water skiing, barefooting, snow boarding, and spending time with her partner and young sons.

MEET THE REST OF THE TEAM



SHARNI HODORAS

PERSONAL ASSISTANT TO DIRECTOR

Sharni started her real estate career in 2014 and has experience in all areas of the real estate industry including sales, property management as well as business administration. Sharni prides herself on being extremely organised and has a strong drive to ensure that all clients' experiences are happy and successful. Sharni enjoys the challenges involved in the industry and is always looking for ways to improve. She has completed her Cert IV in Business Management and her full Real Estate License. In her spare time, Sharni enjoys caravanning and spending time with her husband and son.



MEGAN NEMETH-BYERS

PROPERTY MANAGEMENT ASSISTANT

Embarking on a fresh journey in real estate, Megan brings a wealth of customer service and marketing skills, backed by an Advanced Diploma in Business Management. Megan's commitment to exceptional service and innovative marketing aims to make your real estate experience not only successful but also personalised and memorable. Megan has a keen eye for detail and a well-organised manner; she is committed to striving for excellence & continuous improvement. Throughout her working career, her background has enabled her to encounter a diverse clientele all with different experiences, nationalities, and statuses. In her downtime Megan can be found spending it with her family and friends, dogs, and being in the great outdoors.



RACHEL FARKAS

RECEPTION & ADMINISTRATION

Rachel's pleasant disposition will greet you as you're welcomed into Leading Property Group. Rachel has over 20 years' experience in customer service and retail. She is an efficient team member with a friendly nature, and a positive attitude. In her spare time, Rachel loves spending time with her husband and son, and they all enjoy watching the footy together.



TESTIMONIALS

A COATES, BELLA VISTA

"Lucinda sets a new bench mark in Property Management and gives new meaning to the term 'going above and beyond'. To say Lucinda and Leading Property Group are exceptional is purely an understatement. I've dealt with many Property Managers over the years and Lucinda is clearly the "Bradman" (ie the best by a considerable margin) of Property Management. I have NO hesitation in recommending Lucinda."

R & K SULLIVAN, ALBURY

"We just wanted to say thanks so much for being so kind, thoughtful and an awesome agent to us. We especially would like to thank you for your kindness towards the end of the lease. You are a true gem with your thoughtfulness and understanding. We always recommend people to you for renting or buying as you are 200% awesome in dealing with everything. Thanks so much for everything."

A DAWSON, THURGOONA

"Really happy with Lucinda and the whole team. Genuinely seem to care about your property, even when it is just a rental. Quick and efficient to deal with any problems that arise at the property.."

S & T WALSH, WODONGA

"We have nothing but praise for Lucinda and her team, VERY professional and VERY helpful. They currently look after 3 properties for us, and if they say they will do something THEY WILL. Rent arrears are nil, properties are inspected regularly, inspection reports are detailed and photos are supplied. My wife and I have complete faith in Lucinda, her staff, and also the emergency trades people (sometimes we have needed them). To sum up Leading Property Group in one word -AWESOME"

L PANGALLO, KEMPS CREEK

"I have entrusted Leading Property Group with 4 of my investment properties for a few years now and I cannot fault them. Lucinda is amazing to say the least. Her professionalism, attention to detail, efficiency, knowledge is outstanding which means I do not have to worry about my properties as I am in excellent hands. I would definitely have no hesitation at all in recommending anyone who wants their investment taken care of like it were their own. I give my permission to Lucinda to hand out my personal mobile number if you wish to verify this reference."

N OXWELL, WESTERN AUSTRALIA

"I love her, Lucinda puts her all into everything she does. Being overseas or on the other side of the country is no drama. I can trust she will do the right thing for me. Thanks Lucinda."

B & S CLOSE, MT MACEDON

"Lucinda is a wonderful agent. The payments and paperwork are always 100% and she treats our property with as much love as if she owned it herself. Highly recommend"

MARKETING YOUR PROPERTY

Leading Property Group maintains a database of prospective tenants and their requirements. We also work with corporate relocation agencies.

