

A photograph showing two business people in suits shaking hands over a desk. On the desk, there is a small red house model, a clipboard with papers, and a calculator. The background is a bright, clean office setting.

the  
**Better  
Realty**™  
co.

**Managing** your  
investment property



## Finding the perfect tenant for your property:

**Having bought your investment property we now have to find a tenant for you.**

A good quality, long term tenancy is far more attractive than a constant turnover in tenants and will maximise your investment returns.

### Open homes

With the increasing demand for rental properties, your Better Realty property manager may suggest that you open the property at an agreed time to ensure a good pool of candidates view and apply for the property.

### Advertising

Your Better Realty property manager is constantly monitoring the best medium for advertising your property to attract a suitable tenant and ensure the best result for your dollar.

Your property may be advertised in the following:

- The most popular and highly searched rental websites and portals.
- “For Rent” classified section of newspapers.
- “For Rent” signboards.
- Brochures/flyers distributed by the agent.
- Email newsletters to an agent’s mailing list.
- Social media.

## Setting a fair price for your rental property:

**An attractive rental price is an important part of maximising your investment.**

Your Better Realty property manager will have a strong understanding of the current rental prices in your local area and will help you set a fair rental value.

### Three factors that impact on rental prices are:

1. Property location
2. Property condition
3. Length of lease

Some owners can make the mistake of setting the rent too high. Not only will you waste your advertising dollars but you will increase the vacancy period between tenancies.

### Rent reviews

A review of your property’s rental price is recommended on a regular basis. We’ve found tenants are well educated on rental trends and what a fair price is, so it’s good to find the right balance to keep your property occupied.



## Finding the right manager for your property:

**This decision can make a huge difference not only to your overall returns, but also to the enjoyment of your investment.**

Over the last few years property management has undergone a significant transformation from simple rent collection, to a dynamic investment management service.

The changing scene has triggered the need to better manage new legislation, ensuring fairness for both owners and tenants.

Now more than ever, you need a property manager who is trained and equipped to meet these ever changing needs. You need to feel completely comfortable with the company you are dealing with.

**We take care of everything so you can rest easy knowing your investment and tenancy is being looked after.**

## Our property management services:

**Our personalised service will ensure you're taken care of every step of the way, including:**

- Thorough screening of tenants.
- Receiving rent and issuing receipts.
- Arranging for repairs and maintenance to the property.
- Paying of accounts such as water services and council rates.
- Processing any insurance claims when authorised to do so.
- Accurately reporting on the condition of the property at the beginning, during and end of each tenancy.
- Exercising the owners/tenants rights to terminate leases and tenancies.
- Re-letting the property at the end of each tenancy.
- Preparing and checking the property's inventory.
- Doing all such lawful things as may be directed by the owner in writing.





## Professionally managing your asset:

We appreciate that handing over the keys to your property requires trust on your part. Our proven systems and attention to detail will ensure your property is in safe hands.

### Property condition report

Your Better Realty property manager will compile a detailed property condition report of the premises.

At the end of the tenancy, and prior to the security bond being released, a final inspection of the property will be carried out comparing the property to the original report.

### Bond

A bond is collected from the tenant and held with the local Bond Authority.

A bond can only be released by mutual agreement between the tenant and agent (on behalf of the owner) once all obligations have been fulfilled at the end of a tenancy.

We don't just collect rent, we take pride in ensuring your property is fully cared for.

### Why periodic inspections are important

One of the conditions of the tenancy agreement is conducting periodic inspections to ensure the property is being maintained to a satisfactory standard by the tenants.

Periodic inspections are completed on a regular basis with a full report provided to the owner. The tenant is informed of any property defects which they may be considered responsible for.

These inspections may also include maintenance recommendations or the submission of quotes for upgrades in order to maintain the ongoing value of the property.

### How to manage repairs and other outgoings

It's the owners responsibility to maintain the property in good rental condition.

You can elect your Better Realty property manager to initiate repairs and maintenance with expensive repairs being referred to you for your consideration.

## Tax deductions for your investment property:

As you probably know, Australia has a range of tax legislation for property investors.

As an owner/part owner of a rental property, income tax legislation requires you to declare any rental income you receive. Importantly, tax legislation allows you to claim expenses relevant to that income.

Deductible expenses include the following:

### Agent's fees

Include property management commission, inspection fees, and any other incidental fees an agent may charge for managing your property.

### Borrowing expense

Expenses incurred in borrowing money solely for income producing purposes including valuation fees, broker's commissions, application fees, survey fees and any other incidental expense charged by the lending institution.

