

BRISBANE WEST

REAL ESTATE

Executive Leasing

Brisbane West Executive Leasing is a specialist property management agency located at 2053 Moggill Road, Kenmore Brisbane.

We specialise in and are dedicated to property management in the Inner City and Western suburbs area of Brisbane. Brisbane West Real Estate, as a real estate business, has been established in the area since April 2004, which has provided us with indepth knowledge of the market.

At Brisbane West Executive Leasing, we are well aware that properties are security assets aimed at securing investment futures for their owners. For this reason, we handle all matters relating to your property with the care that it deserves.

The following are the unique ways we deliver our services to you, and they consist of our point of difference:

1. Initial Contact:

We listen to you. Because we are dedicated to offering effective and professional service to both our property owners as well as our tenants, Brisbane West Executive Leasing devotes time to exploring specific needs of our clients at our initial meeting. Our recommendations are based on your needs, our professional and local knowledge.

2. Advertising and Promotion of your Property:

At Brisbane West Executive Leasing, our goal is to minimise the vacancy period of your property; therefore we undertake the following when the property is vacant or a new tenant is to be placed.

- Promote your property on our rental listing sheet displayed in our office
- Erect a prominent "To Let" sign on the property
- Advertise your property on the Internet
- Present your property in full colour in our window display
- Search our database of potential tenants
- Email corporate relocators

3. Potential Tenants

Keys to properties will not be handed out to potential tenants. Potential tenants will be escorted through the property by Brisbane West Executive Leasing staff.

We carefully screen potential tenants to ensure the most desirable is placed in your property.

Director: F. Van Vuuren
ABN: 18 390 382 527

2053 Moggill Road
Kenmore 4069

Po Box 1266
Kenmore
4069

Telephone (07) 3720 4800
Facsimilie (07) 3378 7324
Email leasing@brisbanewestrealstate.com

4. Routine Inspections of your Property

Brisbane West Executive Leasing conducts 4 inspections per property annually.

We take photo documentations of the state of the property during each inspection, a copy of the Inspection Report is sent to the property owner after each inspection.

5. Maintenance of your Property:

At Brisbane West Executive Leasing, we thrive to ensure the up-keep of the value of your property. We take immediate action to fix repairs and maintenance that are noticed during inspections or are reported to us by the tenant.

We only employ tradespeople that are qualified and registered to work on your property.

We obtain written quotes from tradespeople before any large repairs are carried out.

6. Rents and Payments:

All tenants pay their rent directly into the Brisbane West Executive Leasing Trust account.

Property owners' rents are disbursed to their designated bank account once a month.

An account statement is sent to the property owner once a month.

Property owners are provided with itemised financial year report on the activities, income and expenditures of their property for income tax purposes.

7. Communication:

At Brisbane West Executive Leasing, we value a robust business relationship with property owners and tenants. We communicate regularly through the following means:

- Email
- Telephone
- Post

8. Fees and Charges:

Letting Fee:	One week's rent plus GST
Rent Collection	5% plus GST
Management Fee:	3.5% plus GST
Negotiation of Lease Renewal	25% of one week's rent plus GST
Periodic Inspections	No charge
Mediation/Tribunal Hearings	To be agreed prior to Hearing
Postage and Petties	\$5.00 plus GST
Internet Advertising	No charge

9. Contact:

Your personal contact is directly with Karen Ehigie (0417 404 028) who is a partner in the Executive Leasing Division. Karen has over 20 years local experience having lived and raised her family in the area.