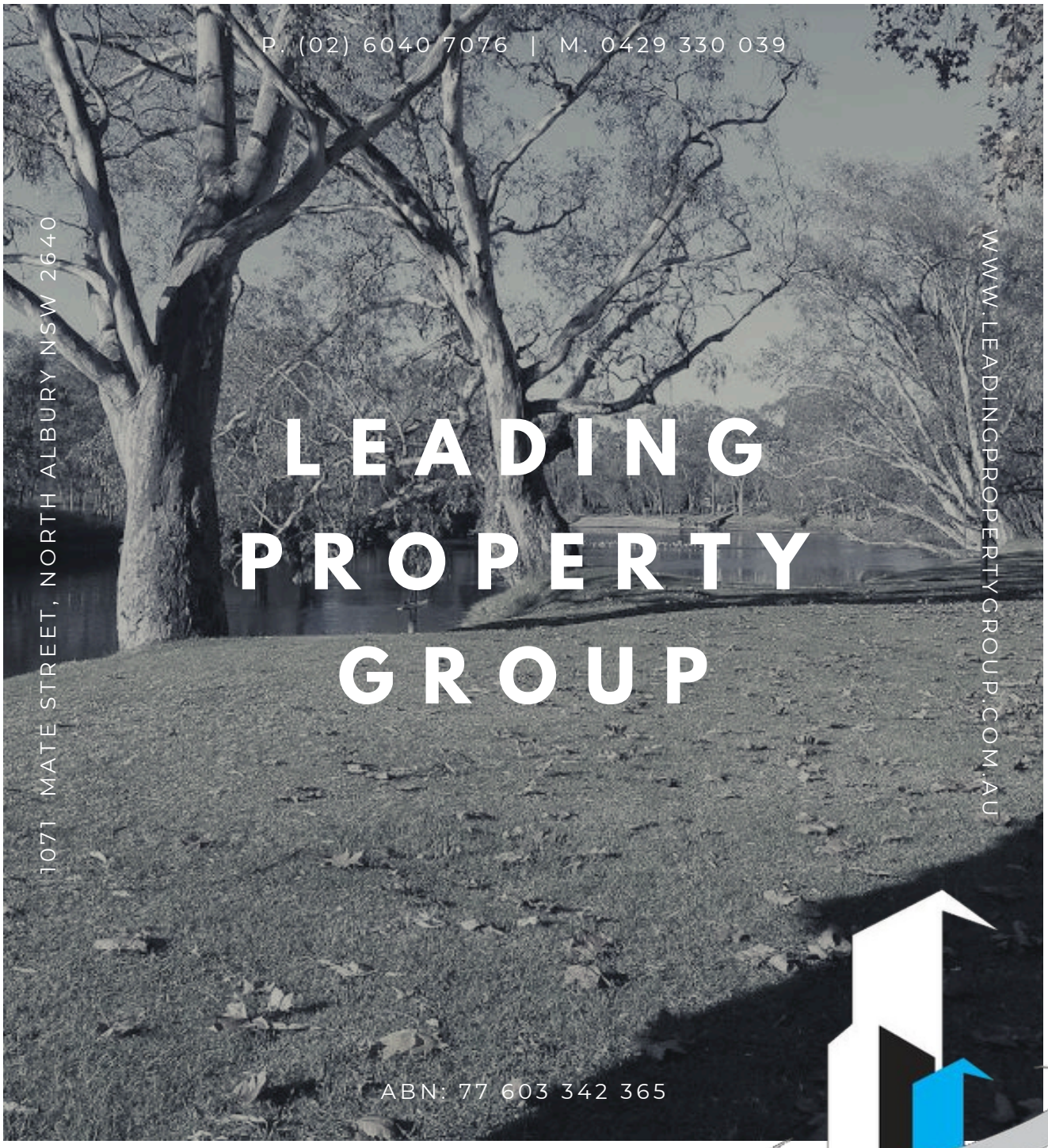
PROPERTY MANAGEMENT



1071 MATE STREET, NORTH ALBURY NSW 2640
www.leadingpropertygroup.com.au
info@leadingproperty.com.au
p. (02) 6040 7076 | m. 0429 330 039
ABN: 77 603 342 365



WHY CHOOSE US?

