



VALLEY
REALTY

INVESTOR INFORMATION GUIDE

Property Management

Valley Realty Pty Ltd
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INTRODUCTION

Welcome to Valley Realty!

At Valley Realty, we are committed to helping you navigate the exciting world of real estate with confidence and ease. Our team of experienced professionals is dedicated to providing personalised service tailored to your unique needs.

We offer a comprehensive range of services, including:

- **Market Analysis:** Our in-depth knowledge of the local market allows us to provide accurate valuations and strategic insights to help you make informed decisions.

- **Property Management:** We offer full-service property management, ensuring your investment is well-maintained and generates the best returns.

At Valley Realty, we pride ourselves on our community involvement and commitment to making your real estate experience a positive one. Let us help you achieve your real estate goals, contact us today!



OUR FEES

Management Fee
Letting Fee
Administration Fees
Title Search
QCAT Fees
Advertising
Photography
Lease Renewal Fee

6.6% Inc GST
One weeks rent plus GST
\$5.50 per month Inc GST
\$25.00 once off search
\$55 preparation & lodgment fees
Free Standard Listings
Free Standard Photos
Half a weeks rent plus GST

Extra Options

Premiere listing on Realestate.com
Professional Photography
Drone Photography
Professional Floor Plan
Photo Street Signage

Extra Costs

At Cost
Prices starting from \$150.00
Prices starting from \$150.00
Prices starting from \$140.00
Prices starting from \$140.00



WHATS INCLUDED

Management Fee

This fee covers the ongoing management of your investment, including routine inspections every three months, complete bookkeeping of all income and expenses, access to owner and tenant portals for convenient oversight, daily rent management, as well as maintenance reporting and coordination using our trusted contractors or your preferred providers. And that's just the beginning—we handle it all so you don't have to.

Letting Fee The letting fee includes standard property photography and advertising on the largest online platforms including realestate.com and domain, conducting viewings, processing tenant applications, and managing the lease signing process. It also covers the preparation of all required legal documentation, including a comprehensive Entry Condition Report.

Administration Fee Charged monthly, this fee covers all administrative tasks such as generating end-of-month financial statements and payments, preparing end-of-financial-year statements for your accountant, as well as covering postage and general office expenses.

Title Search Fee

A one-time fee, only charged when required, to verify legal ownership of the property.

QCAT Fees

This fee applies only if an application needs to be lodged with QCAT. It includes document preparation and full representation during the tribunal process.

Lease Renewal Fee This fee is charged when a new lease is successfully negotiated and signed. We'll contact you three months before the current lease ends to confirm your instructions. If no renewal is actioned, this fee will not be charged, and we'll proceed to re-list the property to find new tenants.

Our Property Management Process

We follow a structured, end-to-end management process designed to maximise your return, minimise vacancy, and ensure your property is cared for at every stage.

Onboarding Your Property

We begin with a detailed assessment of your property, providing rental appraisals and recommendations to position your investment competitively in the market. We handle all compliance requirements and ensure your property is ready for leasing.

Marketing & Leasing

Your property is promoted using high-quality marketing across leading rental platforms. We focus on attracting quality tenants quickly while achieving the best possible rental return and minimising vacancy.

Tenant Selection

We conduct thorough screening, including reference checks, rental history, and background verification. Our careful selection process ensures reliable tenants who will respect and maintain your property.

Ongoing Management

We manage all day-to-day aspects of your property, including rent collection, financial reporting, and tenant communication. You'll receive regular updates so you're always informed and in control.

Routine Inspections

Regular inspections are carried out to ensure your property is being well maintained. Detailed reports, including photos, are provided after each inspection for full transparency.

Maintenance Management

We coordinate all maintenance and repairs using our trusted network of contractors. Issues are addressed promptly and cost-effectively, with your approval obtained where required.

Lease Renewals & Reviews

As lease terms approach expiry, we review market conditions and provide recommendations on rent adjustments and lease renewals, ensuring your investment continues to perform.

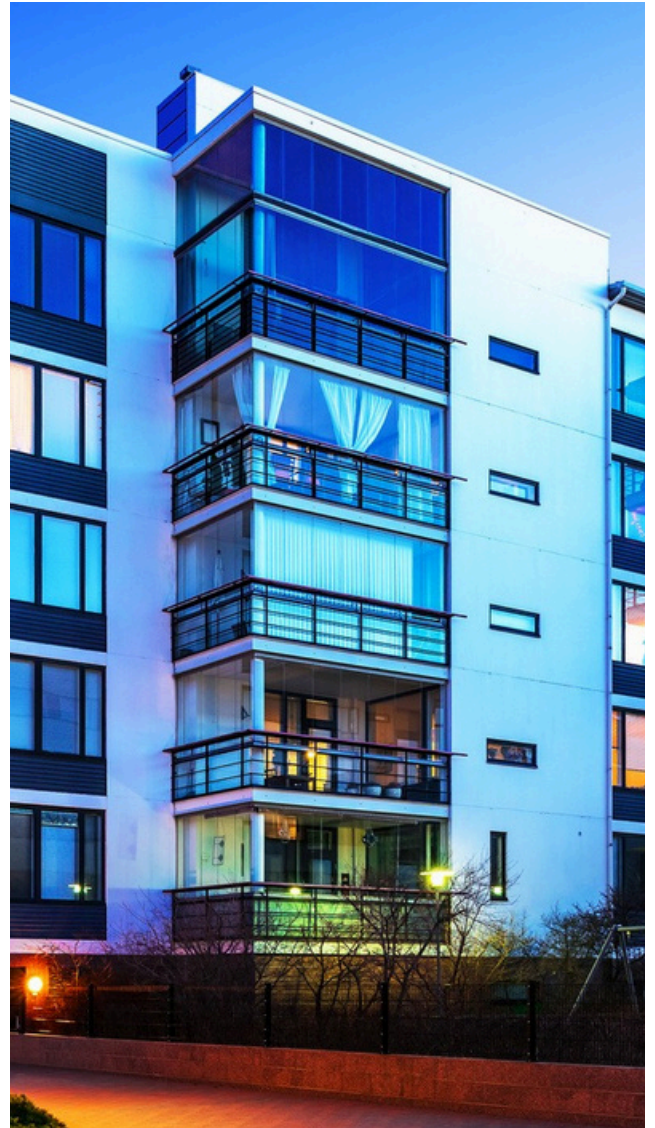
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WHAT WE OFFER?

With over 17 years of experience, we specialise exclusively in property management, delivering expert services tailored to the unique needs of our local community. With in-depth knowledge of the market, we provide strategic, personalised solutions designed to maximise returns and protect your investment.

Our approach is built on high quality, hands-on service for property owners and tenants alike. From thorough tenant screening and leasing to proactive maintenance and ongoing management, we handle every detail with care and professionalism, giving you complete peace of mind.

We are committed to building long-term relationships founded on integrity, transparency, and clear communication, ensuring you are always informed and confident in how your property is managed. As a locally focused business, we also bring a trusted network of reliable contractors and service providers, allowing us to respond quickly and maintain your property to the highest standard.



Thank you, and we
look forward to
working with you.

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