



P.O. Box 4126 McKinnon VIC 3204
M: 0448 878 095

Agreement Preparation

Once a tenant has been approved for your property, we prepare and execute the necessary documentation in accordance with the Residential Tenancies Act 1997.

We prepare and provide the following:

- Residential Tenancy Agreement
- A detailed Condition Report prepared by your property manager, including photographs
- Registration of the Bond lodgement form with Residential Tenancies Bond Authority (RTBA) within five business days
- Emergency tradespeople contact details
- Statement of rights and duties (as required by the Residential Tenancies Act 1997)
- Water and utility charge registration form
- "Direct Connect" registration form
- "Deft Payment System" registration form