



Section 1 Summary Property Information

| | |
|------------------------------------|----------------------------|
| Property Address: | Asking Price: \$ |
| Sale Agent Name & Contact Details: | Date Of Inspection: |

Section 2 Managing Agent Summary

| | | | | |
|-----------------------------|----------------|--------------------|-----------------------|--|
| Rental Agent Name, Address: | | | Contact Phone Number: | |
| Manager's Name: | | Experience: | | How long has this agency managed the property? |
| Commission % | Letting Fee \$ | Advertising Fee \$ | Other Fee? \$ | Date Of Last Inspection: |

Section 3 Tenancy Details

| | | | |
|------------------|-----------------|------------------------|-------------------------|
| Tenant's Name | | Bond \$ | Rent Per Week \$ |
| Date Lease Began | Date Lease Ends | Total Time In Property | Details Of Any Sub-lets |

Section 4 Documentation

Attach copies of the following documents to this template:

| | ✓ When Attached |
|--|-----------------|
| Signed Lease | |
| Condition Report | |
| Evidence Of Bond Lodgement | |
| Print Out Of Last 12 Months Rent Report From Manager | |
| Rental Manager's Listing Agreement | |
| Tenant's Application Form | |

Section 5 Due Diligence Alerts!

✓ If Any Of These Factors Are Present And Then Complete Further Investigation:

| | |
|---|--|
| Rental Increases Just Before Sale | Lack Of Rental History Available |
| No Rental Increases | Irregular Payment History Or Regular Arrears |
| Month To Month Tenancies | No Tenant Application On File |
| Leases Not Signed | Tenants Who Don't Pay By Direct Debit |
| No Bond Receipts Or No Bond Taken | Manager's Fees Well Above / Below Market |
| No Signed Condition Report | Any Verbal Agreements |
| Lack Of Regular Inspections | Multiple Tenants In Less Than 18 Months |
| Ask Tenant Whether Any Of The Fixtures, Fittings, Carport etc. Belong To Them | |