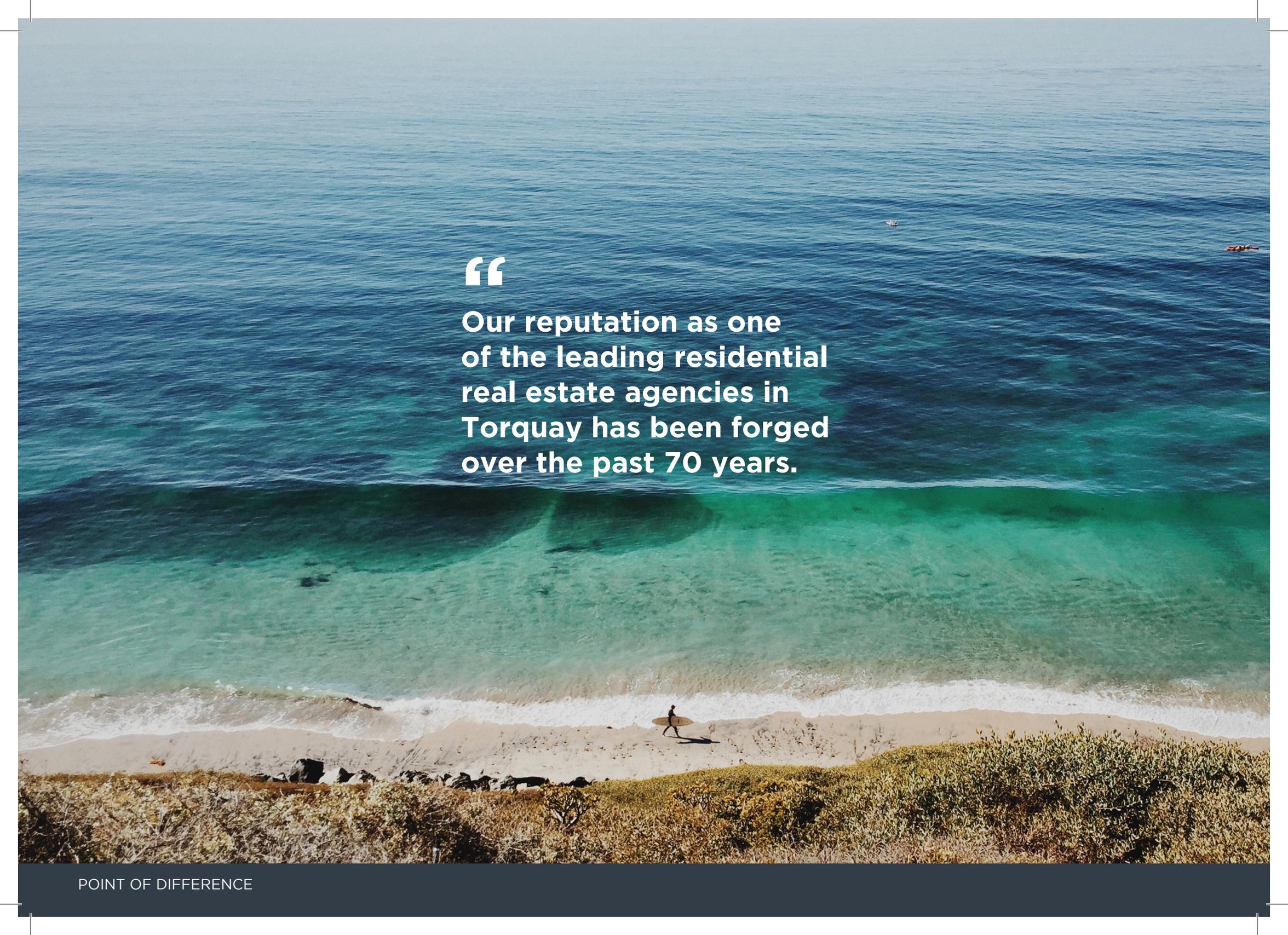


# Leasing **Your Property**

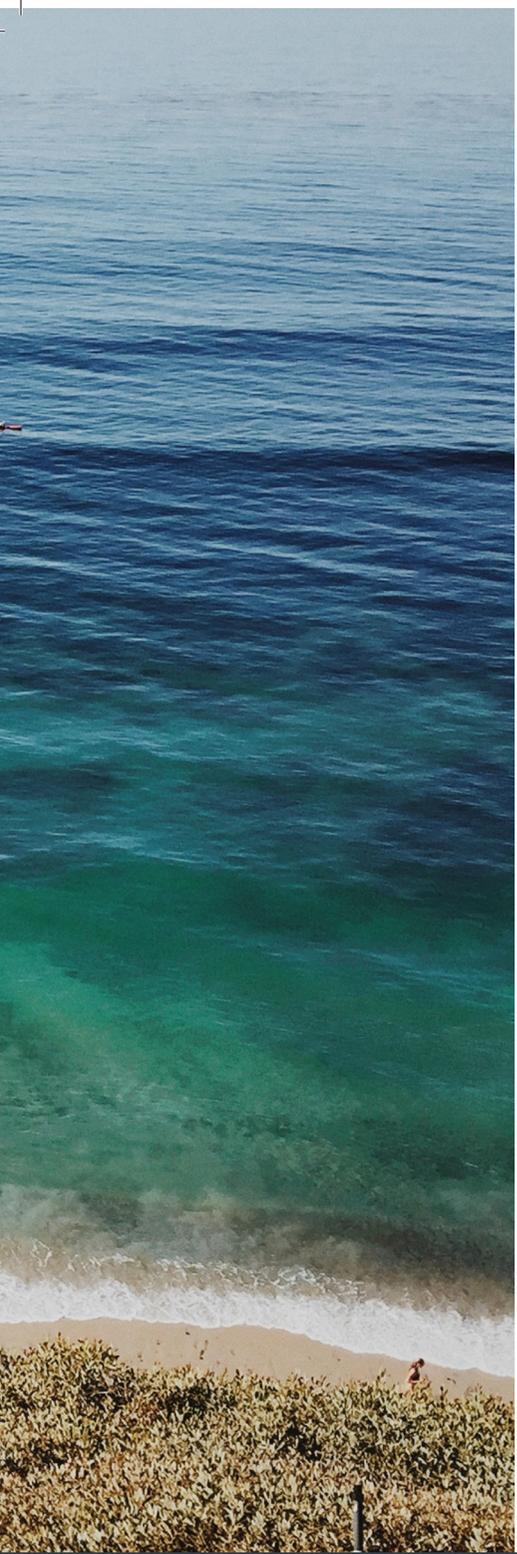
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A wide-angle photograph of a beach scene. The top half of the image shows deep blue ocean water with a few people swimming. The middle section shows a shallow, turquoise-green reef flat with visible sandbars and rocks. The bottom section shows a sandy beach with a person walking away from the camera, carrying a surfboard. The foreground is filled with dry, scrubby vegetation.

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**Our reputation as one  
of the leading residential  
real estate agencies in  
Torquay has been forged  
over the past 70 years.**



# POINT OF DIFFERENCE

Why choose McCartney Real Estate?

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**We offer a professional and comprehensive range of services as part of our ongoing relationship with you and your tenants.**

- We have been awarded Agency of The Year for the Torquay area from 2017 through to 2022 by Rate My Agent
- We have the largest portfolio of rental properties in Torquay
- We have over 70 years of property management experience within our team
- We have local knowledge and involvement within the community
- We sponsor many local companies and events in Torquay
- We offer our rental providers weekly rent disbursements
- We have zero tolerance for rent arrears
- We pride ourselves on a consistently low vacancy rate
- We have a focus and reputation on delivering exceptional customer service
- We protect and maintain your property like it is our own
- We understand compliance within the current legislation
- We have a comprehensive team of holiday rental, residential and commercial property managers



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**Ethics, honesty and hard work are the essence of our business and help us achieve the best results for all clients.**

# PRE-LISTING

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## Ensuring your property is ready to be leased, preparing you for how the process works.

