

About Harkin Property

Harkin Property formally known as Fitzgerald Property is located in the heart of Trentham which is quaint township nestled at the top of the Great Dividing Range midway between Woodend and Daylesford as part of the Hepburn Shire. Peacefully located between Macedon Ranges and the Spa Country at the edge of the Wombat State Forest making it a perfect place to settle with bushwalking, gourmet delights and wines or just to escape the hustle and bustle of city lifestyle!

Trentham and surrounding towns welcome a vibrant community life with many social and cultural events through the year. There are many community organizations ranging from volunteer service groups (ie. Trentham Fire brigade through to recreational sports) There are monthly events such as Folk night, art house, movie screening, arts and musical recitals.

One of the community's main goals is to raise money in support of their local events. Community clubs rely on local businesses for support in reaching these goals and we are proud to say that Frances at Harkin Property is truly passionate about helping the community achieve and support many local events.

One of the things many property investors find frustrating is a lack of knowledge or experience when it comes to Real Estate.

Estate Agents are governed by many Acts, such as the Estate Agents Act 1980 and Residential Tenancies Act 1997. Landlord and tenant laws can change widely from state to state and unless you have a specific background in real estate or legal matters, it may be a daunting process.

Harkin Property is not a large firm and therefore gives you, your tenants and your property the devotion that you deserve. At Harkin Property we know that no two properties are the same and no two clients are the same.

We focus on your personal needs and keep you up to date with all that is happening with your investment. This ensures our clients have complete confidence in our agency.

As an experienced property manager, I will take care of your investment performing a range of duties that include; addressing tenant issues, collecting rent, carrying out inventories, and issuing correct notices within the legal time frames, periodic inspections and much more!

By allowing us the opportunity to lease and manage your property, you are given peace of mind that your property is in great hands for you to enjoy better things in life and know that your investment property is working hard for you. Over the next few pages we will show you what Harkin Property have available and the services that we offer.

Harkin Property's Pricing and Services

- 7.7% Management Fees (Inclusive of GST)

- 1.5 Weeks Rent leasing fee + GST
 - This is to cover all associated costs showing the property to tenants, arranging applications, tenancy reference checks, collection and disbursing of bond and rent payments, finalising lease agreements and detailed condition reports.
 - Please note; \$50 + GST will be payable if an inventory is required to be completed by Harkin Properties for furnished properties.

- \$100 Advertising – per authority
 - Real estate / Domain
 - “For Lease” Board erected in front of property (POA)

- Regular Routine Inspections (as per the legislation)

- Monthly statements

- VCAT attendance at \$44.00 per hour of attendance and preparation (+registered post costs)

What you can expect from Fitzgerald Property:

Marketing:

Your property will be listed on

- www.realestate.com.au
- www.domain.com.au
- [Property lists](#)

Your property will be opened for inspection or by private viewing with a leasing consultant once a week if required (Keys will NOT be handed out)

Property Inspections

We conduct two Routine inspections annually as part of our management services and in accordance to the Residential Tenancy Act 1997. You will receive a report of the condition of the property with photographs (if applicable) with any maintenance that is required.

First routine is conducted after the first 3 months then every 6 months thereafter until the lease expires. We welcome you to attend the inspections.

Upon the tenant taking possession of the property, we do an ingoing condition report which will show the condition of the property. This is written and will have supportive photographs. Once the tenant vacates we will provide a detailed exit conditions report, and ensure the condition of the property is the same as when the tenant occupied. (Any damage caused by tenant will be payable by them)

Leasing applications and Renewals

Every application will have a background check which will include; 100 point ID check, National Data base check as well as employment and rental history.

Every application is provided to you where you have the final say.

Upon approval of a tenant, documentation will be completed promptly and the tenants will sign the lease agreement, pay the first month's rent and bond, which we will then distribute to the RTBA. We will forward a copy of the lease agreement and condition report once tenancy has commenced.

Upon Renewal

We will contact you via phone/email seeking your instructions 3 months prior to the fixed term lease expiry for renewal or lease or to issue a "Notice to Vacate". We will also discuss a rent review taking into consideration the current market conditions, comparable properties recently let and available.

If the tenant gives notice to vacate you will be notified within 48 hours. The tenant will then be sent a letter confirming their vacating date with a checklist from us to ensure property is clean and undamaged.

Rent Collection

All tenants are given our BSB and Account number where they can direct transfer their rent across monthly into our business trust accounts; however some tenants prefer to pay cash or cheque which is also accepted. We will make efforts to collect the rent in full on or before the due date for payment, however, if payment has not been received by the due date, your tenants will be contacted.

There is a zero tolerance for rent arrears. If payment of rent has not been received within 3 days of due date the tenants will receive a 'friendly reminder' either by phone or text. If payment has not been received within 7 days of due date, a letter will be sent advising them if rent is not paid within a further 7 days a termination notice will be issued. Tenants will then be contacted on day 10 and advised the termination notice will be issued advising the tenants to vacate your property within 14 days of the due date. Day 15, if rent is not cleared into our account a 14 day Notice to Vacate will be issued to the tenant with a guide to vacating upon your instructions.

Rent Processing and Accounting

Each month an itemized statement will be emailed to you showing all income and expenditure relating to your property. You will also receive an end of year financial statement of all income and expenditure for the preceding financial year, this is free of charge. Rental payments will be made to your nominated bank account in a timely manner.

Repairs and Maintenance

Harkin Property will always attempt contact with the landlord if any repairs have been reported. There will be times (such as urgent repairs) where if we are unable to contact you, we will still engage a professional tradesperson to complete the repair as an urgent matter.

Repairs to your property will not proceed if they exceed your specified written instruction unless they are deemed to be an urgent repair. No repairs will be authorized without your prior consent either by phone call/email/letter. Once repairs are completed to a satisfactory standard we will arrange for the invoice to be payable from the rental income once received.

Communications

Harkin Property believe that communication is the main key to a successful relationship, we will endeavour to promptly advise of any pertinent matter affecting your property. We will advise you of prospective tenant feedback on the day of the open for inspection or the next business days for private viewings.

AS your professional Property Management, we believe our owners should

Take out adequate landlord protection insurance and all necessary steps to ensure your home is compliant (ie. Smoke alarms.), respond to any maintenance with 7 days and respond to urgent repairs within 24 hours.

Provide emergency contact details should you be unavailable or communicate to us times you are unavailable ie. When on annual leave or holidays. Supply all necessary documentation – body corporate details, insurance etc.

Supply appliance manuals where appropriate and provide an adequate number of keys prior to tenancy commencing.

Thank you for considering Harkin Property to look after your investment property.