



Dear Investor,

Firstly, I will introduce myself. My name is John McNaught, and I am the Principal of Caboolture Property Management and Sales and oversee the management of your valuable asset.

Our aim is to provide you with Property Management services that are second to none, where your interests are our sole concern and paramount to our building a strong and profitable investment portfolio for you.

Our highly experienced and professional Property Management team would like nothing more than for you to join the ranks of our happy and very satisfied investors already utilising our services. We are offering to you our management services with our all inclusive fee structure.

- Separate Management fee – Nil
- Inclusive Rent collection commission/management – 6.9% GST Inclusive
- 1 week's rent plus GST for placing *new* tenants (Let fee) – if your property is currently tenanted this fee does not apply.

(We offer for free the following: postage & petties, administration & IT, monthly statement fees, annual financial statement fee, court appearance hourly fee, quarterly inspection fee, agreement renewal fees, % of maintenance quote and supervision fee, water recovery calculation letter fee).

Our office prides itself in keeping abreast with all current legislation and any other issues which will affect your investment. You will have peace of mind knowing that you have our team of professionals at your fingertips. This is in both the Property Management and Sales areas so that we have the capacity to handle any matters to do with your property portfolio. Part of your peace of mind is knowing that when you choose Caboolture Property Management and Sales as your agent we are giving you the highest standard in Real Estate today.

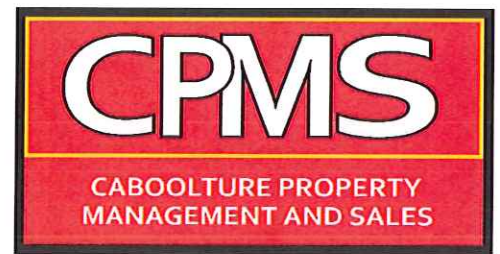
I thank you for taking the time to read this. Please feel free, if possible, to come into the office for a confidential chat or alternatively, call or email me and I will answer any queries you may have.

Yours faithfully,

*John McNaught*

Principal

*We Tailor To Your Needs...  
The Caboolture Property Management  
and Sales Specialist Team*



## SCHEDULE OF SERVICES

- Free advertising and marketing of property
- Free issue financial statement to owners at mid and end of each month
- Free tenant water recovery letter
- Free end of year financial statement
- Free market appraisals on value of property carried out at owners request
- Research market and appraise market rate rental
- Assess owner's public liability insurance from property
- Check condition of property
- Complete comprehensive property condition report on entry and exit of tenants, with photos. Disc of photos provided to owner
- Assess all keys, locks and latches function
- Maintain up to date data of property on websites
- Organise prospective tenant inspections (we do not hand out keys)
- Collate phone and email enquiries on property
- Show potential tenants through property
- Issue and explain tenancy application forms to prospective tenants
- Process tenancy applications received, checking all referees and databases available
- Refer all suitable applications to owner for approval if required
- Arrange handover meeting with approved tenants
- Issue tenants with comprehensive starter pack including all necessary legal documentation and responsibilities, and a photocopy of keys issued
- Daily check of rental ledgers to minimise rental arrears occurring
- Notices issued in the event of breaches to tenancy agreement
- Carry out routine inspections on property every 3 months
- Supply owners with digital photo of front of property and written report after every periodic inspection, also internal photos of issues that require attention that can be photographically recorded
- Inform owners of any maintenance issues
- When necessary organise tradesmen to carry out routine maintenance
- 24/7 property management contact for emergency issues to reduce owner costs
- Disburse rental monies due to owners twice monthly
- Conduct rent reviews near end of each lease to ascertain rent increases to maintain market rate rental
- Full service back-up from a team of professionals
- Perform with integrity at all times