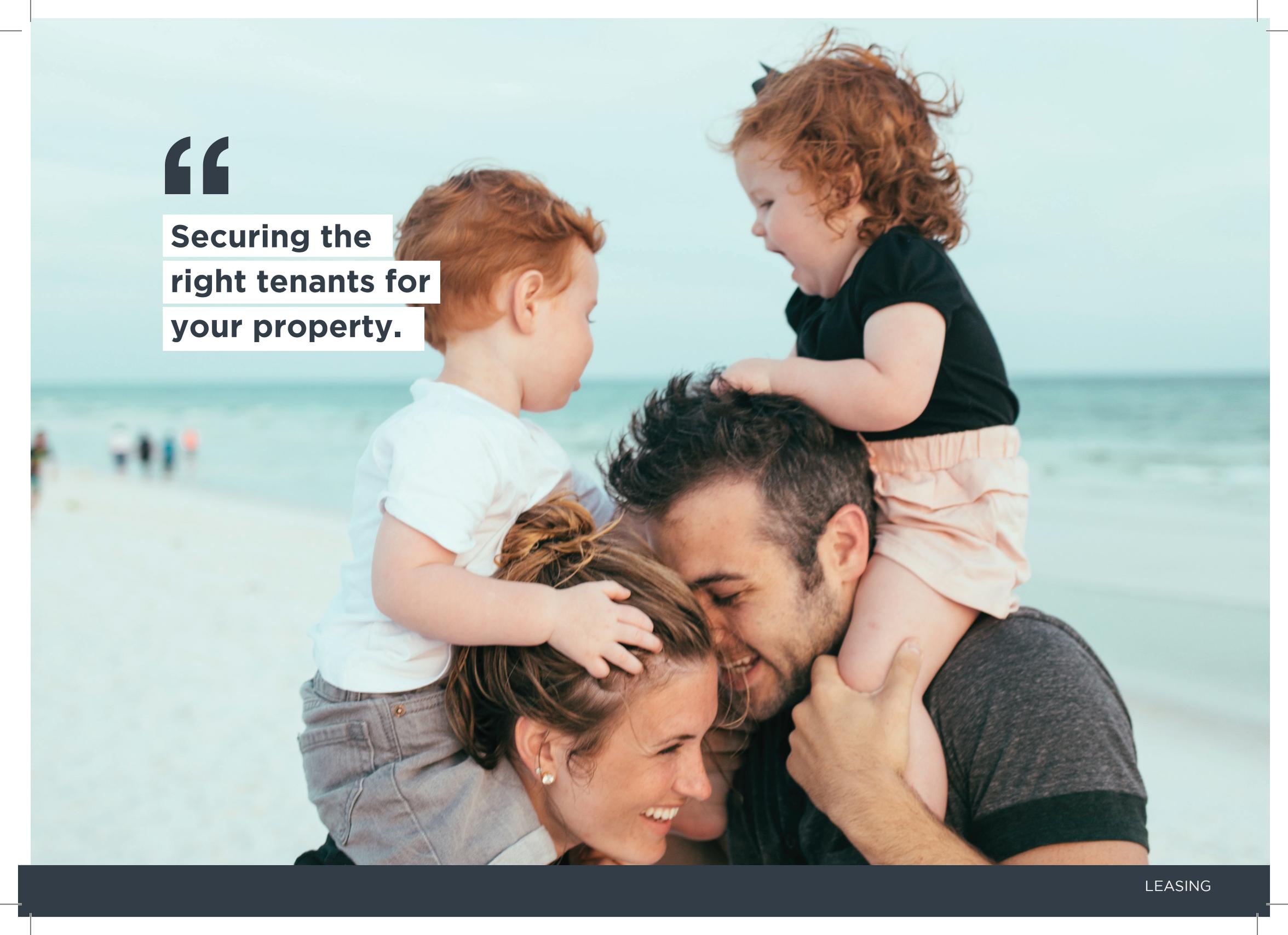
- 1** Meet at your property with our Business Development Manager. We will discuss and provide you with an explanation of our services and the fee structure so expectations are set.
- 2** We will conduct and provide you with a market appraisal of your property taking into account the current market trends.
- 3** Discuss your investment property including how we can maximise your investment return whilst minimising potential risk.
- 4** Discuss presentation of your property for optimal visual appeal and any suggestions for the potential improvement of the property.
- 5** If you are transferring the management of your property to McCartney Real Estate, we will ensure a hassle-free process.
- 6** Complete all legal documentation including management authorities and owner's instructions to agent.
- 7** Book in a time to photograph the property and develop the marketing campaign.
- 8** Assign all keys to the Business Development Manager, making sure both the renters and office set have all the correct keys for the property.

