

## LANDLORD HELPFUL HINTS

### TRANSFERRING YOUR PROPERTY WITH A CURRENT TENANCY

Landlord often mistake and believe a property cannot be transferred to another agency whilst a tenancy is in place. The fact is it can be and the transfer process is quite simple. Once we have your approval to commence management we will arrange everything for you. There are no costs involved to change agents and all the transfer of documentation will be handled on your behalf.

We will contact the existing agents and respectfully advise them of the management take-over. We will then contact the tenants and advise them of the transfer. We will arrange a time to meet the tenant/s and inform them of our procedures, payment details and also arrange an inspection time to familiarise ourselves with your property. The transfer will be smooth, and we know you will be glad you made the decision to join and create a new Journey with Fine Point Real Estate.

### IS YOUR PROPERTY READY TO BE LEASED?

**First impressions are very important to prospective tenants. Below are some suggestions that can make a big difference when presenting your property to potential clients and tenants:**

- **Keep lawns mown and garden beds neat & tidy**
- **Remove all rubbish from inside and outside the property**
- **Ensure the property is and has been cleaned and dusted throughout**
- **Ensure the oven, grill shower screen and wet areas are cleaned**
- **Clean all exhaust fans and range hoods**
- **Steam clean carpets**
- **Ensure all necessary repairs and painting is done**
- **Ensure windows are clean, can all be opened freely and replace any with cracks or that are broken**
- **Ensure all appliances, plumbing, fixtures and fittings are in sound working order**
- **Check all smoke detectors are operating and change battery if required**
- **Clean out all gutters and downpipes**
- **Ensure all light fittings are working and replace any blown globes**
- **Pool fences and/or security locks are also required if there is a pool or spa**

### INSURANCE ON YOUR PROPERTY

We recommend and highly encourage you to take out landlord insurance cover on your property. This should be arranged prior to a tenancy commencing. All reputable insurers provide this service and you are best to compare different policies to achieve the best coverage that suits your property for the best possible price. Landlord Insurance can cover you in the following areas: Accidental & Malicious damage by the tenant, Theft of items by the tenant and most importantly Loss of rent and Public Liability Damage.