A quality Leading Property Group For Lease signboard is erected at the property to attract local residents and traffic passing by.

Your property is advertised on several websites for maximum exposure, with many colour photographs and detailed description. Choosing Leading Property Group means your property is exposed to thousands of prospective tenants 24 hours a day.

Realestate.com.au

Domain.com.au

Leadingpropertygroup.com.au

Realestateview.com.au

Allhomes.com.au

Reviewproperty.com.au

Homely.com.au

Thehomepage.com.au

Homehound.com.au

Realestate1.net.au

Onthefhouse.com.au

Squiiz.com.au

Freeclassifieds.com.au

A professional video capturing all the great features of your property can also be developed and uploaded to these websites to give you a distinct marketing advantage.

Your property is promoted using Facebook. Facebook ad platform provides some of the most cost effective and precise demographic and behavioural targeting out of any marketing platform.

Our For Lease list displaying your property is available in our prominent, high traffic office.

Full colour A4 brochures are produced for your property.

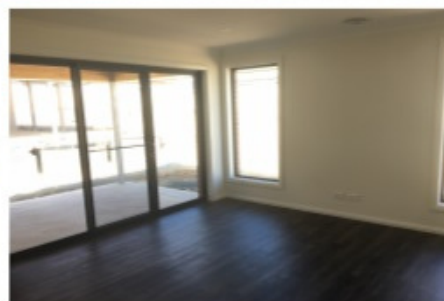


SAMPLE ADVERTISING



LEADING PROPERTY GROUP

LET!



Let!

4 2 2

6 Lowerson Way, Wodonga

LARGE STYLISH HOME

This large 4 bedroom home has 2 living areas, ducted heating and cooling throughout, great kitchen with 900mm gas cooktop and electric oven, dishwasher and walk in pantry, ensuite and walk in robe to master bedroom, built in robes in other bedrooms, full bathroom, alfresco, enclosed back yard, and double lock up garage with remote and internal access.

Let: \$430 per week



Lucinda Morgan

0429 330 039

02 6040 7076

lucinda@leadingproperty.com.au

Disclaimer: All information has been provided to Leading Property Group (LPG) by third parties. LPG have no belief one way or the other as to whether the information contained is correct, nor has LPG checked the accuracy of the information and do no more than pass it on. LPG do not accept any liability (direct or indirect) for any injury, loss, claim, damage or any incidental or consequential damages.

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FINDING THE BEST TENANT FOR YOU

Your Property Manager conducts all inspections and personally guides every prospective tenant through your property. Private inspections plus open homes are conducted frequently to secure a quality tenant as soon as possible. We are flexible with inspection times to suit the prospective tenants, including weekends and after hours. Keys are not handed out under any circumstances.

Prospective tenants seeking a property are recorded into our database. These tenants are then notified when a property becomes available, thus reducing the time frame that your property remains on the market.

Regular feedback is given to all landlords, particularly after inspections.

All prospective tenant applications are extensively checked, which includes current and previous tenancy and employment history, along with further identification details and references. All applications are discussed with you, and whilst offering recommendations, the final approval is your decision.

We have access to the Tenancy Information Centre of Australia database. This database can show tenants throughout Australasia who have defaulted on their previous rental payments and breached their tenancy agreement.

Once a tenant is approved, they are required to a holding deposit to secure the property as soon as possible.

PAYING RENT & BOND

Your tenant has several methods available to pay their rent. Direct debit, internet transfer, Centrepay, cheque and cash. Leading Property Group has a strict daily arrears management system in place in accordance with the Residential Tenancies Act.

Prior to the tenant moving into your property, they must pay the bond which is equivalent to 4 weeks rent for NSW properties or a calendar month's rent for VIC properties. We lodge this bond with the Bond Authority for the duration of the tenancy.

The bond is only refunded to the tenant at the end of the tenancy, once the final inspection has been fully passed and all rental money has been paid.



CONDITION REPORT

The Condition Report is an extensive document compiled prior to the tenant moving in. It consists of a very detailed written report plus colour photographs of the internal and external of your property. Our keen eye for detail and thoroughness is evident in this report.