# LEASING PROCESS

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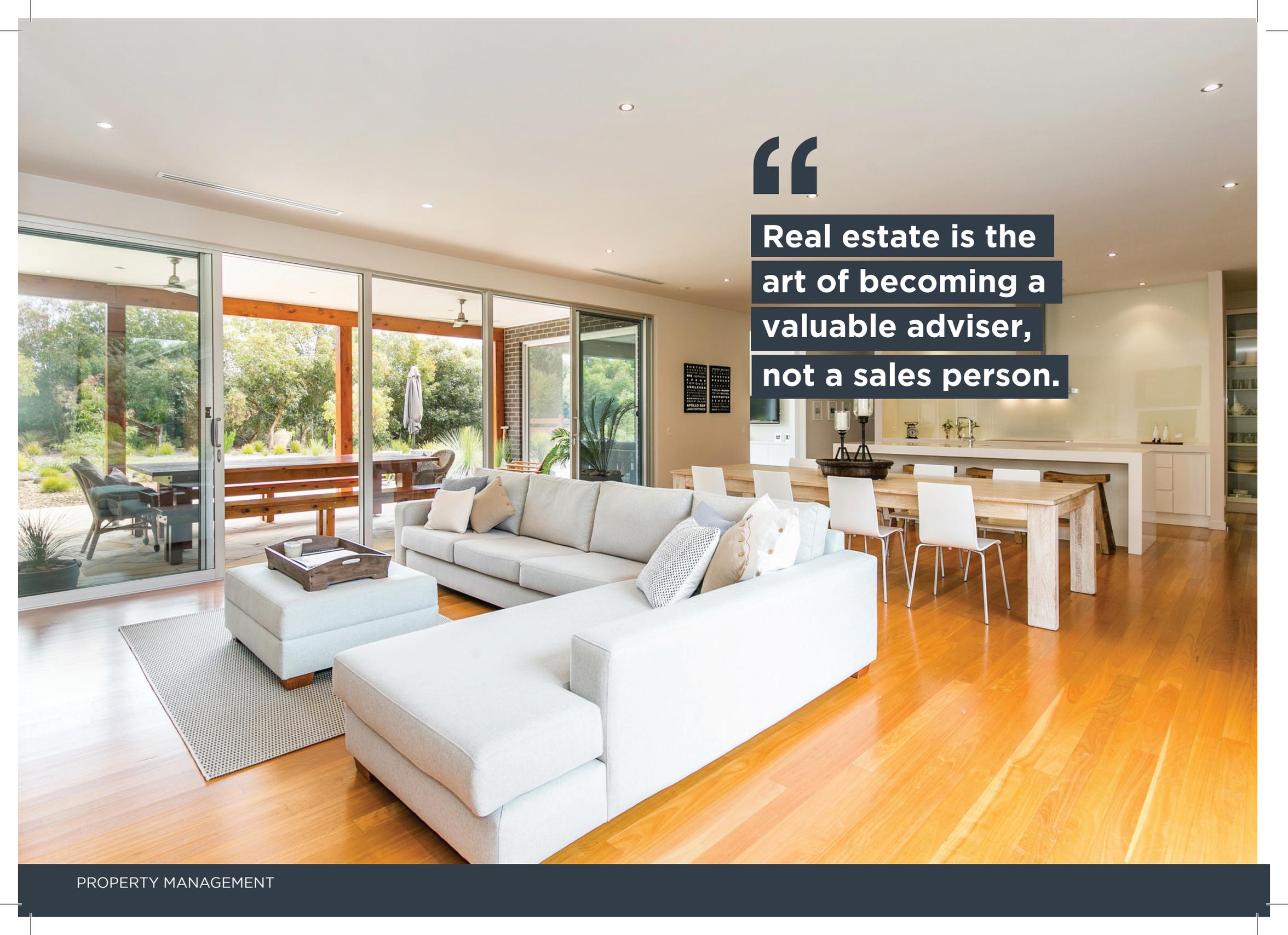
**It is important that your property is priced right, presented well and ready for the right applicant so we can then secure the most suitable renter for you in the shortest possible time.**

