

LANDLORDS/PMS “RENTAL PROPERTY MANAGER” CHECKLIST

The Rental Property Manager, whether an owner landlord or a professional manager, is accountable for securing tenants for a rental property. Additionally, the Body Corporate expects that the Rental Property Manager possesses a comprehensive understanding of both the apartment complex and the individual unit being rented, to effectively educate incoming tenants. The Body Corporate has no direct connection with tenants and relies on the Rental Property Manager to fulfil its expectations.

APL Property Limited, the Body Corporate Secretary, provides a resource website for the benefit of Rental Property Managers and tenants.

Rental Property Managers Deliverables

➤ **Body Corporate Rules & Policies**

The Operational Rules of the Body Corporate are a crucial aspect of the residential tenancy agreement between the tenant and the property owner. It is imperative that the Rules be thoroughly discussed and understood by all tenants prior to signing.

➤ **Obligations to the Body Corporate**

The Rental Property Manager has obligations to the Body Corporate that are to be completed prior to any residential tenants taking up a tenancy.:

- A. That the **Landlord / Property Manager** has a process to ensure all Body Corporate information has been passed to the incoming resident and a property induction has been given (car parks, rubbish rooms, apartment service, water isolation, power isolation. etc.) We require you to record evidence of this as part of your process which we will seek if needed.
- B. Notification of planned moving date/s and expected transport time, these notifications need to be received 3 - 5 working days prior to the move in to understand any moving conflicts as well as ensuring the moving process is understood, that the covers will be up and lift lock key can be issued.
- C. Any revisits to the apartment building because of late notice will be chargeable to the apartment owner and recovery of these costs from residents or property managers will be the owner's responsibility.

➤ **All Hours Contact Details**

Ensure that the incoming tenants are clear who they call for apartment-related assistance & problems (including lockouts).