

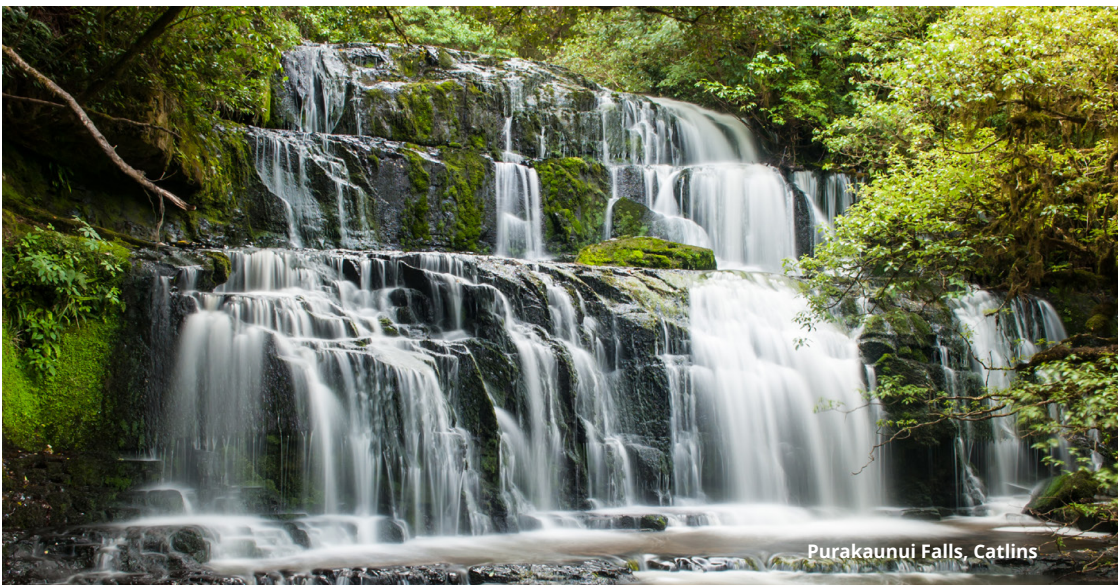
PROPERTY INVESTOR GUIDE



TODD & CO
REALTY

CONTENTS

Welcome	1
Our Services	2
Marketing	3
Tenant selection	4
Inspections	5
Maintenance	6
Financial Information	7
Final Word	8



WELCOME TO TODD & CO REALTY

With over 150 years in business, at Todd & Co Realty we know that being successful in Property Management, you must be successful in people management.

With our experienced staff, we are specialists when it comes to managing investments properties in the residential area or out of town.

Our goal is to eliminate the stress and maximise your returns, whether you have one property or many. Therefore, communication is very important with yourself, the tenants and even the tradesman doing maintenance.

It is our job to ensure that you have peace of mind and that your property is in the very best hands, meaning you have more time to focus on what's important to you.

We do want you to feel 100% comfortable with us and know that we are looking after your investment as if it was our own.

In our Property Management team, we have over 15 years experience, so we know what we are doing!



Water Tower, Invercargill

OUR SERVICES

What do we do as a Property Manager?

- ✓ Free rental appraisals
- ✓ Monitoring all legislative changes and managing any actions required
- ✓ Preparing properties for rent
- ✓ Advertising and marketing your property
- ✓ Viewings with prospective tenants
- ✓ Screening possible tenants
- ✓ Credit and reference checks of tenants
- ✓ Completion of all legal documentation
- ✓ Receipting of rents and bond monies and lodgement of bond with the Department of Building and Housing
- ✓ Inspections of the property and supplying a report to you
- ✓ Organisation of maintenance
- ✓ Payment of incoming invoices
- ✓ Provision of monthly payments and account statements
- ✓ Immediate attention of rent arrears
- ✓ Any mediation or tribunal representation
- ✓ On-going rental administration
- ✓ Personal communication from our team



**We work
PROACTIVELY**



**We stand for
SIMPLICITY**



**We take care of
EVERYTHING**



**We get you
RESULTS**

MARKETING

Effective marketing is key, to maximising your revenue!

