



Landlord Recommendations for the preparation of your property for letting.

Renting you property out is not simply just moving out!

To prepare your property for rent the correct way will ensure that you are able to maximise the rent achieved by your property and attract a better tenant. It will also ensure that the tenant starts off on the correct foot making things simple and easy at the time of exit.

What do I have to Repair or Fix?

Its easy an owner in your own property to put up with things, you know the old saying, Ill just live with it! Well as a landlord this is something that the tenant doesn't have to deal with, so if somethings broken, you will need to fix or repair it.

It's a great idea to give the property a once over at this time from the front street to the rear fence, pay attention to some of the following:

- ✓ Bathrooms – Corners edges and the grout, broken or damaged tiles
- ✓ Taps, washers and leaks
- ✓ Windows and doors making sure locks all have keys and they all open, close ad lock
- ✓ Broken items repair or replace to make sure your home is in tip top condition.
- ✓ Cleaning, make sure the entire property is clean and tidy and fit to live in. Pay particular attention to
 - Carpets – have these professionally steam cleaned at the start
 - Curtains and blinds
 - Flyscreens
 - Windows, sills and tracks
 - The garage
 - Garbage bins
 - Ceiling fans and air conditioning units
 - Stoves and hotplates, leave any specific information or specific cleaning products or tools for the appliances, ie ceramic hotplates, glass top cooktops etc
- ✓ All properties must have a safety switch, please ensure that you property is fitted with a functioning safety switch.
- ✓ Please ensure that you have three complete sets of keys, 2 for the tenant and 1 for the agent.



- ✓ Pest Control, please ensure that you have current pest control in effect ie a pest spray.
- ✓ Insurance – please ensure that you have adequate landlord insurance in place BEFORE a tenant is placed. Whilst we obtain references and complete bona fide checks, we cannot predict a tenant’s ability to meet their obligations.
- ✓ Please ensure that the property can be fully locked up and secured.
- ✓ Smoke alarms – all property must comply to the state legislation and be examined at the start of each and every tenancy, please refer to the current laws
- ✓ The property has a phone line to allow the tenant to connect, if the property is brand new, then the owner is responsible for the connection of the phone line to allow the tenant to then connect their services.
- ✓ If the property is part of a Body Corporate complex, then a copy of the body corporate bylaws and details will be required.
- ✓ Please provide any copies of manuals or warranty details for appliances
- ✓ Water – if you would like to pass on water costs to the tenant then the property must be water efficient in terms of the current act, please refer to your property manager for details.
- ✓ Swimming Pools – Does your property have one? If so then it must meet government requirements currently in place and have a pool safety certificate. If you are leaving pool equipment, then a list of the items should be made and any instructions on usage of pool pumps provided.
- ✓ If your property is furnished, then please make a list of the items, this will be checked by the property manager but you should know yourself what’s to be left, if anything. Remember that you are responsible to repair or replace any items that are left that break or need repair, its best to work on the principle that less is more here.
- ✓ **Builder’s Maintenance Warranty** – if your property is new and still under a warranty period then please provide all the builders details. The property manager will endeavour to attend to any repairs or maintenance but this does not disclude the owner from rectifying any item needed. If any URGENT items are required and the builder does not comply then the agent can engage any qualified tradesperson to attend and the owner would then need to seek reimbursement from the builder.

Some handy tips to remember

Don’t forget to do the following;

- ✓ Re-direct your mail
- ✓ Look at addresses on all paperwork, council rates, power and water
- ✓ Disconnect power, gas internet, cable television and phone as applicable
- ✓ Remember to advise your insurance company you are renting out the property and put in place any contents insurance requirements that you may have, note that any public liability insurance cover by a body corporate only covers the body corporate areas of the property and does not cover areas inside your unit, please refer to your property manager for advice.
- ✓ Swap over light bulbs for energy efficient ones.
- ✓ Leave picture hooks up or place in a best location area before you vacate.
- ✓ Attend to the exterior of the home, general cleaning along with lawns and gardens. Please ensure that the gardens have been weeded and / or mulched. This should also be maintained during the letting process to ensure we attract the best tenants.
- ✓ Budget for a spot clean (dependant on property) to be completed following the leasing activity.
- ✓ Make your property water compliant if not already, a plumber can install water saving devices
- ✓ Leave rubbish bins empty and clean.

