

Property Management Co:..... address:.....

Contact Person:..... Phone:.....

Mobile: Email address:

1. How many properties do you manage through this office?.....

2. How long have you been doing this for?.....

3. How many properties does each property manager handle?

4. How often does your property manager inspect the rental properties that you manage?

5. How often do your property managers attend court?

6. What ongoing training do your property managers receive to keep up to date with legislative changes?

7. How long have your property managers been employed by your company?.....

8. What is the turnover rate of your property management staff?.....

9. How many property managers do you employ?

10. Do your property managers show prospective tenants through vacant properties or do they give out keys?.....

11. In what suburbs or localities are the majority of the properties which you manage located?

12. Can you pay the utility bills and repairs on my behalf so I am not bothered with unnecessary paperwork? No/Yes..

13. At the end of each financial year, can you provide me with an income and expenses report for each property, and a summary of all properties combined, to facilitate my end of year accounting? No/Yes

14. Can you give me the contact details of three typical property owners whose investment properties you manage so that I can get their feedback on your services as well please? No/Yes (if yes, please list their name, contact nos & best time to call:.....

15. Can you give me a sample residential tenancy agreement that applies in your area? No/Yes

16. What landlord insurance policies do you offer through your office?

17. Do you have a profile document about your firm and services? No/Yes.....

18. Please list all your management fees:.....

19. Please list all your other charges:.....

20. Is your management fee negotiable when you manage multiple properties for me? No/Yes