As Lucinda Morgan is the owner of Leading Property Group and the Senior Property Manager, you can be guaranteed of consistent, reliable and accurate service. You don't need to worry that your Property Manager may leave or that you will have to deal with different staff members all the time. Who better to deal with than the owner of the business who knows everything about your property? Having a single point of contact ensures clear communication, a thorough knowledge of your circumstances and the best overall outcome for your investment property.

With over 25 years' experience in property management, you can rely on correct, honest advice. Why risk getting inaccurate advice, which could cost you thousands of dollars? The best part is that our constant advice is FREE, and we'll always share this with you, which is immeasurable. Legislation is regularly changing so it's important to keep abreast of this. You definitely want Leading Property Group on your side when it comes to handling the complex issues.

Leading Property Group staff are locals and we know the local real estate market well. We are able to relay current market conditions, including vacancy rates, and tenancy supply and demand trends.

We are dedicated to our business. All emails and phone calls are promptly returned, and you are provided regular updates.

Our goal is to maximise your return, and ultimately give you a higher level of capital growth when the time comes to sell.

Let Leading Property Group save you time, money and stress.

MEET THE TEAM



LUCINDA MORGAN

DIRECTOR/SENIOR PROPERTY MANAGER

Lucinda Morgan has a wealth of experience with over 25 years in real estate. Lucinda focuses on achieving great results for every single client and her negotiating talents are exceptional. Her patient but decisive manner means she enjoys working with both owners and tenants and is happy to help resolve any issue. She offers constructive and accurate advice to her clients and delivers constant communication. As a landlord herself, Lucinda understands the importance of returning the most out of your investment property. As a fully licensed estate agent in both New South Wales and Victoria, plus holding a Diploma of Management, Lucinda is well equipped to manage your investment property.

Growing up on her parents' farm at Lockhart NSW instilled in Lucinda that success doesn't happen without hard work and dedication. These attributes are evident in the constant growth of the Property Management department through repeat business, referrals and new clients wanting to receive the outstanding services Lucinda offers. As a 'hands on' business owner, Lucinda thrives on exceeding clients' expectations. Her availability to clients nearly 24/7, thoroughness, vibrant personality, experience and commitment set her apart from the competitors. Outside of work, Lucinda can be found water skiing, barefooting, snow boarding, and spending time with her family volunteering for local netball, soccer & Little Athletics Clubs.



SHARNI HODORAS

PERSONAL ASSISTANT TO DIRECTOR

Sharni commenced her real estate career in 2014 and has developed extensive experience across all areas of the industry, including sales, property management and business administration. Highly organised and detail-oriented, Sharni takes pride in delivering exceptional service and ensuring every client has a positive and successful experience. She thrives on the challenges and fast-paced nature of the real estate industry and is committed to ensuring every process runs smoothly, efficiently and that tasks are followed through from start to finish. Sharni holds a Certificate IV in Business Management as well as a full Real Estate Licence. Outside of work, Sharni enjoys bike riding, caravanning and spending quality time with her husband and son.



CASSIE GRISSELL

PROPERTY MANAGEMENT ASSISTANT

Cassie has a strong passion for the real estate industry, and in 2021, Cassie started her career in Queensland. With a dedication to excellence, she has rapidly gained expertise in various aspects of property management. Cassie prides herself on her proactive approach and organisational skills, and is committed to delivering outstanding service and ensuring a seamless experience for our clients. Outside of work, Cassie enjoys exploring new places and spending quality time with her family, balancing her professional passion with a love for adventure.



RACHEL FARKAS

RECEPTION & ADMINISTRATION

Rachel's pleasant disposition will greet you as you're welcomed into Leading Property Group. Rachel has over 20 years' experience in customer service and retail. She is an efficient team member with a friendly nature, and a positive attitude. In her spare time, Rachel loves spending time with her husband and son, and they all enjoy watching the footy together.



