



HOOPER
REAL ESTATE

Personal Service – Impressive Results

Leasing a Residential Property

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

- Inspect the property, provide a market appraisal, and recommend any property improvement.
- Market the property (including design, preparation and placement of agreed advertising).
- Receive, process and check tenancy applications.
- Select a tenant in consultation with the owner.
- Arrange preparation of the appropriate documentation:
 - the lease agreement
 - the bond
 - the condition report
 - others specific to negotiated terms of the lease agreement
- Brief the tenants and landlords on their respective rights and duties.
- Collect and receipt the bond and rental payment for the first period of the lease agreement
(cash or bank cheque only).
- Send bond to the RTBA in accordance with the arrangements within the lease agreement.
- Disburse the net rent to owner with a statement detailing all income and authorised outgoings.