

Schedule of Fees, Property Management

Fee	Charge	Description
Letting Fee	1 weeks' rent + gst	<ul style="list-style-type: none"> • Advertise property on realestate.com.au and other major portals + display sign board if needed • Show the property to prospective tenants • Process & vet rental applications <ul style="list-style-type: none"> ○ TICA tenancy database ○ Previous rent payment history ○ Employment/serviceability ○ Consider suitability & fit-for-purpose • Prepare new Lease Agreement • Bond Lodgement to the RTA and collection & receipt of the first 2 weeks rent • Comprehensive Entry Condition Report
Rent Collection & Management Fee	7% of the weekly rent + gst	<ul style="list-style-type: none"> • Receive rent into Trust account & disburse • Issue rent receipts and ledgers to Tenants • Provide monthly + EOFY statements to Owner • Routine inspections every 3 months • Manage rental arrears • Organise maintenance & repairs • Field inquiries/disputes from Tenants/Owners • After-hours contactable for emergencies • Exit Condition Report & Bond Claims/Refunds • Secure key management • Paying rates/water/BC levies/insurance/etc. • Process insurance claims • Handle QCAT applications
Office Admin Fee	\$5.50 per month (inc.gst)	<ul style="list-style-type: none"> • Covers the consumables and running costs associated with the management of your property • Insured, licenced, and audited office/agent