



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

Managing Your Property

We collect the rent and provide you with a monthly statement/tax invoice detailing all income and disbursements. We deposit funds into nominated accounts and make GST payments to the Australian Tax Office as required.

All regular and authorised outgoings are paid from rental, including rates, water charges, owners corporation fees/levies, insurance, regular gardening and maintenance, etc.

We arrange and co-ordinate repairs, using either our preferred tradespeople or tradespeople of your choice. Repairs carried out on behalf of the landlord are paid from rent monies held in trust. Full copies of invoices are attached to your monthly statement.

Regular property inspections are conducted free of charge.

We advise you of any repairs, preventative maintenance or recommendations for future requirements.

Negotiation of lease renewals and rent increases for existing tenants on your behalf, taking into consideration the current rental market.

Loop informs tenants of any rental arrears via telephone calls, written correspondence and service of prescribed notices within required time frame or as instructed by the landlord.

Preparation of all Tribunal documentation and representation on behalf of the landlord at the Victorian Civil & Administrative Tribunal (VCAT) if required.

Dispute resolution to ensure any pertinent matters can be resolved, thus avoiding Tribunal appearances.

We complete a Bond Transfer Form, if required, during the tenancy as a result of tenant changes.

Thorough final inspections are conducted at the completion of tenancy to ensure the tenant returns the property in the same condition as reflected in the detailed Condition Report prepared at the start of the tenancy.

Provide end of financial year statement detailing total revenue and expenditure.

On completion of a Bond Claim Form, Loop disburses bond monies.