

*Your  
Specialists  
Local agent*



### SCHEDULE OF SERVICES

- **Free advertising and marketing of property**
- **Free issue of 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**
- **Free disburse rental monies due to owners twice monthly**
- **Free routine inspections on property every 3 months**
- **Free joint inspection with your builder or hand over company for new properties**
- Research market and appraise market rate rental
- \$20 Charge for meter reading for only dual occupancies and non strata titled units
- 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
- 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
- Organise tradesmen to carry out routine maintenance and quotes
- 24/7 property management contact for emergency issues to reduce owner costs
- 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

**OUR FEE STRUCTURE SAVES YOU \$\$  
P.A**

**CPMS**

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**Caboolture Property Management and Sales**