TESTIMONIALS

A COATES, BELLA VISTA

“Lucinda sets a new bench mark in Property Management and gives new meaning to the term 'going above and beyond'. To say Lucinda and Leading Property Group are exceptional is purely an understatement. I've dealt with many Property Managers over the years and Lucinda is clearly the "Bradman" (ie the best by a considerable margin) of Property Management. I have NO hesitation in recommending Lucinda.”

R & K SULLIVAN, ALBURY

"We just wanted to say thanks so much for being so kind, thoughtful and an awesome agent to us. We especially would like to thank you for your kindness towards the end of the lease. You are a true gem with your thoughtfulness and understanding. We always recommend people to you for renting or buying as you are 200% awesome in dealing with everything. Thanks so much for everything."

A DAWSON, THURGOONA

“Really happy with Lucinda and the whole team. Genuinely seem to care about your property, even when it is just a rental. Quick and efficient to deal with any problems that arise at the property..”

S & T WALSH, WODONGA

“We have nothing but praise for Lucinda and her team, VERY professional and VERY helpful. They currently look after 3 properties for us, and if they say they will do something THEY WILL. Rent arrears are nil, properties are inspected regularly, inspection reports are detailed and photos are supplied. My wife and I have complete faith in Lucinda, her staff, and also the emergency trades people (sometimes we have needed them). To sum up Leading Property Group in one word -AWESOME"

L PANGALLO, KEMPS CREEK

"I have entrusted Leading Property Group with 4 of my investment properties for a few years now and I cannot fault them. Lucinda is amazing to say the least. Her professionalism, attention to detail, efficiency, knowledge is outstanding which means I do not have to worry about my properties as I am in excellent hands. I would definitely have no hesitation at all in recommending anyone who wants their investment taken care of like it were their own. I give my permission to Lucinda to hand out my personal mobile number if you wish to verify this reference."

N OXWELL, WESTERN AUSTRALIA

“I love her, Lucinda puts her all into everything she does. Being overseas or on the other side of the country is no drama. I can trust she will do the right thing for me. Thanks Lucinda.”

B & S CLOSE, MT MACEDON

“Lucinda is a wonderful agent. The payments and paperwork are always 100% and she treats our property with as much love as if she owned it herself. Highly recommend”

MARKETING YOUR PROPERTY

Leading Property Group maintains a database of prospective tenants and their requirements. We also work with corporate relocation agencies.

A quality Leading Property Group For Lease signboard is erected at the property to attract local residents and traffic passing by.

Your property is advertised on several websites for maximum exposure, with many colour photographs and detailed description. Choosing Leading Property Group means your property is exposed to thousands of prospective tenants 24 hours a day.

Realestate.com.au

Domain.com.au

Leadingpropertygroup.com.au

Realestateview.com.au

Allhomes.com.au

Reviewproperty.com.au

Homely.com.au

Thehomepage.com.au

Homehound.com.au

Realestate1.net.au

Onthehouse.com.au

Squiiz.com.au

Freeclassifieds.com.au

A professional video capturing all the great features of your property can also be developed and uploaded to these websites to give you a distinct marketing advantage.

Your property is promoted using Facebook. Facebook ad platform provides some of the most cost effective and precise demographic and behavioural targeting out of any marketing platform.

Our For Lease list displaying your property is available in our prominent, high traffic office.

Full colour A4 brochures are produced for your property.

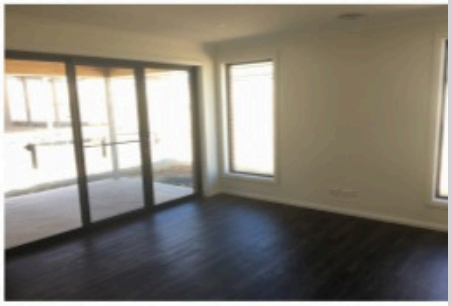
SAMPLE ADVERTISING

LEADING PROPERTY GROUP









Let!