This Condition Report is used when conducting the final inspection.

We have strict procedures in place when conducting the final inspection of your property. You are welcome to attend the inspection if you wish. An integral part of our service is our thoroughness when undertaking the final inspection. In accordance with the Residential Tenancy Act, only fair wear and tear is accepted. With our vast knowledge and experience, we enforce that the property is left as per the ingoing condition report.

If the tenants fail to comply, we can apply to Tribunal on your behalf to make a claim on the bond and compensation. We have great experience and success presenting Tribunal cases and we DO NOT CHARGE FOR OUR TIME when preparing or presenting at Tribunal.

INSPECTIONS

Routine internal and external inspections are carried out initially after the initial three months, then subsequently every six months thereafter. As part of this service, we ensure that your property is being maintained to the required standard. A detailed report and accompanying photos, if necessary, are sent to you. We act on any maintenance required as a priority.

You are welcome to attend the routine inspection with us should you wish. We regularly conduct external inspections of your property to ensure the outside is presentable and maintained.

MAINTENANCE

Your Property Manager will contact you to obtain approval for any repairs or maintenance required at your property. Leading Property Group has a team of licensed tradespeople to attend to your property maintenance requirements. However, you are also able to nominate your preferred tradespeople should you wish.

WATER CONSUMPTION

The tenant is liable for water consumption charges if the property is separately metered. We advise North East Water of the ingoing water meter reading and the new tenant details at the commencement of the tenancy. North East Water will then invoice the tenant directly throughout the tenancy for the consumption amount. When the tenant vacates, we advise North East Water of the final water meter reading.

LEASE TERM & RENT REVIEW

We negotiate the initial lease term with you and the tenant during the application process. The usual lease term is six or twelve months. However, this term is negotiable upon request.

We constantly monitor the state and level of the market, and will discuss any increase in your rent should the market rate rise. This ensures that you are gaining the maximum rental return on your investment.

We monitor your lease term and always discuss lease renewals and rent reviews with you.

As time goes by with your investment, we can also suggest improvements during or between tenancies in order to gain the best rental price possible for your property.

ACCOUNTS & STATEMENT

We offer disbursement of your rental monies via direct deposit twice per month - at the middle of the month and the end of the month. A statement is emailed to you showing all income and expenses in relation to the payment.

As well as invoices for maintenance, we can also pay quarterly council rates, water rates, body corporate levies and landlord protection insurance premiums at no extra charge.

We provide you with an End of Financial Year statement detailing all income and expenses for the financial year. This statement is provided to you AT NO EXTRA CHARGE.

LANDLORD INSURANCE

As part of our duty of care to you, we need to advise you that there are some risks involved in owning a residential rental property. As your Property Manager, we do everything possible to minimise risk by careful tenant selection and regular property inspections, but there is no guarantee that the tenant's situation won't change for the duration of the tenancy.

Tenants may find themselves under increasing pressure and events such as illness, marital breakdown or loss of employment, which can cause even the best of tenants to fall into financial difficulty. This may result in rent default. Other risks can include damage to your property caused by your tenant or their visitors, and as a landlord you can also be held liable for personal injury to tenants, visitors or their family.

There are also those unexpected environmental and unforeseeable events that could cause damage to your property, resulting in loss of rent for you.

SAMPLE OF TENANCY APPLICATION



Leading Property Group Pty Ltd
ABN: 77 603 342 385
1071 Mate Street, North Albury NSW 2640
Ph: (02) 6040 7076 Fax: (02) 6025 1762
Mob: 0429 330 039
lucinda@leadingproperty.com.au

Tenancy Application Form

Each adult who would like to live in the property must submit an individual form.

