



JP Dixon Real Estate Property management

J. P. Dixon Real Estate's Property Management specialises in Executive corporate leasing and has a capped portfolio limit to ensure your property receives the time and professional service it deserves.

J.P. Dixon offers professional service and expert management of every property, offering accurate leasing appraisals combined with current market knowledge and experience.

Our close relationship with Melbourne's best Relocation Agents ensure we have excellent communication on up and coming corporate transfers, company expectations and are one of the first points of call for executive leasing.

This practice ensures properties are leased quickly, to quality tenants with fantastic outcomes for owners!

With our capped portfolio numbers, you can be confident in regular routine inspections, professional repairs and maintenance and rental increases are applied where required at market value.

We are confident at JP Dixon Brighton your property will receive superior service, advice and market knowledge. Our services include, but are not limited to:

ADVERTISING

- Your property will be advertised on major real estate websites (such as realestate.com.au, realestateview.com.au, domain.com.au, jpdixon.com.au). Most rental enquiries are generated from internet advertising, in particular, realestate.com.au.
- Your advertisement will be listed as a 'Highlight' listing on realestate.com.au for the first 30 days. This will increase the size of your listing and position it higher up in the search results than a standard advertisement.
- A 'For Lease' board can be erected at your property (subject to Owner's Corporation approval where applicable). This can be particularly successful in high traffic areas.
- We also arrange a professional photograph package for you. This will make your property advertisement stand out and show your property in its best light. The photographs can then be used again for re-letting in the future.

LEASING INSPECTIONS

We will arrange to show prospective tenants through your property with our specialised Property Manager, either by private appointment or by advertised open for inspections, as necessary.

TENANT SELECTION

We will verify all information provided to us by prospective tenants on their application form. We go to the source to confirm the information received, this includes employment and rental references. We will also conduct a tenancy check via the National Tenancy Database if required. Once all information is verified we will contact the property owner to go over all the details of the application/s received.

LEASE AGREEMENTS & OTHER DOCUMENTS

- We use state-of-the-art Lease Preparation software where by the lease agreements are prepared on-line and sent out digitally for signing. This dramatically reduces the turnaround time ensuring your property is leased as quickly and efficiently as possible.
- Complete a Condition Report of the property before the tenant moves in. This includes a written report and colour photos (between 200-400 photos are taken) which is held on file for use as a comparison when the tenant vacates the property.
- Provide the tenant with a copy of the Department of Consumer Affairs rental guide booklet which explains the rights and responsibilities of both tenants and landlords. We also provide the tenants with a Welcome Pack which also includes a trouble-shooting guide and after hours contact details for emergency trades.
- Collect the Bond and complete the Bond Lodgement form and send off to the Residential Tenancies Bond Authority.
- Provide South East Water with the tenants' details to ensure usage is charged to the tenants (if applicable).

ROUTINE INSPECTIONS

As permitted by the Residential Tenancies Act 1997, we will conduct routine inspections after the first three (3) months of the tenancy, this enables us to iron out any minor issues early to ensure a smooth tenancy. We will then conduct inspections every six (6) months from then on.

RENTAL PAYMENTS

- We offer multiple ways tenants can pay their rent ensuring they always have a way suitable to them to ensure that the rental payments are made when due.
- We will collect and receipt rental payments in accordance with the tenancy agreement.
- The rent will be disbursed to you monthly, with a statement detailing all outgoings including copies of maintenance invoices for your tax purposes.

REPAIRS & MAINTENANCE

- We can arrange and co-ordinate maintenance to your property, as required, according to your instructions.
- Urgent Repairs – certain repairs are considered under the Residential Tenancies Act to be of such a serious nature that action must be taken immediately, up to the limit of \$1,800.00. Should a situation like this arise during business hours, we shall make every attempt, where possible, to contact you. If you cannot be reached, we will arrange necessary repairs up to that limit in order to protect your property. If an emergency occurs outside of business hours, the tenants will be able to contact one of our preferred tradespeople. Our tradespeople will only attend after hours if it is absolutely necessary, otherwise, the tenant will be instructed to contact the office during business hours.
- We have a full range of reputable tradespeople available.
- If you have preferred tradesmen, please advise us so we can record their details on file.



VACATING TENANTS

- We will advise you of the tenant's intention to vacate and re-advertise the property for lease (if applicable). Tenants are required to provide at least 28 days written notice of their intentions.
- We will liaise with the vacating tenants to co-ordinate inspections for prospective tenants.
- We will conduct a final inspection and review the ingoing condition report to ensure the property has been left in good order, before arranging the refund of the tenants' bond.

PAYMENTS

We can arrange to pay your council rates, water rates, insurance premiums, body corporate fees and/or any other payments as instructed by you.

INSURANCE

- It is recommended that all landlords have an insurance policy to cover the building, as well as partial contents on fixtures and fittings at the property.
- Public Liability is an essential part of your insurance policy
- Landlord insurance is also recommended.

To arrange a free no obligation rental appraisal, or find out more about how we can help you, please contact our office on 03 9596 7411.