



Wellington's Professional
Property Managers

Charges for Professional Services

Management Fee **8% +gst of rent**

- Provision of a 24 hour, 365 days of the year emergency property manager
- Provision of online 24/7 access to your property information
- Negotiation of lease renewals
- Negotiation of rent reviews
- Full annual income and expenditure statement for your accountant
- Daily checking of tenants rent payments

Maintenance Fee **8% +gst of invoice amount**

- Arrangement of property maintenance, repairs and upgrades through experienced trades people
- Detailed work order with budget and access details provided
- Inspection of work to be carried out when necessary
- Inspections of work carried out when necessary and payment of invoices

Letting Fee **1 weeks rent**

(payable by the tenant under section 17,4,c of the RTA)

- Unlimited meetings, 7 days a week, with prospective tenants at your property for arranged open home inspections (we do not hand out keys)
- Multiple reference checks on potential tenants
- Expansive, detailed, feature and benefits focused advertising description;
- Taking quality digital photos of the property
- Erecting a unique "for rent" sign on the property where appropriate
- Prompt processing of tenancy applications
- Drafting and completing tenancy agreements with tenants
- Lodging of tenancy bond with the Department of Building and Housing

Back Office, Banking & Systems fee **\$1.25 +gst per week**

- Twice monthly EFT funds transfer into your nominated bank account
- Twice monthly detailed income and expenditure statements

Miscellaneous

- Credit check - Checking applicant on 5 security databases \$25 +gst
- All Property advertising, including online and open home flyers \$99 +gst
- Full detailed condition report and per regular property inspection \$45 +gst
- Preparation and attendance at each mediation/tenancy tribunal \$60 +gst
- Newspaper advertising at cost (there are no mark ups) at cost

Charitable Donations

We donate a percentage of our management income to good causes each year. You can help us choose who to donate too.

RentWellington.co.nz

Email: Service@RentWellington.co.nz Call: 0800 784 444