

ARKLEY & CO

RENTING YOUR PROPERTY

Your Home, Your Story,
Our Expertise



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TABLE OF CONTENTS

1. Introduction
 - About Us
 - Meet Your Property Manager
2. Where to Begin
 - Preparing for Rent
 - Marketing
 - Tenant Selection
3. Ongoing Management
 - Inspections
 - Arrears
 - Maintenance

INTRODUCTION

ABOUT US

At Arkley & Co, our mission is to redefine the real estate experience through high ethical standards, exceptional service, and seamless communication. We are not just another real estate company; we're a team of dedicated professionals committed to making a positive impact on the industry.

Our foundation rests on the pillars of client satisfaction and ethical practices. We believe that every transaction should be built on trust, transparency, and a deep understanding of our clients' needs.

With a relentless focus on innovation and personalised service, we aim to exceed expectations, one successful and satisfying real estate journey at a time. Welcome to a new era of real estate, where your aspirations become our inspiration.



MEET TAYLOR - YOUR PROPERTY MANAGER

Stepping into the real estate realm with a legacy of passion passed down from her mother, Katrina Arkley, Taylor Arkley has quickly become a beacon of dedication and expertise at Arkley & Co. Taylor specialises in property management, adeptly navigating the multifaceted challenges of managing rental properties and fostering positive relationships with both tenants and owners.

Taylor's journey in real estate was ignited by a family tradition of excellence in the field, leading her to pursue and achieve a Certificate IV in Real Estate Practice. This formal education, combined with her hands-on experience, equips Taylor with a deep understanding of the property market's nuances and the skills to manage properties effectively, ensuring both tenants' satisfaction and owners' peace of mind.



PART 01

WHERE TO BEGIN

PREPARING FOR RENT

When leasing out your property, it's essential to present it well to attract suitable tenants. Now is a perfect opportunity to evaluate any minor maintenance or enhancements needed before tenants move in.

This may entail tasks such as painting, gardening, or minor repairs, with the reminder that all property works are tax-deductible.

Your portfolio manager can assist in identifying these needs or arrange for our trusted tradespeople to handle them.

Maintaining the property's condition upon tenant turnover is crucial for its upkeep. We offer tenants a vacating checklist, which has proven beneficial for property owners when preparing to lease. If you believe this could be helpful, we're glad to provide you with a copy.



MARKETING

We hold the belief that in order for you to secure the ideal tenant at the most favourable rental rate, it's crucial that your property gets optimal exposure right from the outset.

This entails professional photography, signage on the property where feasible, and listings on prominent real estate platforms such as [Realestate.com.au](https://www.realestate.com.au), [Domain.com.au](https://www.domain.com.au), and [arkleyandco.com](https://www.arkleyandco.com), alongside promotion through our social media channels, and our electronic dedicated rental screen at our office, ensuring your property is visible 24/7.

PART 02

WHERE TO BEGIN

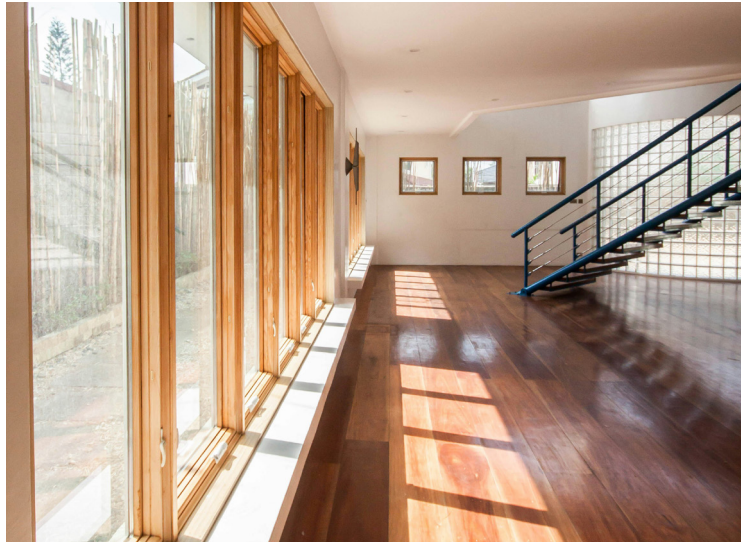
TENANT SELECTION

It's imperative that your property is occupied by the right tenant – one who consistently pays rent on time, treats your property with care, and aligns well with your preferences. This step holds utmost importance, as many potential issues in the rental process can be preemptively addressed by selecting the right tenant. Part of our role is to offer you guidance in tenant selection, but the ultimate decision rests with you.

All prospective tenants are required to complete a thorough tenancy application, providing comprehensive information and references for processing. A dependable tenant is an asset, and we assess their rental affordability by examining the proportion of rent to their income, avoiding recommendations where this exceeds one-third of their earnings.

Upon selecting a suitable tenant and finalising the lease, a detailed condition report is compiled, including a written assessment and extensive photographic documentation. This report serves to record the property's condition, safeguarding both owner and tenant interests throughout the lease term.

Additionally, tenants are required to submit a four-week bond, held by the Rental Deposit Authority and available for claim if necessary at the lease's end. As well as 2 weeks rent upfront to ensure they do not fall behind. We encourage tenants to pay in advance.



PART 01

ONGOING MANAGEMENT

INSPECTIONS

Routine inspections are a vital part of the tenancy as they allow us to assess how the tenants are looking after the property and identify any issues or maintenance.

You, as the owner, will always receive a report including photos following these inspections. The initial inspection is completed within 4-6 weeks of the tenants moving into the property and then every 3 months moving forward.

ARREARS

Rental arrears can present significant challenges for both tenants and landlords alike. These unpaid rent amounts not only disrupt cash flow for property owners but also create financial strain for renters. From missed payments to prolonged arrears, the ripple effects can strain tenant-landlord relationships and even lead to legal disputes.

Effective communication, proactive solutions, and clear rental agreements are essential in addressing and preventing rental arrears, ensuring a smoother experience for all parties involved.

RENEWALS

The commencement of our lease renewal process begins three months prior to the lease expiration date, ensuring ample time for communication between our team, property owners, and tenants. Your Property manager will conduct individual evaluations of each property to determine if a rent increase is warranted for the upcoming lease term. Any proposed increase will be presented to you as a recommendation. Should the decision be made not to renew the lease, we adhere to the mandated 42 days' notice period for the tenant to vacate the premises. Please note that any increases have to be given notice to the tenant 60 days prior.



PART 02

ONGOING MANAGEMENT

MAINTENANCE

Regular maintenance is an essential aspect of managing your investment property, encompassing tasks like annual inspections of smoke alarms and routine upkeep.

Prioritising maintenance for your investment property is crucial, as it contributes significantly to maximising your financial returns. While some owners may believe they save money by neglecting maintenance, the reality is quite the opposite. Failure to address maintenance needs can result in higher costs, either directly or indirectly, over time.

Owners have a legal obligation to maintain the property's condition as it was at the beginning of the tenancy, accounting for fair wear and tear and normal deterioration.

Tenants possess intimate knowledge of the property and play a vital role in reporting maintenance issues. Effective communication with tenants is key to properly managing your property.

At Arkley & Co, we collaborate with skilled local tradespeople who offer competitive rates and uphold professionalism and thoroughness in their work. Due to our ongoing partnerships, we receive priority service from our trusted tradespeople.





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