



HOOPER
REAL ESTATE

Personal Service – Impressive Results

Residential Property Management

PLEASE FIND BELOW A DETAILED LIST OF SERVICES PROVIDED BY OUR COMPANY:

- Provide a landlord's instruction sheet that incorporates appropriate instructions from the owner for attending to requests for maintenance and repairs, disbursement of net rent, insurance payments and any other payments.
- Collect rental payments in accordance with the lease agreement.
- Pay authorised accounts and statutory charges.
- Disburse the net rent to the lessor in accordance with the lessor's instructions with a statement detailing all outgoings.
- Provide annual revenue and expenditure statement.
- 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 landlord of all maintenance requests from the tenants.
- Undertake regular maintenance reporting.
- Attend to maintenance requests from tenants.
 - advise landlord on necessary repairs and maintenance
 - arrange quotations for repairs and maintenance
 - pay trades people's accounts
 - confirm satisfactory completion of works
- Manage municipal and other rates.
- Administer rental reviews and lease expirations.
- Co-ordinate and investigate all lease assignments and sub-letting applications.
- Arrange insurance cover as directed and oversee any insurance claims.
- Prepare applications and serve notices in compliance with the relevant legislation and/or the lease agreement.