4 2 2

6 Lowerson Way, Wodonga

LARGE STYLISH HOME

This large 4 bedroom home has 2 living areas, ducted heating and cooling throughout, great kitchen with 900mm gas cooktop and electric oven, dishwasher and walk in pantry, ensuite and walk in robe to master bedroom, built in robes in other bedrooms, full bathroom, alfresco, enclosed back yard, and double lock up garage with remote and internal access.

Let: $430 per week



Lucinda Morgan
0429 330 039
02 6040 7076
lucinda@leadingproperty.com.au

Disclaimer: All information has been provided to Leading Property Group (LPG) by third parties. LPG have no belief one way or the other as to whether the information contained is correct, nor has LPG checked the accuracy of the information and do no more than pass it on. LPG do not accept any liability (direct or indirect) for any injury, loss, claim, damage or any incidental or consequential damages.

FINDING THE BEST TENANT FOR YOU

Your Property Manager conducts all inspections and personally guides every prospective tenant through your property. Private inspections plus open homes are conducted frequently to secure a quality tenant as soon as possible. We are flexible with inspection times to suit the prospective tenants, including weekends and after hours. Keys are not handed out under any circumstances.

Prospective tenants seeking a property are recorded into our database. These tenants are then notified when a property becomes available, thus reducing the time frame that your property remains on the market.

Regular feedback is given to all landlords, particularly after inspections.

All prospective tenant applications are extensively checked, which includes current and previous tenancy and employment history, along with further identification details and references. All applications are discussed with you, and whilst offering recommendations, the final approval is your decision.

We have access to the Tenancy Information Centre of Australia database. This database can show tenants throughout Australasia who have defaulted on their previous rental payments and breached their tenancy agreement.

Once a tenant is approved, they are required to a holding deposit to secure the property as soon as possible.

PAYING RENT & BOND

Your tenant has several methods available to pay their rent. Direct debit, internet transfer, Centrepay, cheque and cash. Leading Property Group has a strict daily arrears management system in place in accordance with the Residential Tenancies Act.

Prior to the tenant moving into your property, they must pay the bond which is equivalent to 4 weeks rent for NSW properties or a calendar month's rent for VIC properties. We lodge this bond with the Bond Authority for the duration of the tenancy.

The bond is only refunded to the tenant at the end of the tenancy, once the final inspection has been fully passed and all rental money has been paid.



CONDITION REPORT

The Condition Report is an extensive document compiled prior to the tenant moving in. It consists of a very detailed written report plus colour photographs of the internal and external of your property. Our keen eye for detail and thoroughness is evident in this report.

This Condition Report is used when conducting the final inspection.

We have strict procedures in place when conducting the final inspection of your property. You are welcome to attend the inspection if you wish. An integral part of our service is our thoroughness when undertaking the final inspection. In accordance with the Residential Tenancy Act, only fair wear and tear is accepted. With our vast knowledge and experience, we enforce that the property is left as per the ingoing condition report.

If the tenants fail to comply, we can apply to Tribunal on your behalf to make a claim on the bond and compensation. We have great experience and success presenting Tribunal cases and we DO NOT CHARGE FOR OUR TIME when preparing or presenting at Tribunal.

INSPECTIONS

Routine internal and external inspections are carried out initially after the initial three months, then subsequently every six months thereafter. As part of this service, we ensure that your property is being maintained to the required standard. A detailed report and accompanying photos, if necessary, are sent to you. We act on any maintenance required as a priority.

You are welcome to attend the routine inspection with us should you wish. We regularly conduct external inspections of your property to ensure the outside is presentable and maintained.

MAINTENANCE

Your Property Manager will contact you to obtain approval for any repairs or maintenance required at your property. Leading Property Group has a team of licensed tradespeople to attend to your property maintenance requirements. However, you are also able to nominate your preferred tradespeople should you wish.