We have several avenues to advertise your property to ensure it is reaching prospective tenants fast. Our websites include:

www.toddco.nz
www.trademe.co.nz

www.realestate.co.nz
www.oneroof.co.nz

A list of current properties is available in the office for prospective tenants and property flyers are available by request.

Rental signs are available to erect at the property and this cost is covered by Todd & Co Realty.

Newspaper advertising is at your own cost.

How much will advertising cost?

We cover the cost for our own website, realestate.co.nz and oneroof.co.nz. There is a small cost of \$40 + GST for Trade Me should you wish to use it.

There are no other advertising costs unless you want to put an advert in the newspaper. This cost will vary depending on the size and day of print.



TENANT SELECTION

Over the years we have refined our processes to ensure we get the right tenants for you and your property.

Our standard tenant screening process includes:

Meeting the tenant and taking them through the property to get an idea of their suitability for the property.

A detailed application form which includes: rental references, work/personal references, current and past addresses and current identification.

This allows us to complete reference checks, a background check, a credit check and ensures their suitability before accepting them as a tenant.

Once a tenant is selected, we complete all the relevant documentation with them and collect the bond money and one weeks rent in advance. The tenancy does not commence without this.



INSPECTIONS



Todd & Co Realty conducts a comprehensive inspection before a tenancy commences detailing the condition of the property and making note of any wear and tear.

Quarterly inspections are carried out after a tenancy begins. This ensures the tenants are looking after the property and if there are any areas of concern, we let them know and follow up to confirm this has been rectified.

This time is also where we make note of any preventive maintenance or general maintenance required and supply you a copy of the inspection report.

At the end of a tenancy, we use the initial inspection to compare the state of the property and then finalise the bond.

If there are concerns, other than general wear and tear, we try in the first instance, to have the tenants rectify this. If this is not sufficient or complete, we then employ someone to carry out the repair, clean etc and deduct this from the bond.

Be aware that some insurance companies require you to have regular inspections completed on your property, so it is fully insured.

If you are not aware of your current policy, please check with your insurance company.

MAINTENANCE

One of those great things about having a Property Manager is that we organise any repairs and maintenance on your behalf, so you don't have to play phone tag with the builders, plumbers, electricians etc. Leave that to us!

Being a customer of Todd & Co Realty, you gain access to our network of qualified tradesmen.

They are well aware of time constraints and provide work in an economical manner and we do this at no additional cost to you.

Depending on your requirements, you can be involved as much as you require.

Due to the new laws with Health and Safety, we require certain documentation from our tradesmen before we can employ them.

If you have someone specific you would like us to use, we would need their documentation first or you can employ them directly.





FINANCIAL INFORMATION

When do I get paid?

Owner payments can be made half monthly or monthly. The owner payment is made the first working day following the last day of each month.

A statement is sent the same day as your owner payment is processed and emailed automatically. If you do not have email, we can post your statements to you.

This shows all transactions relating to your rental property and states the amount direct credited to your bank account.

What about tenants rent?

Rents are checked daily, and we act that day if a payment has been missed. We will either get in touch with the tenant or we will issue a 14 Day Breach Notice reminding them of their obligations.

On the rare occasion, we will apply for Mediation or Tribunal service and this is where our understanding of the Residential Tenancies Act 1986 is vital.

LASTLY
THANK YOU
FOR YOUR CONSIDERATION

Why rent with us?

It is more challenging that you may think. Especially when your having to chase up unpaid rent etc while trying to do your day job!

We have competitive fees and having someone to deal with the day to day running or your property takes the stress and pressure away from you.




Choosing Todd & Co Realty to manage your rental investment means the buck stops with us and we take looking after your most valuable asset seriously.

Why go anywhere else when we have been around for over 150 years and are a local company looking after local properties.

Christine Townson
Property Manager
021 511 775
rentals@todddco.nz



Don Street, Invercargill

46 DON STREET, PO BOX 346, INVERCARGILL 9840
 03 218 7131  FAX 03 218 7122  TODDCO.NZ

WILLIAM TODD & CO LTD, LICENSED REAL ESTATE AGENT (REAA 2008)