Please attached the following items if applicable –

Drivers Licence	Motor Vehicle Registration Certificate
Passport	Bank Statement
Other Photo ID	Telephone Account
Electricity Account	Gas Account
Previous Tenancy Reference	Previous Rental Ledger
Pension Card	Wage Advice/Pension Statement

PROPERTY DETAILS

Address of Property You Wish To Apply For:

1st Preference: _____ \$ _____

2nd Preference: _____ \$ _____

Where did you first see the property advertised? (Please circle one)

Website (which site?) _____ Newspaper _____ Facebook _____
Office Rental List _____ For Lease Signboard _____

BOND DETAILS

Own ☐ Government ☐

Lease commencement date: _____

Preferred Lease Term: 6 months / 12 months / Other _____ Smoker: Yes / No

Number of people to occupy property: Adults _____ Children _____ Ages of Children _____

Pets: Yes / No Breed: _____ Age: _____

Are your Pets: ☐ Inside ☐ Outside

PERSONAL DETAILS

First Name: _____ Surname: _____

Middle Name: _____ Maiden Name: _____

Home Phone: _____ Work Phone: _____

Mobile: _____

Email: _____

Date of Birth: _____ Drivers Licence No: _____

Drivers Licence State: _____ Expiry: _____

Passport No: _____ Passport Country: _____

Number of vehicles to be at premises: _____

Car Make / Model: _____ Rego: _____

_____ www.leadingpropertygroup.com.au _____



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CURRENT HOUSING

Current Address: _____

Renting / Boarding / Owned

Current Agent/Landlord: _____ Phone: _____

Agent Email: _____

Rental Amount: \$ _____ per week

Period of Occupancy: From ____/____/____ To ____/____/____

Reason For Leaving: _____

PREVIOUS RENTAL / HOUSING HISTORY

Address 1: _____

Renting / Boarding / Owned

Current Agent/Landlord: _____ Phone: _____

Agent Email: _____

Rental Amount: \$ _____ per week

Period of Occupancy: From ____/____/____ To ____/____/____

Reason For Leaving: _____

Address 2: _____

Renting / Boarding / Owned

Current Agent/Landlord: _____ Phone: _____

Agent Email: _____

Rental Amount: \$ _____ per week

Period of Occupancy: From ____/____/____ To ____/____/____

Reason For Leaving: _____

STUDENT (if applicable)

Name of Tafe/Uni/College: _____ Course: _____

Contact: _____ Phone: _____

Student ID Number: _____ From ____/____/____ To ____/____/____

Income: _____

CURRENT EMPLOYMENT

Current Employer: _____ From: ____/____/____ To: ____/____/____

Your Position Held: _____ Full Time / Part Time / Casual

Contact Person: _____ Phone: _____ Mobile: _____

Current Income: \$ _____ net per week / month

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1071 Mate Street, North Albury NSW 2640

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Mob: 0429 330 039

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PREVIOUS EMPLOYMENT

Previous Employer: _____ From: ____/____/____ To: ____/____/____

Your Position Held: _____ Full Time / Part Time / Casual

Contact Person: _____ Phone: _____ Mobile: _____

Current Income: \$ _____ net per week / month

IF SELF EMPLOYED

Name of Business: _____ Industry: _____

From: ____/____/____ To: ____/____/____

Address: _____ Phone: _____

Current Income: \$ _____ net per week / month / year

IF YOU RECEIVE CENTRELINK PAYMENTS

Type of Payment: _____

Customer Reference Number: _____

Pension Number: _____

Amount: \$ _____ net per week / fortnight / month

IF YOU RECEIVE INCOME FROM AN INVESTMENT PROPERTY

Property Address: _____ Amount: \$ _____ per week

Current Managing Agent: _____

EMERGENCY CONTACT

First Name: _____ Surname: _____

Relationship: _____

Address: _____

Mobile: _____ Home: _____ Work: _____

REFERENCES

First Name: _____ Surname: _____

Relationship: _____ How long known: _____

Mobile: _____ Home: _____ Work: _____

First Name: _____ Surname: _____

Relationship: _____ How long known: _____

Mobile: _____ Home: _____ Work: _____



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☐ If accepted for the aforementioned property I agree that all payments must be made **fortnightly in full, in advance.**

☐ I have been informed, understand and agree that the bond for the property will be:

☐ Equivalent to four weeks rent for NSW properties

☐ Equivalent to one calendar month rent for VIC properties

I further agree and undertake to pay the said bond on or before the commencement of the residential tenancy agreement.

