



"More money in your pocket"

# BRENTON WARD

R E A L E S T A T E



Real Estate Institute  
of South Australia  
M E M B E R

## *Property Management*

(Fees and charges are all inclusive GST)

All fees and charges are calculated on gross collections, are variable on multiple dwellings and are paid by the person employing the agent.

### PROFESSIONAL FEE

- Letting Fee 2.2 weeks rent
- Renewals and rent review 1.1 weeks rent
- Assignment (by tenant) 1.1 weeks rent

### MANAGEMENT FEE

- Residential Property 6.6% of gross collections

### CHARGES

- Advertising All costs to be met by the person employing the agent.
- Payment of Accounts \$5.50 per account.
- Copying, postage, FID & BDT \$5.50 per month.
- Property Inspections Included in Management Fee.
- Repair Works As instructed.
- Tribunal Hearings \$55-00 per hour.
- Inventory \$55-00 per hour.
- All out of pocket expenses.

### SERVICES

- Full management.
- Property Inspection.
- Tenant Selection.
- Letting Only Option.

These notes form part of Brenton Ward Pty Ltd Policy & Procedures Manual and as such are copyright. They are only to be used by sales staff directly employed by Brenton Ward Real Estate and are private and confidential.

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## *SERVICES PROVIDED FOR MANAGEMENT OF A RESIDENTIAL PROPERTY.*

- Prepare authority to act which incorporates appropriate instructions from the landlords for attending to requests for maintenance and repairs, dispersal of net rent and any other payments.
- Collect and monitor rental payments in accordance with the tenancy agreement.
- Advise the landlord of any known breach of the terms of any Tenancy Agreement immediately upon becoming aware of it.
- Pay authorised accounts and statutory charges.
- Disburse the net rent to the owner in accordance with the landlord's instructions, with a statement detailing all outgoings.
- Prepare annual revenue and expenditure statements.
- Pay rates, insurance premiums, body corporate fees and/or any other payments as instructed.
- Establish and maintain property and rental records.
- Conduct an agreed schedule of regular inspections of the tenanted property.
- Advise the owner of maintenance requests from tenants.
- Undertake regular maintenance reporting.
- Attend to maintenance requests from tenants.
- Advise landlord of necessary repairs and maintenance, prepare specifications for trades people, arrange quotations for repairs and maintenance, confirm completion of works, pay trades people's accounts.
- Undertake project management of capital repairs and improvements.
- Administer rental reviews and lease expirations. Arrange insurance cover as directed and oversee any insurance claims.
- Prepare applications and serve notices in compliance with the relative legislation and/or the tenancy agreement.
- Represent the landlord at statutory tribunal hearings or Corporation meetings.
- Undertake inventory where required.
- Refer any application for assignment or sub-letting to the landlord.
- Such other services that are mutually agreed.

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