

# RECOMMENDATIONS TO PREPARE YOUR PROPERTY TO LET



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*This is a comprehensive list, and we understand moving is stressful so at times the amount of things to organise can be overwhelming.*

*We can assist you throughout this process to minimise your stress as much as possible, and have denoted items on the checklist with a \* that we can handle for you as your managing agent, or with a suitable referral to a pre-screened service provider.*

*Take your time, work through the list, and feel comfortable knowing you have assistance from Stacey Lee Realty every step of the way.*

## Legislative requirements and other steps to be attended to prior to a tenancy

- The premises and inclusions are to be clean and are to comply with local and state authority building regulations with it being safe and fit to live in.\* (request a copy of our cleaning checklist)
- All windows and doors including cupboard doors open and close easily.\*
- All locks are secure and operate effectively with keys. The property provides adequate security to enable tenant/s to obtain contents insurance for personal items.\*
  - Recommended Locksmith: Shain's Local Locksmiths 0425837511
  - Key cutting: Engraving Plus Carindale 33248177 (Westfield Shopping Town)
- Full set of keys to be provided – one set for the managing agent and one full set and access keys if applicable for each tenant/s named as the lease holder/s under the lease agreement.\*
  - Recommended Locksmith: Shain's Local Locksmiths 0425837511
- All corded internal window coverings comply with Trade Practices (Consumer Product Safety Standard - Corded Internal Window Coverings) Regulations 2010. These include providing safety and installation instructions to tenants, warning labels on all blind cords, and possible replacement of curtain tie-backs and installation of screws to secure cords to the window frame.\*
  - Safety Watch Australia 07 3890 7286
- Carpets are professionally steam cleaned.\*
  - A Clean Scene 38014588
- Pest control is current.\*
  - Mulitpest 3390 1353
- A Safety Switch is to be installed for the Power Circuit. Owners of leased domestic residences must have a safety switch installed for the power circuit of the residence after a residential tenancy agreement has been entered into.\*
  - Safety Watch Australia 07 3890 7286

- All houses and units in Queensland must have installed at least one nine volt battery-powered smoke alarm as a minimum legal requirement. A smoke alarm must be installed on or near the ceiling on any storey: between any area containing bedrooms and the rest of the house or unit, e.g. hallways and on a storey not containing bedrooms on the most likely evacuation route from the storey. Recommendations are hard wired or 10 year lithium battery smoke alarms for cost effectiveness and reliability. These must be tested and cleaned within 30 days of the start of a new tenancy (Fact Sheet available upon request).\*
  - Safety Watch Australia 07 3890 7286
- All buildings that are not stand alone houses or townhouses are to comply with Building Fire Safety Regulations. Compliance is the owner's responsibility. Unit owners are to check with the Body Corporate to confirm compliancy and annual requirements have been met or, if no Body Corporate is appointed, then Owners are required to arrange a qualified company to ensure compliancy is met as per the Regulations.
- Telephone line installation approval has been given (tenant is responsible for the connection).
  - Understand that if a telephone connection is not currently installed in the property then you can authorise the agent to give permission to the tenant to have one installed and further authorise the agent to reimburse the tenant installation costs applicable at time of commencement of tenancy.
- If the property is a unit or a townhouse – two (2) copies of the By Laws are to be provided to the property manager – one for the agent's file and one for the tenant.
- If it is your own home being rented out, then we suggest the following:
  - Re-direct mail via Australia Post.
  - Notify the council of your forwarding address for rates notices if you have not instructed our agency to pay the rates on your behalf. Note that the council may calculate your rates differently when being advised it is an investment property so the cost of your rates may increase.
  - Notify the providers of your electricity, gas, phone and other utility companies to finalise accounts if applicable, and provide your forwarding address details.
  - Notify your building and contents insurance company and mortgagee holder of the change of occupancy status.
  - Landlord Protection Insurance. Whilst rental reference checks are completed as thoroughly as lawfully allowed, we cannot predict or know how a tenant's future ability to meet their tenancy obligations can be affected e.g. in event of death or long illness, loss of job, relationship split etc. We recommend all owners arrange an insurance policy to protect their investment. Brochures are available upon request.\*
  - Check you have sufficient coverage for building insurance as this may be only partially covered by your landlord policy. This may be covered for units or townhouses with a body corporate, so check with your body corporate manager first. If it is a house you are likely to need extra coverage to protect you in the event of a re-build or extensive damage e.g. fire.
  - Contents Insurance for your property's fittings and fixtures – may be included with your property insurances or incorporated in a Landlord Protection policy.
  - As your managing agent we require that you have Public Liability Insurance for your property. If your property is a unit the cover must include the internal unit space. NOTE: Public Liability under the Building Insurance, taken out by the Body Corporate, only covers the common areas. It does not cover events inside your unit.
  - Update your personal insurance such as income and life insurance if you haven't checked this for a while. If you need a current appraisal of the value of your asset we can do this for you.
- If water consumption costs are to be passed onto the tenant ALL the minimum criteria is to be met as legislation requires. (Fact sheets available upon request on How to be Water Wise and Water Wise Rebates)
- If your property has a pool, ensure it meets current Government Regulations in regards to fencing, CPR signage and water consumption/use. The Pool Owner must hold a current Pool Safety Certificate or the property cannot be leased.\*

- If the property is under a Builder's Maintenance Warranty, the agent will endeavour to have the Builder attend to any defects/repairs required during the period. However it will remain the owner's responsibility to ensure items are followed up and rectified. Should the Builder not attend to urgent/required items under the Tenant's Lease Agreement, then the owner authorises the agent to employ qualified tradespeople to attend to the requirement and the owner will seek reimbursement from the Builder for payment.

## Other recommendations

- Provide copies of operating instructions or manuals for appliances or other items which tenants require instructions to use, e.g. oven.
- Provide copies of any warranties you have for items or building works, such as appliances, air conditioning, new patio, etc.
- Exchange or arrange for the normal light bulbs to be exchanged for energy efficient light bulbs.\*
- Install picture hooks on walls in the best locations – this helps control placement and number of picture hooks allowed and protects walls.\*
- Leave specific cleaning instructions for specific items
- Weed and mulch the gardens, and arrange for the lawns and gardens to be trimmed and maintained regularly until the tenant commences the lease. Untidy lawns / gardens do not attract tenants and it makes the property look vacant. This also ensures tenants are responsible for maintaining the gardens to the standard in which they were in at the start of the lease.
- Consider including lawn/garden or pool maintenance in the rent. We can arrange quotes for regular services and adjust the recommended rent accordingly.\*
- Plan for a 'pre-tenant' spot clean which may be required following leasing activity and just before a new tenancy begins.\*