

Frequently Asked Questions from clients on Property Management Takeovers

Q. What would you offer me if I gave you another of my properties to manage?

A. If we manage a property of yours already, and you bring us a new property to manage, we will offer you FREE MANAGEMENT for the first 3 months, off of one of your current properties, as well as the new property.

Q. If I introduce you to someone I know with a property to manage, what will I get?

A. We will give you one month's FREE MANAGEMENT, off one of your managed properties, for each client introduction. Also we will reward you with a gift voucher. The new client you have brought in will also receive one month's FREE MANAGEMENT per property.

Q. Can you take over the property if it is managed by me or by another agent?

A. Yes, we can take over the property at any time if it is managed by you. If it is managed by another agent you can complete the attached form, and send it back to us. We will do the rest. There is no need for you to contact the other agent or tenant.

As long as you are not locked into a management agreement between yourself and the agent, we can give 60 days' notice to the agent, as soon as we receive the completed take-over form. Within 60 days of notifying the agent. It is as simple as that.

Q. Can you take over managing my property if the tenant has a fixed term lease?

A. Yes we can

Q. What happens when you take over the property?

A. We introduce ourselves to the tenant, inspect the property and all tenancy requirements under their lease are explained e.g. rental payments etc. Prior to the due takeover date we will meet with you and finalise our management agreement and all your free entitlements.

Q. What happens if the tenant vacates before you take over the property?

A. If it is close to the due date of the takeover, i.e. one or two weeks before, in most cases the current agent will ring us and advise us the tenant is leaving and they will pass on the property for re-letting to us, so the property could have an earlier takeover date by us.

Q. What happens if the agent refuses for you to take over the property?

A. By law they cannot refuse, unless you are locked in management agreement – then you will be responsible under that agreement up to the date that the agreement expires.

Q. Can you take over the management if the current agent found the tenant?

A. Yes. The tenant's obligation runs with the property, and is protected as per the existing lease. Even if the management changes or the property is sold, the tenant remains in the property under current lease conditions

Q. What if the tenant has been renting for many years and wants to continue?

A. The change of management does not affect the tenant's ability to remain under the lease.

Q. Do you charge to take over management of a property?

A. No, for all the processes that are required by law and our takeover procedures, there is no cost to you at all. Nothing else is required from you, other than to complete the attached form and return it to us.

Q. In what areas does Phillis Real Estate prefer to manage properties?

A. Phillis Real Estate is equipped with the infrastructure to manage properties throughout Adelaide and suburbs. There is no variation in our management fee or service based on the location of your property.

Q. Can Phillis Real Estate find me tenants in any location?

A. Yes. That's what we do. With 49 years of experience, we have built a strong client base of Landlords and tenants, which help us find tenants for you in the shortest possible time.

Q. What happens if the current agent's paperwork is not up to date?

A. When we take over the property, by law, all documents relating to the tenancy must be handed over to us. All paper work is checked and any missing or incorrect details are attended to by our qualified Property Manager and our Principal, Jim Phillis.

Q. How long has Phillis Real Estate been in business?

A. Phillis Real Estate was started in 1961 by Managing Director, Soto Phillis, who is still involved in the business. For the past 22 years it has been managed by Jim Phillis. We are here for the long term, not short term, as you can see from our 49 years of experience.

Please call our office on 8212 5899 if you have a question, comment etc not answered above or if you would like to discuss anything you have read.

Date: _____ / _____ / _____

I / We (Name/s) _____

Of (Address) _____

Advise that we would like **PHILLIS REAL ESTATE** of 97 Wright Street ADELAIDE SA 5000 to take over the letting and the management of my / our following rental properties effective in 60 days.

The above takeover management for my / our properties will be effective from the signing of this document.

I / We authorise **PHILLIS REAL ESTATE** to re-direct any accounts, make necessary inquiries and any notifications required to enable this takeover to commence, from the current managing agent being:

Of _____

Yours faithfully,

Signed By;

X

Authorised Person(s)

X

Authorised Person(s)