WATER CONSUMPTION

The tenant is liable for water consumption charges if the property is separately metered. We advise North East Water of the ingoing water meter reading and the new tenant details at the commencement of the tenancy. North East Water will then invoice the tenant directly throughout the tenancy for the consumption amount. When the tenant vacates, we advise North East Water of the final water meter reading.

LEASE TERM & RENT REVIEW

We negotiate the initial lease term with you and the tenant during the application process. The usual lease term is six or twelve months. However, this term is negotiable upon request.

We constantly monitor the state and level of the market, and will discuss any increase in your rent should the market rate rise. This ensures that you are gaining the maximum rental return on your investment.

We monitor your lease term and always discuss lease renewals and rent reviews with you.

As time goes by with your investment, we can also suggest improvements during or between tenancies in order to gain the best rental price possible for your property.

ACCOUNTS & STATEMENT

We offer disbursement of your rental monies via direct deposit twice per month - at the middle of the month and the end of the month. A statement is emailed to you showing all income and expenses in relation to the payment.

As well as invoices for maintenance, we can also pay quarterly council rates, water rates, body corporate levies and landlord protection insurance premiums at no extra charge.

We provide you with an End of Financial Year statement detailing all income and expenses for the financial year. This statement is provided to you AT NO EXTRA CHARGE.

LANDLORD INSURANCE

As part of our duty of care to you, we need to advise you that there are some risks involved in owning a residential rental property. As your Property Manager, we do everything possible to minimise risk by careful tenant selection and regular property inspections, but there is no guarantee that the tenant's situation won't change for the duration of the tenancy.

Tenants may find themselves under increasing pressure and events such as illness, marital breakdown or loss of employment, which can cause even the best of tenants to fall into financial difficulty. This may result in rent default. Other risks can include damage to your property caused by your tenant or their visitors, and as a landlord you can also be held liable for personal injury to tenants, visitors or their family.

There are also those unexpected environmental and unforeseeable events that could cause damage to your property, resulting in loss of rent for you.

SWITCHING AGENTS HAS NEVER BEEN EASIER!

Simply contact Leading Property Group and we will forward you a Managing Agency Agreement to sign and return to us, and we will take care of everything else for you. You don't even have to notify your current agent, we will do that for you too.

Leading Property Group will:

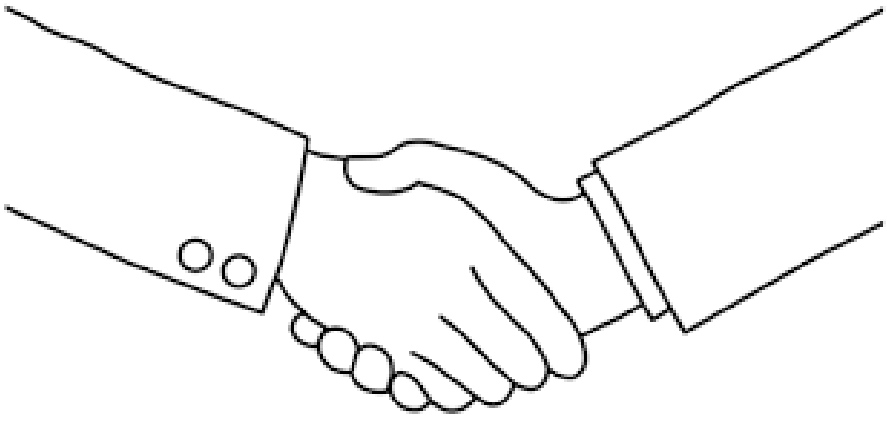
1. Contact your current Real Estate Agency and advise that we are taking over management. We will obtain a copy of all current documentation relating to the property, specifically any current tenant details, tenancy agreements and spare keys.
2. Advise the Tenants that we are taking over as the Managing Agent.
3. Conduct an inspection of the property.
4. Notify any relevant authorities of the transfer of management (e.g. Bond Board).
5. Take the best possible care of your property and tenants moving forward so you never have to switch again!

For NSW properties, if your current Agent has a notice period in their Managing Agreement that you have signed, we will need to give them notice in accordance with that requirement. This is typically 30 days. For VIC properties, usually no notice period is required so we can collect your file the following day.