☐ Should the landlord of the property accept this application, I agree to pay one week rent to the letting agent within 24 hours of being accepted and to sign a Residential Tenancy Agreement.

This payment will hold the property for me until the commencement of the Lease.

☐ Each adult to occupy the premises are to complete an application form for the property. Only those people listed on the lease are to occupy the premises (except children).













☐ Should tenants wish to change occupants, all changes must be approved by the agent after completing an application form.

☐ I, as the applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the enclosed information is true and correct. I have inspected within the named premises and wish to take a tenancy for such premises. I acknowledge Leading Property Group may conduct independent reference and credit checks to this application.

☐ This property is offered subject to the owner's approval and every effort will be made for occupation to be available at the suggested commencement date. I declare that the information supplied is true and correct and agree that the agent is permitted to make independent enquires to provide information to the landlord for the purpose of assessing my eligibility to rent the property.

☐ The availability and adequacy of TV Connections; telephone lines; Internet Services are the sole responsibility of the tenant(s) and tenants should make their own enquires as to the availability and adequacy of such services before accepting the tenancy of the property.

Free Utility Connection Service

 <p>MyConnect a really smart move</p> <p>MyConnect will contact you to connect your utilities for FREE</p> <p><input checked="" type="checkbox"/> Yes, Please Contact Me</p> <p><input type="checkbox"/> Interpreter required</p> <p><input type="checkbox"/> OR Tick here to opt out</p>	<p>Unless I have opted out of this section, I/we:</p> <p>Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.</p> <p>         </p> <p>  1300 854 478  enquiry@myconnect.com.au  myconnect.com.au </p>
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Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we, Leading Property Group, handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to

- The Lessor / Owners for approval or rejection of your application.
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients.

We may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose

During and after the tenancy we may disclose your personal information to:

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by any of the following ways: Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone) or Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Further Information About TICA

Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting The TICA Group on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones). If you're personal information is not provided to The TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

Applicant Name:

Applicant Signature: **Date:**

SWITCHING AGENTS HAS NEVER BEEN EASIER!

Simply contact Leading Property Group and we will forward you a Managing Agency Agreement to sign and return to us, and we will take care of everything else for you. You don't even have to notify your current agent, we will do that for you too.

Leading Property Group will:

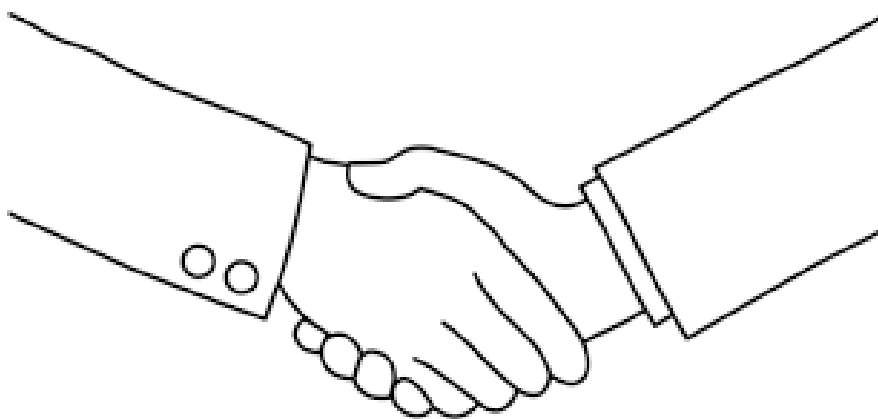
1. Contact your current Real Estate Agency and advise that we are taking over management. We will obtain a copy of all current documentation relating to the property, specifically any current tenant details, tenancy agreements and spare keys.
2. Advise the Tenants that we are taking over as the Managing Agent.
3. Conduct an inspection of the property.
4. Notify any relevant authorities of the transfer of management (e.g. Bond Board).
5. Take the best possible care of your property and tenants moving forward so you never have to switch again!

For NSW properties, if your current Agent has a notice period in their Managing Agreement that you have signed, we will need to give them notice in accordance with that requirement. This is typically 30 days. For VIC properties, usually no notice period is required so we can collect your file the following day.

