

Rent Assured Property Management Services

Some of the advantages to you the Investor:

Our expert rental services:

- ② Collection and monitoring of rent payments
- ② Prompt dispersals of rent monies. RentAssured disperses on the 1st & 15th of every month from our computerized system. A report is sent monthly detailing monies and information on the property.
- ② Arranging cost effective repairs and maintenance
- ② Prompt and good communication with the Investor in regards to any repairs or changes to the property.
- ② Paying of relevant accounts if required- such as rates, insurance etc.
- ② Making prompt contact with tenants who are late with rent payments. We follow up rent arrears diligently. Our knowledge of the legislation helps us minimize rent loss.
- ② Our priority is good communication with the tenant to ensure they look after your property and pay on time.
- ② Careful selection and thorough screening of tenants, we use similar application forms of debt agencies and do reference checks through employers and previous landlords.
- ② RentAssured uses Scotney William tenancy agreement contracts for all tenancies. This legal document outlines the rules of the tenancy, allowing specifications that can protect the investor, and also incorporate our own rules gained through years of experience.
- ② Collection and control of bond, depositing with the Ministry of Business, Innovation, & Employment (previously the Department of Building & Housing).
- ② We are interested in renting your property for the long term, maximizing your return on your investment.
- ② Run by property investors.

All the above services are part of RentAssured's management service and are tax deductible.

Fees

- **Rental fee is: 8% plus GST of the weekly rent.**
- **Inspection fee is \$35 plus GST per inspection.**
- **Advertising, including Trade Me \$130 +GST**
- **Administration fee \$250 +GST for changes in tenancy**
- **Expense fee is 5% plus GST. Arranging and supervising maintenance & renovations is 5% (of the cost of work) plus GST.**
- **Court Tribunal Application Fee-\$20.44**
- **Mediation via phone \$50 +GST**
- **Mediation in court \$130+ GST**

Inspections are done after the first month of tenancy and then every 3 months. The investor is sent a copy of the inspection report. This is conducted on an iPad.

If RentAssured carries out any repairs and maintenance work, this gets added to the total expense cost. If RentAssured is responsible for organizing repairs and maintenance all fees are deducted from the collected rent.

Relevant Information

RentAssured endeavors to always obtain rent on time. Where, for any reasons rent is late from the tenant, Rent Assured will immediately take steps necessary and the rent will be paid to the investor once obtained from the tenant.

Investors are responsible for insuring the property.

RentAssured requires 3 sets of keys for the premises. 2 sets are given to the tenant, once bond and rent has been secured and the tenant has passed our application and reference procedure, the other set is kept locked up in Rent Assured's office for emergencies and inspections. All keys are coded for security.

Once a property is tenanted, 48 hours' notice is legally required to enter the premises, except in the case of an emergency.

You can still inspect the outside of the property; however we would advise you to respect the customers (tenants) privacy.

For our investors to achieve success, our primary focus is successful property management. We strive for excellence and go the extra mile to ensure our clients receive a top quality service and that our customers live in a quality Rental House. We have extensively researched investors to ensure we have the requirements expected of quality property managers. We are members of the Property Institute and also the New Zealand Property Investors Federation.

RentAssured - Providing an outstanding living environment to valued tenants and their families.