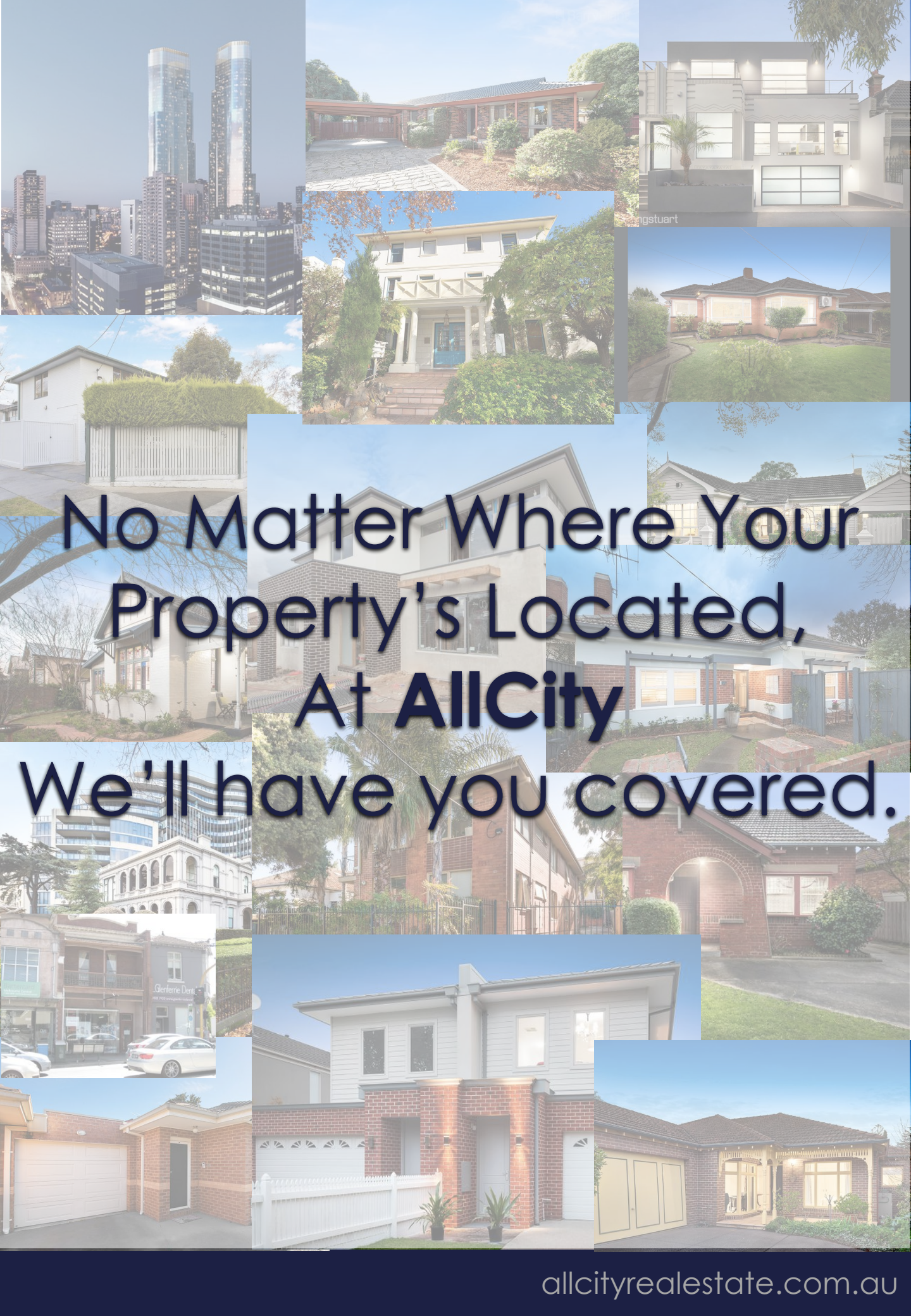


AllCity

real estate

We'll have you covered

AllCity Real Estate
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No Matter Where Your
Property's Located,
At **AllCity**
We'll have you covered.

Why choosing AllCity is the right choice

Choosing the right agent for your Property Management needs can be a daunting task.

“It’s not what the Agent charges you that matters, it is what will it cost you if you use the wrong one”.

There aren’t many Property Managers in Melbourne that have over 25 years experience. – A handful at best, but that’s what you get when you choose AllCity - A dedicated Property Manager with over 25 year s experience.

Great Property Management is built on relationships. Relationships built on honesty, trust, experience, understanding, communication and delivery of service.

At AllCity, we believe our business is all about people. Your Property Manager will be highly skilled in all aspects of the the legislation; solutions to potential problems; great customer service which includes communication and quality administration all with a long term view.

