

Harcourts Green Living

**RECOMMENDATIONS
TO PREPARE YOUR
PROPERTY TO LET**

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Prior to a Tenancy

- The premises and inclusions are to be clean and well presented.
- Buildings must comply with local and state authority building regulations to ensure the property is safe and fit to live in.
- A Safety Switch must be installed.
- All windows and doors including internal doors open and close easily.
- All doors and windows lock securely and operate effectively with keys.
- Full set of keys to be provided – one set for the managing Agent and one set and access keys if applicable for each Tenant/s named as the lease holder/s under the lease agreement.
- The Property provides adequate security to enable Tenant/s to obtain contents insurance for personal items
- All corded internal window coverings comply with Trade Practices (Consumer Product Safety Standard - Corded Internal Window Coverings) Regulations 2010.
- Carpets are professionally steam cleaned with evidence of a receipt if possible.
- Pest control is current – annual service is a requirement.
- Smoke Alarms (Federal Legislation) - Landlords must ensure that their rental property is properly fitted with the required number of working smoke alarms, complying with the Australian Standard (3786:2015), and that they are installed as outlined in the Building Code of Australia (BCA) part 3.7.2.3. This legislation is applicable to all states of Australia.
State Legislation - As of 1st July 2007, changes were applied to the Queensland Fire and Rescue Service Act 1990, stating that every smoke alarm in a Queensland rental property requires ongoing maintenance. Under this legislation, Landlords or agents must test and clean each smoke alarm within 30 days prior to each tenancy change or renewal. Not only this, but each smoke alarm and battery must be replaced before the expiry date. The legislation prohibits the transfer of these responsibilities to the tenant. All properties must have a current Smoke Alarm Compliance certificate. We can arrange this for on your behalf as directed.
- Telephone line installation approval has been given. (Tenant is responsible for the connection)
- I/We understand that if a telephone connection is not currently installed in the Property then I/We 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 a unit or a townhouse – a copy of the By Laws are to be provided to the Managing Agent.
- 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
 - Notify your Electricity Provider, gas, phone and other utility companies to finalize accounts if applicable, and provide your forwarding address details
 - Notify your Insurance Company and Mortgagee Holder of the change of occupancy status
 - If water consumption charges are to be passed onto the Tenant ALL the minimum criteria is to be met as Legislation requires. Our Agency can arrange a Contractor to ensure the premises meet 'water efficiency' standards if required.

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- 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.

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 warranty 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 Tenancy Agreement, then the Owner authorises the Agent to employ qualified Tradespeople to attend to the requirement. It is the Owner's responsibility to seek reimbursement from the Builder in these circumstances.

Landlord Protection Insurance. Whilst rental reference checks are completed as thoroughly as the law permits, we cannot predict a Tenant's future ability to meet their Tenancy obligations. We recommend all Lessors arrange an insurance policy to protect their investment. Brochures are available upon request.

- Remove all furniture and equipment left at the property due to current demand for this type of property
- 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.
- Provide Agent copies of operating instructions or manuals for appliances or other items which Tenants require instructions to use.
- Provide Agent with Warranty details for any applicable item or building works, if available.
- Exchange or arrange for the normal light bulbs to be exchanged for Energy Efficient Light Bulbs.
- Pre-place picture hooks on walls in best locations – this helps control placement and number of picture hooks allowed and protects walls.
- Leave specific cleaning instructions for particular items eg solid stove hotplates - we strongly recommend you supply a set of covers for the plates as inventory items, as well as a tube of the element cleaner.
- Arrange for lawns and gardens to be trimmed and maintained regularly until Tenant commences lease. Untidy lawns / gardens do not attract Tenants.
- Plan for a 'pre-Tenant' spot clean for approx \$150 which may be required following leasing activity and just before a new tenancy begins.
- Weed and mulch the gardens.
- Consider installing water saving devices Consider including lawn/garden or pool maintenance in the rent. We can arrange quotes for regular services and adjust the recommended rent accordingly.
- Consider installing lawn and garden sprinklers with timers. Installation will assist in the maintenance of the garden and lawn, subject to local council water restrictions which may be applicable from time to time.