There is no cost to switch to us. You don't have to wait until the lease has expired or until the property is vacant. You can switch agents at any time during a current lease and your tenants won't be affected other than they too, will now be receiving a superior service.

If you are unsure of your obligations, please contact us and we will review your current agreement and advise you on this.

Leading Property Group pride ourselves on being ethical, transparent and accountable. We are confident you will immediately see the difference in the service provided.



FEES & SERVICES

Fees are fully tax deductible. They are based on what we can do for you and are in line with the current industry standards, however they may vary depending on property type, location, or number of properties held per client.

MANAGEMENT FEE: 8 % + GST (8.8%)

- Overall day to day management
- Daily arrears management
- Regular rent reviews
- Routine inspections & reports
- Payment of maintenance invoices, rates & landlord insurance
- Ongoing advice to Landlord
- Tribunal representation
- Collection of rent
- Organise & co-ordinate maintenance
- Lease renewals &/or terminations
- Dispute resolution
- Issue water consumption invoices to tenants & collect payments
- Finalise tenancy upon vacating
- Co-ordinate any valuations/inspections

LETTING FEE: ONE WEEKS RENT + GST

- Show the property to prospective tenants
- Check tenancy database for defaults
- Preparation & signing of new tenancy lease agreements
- Lodge bond with Bond Authority
- Processing of new tenant applications
- Serve legal documents to tenants
- Completing entry Condition Reports including photographs
- Entry & exit water meter readings

MARKETING/ADVERTISING FEE: \$90 + GST (\$99)

- Erect FOR LEASE signboard at property
- Rental list
- Facebook & Instagram marketing
- Prospective tenant inspection feedback
- Upload property listing on multiple sites
- Contact prospective tenants on agents database
- Internal & external photographs

ADMINISTRATION FEE: \$2 + GST PER MONTH (\$2.20)

- Mid & end of month disbursements
- Postage charges
- Payments to creditors
- End of financial year statements
- Banking charge
- Phone charges
- Emailing statements

RE-LEASING FEE: \$50 + GST (\$55)

- Conduct rental review
- Negotiate further lease term with Tenant & Landlord
- Issue rent increase notice to tenant
- Preparation & signing of further tenancy lease agreement

ASSIGNMENT OF LEASE/CHANGE OF SHARED TENANCY: \$165 INC GST (\$165)

- This fee is charged to the tenant
- Negotiate further lease term with tenant and landlords
- Processing rental applications & references
- Preparation & signing of further tenancy lease agreement & associated documents

COMPULSORY SMOKE ALARM, GAS & ELECTRICAL SERVICING: \$379 PER ANNUM

- Annual smoke alarm service & unlimited call outs for no extra charge
- Replacement of battery in all alarms
- Blind safety compliance
- Gas & electrical compliance checks
- Replacement of hardwired and battery operated alarms as needed at no extra charge
- Air conditioner filter cleaning

IF REQUIRED: AT COST - subject to change by respective authority

- Application to Tribunal
- Preparation, attendance & representation at tribunal NO CHARGE
- Registered Post (VIC only)
- Preparation, attendance & representation at Local Court \$66 per hour incl GST

SMOKE ALARM SAFETY CHECK

This service involves location assessment, cleaning, performing tests, replacing batteries, replacing alarms where required and checking smoke alarm's expiry dates.

- Free replacements for expired or faulty smoke alarms.
- Free tenancy change inspections.
- Annual servicing of all smoke alarms by skilled technicians.

BLIND SAFETY SAFETY CHECK

This service involves inspecting all window coverings, ensuring that all corded window coverings installed have clips or cleats where required.

- All window covers inspected.
- Window clips (cleats) for corded window coverings installed. (No extra charges per window cleat or window unlike other companies)
- Excess or non-compliant cords removed or secured.

ELECTRICAL SAFETY CHECK

Comprehensive service requires checks of owner supplied electrical appliances, installations and fittings including RCD test, earth loop and polarity tests of all accessible power points.