- 1** Our property management team will check our database of pre-approved tenants prior to commencing advertising. The team will also ensure the property is priced correctly for the current market.
- 2** Your property will be advertised on 6 websites, and social media including Facebook and Instagram. A “For Lease” board will be erected in front of the property.
- 3** Open for inspections will be arranged and held at the property along with any private viewings if necessary.
- 4** Renters complete application. The applications are processed by our Leasing Consultant and all potential tenants are checked on TICA.
- 5** We will present the applications and consult with you so you can make an informed decision on whom will be best suited to lease your property.
- 6** We will prepare all the lease documentation. A rental bond and house deposit (rent in advance) will be secured.
- 7** Hand over keys and tenant information pack to the successful renters on the lease commencement date. Renters move into their new home and we start an ongoing working relationship with them.
- 8** Before the tenancy expires we will process the lease renewal which includes conducting a market comparison to apply rent increases if necessary.



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**Securing the  
right tenants for  
your property.**



“

**Real estate is the  
art of becoming a  
valuable adviser,  
not a sales person.**

# PROPERTY MANAGEMENT

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**We manage and care for your investment property giving you complete peace of mind.**

- 1** We conduct an Entry Condition report including photos. Your property is assigned to one of our qualified Property Managers.
- 2** Your Property Manager will conduct thorough routine inspection reports including photos. This includes the initial 3 month inspection and half annually.
- 3** We conduct and process ongoing market reports, rental reviews and lease renewals.
- 4** Strict management of daily rental payments including zero tolerance on late rent payments by putting procedures in place to prevent arrears.
- 5** Maintenance program in place with qualified, reputable and McCartney approved tradespeople.
- 6** We will make payments of outgoings including council rates on your behalf from the rental income, upon request.
- 7** Monthly (weekly or fortnightly on request) owner's statements will be sent to you electronically free of charge including EOFY statements.
- 8** All administrative duties including issuing breach notices where required, notices to vacate and tribunal applications.

# PRICING

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## LETTING FEE

1.5 weeks rent + GST

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## RE-LEASING FEE

\$100 + GST

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## END OF FINANCIAL YEAR STATEMENT

