



	FULL MANAGEMENT	RENT COLLECT	LET ONLY FULL	LET ONLY BASIC
Comprehensive property marketing	✓	✓	✓	✓
Handle tenant enquiries	✓	✓	✓	✓
Arrange, Conduct and 'Follow up' property viewings	✓	✓	✓	✓
Tenancy Negotiation	✓	✓	✓	✓
Tenant Referencing	✓	✓	✓	✓
Prepare Tenancy Agreement	✓	✓	✓	✓
Prepare Tenancy Inventory	✓	✓	✓	✗
Schedule required safety checks/ certification	✓	✓	✓	✗
Sign Up - Collect Rental Payment & Tenancy Deposit	✓	✓	✓	✓
Sign Up- Signing of Tenancy Agreement and release of keys	✓	✓	✓	✓
Check In appointment at property	✓	✓	✓	✗
Notify utility providers and Council of change in responsibility	✓	✓	✓	✗
Registration of the Tenancy Deposit	✓	✓	✓	✗
Collect and process rental payments with account statements	✓	✓	✗	✗
Chase rent arrears and provide professional advice	✓	✓	✗	✗
Handle property maintenance issues in accordance with Landlord's instructions	✓	✗	✗	✗
24 Hr Out of Hours Emergency Maintenance Line	✓	✗	✗	✗
Professional advice and management of tenancy	✓	✗	✗	✗
Scheduling and completion of regular property inspections	✓	✗	✗	✗
Schedule and monitor necessary safety checks	✓	✗	✗	✗
Negotiate/ issue legal notices for tenancy renewal and rent increases	✓	✗	✗	✗
Issue legal notices as instructed by Landlord	✓	✗	✗	✗
Correspond with Landlord & Tenant in relation to termination of tenancy	✓	✓	✗	✗
Inform Tenant of checkout procedure and cleaning responsibilities	✓	✓	✗	✗
Conduct checkout inspection & provide property report at the end of the tenancy	✓	✓	✓	✗
Negotiate and process tenancy deposit deductions / return	✓	✓	✓	✗

KEY

 Property marketing and commencing a tenancy

 Management of the property and tenancy

 End of the tenancy and property remarketing