There is no cost to switch to us. You don't have to wait until the lease has expired or until the property is vacant. You can switch agents at any time during a current lease and your tenants won't be affected other than they too, will now be receiving a superior service.

If you are unsure of your obligations, please contact us and we will review your current agreement and advise you on this.

Leading Property Group pride ourselves on being ethical, transparent and accountable. We are confident you will immediately see the difference in the service provided.



FEES & SERVICES

Fees are fully tax deductible. They are based on what we can do for you and are in line with the current industry standards, however they may vary depending on property type, location, or number of properties held per client.

MANAGEMENT FEE: 8 % + GST

- Overall day to day management
- Daily arrears management
- Regular rent reviews
- Routine inspections & reports
- Payment of maintenance invoices, rates & landlord insurance
- Ongoing advice to Landlord
- Tribunal representation
- Collection of rent
- Organise & co-ordinate maintenance
- Lease renewals &/or terminations
- Dispute resolution
- Issue water consumption invoices to tenants & collect payments
- Finalise tenancy upon vacating
- Co-ordinate any valuations/inspections

LETTING FEE: ONE WEEKS RENT + GST

- Show the property to prospective tenants
- Check tenancy database for defaults
- Preparation & signing of new tenancy lease agreements
- Lodge bond with Bond Authority
- Processing of new tenant applications
- Serve legal documents to tenants
- Completing entry Condition Reports including photographs
- Entry & exit water meter readings

MARKETING/ADVERTISING FEE: $90 + GST

- Erect FOR LEASE signboard at property
- Rental list
- Facebook & Instagram marketing
- Prospective tenant inspection feedback
- Upload property listing on multiple sites
- Contact prospective tenants on agents database
- Internal & external photographs

ADMINISTRATION FEE: $2 + GST PER MONTH

- Mid & end of month disbursements
- Postage charges
- Payments to creditors
- End of financial year statements
- Banking charge
- Phone charges
- Emailing statements

RE-LEASING FEE: $50 + GST

- Conduct rental review
- Negotiate further lease term with Tenant & Landlord
- Issue rent increase notice to tenant
- Preparation & signing of further tenancy lease agreement

ASSIGNMENT OF LEASE/CHANGE OF SHARED TENANCY: $150 + GST

- This fee is charged to the tenant
- Negotiate further lease term with tenant and landlords
- Processing rental applications & references
- Preparation & signing of further tenancy lease agreement & associated documents

COMPULSORY SMOKE ALARM, GAS & ELECTRICAL SERVICING: $379 PER ANNUM

- Annual smoke alarm service & unlimited call outs for no extra charge
- Replacement of battery in all alarms
- Blind safety compliance
- Gas & electrical compliance checks
- Replacement of hardwired and battery operated alarms as needed at no extra charge
- Air conditioner filter cleaning

IF REQUIRED: AT COST - subject to change by respective authority

- Application to Tribunal
- Preparation, attendance &representation at tribunal NO CHARGE
- Registered Post (VIC only)
- Preparation, attendance &representation at Local Court $66 per hour incl GST

SMOKE ALARM SAFETY CHECK

This service involves location assessment, cleaning, performing tests, replacing batteries, replacing alarms where required and checking smoke alarm's expiry dates.

·Free replacements for expired or faulty smoke alarms.

·Free tenancy change inspections.

·Annual servicing of all smoke alarms by skilled technicians.

BLIND SAFETY SAFETY CHECK

This service involves inspecting all window coverings, ensuring that all corded window coverings installed have clips or cleats where required.

- All window covers inspected.

·Window clips (cleats) for corded window coverings installed. (No extra charges per window cleat or window unlike other companies)

- Excess or non-compliant cords removed or secured.

ELECTRICAL SAFETY CHECK

Comprehensive service requires checks of owner supplied electrical appliances, installations and fittings including RCD test, earth loop and polarity tests of all accessible power points.

- Service every 2 years by qualified electrician.

