

RT Edgar

Property  
Management



Your Property, Our Personal Approach

# Property Management Service.

At RT Edgar we tailor a property management service to suit your specific requirements.

The secret of our success lies in the importance we place on personal service. We have structured our offices to provide clients with a comprehensive and personalised management service. We focus on proactive communication and providing you with the best advice regarding your investment.







## Our Network.

20 Offices. One focus.  
Our reach goes further.

At RT Edgar, we have been at the forefront of Victoria's real estate market for over 125 years. Our extensive network of more than 200 staff spanning 20 offices in metropolitan, coastal, and rural locations ensures a seamless leasing and property management journey no matter where you are in Victoria.

We manage over 5,000 properties across our network. We specialise in property management and sales, with a commitment to excellence, delivering exceptional service tailored to your specific needs.



# Our Service.



## Selecting Renters

Prospective renters for your property undergo a rigorous application process, including a detailed application. We perform comprehensive online checks, and contact previous rental providers, employers, and personal references. This ensures we provide the most suitable applicants for your consideration and approval.



## Rental Agreements

Rental agreements are prepared in full compliance with legislative requirements. We can include custom clauses if they comply with the Residential Tenancies Act. Our recommendation is a 12-month agreement for stability, reducing vacancy periods and maximising rental returns.



## Payments & Bonds

We prepare a comprehensive monthly property statement, summarising paid-to-dates, collected amounts, and any disbursements made. We also provide a concise end-of-year statement to assist with your annual tax return. Our office will manage the bond documentation and payment to the Residential Tenancies Bond Authority.



## Routine Inspections

We are committed to inspecting our clients' properties in line with the legislation, to ensure the property is being well maintained and that the tenancy is running smoothly. We prepare an extensive report with photos of the general condition of the property, together with any recommendations or maintenance requests.



## Maintenance

We look after your property like it was our own. Our Property Management team take care of all the details including urgent repairs, efficiently handling all maintenance. From general repairs to overseeing the property's upkeep, ensuring your property's value is preserved and guaranteeing renter satisfaction.



## Condition Report

Before the tenancy starts, we conduct a comprehensive property condition report, including digital photos. Copies are provided to the incoming renter for review, alterations, and signing, then filed for the duration of the rental agreement. This report proves vital when the property becomes vacant and is a valuable reference for determining the renter's bond refund.



## Reviews

Our team proactively review rental returns and lease expiry dates with the aim of achieving a balance between securing a premium market rent and ensuring continued tenancy, thereby avoiding any vacancy periods.



## Arrears

We understand the financial impact that late rent payments can have on rent providers. Our day-to-day monitoring and strict tolerance on rent arrears ensures that these are kept to a minimum.



## Compliance

RT Edgar can assist you in ensuring your property meets all compliance regulations, i.e. swimming pools, spas, gas and electrical safety checks, smoke alarms and minimum standards.



## Sales Appraisals

Our experienced sales team can arrange appraisals for astute investors seeking a valuation and current market update for their investment property.



# Preparing Your Home.

## The details matter.

Whether moving out of the family home or securing a new property as an investment, preparing a property for the rental market requires a thorough, strategic approach. This will allow you to make the most of your future rental income while ensuring your home is safe and comfortable for your new renters.

From the front door to the back, check to see if everything is in working order.

Even the most minor items, such as a letterbox key, a loose fence paling or a squeaky door hinge, should be considered as renters will appreciate the attention to detail, and it will minimise any future issues once the home is occupied.

RT Edgar can provide advice and assist with services to enhance your property's appearance and maximising your rental return.







## Compliance.

RT Edgar helps you meet your mandatory requirements.

Rent providers must ensure their property meets current legislation requirements and provide details in a disclosure statement to prospective renters.

RT Edgar can help you navigate these regulations and ensure you completely understand your obligations. We have qualified service providers that can assist in ensuring compliance for your property.

For details about Compliance please scan the QR code below.



# Marketing & Presentation.

Maximise the visibility of your property to a broader audience.

We meticulously design property marketing campaigns across various media channels to effectively promote your property to achieve maximum exposure.

By precisely targeting the right audience, our goal is to promptly lease your property and reduce vacancy periods.

## **Database**

We can connect with potential renters who are genuine and actively looking for the right property. Using our extensive network, we can recommend properties that align with their needs and preferences.

## **Digital Marketing**

Your campaign includes a presence on the RT Edgar network website, Realestate.com.au, Domain, Realestateview and other leading Australian and International property websites.

## **Local Marketing**

At RT Edgar, we showcase your property with eye-catching pointer boards, signage and utilise targeted letterbox drops to directly reach out to the local neighbourhood.

## **Social Media**

Social media has become an essential tool for connecting homes with potential renters. Our dedicated Social Media Team employs sophisticated advertising techniques, on platforms such as Instagram, Facebook and LinkedIn.

These strategies guarantee that our rental properties receive maximum exposure, ultimately attracting qualified renters and benefiting property owners.

**We offer personalised expert advice and connections to professionals for effective property presentation.**





# Property Management.

Our step-by-step leasing approach.

## 1. Appointment

Once RT Edgar is appointed as your agency, we will initiate the leasing process and arrange all required documentation.

## 3. Presentation

To ensure your property looks its best, we can assist in providing advice and services for any maintenance or cleaning that may be required.

## 5. Inspections

After each inspection, we provide a detailed attendance report with any comments and feedback. Applications are also invited from interested renters.

## 7. Condition Report

We will complete a fully detailed condition report of the property, including comments and digital photos, before the renter takes occupation.

## 2. Marketing Strategy

Discuss and select an appropriate marketing strategy.

## 4. Property Launch

Marketing strategy is executed, including photography and advertising, copy and compliance requirements completed. Property to go live online.

## 6. Renter Selection

Once you have approved a suitable renter, we will facilitate the signing of lease agreements and arrange the required payments, such as bond and first month's rent.

## 8. Handover

We welcome the new renters and provide them with all relevant property information, including maintenance procedures and the condition report and hand over a set of keys.

# The RT Edgar Difference.

A seamless, stress-free experience.

We understand the significance of entrusting your property to an agent, which is why we prioritise building trust through exceptional results and efficient communication.

Our experienced team is dedicated to taking meticulous care of your investment, ensuring you're always in control.

When selecting the right agent, considering an experienced team is a crucial factor. Our team justifies rental rates with thorough comparisons to similar properties managed and recent leases in your area, ensuring transparency and confidence in our services.

For all your leasing requirements, please don't hesitate to contact RT Edgar. We're here to support you every step of the way.





[rtedgar.com](http://rtedgar.com)

Please scan to view all of RT Edgar's  
Properties For Lease.

