



Credit Control
ON CALL

Ledger Collections
We collect on behalf of your company.

Bad Debts
The debt collector!

Rental Property Management
From only \$18 per week.

Ph (09) 296 1333 **Fax** (09) 296 1433 **Email** info@creditcontroloncall.co.nz
Postal PO Box 72597, Papakura 2244 **Website** www.creditcontroloncall.co.nz



Property Management with Credit Control On Call

What We Do

- **We will manage your rental property from start to finish.**
- **Advertise for the right tenant for your property:** Each property is unique and suits a particular type of tenant.
- **Conduct all viewings:** This can be time consuming taking calls from the advertised listings and meeting at the property for viewings.
- **Tenancy placement:** We will endeavor to get the best tenant for the property and handle all the necessary paperwork to get the ball rolling. This will also include collection of bond and week in advance payments.
- **Regular Property Inspections:** We will do an inspection one month after the tenant has moved in, followed by three monthly inspections to keep a close eye on your property. We also provide a detailed report with photos, which allows you to monitor your investment.

- **We can organise all tradesmen:** We can arrange any maintenance work that may be required on the property.
- **Handle all collections of payments:** We will collect and chase all payments due and pay directly to your bank on a monthly basis.
- **Maintain regular contact with you as the property owner:** We will keep you informed as to how your investment is being managed. We pride ourselves in our great communication.
- **Credit Control On Call do a CHECK4METH screening** at the end of each tenancy (Randomly if required) providing peace of mind for landlords and tenants. CHECK4METH screening kits are designed to detect traces of Methamphetamine present to a cut off level. If a positive result shows, Credit Control On Call recommends further laboratory testing is required.

Services and Costs

1. **Advertising Costs:** This usually involves taking pictures of the property, loading onto Trade Me, realestate.co.nz, OneRoof.co.nz, homes.co.nz, myRent and our FaceBook page.
2. **Taking Enquires:** via phone, email and property sites per above.
3. **Credit Checks:** It is very important to do the correct credit checks before tenants move in. These are done from a Pre-tenancy application and run through Illion Tenancy (TINZ) as well as two verbal checks given on the application. Verbal checks are usually present or past property managers/landlords, employers/bosses etc.
4. **Property Viewings:** As much as possible we will try to do an open home situation to avoid interruptions to the existing tenant and to get all interested parties through in one hit. Please Note: Out of Auckland viewings will be subject to travelling costs.
5. **Final Sign up and handover to new tenant:** This includes meeting the new tenant on site to complete all paperwork, key handover, power & water reading and bond lodgment. A video is taken at this time, as a start of tenancy record.

Please Note: Number 1 to 5 are covered under your Tenancy Fee of \$460.00 + GST

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Management Fee: This will be charged each week that the property is tenanted and involves cross referencing, chasing payments and communications from tenants, landlords & tradesmen. All rent less costs, gets paid out to our landlords on the 20th of each month and you are sent a complete statement of account for your records.

Boarding House Rooms	= 3% + GST per room, per week Management
Weekly Rent \$ 0. to \$350	= 5% + GST Management Fee
Weekly Rent \$351.00 upwards	= 7% + GST Management Fee
Commercial buildings	= 4% + GST monthly Management Fee
Multiple Property management discount	= 6.5% + GST per week Management Fee
Casual Finder's Fee	= \$170 + GST (Non-Managed Properties)
Tenancy Fee	= \$460 + GST (Tenancy Placement)
Rental Appraisals	= \$ 60 + GST
Property Inspection	= \$ 60 + GST
Pre-Tenancy Meth Screening	= \$ 85 + GST
Meth Screening at Inspection	= \$ 60 + GST
Subsequent test	= \$ 30 + GST
Yearly Financial Summary	= \$ 50 + GST

Please Note: Should you decide to cancel our services, all accumulated costs will be on-charged and payable, by you 'the landlord'.

Property Inspections: \$60.00 plus GST. One inspection 4 weeks after tenant's arrival and then every three months thereafter. This will include a report to yourself and the tenant. Please Note: Out of town inspections will be subject to traveling costs.

Tradesmen: So, you need some repairs or maintenance done to your property. All requirements will be discussed with you prior to commencement. You can either action yourself, by using your own tradesmen or we can coordinate and pay on your behalf. Please Note: A administration fee could be charged for bigger projects. This and the tradesmen bill will be deducted from your statement of account on the 20th of the month following.

Core Values

Honest:	Honesty to you and your clients.
Confidentiality:	Of your business and your clients.
Commitment:	To follow the collection process from phone calls, reconciliation's, queries until receipt of payment.
Friendly and positive attitude:	To retain a friendly and positive attitude to you and your clients in a professional manner.
Communication:	To follow through until payment and accounts are in order. Regular contact with you and your clients so everyone is fully aware of our communications. All liaisons to or from your client will be fed back accordingly.

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Please Answer the following:

Commencement Date: _____
(When would you like Credit Control On Call Property Management to start?)

