



Property Management

ELDERS REAL ESTATE MACLEAN

Elders



Property Management

Sign Up and Marketing Campaign

Our representatives will undertake a rental appraisal of the property and provide you with a comparable market analysis and an accurate rental price. The property will then be advertised for rental.

- Rental list at front of shop
- realestate.com.au
- eldersmaclean.com.au
- domain.com.au
- homehound.com.au
- Erect "To Let" sign at the property (with owners permission)

We will conduct unlimited open for inspections. A representative will accompany all prospective tenants. We do not hand out keys.

Once an application is received from a prospective tenant we will process immediately, thoroughly checking all references including employment and income, current and past rental history and checking against default tenancy database "TICA" which is Australia and New Zealand wide.

Tenant Found

Once a suitable tenant has been found, the application will be presented to yourself to make the final decision. When the decision is made, our property managers will organise a suitable sign up date.

An in-depth Entry Condition Report with photos will be completed before the tenant moves in to record the exact condition the property is in at the start of the tenancy.

All lease documents will be prepared, keys photocopied and bond monies plus rent in advance secured prior to hand over of property to tenant.



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During The Tenancy

During the tenancy your first point of call will be your property manager. Upon commencement of the lease you will have a chance to talk to your property manager and forge a relationship.

Inspections on the property will be carried out three times a year and a copy of this report will be forwarded to you with any findings on the property. You are welcome to attend these inspections.

Any maintenance required on the property will be phoned or emailed through to you for your confirmation prior to arranging, unless in the case of an emergency. Our office only uses licensed trades people. For any significant jobs, quotes can be arranged.

You will also be kept up to date if the tenants within your property fall into arrears.

Rental monies collected will be disbursed to you once a month, and a statement sent via email or post to accompany this.

End of a Tenancy/End of a Lease Agreement

At the end of a tenancy your property manager will go through your options with you to find the most suitable.

It may be that the current tenants stay, new tenants are found or you may consider having one of our sales representatives undertake a no obligation market appraisal to sell the property for you.

Should the rent need to be increased at either a lease renewal or tenancy changeover, we will reassess your property's rental value in current market conditions, and provide you with an opinion.

Our team prides itself on providing you, the landlord, with every last dollar in a manner that is also honest and fair on your tenant.



Our Team



Jamie Brien - Principal

Owner and operator of Elders Maclean Jamie, has over twenty (20) years experience directing and managing the family business, [Roches Family Hotel](#) in Grafton NSW.

Having a strong background in hospitality, Jamie understands the importance of quality customer service and is committed to delivering clients and customers efficient and effective service.

Jamie is a keen fisherman who takes full advantage of the Clarence River. His interests also include golf and boating.



Jane Brien – Office Manager

Having worked as a Retail Director for over the past ten years Jane oversees the daily duties in the office. Jane ensures that the daily tasks are adhered to and that any problems are resolved in a timely and professional manner.



Sheree Addison - Property Management Representative

Winning Property Officer of the year and Property Management Office of the year in the Real Estate Industry Sheree has a great understanding of the importance of policies and procedures. Sheree's professionalism and experience will ensure your property is managed to it's full potential.



Schedule of Fees

Management Fee

8% plus GST

Administration Fee

\$2.20 per month

Letting Fee - only payable with a new ingoing tenant

One weeks rent plus GST

Lease Preparation Fee - payable when tenants lease is initially prepared or renewed

\$18

Contact Us



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