

Russellproperty partners

Your guide to successful property management

Your partner
in property!





Why Russell Property Partners?

Russell Property Partners take care of all aspects of your property investment to save you time & effort, while at the same time working towards your long term objectives of tax management & capital growth. As a busy person, you require the day to day management of your property to be handled with professionalism, enthusiasm & commercial acumen. From tenant monitoring & monthly statements to repairs & maintenance, our finely tuned service will suit you perfectly.

Achieving optimum rent means knowing the market & having skills to negotiate the best possible rental. We are constantly monitoring the market & initiating with your approval rental reviews on your behalf.

At Russell Property Partners, not only do we employ strategies to ensure you achieve an easy & effortless return on your investment, but because every property is different, we give personal service that ensures you achieve success in your individual property situation. One personal point of contact: A real estate qualified professional who is trained to handle each & every aspect of managing your property. This person will get to know both you & your property personally offering you the best service.

**choosing the right agent to manage
your property is the first vital step.**



what services can I expect?

On instructing Russell Property Partners to manage your property, you will be exclusively authorising them to act on your behalf in the following:

- a) Professional selection of tenants in consultation with you
- b) Signing tenancy agreements for the property & providing a detailed explanation of the tenant's rights & obligations contained within
- c) Initial - Periodic - Final property inspections
- d) Collect rents & issue receipts for monies received including bond
- e) Exercise the Owners rights to terminate leases & tenancies, issue & serve notices to quit in consultation with you
- f) Lay complaints & do all things necessary to commence & complete eviction proceedings; instigate recovery of monies due
- g) Relet at the end of each tenancy in the event of a vacancy
- h) Advertise the availability of the property for rental
- i) Hire & discharge all labour & employees required for the authorised maintenance of the property as agent of the owner
- j) Deduct from sums due to the owner, all fees & expenses incurred
- k) Do all such other lawful things that may be directed by the Owner

Russell Property Partners will prepare all required documentation ensuring that it complies with current legislation offering peace of mind.

Such Authority continues until 30 days written notice is given to terminate the management.

Our property managers are fully trained in all aspects of property management & understand the landlord obligations contained in the residential tenancies act.



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can i be sure of the right tenant?

Tenancy selection - Tenants are required to complete an application for tenancy, details of which are checked as thoroughly as possible. A reference check through national tenancy database is available & the successful tenant is secured by a tenancy agreement for a stipulated term.



Marketing - We are constantly monitoring the most appropriate advertising for the purpose of attracting the most suitable tenant.

We have the necessary expertise in featuring the aspects of the property that will attract enquiry, the format of the advertisements.

(eg internet, signage, rental lists & office window)

Ensuring that it stands out from other competitive properties in similar areas & the days to obtain the best results for you.

selection of the right tenant ensures that your investment is protected.



will the property be looked after?

Property Condition Report - Your property manager compiles a detailed Condition Report of the premises, which is required to be checked, amended if necessary, and signed by the tenant within 7 days of occupancy. The original is retained on file.

A final inspection of the property, using this ongoing report for comparison purposes, is carried out prior to the Bond being released.

Security Bonds - Maximum Bond equal to four weeks rent is collected from each tenant & held against any damage that may occur in the normal course of the tenancy. Legislation requires lodgement with Fair Trading Department.

The Bond can only be released with mutual agreement & any dispute must be referred to the NCAT for a ruling.

Periodic Inspections - are conducted & a report is issued. The tenant is notified of defects for which they could be considered responsible & required to repair.

In the event that the inspection reveals unacceptable cleanliness/maintenance by the Tenant, your agent will reinspect the property to ensure it is resolved.

Repairs & Outgoings - the Residential Tenancies Act requires an owner to maintain the property in good order & tenantable repair.

You can elect to authorise your agent to initiate repairs to a stipulated amount although it is our practice to seek prior approval. More expensive repairs will be referred to you for consideration.

our property managers don't just collect rents, they take pride in ensuring properties are fully cared for.

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Owner responsibilities

The obvious responsibility owners have in respect of their rental property is

- a) They provide premises in a reasonable state of repair & cleanliness allowing for age, character & prospective life of the property.
- b) They comply with all requirements in respect of health, building & safety laws in so far as they apply to the premises.

The handyman Landlord may wish to carry out some repairs for themselves. For others, labour as we all know, is an expensive item. We will endeavour to keep costs to a minimum, remembering that at all times it is a matter of correctly interpreting the task, so as to allocate the right tradesperson.

Generally speaking, repairs, replacement & maintenance are tax deductible against rental income whilst improvements, additions & alterations are not.

Emergency repairs (particularly those repairs which maybe of a health or safety nature) would be at the agents discretion when an Owner cannot be contacted. Please remember to advise us of any changes of address or phone number as our practice is to seek prior approval.

**fair treatment of tenants
will help ensure they look
after your property**

Tenants are required under terms of the lease to maintain lawns & weed gardens but there is no obligation to improve. Experience shows that a wise owner will attend to pruning of trees & shrubs on an annual basis.

Owners must expect to maintain a property & allocate funds to prevent deterioration (eg painting when necessary). Carefully read the periodic inspection reports as they are sent to you.

Owners travelling or residing overseas should establish someone local to act on their behalf, remembering that a managing agents authority is specific & may not cover all eventualities.

On your behalf an agent can pay rates & levies but unless they receive notices or funds are unavailable cannot be responsible for non payment.

Your agent is best qualified to assess a fair, market rental for your property.

The condition report of the property must be considered when assessing rent. Location is also relevant as is the length of the term offered.

Remember that a rent value set too high will result in a loss of potential income whilst trying to secure a suitable tenant at the rent set.



**agents fees are all tax deductible,
give serious thought to having your property professionally managed**

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tax deductibility

As an owner of a rental property, income tax legislation requires you to declare any rental income you receive. It also allows you to claim relevant & incidental to the derivation of that income including:

Agents fees - these include commissions, inspection fees & any other incidental fees an agent may charge for maintaining your property.

Borrowing expenses - expenses incurred in borrowing money solely for income producing purposes are generally deductible. These expenses may include stamp duty, valuation fees, application fees, survey or legal fees.

Repairs - any maintenance expenditure to the leased property is deductible.

Travel - all travel expenses on collecting rents or in connection with repairs which are relevant to the activity are deductible.

Depreciation - fittings & fixtures within the property are eligible to have a depreciation schedule applied to them (eg carpets, blinds, light fittings, stoves to name a few) and deducted.

Write-off Construction Cost - ATO allows a capital deduction for capital expenditure incurred on the construction of new buildings including alterations, extensions & improvements to income producing property.

Depending on whether the building is residential or non residential and when construction was commenced, the costs can be written off at 2.5% to 4% pa. Construction Cost for which a deduction is allowable includes; site costs, architect's & engineering fees.

knowing what you can claim on taxation will help you get the right return on your investment

Other Incidental Expenses - such as insurance on home & contents, council & water rates, advertising & promotions, postage & legal expenses incurred in collection of rent or evicting tenants are all deductible.

Your expenses will need to be apportioned if only part of the property is let or if you have only let it for part of the year.



Where it is only part of the property is let, you will usually apportion on a floor area basis. When the property is let for only part of the year, you can only claim expenses for the time the property is available to let & there is a real attempt made to let it out.

Please note: this information is offered as a guide only as you should seek professional advice in order to determine the exact nature & extent of permissible deductions in your own particular circumstance.

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