



Stirling Real Estate Limited

Property Manager Check List

	Stirling Real Estate Limited	Others ??
<u>Tenant Location</u>		
Company "To Let" Signage for properties	✓	?
Advertise in Local paper	✓	?
Own Website advertising (No Fee)	✓	?
Central Business District Office	✓	?
On Line Application Form	✓	?
Text alert service to tenants	✓	?
Able to find overseas tenants	✓	?
Prospects accompanied at viewings	✓	?
Keys NEVER provided to prospects for viewing	✓	?
List on other websites (at owners expense)	✓	?
<u>Tenant Selection</u>		
Large pool of tenants	✓	?
Tenant Must apply in writing	✓	?
Tenant must supply referees	✓	?
Tenants Referees checked	✓	?
Tenants Creditworthiness checked	✓	?
Tenant employment checked (if applicable)	✓	?
<u>Before Tenancy Commences</u>		
Paperwork completed	✓	?
Tenancy Agreement used is standard form	✓	?
Tenants asked to pay via Bank authority	✓	?
Bond collected	✓	?
Bond to Bond Centre within stipulated time	✓	?
Initial rental collected	✓	?
Property photographic record taken	✓	?
Property Checklist completed and signed off	✓	?



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During Tenancy

Tenants payments posted daily to accounts	✓	?
Quarterly property inspection	✓	?
Pro-actively oversee arrears	✓	?
Contact tenants promptly about arrears	✓	?
Send required notices to tenants about arrears	✓	?
Arrange arrears repayment	✓	?
Take legal steps to collect arrears	✓	?

At Tenancy End

Inspect property	✓	?
Have property cleaned if necessary	✓	?
Arrange repairs if needed	✓	?
Reclaim all keys	✓	?
Arrange for any arrears to be cleared	✓	?
Disburse Bond	✓	?
Locate new tenant (see above)	✓	?

Administrative

Funds Held in Trust Account	✓	?
Trust Account subject to regulatory oversight	✓	?
Competitive commission rates & fees	✓	?
World Class Software	✓	?
Software built for NZ	✓	?
Monthly itemised statements	✓	?
Annual summary statements	✓	?
Email statements & summary	✓	?
Invoices sent at years end	✓	?
Scanned invoice copies retained	✓	?
Regular rent reviews	✓	?
Trained personnel	✓	?
Personnel cover for absences	✓	?
Trained support staff	✓	?
Cost effective tradespeople	✓	?
Rates paid by arrangement at no fee	✓	?
Insurance paid by arrangement for no fee	✓	?