

## Inspect Your Property Properly!

There is only one Ingoing Inspection and one Outgoing Inspection.

Ensuring they are done professionally and thoroughly can make the difference between being protected and being left out of pocket.

Unfortunately there have been too many property inspections by self-managing landlords (and unfortunately some property managers) having recorded for each room and item as 'good' or 'excellent' and 'clean', with no detail or any real recording substance.

Even more disheartening for a landlord is when they are unable to claim back any expenses as there is no evidence on the ingoing inspection registering how the property was before the tenancy began.

Ingoing inspections should not just make reference to a room or fixture's cleanliness. It must have specific details of the type of fixture's and fittings. Imagine if your tenant upon vacating your property, thinks that your lounge room light fitting and curtains would perfectly suit their new home, can you verify from looking at your ingoing inspection report, the type and quality of the missing fitting?

If there is to be an insurance claim, do you know exactly what you can claim?

A general walk through each room will certainly risk things being missed and you cannot rely on a tenant's honesty in reporting defects or damage. These entry and exit inspections can often be time consuming, but certainly well worth the effort to ensure that you are protected to the highest degree.

Attention to detail supporting photographs & VIDEO will ensure that your property is handed back to you as it was when the tenant moved in.

Remember also that regular inspections are a must on all properties. Regular Inspections can ensure that your tenant is keeping the inside clean and maintaining the grounds. You can also monitor ongoing maintenance or repairs that are needed on the property as well as being a great time to review the rental & lease status.



### Exciting New Property Inspection Innovation:

**Video - Ingoing & Outgoing Condition Reports - we are proud to announce the introduction of a standout new service to our Landlord clients.**

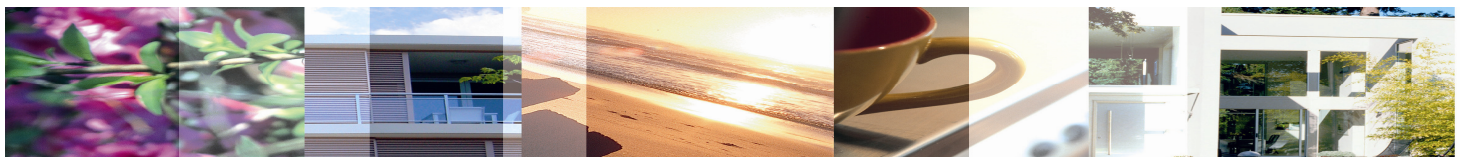
**Our Property Management Team film both Ingoing & Outgoing inspection videos, highlighting the current condition of the property prior to the tenants take possession.**

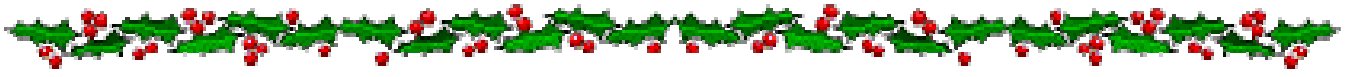
**This will then be compared to the video carried out at the end of their tenancy. The tenants will be supplied with a DVD at the commencement of their tenancy.**

### Rental Market

- Properties Leased in November : 34
- Average Days on Market: 4.35

- Current Vacancy Rate: 0.10%
- Average Length of Lease: 11.5 months





## IMPORTANT CHRISTMAS NOTICE TO ALL CLIENTS

Please note our office will be closed during the following days over the Christmas and New Year Period:-

<b>Saturday</b>	<b>24/12/2011</b>	<b>Thursday</b>	<b>29/12/2011</b>
<b>Sunday</b>	<b>25/12/2011</b>	<b>Friday</b>	<b>30/12/2011</b>
<b>Monday</b>	<b>26/12/2011</b>	<b>Saturday</b>	<b>31/12/2011</b>
<b>Tuesday</b>	<b>27/12/2011</b>	<b>Sunday</b>	<b>01/01/2012</b>
<b>Wednesday</b>	<b>28/12/2011</b>	<b>Monday</b>	<b>02/01/2012</b>

**And will re-open on Tuesday 03/01/2012 at 8:30am**

Our main office number (9981 3799) will be diverted to a paging service that will be checked on a regular basis for emergency calls.

**Our Property Management Department contact numbers are:**

**Joe lemma 0411 224 129**  
**Ashlea Roach 0412 945 645**  
**Rebecca Swan 0422 496 714**  
**Isaac Teu 0432 790 862**

**Nicola Smith 0416 728 975**  
**Stephanie Campbell 0423 981 540**  
**Matthew Nicastri 0410 565 050**

**December STATEMENTS and ACCOUNTS WILL BE PROCESSED ON  
Friday 23 December, 2011 due to the Christmas closure**

**If your tenant is due to pay rent after this date then the rent will not be transferred to your account till  
Tuesday 31 January, 2012**

Should you require the funds transferred prior to then,  
please email [joe@doylespillane.com.au](mailto:joe@doylespillane.com.au) or phone 9981 9403  
so we can arrange transfer when the office re-opens.



### IMPORTANT:

This is not advice. Clients should not act solely on the basis of the material contained in this newsletter. Items herein are general comments only & do not constitute or convey advice per se. The newsletter is issued as a helpful guide to clients & is for their private information. Every effort is made to ensure the contents are accurate at the time of publication. We take no responsibility for any subsequent action that may arise from the use of this newsletter.