No charge

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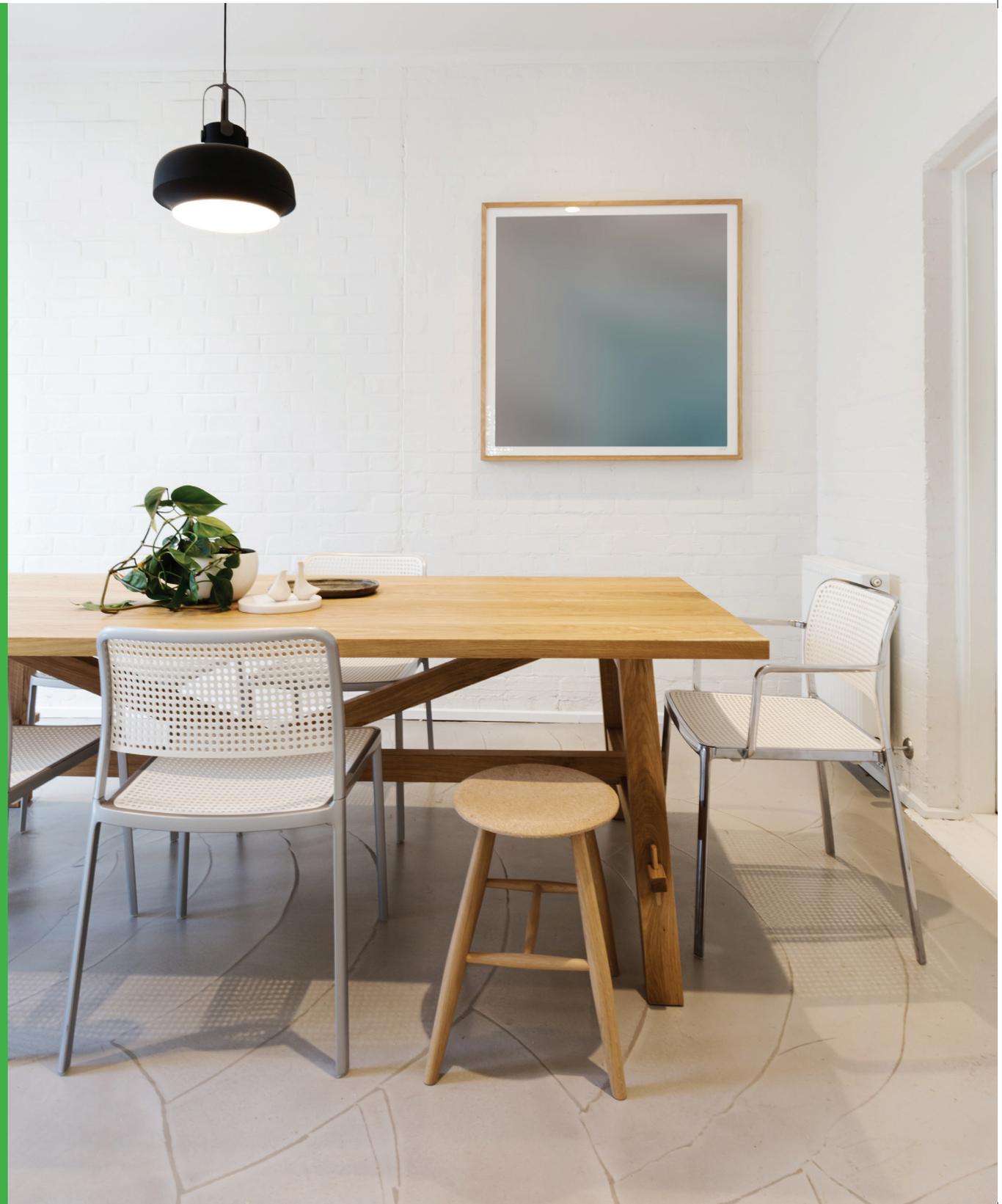
## MANAGEMENT FEE

6% + GST

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## ADVERTISING FEES

Free



# CONTACT OUR TEAM

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## McCartney Real Estate

**A** 7 Gilbert Street, Torquay, VIC 3228

**T** 03 5261 2104 / **F** 03 5261 4493

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**@** @mccartneyrealestate

[www.mccartneyrealestate.com.au](http://www.mccartneyrealestate.com.au)



**Karen Skerke**  
Business Development Manager



**Angela Hill**  
Residential Property Manager



**Enzina Crick-Alexander**  
Residential Property Manager



**Sharlene Booker**  
Residential Property Manager



**Milly Turner**  
Leasing Consultant

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