- Service every 2 years by qualified electrician.
- Free callouts for faults.
- Free replacement of faulty or damaged safety switches, light switches, power points.

GAS SAFETY CHECK

Comprehensive service requires checks of your main gas line and each landlord supplied gas appliance for carbon monoxide leaks and other faults.

- Service every 2 years by Type A gasfitter.
- Free callouts for faults.
- Free replacement of faulty or damaged thermocouples.
- Compliance certification & full digital audit trail.

CARBON MONOXIDE ALARM SAFETY

Our carbon monoxide alarm service (every 2 years) is available only in Victoria, and includes*:

- Ensure any carbon monoxide alarm is correctly installed and in working condition
- Ensure any carbon monoxide alarm is tested according to the manufacturer's instructions at least once every two years, and
- Ensure the batteries in each carbon monoxide alarm are replaced as required.
- Ensure that all out of date or faulty alarms are replaced.

AIR CONDITIONER FILTER CLEANING

- Comprehensive dusting of split system and ducted air conditioner intake filters.



MANAGEMENT FEE CALCULATOR

RENT AMOUNT : MANAGEMENT
PER WEEK : FEE (8.8%)

\$100	\$8.80
\$110	\$9.96
\$120	\$10.56
\$130	\$11.44
\$140	\$12.32
\$150	\$13.20
\$160	\$14.08
\$170	\$14.96
\$180	\$15.84
\$190	\$16.72
\$200	\$17.60
\$210	\$18.48
\$220	\$19.36
\$230	\$20.24
\$240	\$21.12
\$250	\$22.00
\$260	\$22.88
\$270	\$23.76
\$280	\$24.64
\$290	\$25.52
\$300	\$26.40
\$310	\$27.28
\$320	\$28.16
\$330	\$29.04
\$340	\$29.92
\$350	\$30.80

RENT AMOUNT : MANAGEMENT
PER WEEK : FEE (8.8%)

\$360	\$31.68
\$370	\$32.56
\$380	\$33.44
\$390	\$34.32
\$400	\$35.20
\$410	\$36.08
\$420	\$36.92
\$430	\$37.84
\$440	\$38.72
\$450	\$39.60
\$460	\$40.48
\$470	\$41.36
\$480	\$42.24
\$490	\$43.12
\$500	\$44.00
\$510	\$44.88
\$520	\$45.76
\$530	\$46.64
\$540	\$47.52
\$550	\$48.40
\$560	\$49.28
\$570	\$50.16
\$580	\$51.04
\$590	\$51.92
\$600	\$52.80



OWNERS DETAILS

Legal Ownership Name:

Owners name:

Owners address:

Contact numbers: ABN/ACN:

Email addresses:

Emergency contact name & number:

You must provide a copy of your photo ID for proof of ownership of the property.

PROPERTY DETAILS

Rental property address:

Rent per week: Bedrooms: Bathrooms: Carport:..... Garage:

Building Insurance Provider: Policy Number:

Landlord Insurance Provider: Policy Number:

Strata Manager or Common/Driveway Insurance (if applicable):

Phone or email to be used on all Residential Lease Agreements:

BANKING DETAILS

Banking Institution:

Account name: BSB: Account number:

Frequency of payments (please circle): MID & END OF MONTH OR END OF MONTH ONLY

A statement will be emailed to you when we disburse your rental money.

DEDUCTIONS

We can pay the following from your rental money at no extra charge:

Council Rates *(please attached a copy of most recent):* YES/NO

Water Rates: YES/NO

BCMC (Smoke alarm, electrical, gas & blind safety check) YES

PLEASE NOTE - NSW - if you receive the water rates yourself, you must issue us ASAP with a copy of the Water Rates notice so we can invoice the tenants for the water consumption amount to seek reimbursement for you. This applies to properties that are separately metered and comply with water efficiency measures as per the Residential Tenancies Act.

VIC - the tenants will be invoiced direct from North East Water for their consumption if the property is separately metered.

SIGNED: _____ DATE: _____

I, _____ the Landlord have read and understand the Landlord Information Statement

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