

# Getting your property ready

*“We’ll look after it like it’s our own”*



- The property should be cleaned as you would expect your tenant to clean on vacating the premises. This ensures a trouble free move in for the tenant and clear expectations from us as to how the property is to be left at the end of the tenancy.
- Smoke alarms & RCD's legally need to be installed.
- We start by doing a Property Condition Report (PCR) on the vacant property, this is a requirement by the Dept of Commerce and gives both the tenant and property owner a clear indication of how the property is handed over and how it is to be handed back, with the exception of normal wear & tear.
- By getting the tenant to sign the PCR they have taken responsibility for the way the property looks, and will ensure that any maintenance issues that come up during the tenancy will be reported to us to get fixed. The PCR will also be a comparison for the final bond inspection so that the tenant is held accountable for any cleaning issues or intentional damage that need requires rectifying.
- Now that your property is ready for a tenant it is timely to talk about Landlord Insurance. We recommend discussing this with your broker, don't forget different policies offer different levels of insurance. If you don't know who to contact we can provide some phone numbers of insurance agents to contact. You will need to provide us with details of your insurance company for the building.
- As the owner of the property you are responsible for undertaking any repairs to ensure the property is safe, secure, clean & fit to live in. This includes maintaining the property in reasonable repair.
- Our tenant is responsible for keeping the premises clean; repairing any damage caused by the tenant and/or visitors; notifying Albany Property Management of any damage ASAP and doing what they can to avoid further damage.
- We organise urgent maintenance within 24 hours; organise priority maintenance within 72 hours and give yourself & tenants clear and accurate information when other repairs are planned.