·Free callouts for faults.

·Free replacement of faulty or damaged safety switches, light switches, power points.

GAS SAFETY CHECK

Comprehensive service requires checks of your main gas line and each landlord supplied gas appliance for carbon monoxide leaks and other faults.

- Service every 2 years by Type A gasfitter.

·Free callouts for faults.

- Free replacement of faulty or damaged thermocouples.

·Compliance certification & full digital audit trail.

CARBON MONOXIDE ALARM SAFETY

Our carbon monoxide alarm service (every 2 years) is available only in Victoria, and includes*:

- Ensure any carbon monoxide alarm is correctly installed and in working condition

·Ensure any carbon monoxide alarm is tested according to the manufacturer's instructions at least once every two years, and

- Ensure the batteries in each carbon monoxide alarm are replaced as required.

·Ensure that all out of date or faulty alarms are replaced.

AIR CONDITIONER FILTER CLEANING

- Comprehensive dusting of split system and ducted air conditioner intake filters.

BCMC SAFETY SOLUTIONS

w:www.bcmc.solutions
e:glenn.page@bcmc.solutions

MANAGEMENT FEE CALCULATOR

RENT AMOUNT PER WEEK	MANAGEMENT FEE (8.8%)
$100	$8.80
$110	$9.96
$120	$10.56
$130	$11.44
$140	$12.32
$150	$13.20
$160	$14.08
$170	$14.96
$180	$15.84
$190	$16.72
$200	$17.60
$210	$18.48
$220	$19.36
$230	$20.24
$240	$21.12
$250	$22.00
$260	$22.88
$270	$23.76
$280	$24.64
$290	$25.52
$300	$26.40
$310	$27.28
$320	$28.16
$330	$29.04
$340	$29.92
$350	$30.80

RENT AMOUNT PER WEEK	MANAGEMENT FEE (8.8%)
$360	$31.68
$370	$32.56
$380	$33.44
$390	$34.32
$400	$35.20
$410	$36.08
$420	$36.92
$430	$37.84
$440	$38.72
$450	$39.60
$460	$40.48
$470	$41.36
$480	$42.24
$490	$43.12
$500	$44.00
$510	$44.88
$520	$45.76
$530	$46.64
$540	$47.52
$550	$48.40
$560	$49.28
$570	$50.16
$580	$51.04
$590	$51.92
$600	$52.80



LEADING PROPERTY GROUP

Landlord, Property and Banking Details

OWNERSHIP DETAILS

Legal Ownership name:
If the property is owned under a corporation, the address the corporation is registered to:
ACN/ABN (if applicable):

CONTACT DETAILS

Owner name(s):
Owner address:
Contact number (for all owners):
Email address (for all owners):
Emergency contact name:
Emergency contact relationship:
Emergency contact phone number:

PROPERTY DETAILS

Rental property address:	
Rent price per week:	Number of bedrooms:
Number of bathrooms:	Parking spaces:
Building Insurance Provider:	Policy Number:
Landlord Insurance Provider:	Policy Number:
Strata Body Corporate Manager or Common/Driveway Insurance (if applicable):	

BANKING DETAILS

Banking Institution:		
Account name:		
BSB:		Account number:
Frequency of payments:	Mid and end of month ☐ End of month only ☐	Astatemement will be emailed to you when we disburse your rental money.

DEDUCTIONS

Wecan paythe following from your rental money at no extra charge.

Council Rates (please attach a copy of rates)	☐Yes	☐ No
Water rates	☐Yes	☐ No
BCMC (check electrical, gas, smoke alarms & blinds)	☐Yes	

Please note - the tenants will be invoiced direct from North East Water for their consumption if the property is separately metered.

Any additional notes or information:

Signed:	Date:

Phone: 02 6040 7076 | Mobile: 0429 330 039 | Email: lucinda@leadingproperty.com.au | Leading Property Group Pty Ltd
Address :1071 Mate Street, North Albury NSW 2640 | Website: www.leadingpropertygroup.com.au | ABN: 77 603 342 365