

## **Landlord Information**

### **Property Owners**

Scot Fuller Real Estate have been leading the real estate industry, specialising in property management, both residential and commercial, offering a comprehensive range of services to our respected clients.

### **Rental Valuation**

It is our responsibility to honestly and professionally recognise your property's rental potential. This is why our valuation process takes into account similar comparable properties and rental market trends, which may affect your property. A realistic rental valuation is essential to ensure your property should be let promptly, resulting in a better financial return on your investment in the long term.

### **Tenancy Selection**

We adopt a very strict screening process, which aims to obtain the best possible tenant for your property. Our detailed application form enables us to establish current and previous tenancy and employment history, as well as screening business and personal references. We also complete a credit check on the tenants through Tenancy Information Centre Australasia. This company and its information are only available to estate agents and will advise us if the tenants have any outstanding debts or judgments against their name from previous lease agreements. This can protect you from poor tenants. Once all this information has been obtained, we shall contact you direct to discuss the application on its merits, and the final choice of the tenant is your decision.

### **Lease Agreement**

We prepare all the documentation, ensuring stringent legal compliance. It is also our responsibility to ensure that all requirements to the lease are clearly explained to the tenants at the time of signing this important document and the tenant has to read and understand their obligations.

### **Communication**

It is our policy to develop open and honest communication with our clients and to build mutual trust, and to maintain relationships with them. We deliver the highest standard of service without losing sight of the importance of personal contact.

### **Rental Payments**

Our accounts department offers prompt payment of all rental income. We produce rental statements on a set date every month and a online statement is sent including all invoices, directly credited into your nominated bank account. This ensures there is no delay receiving your funds.

**Maintenance**

It is our policy to contact owners for authorisation before work can be carried out for large repairs. However we can organise any works to be carried out on your behalf, by a variety of trusted qualified tradesmen who look after all properties managed by our firm.

In the event you have a preferred trade's person to carry out any repairs we just require information of these trades people for our file.

**Routine Inspections**

Routine inspections are conducted on all properties every 3-6 months. It is our policy to ensure the tenancy is running smoothly and safeguard your financial interests.

**Condition Report**

Detailed preparation of the condition report is completed by our Property Management team both at the commencement and termination of the tenancy.

Copies of the Condition Report are signed and exchanged with the tenant and a copy forwarded to you for your records. This ensures that the property is maintained and left in good condition.

We offer as part of additional services to our client's photographic evidence supporting the condition report.

Some further information to the legislation is below

[Residential Tenancies Act](#)