



LANDLORD INFORMATION BOOKLET



- **Asset One Realty – The Brand**
- **Secure Service**
- **Appointment**
- **Preparing for Handover**
- **Fees**
- **Contact Details**





THE BRAND

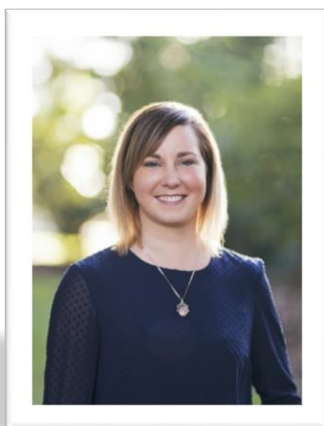
Asset One Realty is an independent Real Estate Agency that is committed to providing a secure service to Landlords of residential properties in Toowoomba and the surrounding areas. Established in March 2015 by Sarah and Ryan Latcham, Asset One Realty prides itself on offering a dedicated service in managing your investment property.

We are committed to providing you with best possible service when it comes to the Property Management of your investment. Our dedicated team will ensure a full service guarantee that you should expect from your Property Management Team. We are investors ourselves and know the attention to detail that is needed in all regards to a successful ongoing management service.

Presenting over 10 years experience in the local Toowoomba real estate industry, Sarah Latcham also has background in sales, retail and finance lending. Sarah is wife to Ryan and mum to four-year-old Gracie. Setting up the business three years ago, Sarah and Ryan set out to showcase a point of difference in the real estate market, to provide a service that is second to none. Building strong relationships with our clients and ensuring the management service provided is to the highest standard.

Our teams offer a very detailed service from the professional marketing of your property, tenant selection, routine inspections and accounting to name a few. We believe that communication is the key factor in any relationship and this is prioritised with both Landlord and Tenant through our Agency.

You can contact us anytime!



Sarah Latcham
Principal
0438 727 209



Ryan Latcham
Senior Property Manager
0437 020 776

Marketing

We believe that to effectively market a property, a professional approach similar to a sales marketing campaign should be implemented to attract the best and most suitable tenants.

All of our rental advertisements are marketed utilising a wide range of Internet listing tools and property on-site signage, however our dedicated Property Management Team incorporates their skills and dedication in negotiating and securing a quality tenancy.

- www.realestate.com.au
- www.domain.com.au
- www.rent.com.au
- www.asset-one.com.au
- **Current Tenancy Database**
- **Social Media**
- **Office Rental List**
- **For Rent signage at property**
- **Open Homes**

Quality Tenant Selection

Quality tenants are highly prized by Asset One Realty. Our Property Managers will always complete the tenancy application through a very detailed process and we believe that this screening method is one of the most important parts of a tenancy.

An overview of our Tenancy Application Process:

- **Tenancy Inspection of Property**
- **100 Point identification check**
- **TICA – National Tenancy Database**
- **Contact and obtain references from previous and current landlords**
- **Verification of income and employment stability**
- **Personal and Character references for each applicant**

Once all checks have been completed and satisfied, we will contact you for a decision. You will always have the final say about who rents your property and we do not recommend to you anyone that we don't believe is going to be a good tenant who looks after your property.

We believe that a good tenant and successful tenancy can be achieved by educating tenants from the beginning. All our tenants receive a tenancy information handbook where we outline all the expectations we have for tenants of Asset One Realty.



APPOINTMENT and PREPARING FOR HANDOVER

It is a simple process to appoint your new managing agent – complete the supplied **Property Occupations Act - Form 6 Appointment of Agent** and then prepare for handover of the property.

Preparing for Handover

Preparing your investment for tenancy isn't as daunting as it seems, but there are a few steps that have to be completed. When a tenant moves into a property, they have the right to have it clean, maintained and in a liveable condition according to the Property Occupations Act. This is a fairly vague statement, so this is where the Entry Condition Report comes into play.

The Entry Condition Report is in place to state the condition of the property at the time of the tenant taking possession of the property. This will show how the property is presented, cleaned and maintained. Therefore, if you want your investment left by the tenants after they have cleaned it, had the carpets professionally steam cleaned, lawns mowed, and gardens weeded, then this is how the property should be left to them at the beginning of their tenancy. Leave the property in the same condition as when you moved in, minus fair wear and tear - this is what we expect from tenants and we make this clear when moving them in.

Important Points for Handover to discuss with your Property Manager:

- [Smoke Alarm Compliance](#)
- [Water Efficiency Certificate](#)
- [Blind Compliancy](#)
- [Carpet Cleaning](#)
- [Landlord Insurance](#)
- [Supply of Keys](#)

Our dedicated Team can answer any questions that you may have in regard to these items.

Management Fee:	8% of the weekly rent + GST
Letting Fee:	Equivalent to one weeks rent + GST <i>Fee charged with new tenants only</i>
Fee on Lease Renewal:	No Cost
Fee on Setup of Existing Tenancy:	\$55.00 inc GST
Sundry Fee:	\$5.50 Per Month
Inspection Fee:	No Cost
Maintenance Fee:	No Cost
Court Fees:	At Cost (starts at \$23.00 for an application to Tribunal)
RTA Dispute Resolution:	\$33.00 per hour telephone conference
QCAT Appearance:	\$110.00 (inc GST) per hour
Insurance Claim Assistance:	\$77.00 (inc GST) per hour



CONTACT DETAILS

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