



At Quinovic Te Aro, we are dedicated to delivering the best possible results for the best possible price. Our team of highly trained Property Managers are ready to effectively manage your property. Ensuring your investment is stress free and delivers the best possible return.

Comprehensive list of property management services offered:

- Collecting and entering property profile data
- Collecting and entering Owner profile data
- Recording and responding to Owners specific instructions preparing and discussing the Management Contract Preparing a rental marketing plan in consultation with owners Processing letting fees
- Taking calls in response to advertisements
- Making appointments and showing prospects through
- Reviewing marketing plans with owners in light of market response
- Processing Applications & calling referees
- Negotiating, preparing and signing Tenancy Contracts
- Collecting and lodging of Bonds
- Preparation of detailed chattel lists and photographs Copies of Chattels lists and photographs to tenants Collecting Rents
- Daily monitoring of rents & rent arrears
- Following appropriate procedures with tenants whose rent falls behind
- Photographing & posting on website items of interest to owners identified during inspections
- Specifying remedial work needed for properties below inspection standards
- Reporting remedial work to tenants and owners
- Following up on that remedial work
- On Call 24/7 for emergency maintenance callouts
- Direct Crediting rental proceeds into Owner-nominated bank account
- Preparing and disseminating monthly financial statements, maintenance and tenancy reports - Making available on the website up to date financial, maintenance and tenancy information
- Comprehensive End of Year Reporting in preparation for owners tax returns
- Reviewing rental levels at regular intervals,
- Renegotiating and extending tenancies when appropriate Terminating and overseeing the end of tenancies as appropriate Managing Bond claims and refunds
- Overseeing the presentation of the property for re-tenanting
- Providing advice to owners on the state of the rental market
- Providing advice to owners on how their property can best be presented to that market
- Access to secure online website
- Access to specialist tenancy lawyer

Sign your property with us today! Our team would love to meet with you to discuss what we can do for your property.

Contact Us Today!

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