### Depreciation

Depreciation on furniture, fittings, floor coverings and white goods are also deductible. Building depreciation applies and can be calculated by obtaining a Depreciation Schedule for the property from a Quantity Surveyor, the cost of which is tax deductible.

### Repairs

Any expenditure on repairs and maintenance to the leased property are deductible. However, these do not include alterations or improvements to the property.

For example, replacing a sheet of iron on an old roof may be a deductible expense. On the other hand, replacing an old iron roof with a new tile roof is a capital expense and not deductible.

Although expenditure on improvements and alterations are not deductible, it is advisable to keep all records of this expenditure as they can be included in the cost base of the property when calculating the gains for the sale of that property.

### Write-off construction cost

A tax deduction is applicable for capital expenditure incurred on the construction of new buildings used for the purpose of producing assessable income. Capital expenditure includes alterations, extensions and improvements to the property. You should consult with your personal tax advisor as they will be best qualified to confirm your allowable deductions.

### Accounts

This area is very important to property owners so you need a real estate partner you can trust. Generally, rents are collectable from the tenant in advance and then paid to the owner twice monthly, with a statement of rents received and all expenditure invoices sent to the owner.

Disbursements or property owner expenditures typically cover:

- Unit levies, rates and water
- Maintenance and repairs
- Insurance premiums
- Lawn mowing or gardening services
- Pest control

Let us help you understand which expenses are deductible, and which would be beneficial to your investment property.



## Professional marketing packages:

If your property becomes vacant, Better Realty has a comprehensive, cost effective marketing campaign to ensure it is vacant for the least amount of time possible.

Marketing tools include:

### Signboards:

Allow your property to be on show 24 hours a day, 7 days a week.

### Brochures:

Available at open homes.

### Print Advertising:

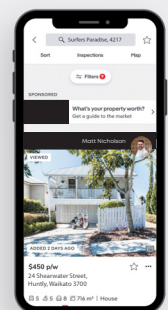
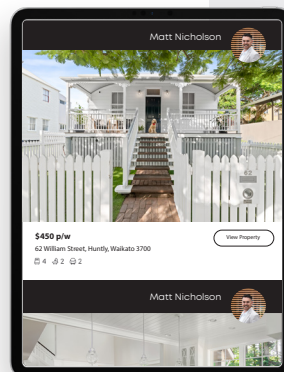
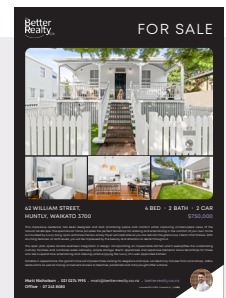
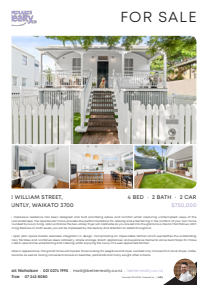
Competitive pricing.

### Large Database:

A database of possible tenants.

### Advertising on:

- [betterreality.co.nz](http://betterreality.co.nz)
- [atrealty.co.nz](http://atrealty.co.nz)
- [homes.co.nz](http://homes.co.nz)
- [trademe.co.nz](http://trademe.co.nz)
- [listglobally.co.nz](http://listglobally.co.nz)
- [realestate.co.nz](http://realestate.co.nz)
- [oneroof.co.nz](http://oneroof.co.nz)







## Steps to a successful leased investment:

1. Appoint us as the exclusive managing agent for your property.
2. Decide if you would like a signboard to be displayed on your property.
3. Your property is marketed in accordance with your tailored marketing campaign.
4. Pre-qualified tenants are matched to your property, contacted and invited to inspect.
5. Visitors to all property inspections and open homes are recorded.
6. All tenant applications that are received are thoroughly checked.
7. Shortlisted applications discussed with land lord for approval.
8. **LEASED!**

## Our property management services:

**Our personalised service will ensure you're taken care of every step of the way, including:**

**Letting fee:**

\$ \_\_\_\_\_

**Management fee:**

\$ \_\_\_\_\_

**Administration fee:**

\$ \_\_\_\_\_

**Lease renewal:**

\$ \_\_\_\_\_

**Routine inspections:**

\$ \_\_\_\_\_

**National Tenancy Database tenancy and credit history searches:**

\$ \_\_\_\_\_

**EOFY Statements:**

\$ \_\_\_\_\_

**Advertising fee:**

\$99 (inc GST)



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Thank you.

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