At AllCity, **we maximise the income and minimise the risk.**

Maximise the Income

- Engage the right agent
- Implement the right strategies
- Minimise your tax by effective depreciation schedules
- Make low-cost, high-impact upgrades to attract and keep quality tenants. A fresh coat of paint, new window furnishings, a dishwasher or reverse cycle air conditioner can make your property even more appealing.
- Minimise the outgoings by minimal vacancy and repairs
- Maximise the net income over the medium term



Marketing

Attracting and retaining high quality tenants is one of the most effective ways to get the most from your investment.

We use proven, cost-effective marketing tools and channels to advertise your property to an audience of prospective tenants.

Key websites

AllCity has a strong online presence with Australia's highest performing real estate sites to ensure your rental property receive maximum exposure.



Amateur ^
v Professional

Professional photography

First impressions count. For the majority of tenants, the first time they'll see your property is through images online. We associate with professional photographers who know how to frame an appealing shot. Your property will have a head start in the presentation stakes which will attract quality tenants.



Finding the right tenant

For Lease Boards

A For Lease board is placed on the property to draw attention. This draws local attention and the eye of potential tenants that are driving around the area looking at other property and provides contact details to arrange for an inspection. Installation may be subject to OC rules for apartments.



Email Alerts

Our database of potential tenants grows daily. When a property is available that suits their needs, an email is sent to potential tenants updating them of the property.

A reminder of inspection times is also sent leading up to the advertised inspection time.

By advertising your property to our database, the likelihood of finding quality tenants is increased and minimises vacancy periods.

Relocation Agents

We engage with Melbourne's largest Relocation Agents. When suitable, our Property Management team will arrange for your property to be brought to the attention of relocation agents who can assist with finding corporate tenants - locally, interstate or overseas.

Open for Inspections

We take the security of your property seriously and every Open for Inspection or private viewing is conducted by your Property Manager. No keys are handed over to prospective tenants. Updates about the level of interest, number of applications received and any queries will be conveyed to landlords regularly.

Your Property Manager will carefully manage the tenant selection process from start to finish, reviewing applications, shortlisting recommended candidates and undertaking reference checks.

A lot of the time the right decision is based on a "gut feeling" This skill has been developed over 25 years of selecting quality tenants. With this information, we will put forward the strongest candidate/s for the tenancy but of course, as landlord, the final decision rests with you.

Upon confirmation of the successful tenant, we will draw up the lease agreement, complete a detailed condition report and lodge the bond with the Residential Tenancies Bond Authority.

Keys will be provided to the tenant only when all documents are completed, the lease is signed and bond and the first months rent have been paid.



Managing the Property

Regular inspections

Most agencies inspect the property after the first 6 months. Did you know that you are allowed to inspect after 3 months? To ensure your property is being well taken care of, we arrange inspections at the 3 month mark of the lease. This allows us to iron out any issues early in the tenancy and ensures that 2 inspections are conducted within the first 12 months.

Upon request, we provide a detailed report of the Inspection and landlords are welcome to attend.



Processing rent

Our Property Management payment system ensures any late payments or anomalies are brought to our immediate attention and we will act swiftly to resolve the situation.

Tenants pay rent via electronic banking and we make monthly rental payments to landlords which are accompanied by a monthly statement itemising all activity for the month including any deductions that have been authorised.

We pay Landlords by direct deposit or by cheque.

Summary statements are available at the end of each financial year, detailing the full activity of the year which can be used for taxation purposes.



Maintenance

Tenants are made aware at the start of their lease about the procedure for requesting maintenance and what repairs constitute an "Urgent Repair".

Tenants are provided with clear instructions as to the procedure and contacts for emergency repairs outside office hours. We inform landlords as quickly as possible about the nature and extent of the Urgent Repairs.

All non-urgent requests for maintenance will be acted upon based on your instructions.

We have a strong network of quality tradespeople we recommend for all maintenance work.



Managing the Property

Reviewing leases and rent

Prior to the end of the Fixed Term lease we will make recommendations about renewing the lease and will conduct an assessment of comparable rents in the current market conditions to ensure your property is achieving its rental potential. This is usually around the second inspection at the 9 month mark of the lease.



The end of the Tenancy

When the tenant gives notice of their intention to vacate, we will arrange for a final inspection. We will finalise all payments, advise of any bond deductions and lodge all paperwork with the Residential Tenancies Bond Authority. Every effort is made to minimise vacancies and we will commence the new leasing process after consultation with you.



Smoke detectors

Smoke detectors must comply with Australian Standards AS 3786 - 1993 and be installed as outlined in the Building Code of Australia for the safety of occupants. We can arrange installation and an annual service of your smoke detectors to ensure your tenant's safety and your compliance with Australian Standards.

Insurance

Landlord insurance is highly recommended and we suggest that all landlords contact their insurers to ensure appropriate coverage. We can forward you brochures on providers; however we do not have the legal capacity to recommend one policy over another.

In the unlikely event that there is a claim to be made, we can look after that on your behalf.



notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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