Property Address and Key details:

What is your ideal Tenant? Example: Professionals/Family etc

Comments:

Call now to discuss:

Leanne Powley or Adele Whitehouse
Credit Control On Call
PH: 09 296 1333

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Credit Control On Call

RENTAL LISTING FORM

PROPERTY ADDRESS:

OWNERS DETAILS:

Surname:
First Name:
Owner Address:
.....
Postal Address:
.....
Home: Mob:
Bus: Fax:
Email:

LISTING

Listing Date:
Available Date:
Rent Rate: \$ p/week
Bond: \$
Letting Fee:
Total move in cost: \$

PROPERTY TYPE

- ☐ Apartment
☐ Unit
☐ House

..... Total bedrooms
..... Total bathrooms

- ☐ Furnished
☐ Unfurnished

Pets:
Smokers:

GARAGING/CARPARKS

- Lockup - single ☐
 - double ☐
Freestanding ☐
Internal Access ☐
Carport ☐
Off Street ☐
Auto doors ☐
No. of remotes:

OTHER FEATURES

- ☐ Close to schools
☐ Close to shops
☐ Close to transport
☐ BBQ area
☐ Courtyard
☐ Pool
☐ TV aerial

KITCHEN

- ☐ Dishwasher
☐ Waste Disposal
☐ Electric cooking
☐ Gas Cooking
☐ Pantry

MAIN BEDROOM

- ☐ Double
☐ Built-in wardrobe
☐ Walk-in wardrobe
☐ Ensuite
☐ Curtains
☐ Balcony/deck

BEDROOM 2

- ☐ Single
☐ Double
☐ Wardrobe
☐ Curtains

MAIN BATHROOM

- ☐ Bath
☐ Separate Shower
☐ Shower over bath
☐ Heater
☐ Exhaust Fan
..... Total toilets

LIVING AREA

- ☐ Open plan
☐ Separate Dining
☐ Formal Lounge

BEDROOM 3

- ☐ Single
☐ Double
☐ Wardrobe
☐ Curtains

BEDROOM 4

- ☐ Single
☐ Double
☐ Wardrobe
☐ Curtains

LAUNDRY

- ☐ Separate
☐ In kitchen
☐ In garage

FENCING

- ☐ Fully
☐ Partially
☐ None

SECURITY

- ☐ Alarm
☐ Alarm code
☐ Screens
☐ Smoke alarms
☐ Insulation

ADDITIONAL ROOMS

.....
.....

HEATING

- ☐ Fireplace
☐ Air Conditioning

WATER SUPPLY

- ☐ Town Supply
☐ Bore
☐ Tank

COMMENTS:

This document has been prepared to assist solely in the marketing of this property. While all care has been taken to ensure the information provided is correct, we do not take responsibility for any inaccuracies.

Signed by the owners:

Industry Requirements

Landlord - please confirm you have met at least these minimum legal requirements before you rent the premises: Tick off accordingly.

- ☐ There is at least one working smoke alarm in each bedroom or within three meters of each bedroom's door – this applies to any room a person might reasonably sleep in.
☐ If there is more than one story or level, there is at least one working smoke alarm on each story or level, even if no-one sleeps there.
☐ All the smoke alarms are working at the start of the tenancy, including having working batteries.
- ☐ **House Insurance** Yes/No _____ **Excess Amount** \$ _____
Name of Insurer: _____ **Name/Type of policy:** _____
- ☐ **Kitchen Rangehoods and vented outside?** Yes/No _____
☐ **Bathroom Fans and vented outside?** Yes/No _____
- ☐ **Heating:** The main living area must have heating up to 18%
 Yes/No ☐ Heat Pump kw ____ ☐ Gas Heater ☐ Fire
- ☐ Does **insulation** meet the minimum requirements for ceiling insulation?
 Yes/No ☐ Ceiling ☐ Underfloor ☐ Walls
- If no, explain what exception applies and which room(s) it applies to
 (e.g. professional installer cannot access skillion ceiling above bedroom 2.)
 If an exception does not apply, explain how you will comply with insulation requirements
 within 90 days after the tenancy starts.
- ☐ **Does this property need a moisture barrier?** Yes/No _____
☐ **Does this property have any asbestos?** Yes/No _____

Property Address: _____

Landlord Statement

I/we, _____ (name of landlord(s)) declare that the information contained in this insulation, smoke alarm, rangehood, bathroom fan & heating statement is true and correct as at the date of signing and that all reasonable efforts have been disclosed.

Signed by _____ Date signed _____
Landlord

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Property Management - Terms of Trade

You will be sent a monthly statement of all transactions. Payments will be banked directly into your account on the 20th of each month.

Credit Control On Call is GST registered - 45-147-614.

Please complete the following as confirmation of this contact.

I _____ From _____
(Full Name) (Full Company Name)

Have read and understood and agree to the above terms of trade.

Signed: _____ Date: _____

Rental Property Address: _____

How did you hear about us: _____

Billing Details:

Company Name: _____
Accounts Contact: _____
Email Address: _____
Contact Phone: _____ Mobile: _____
Postal Address: _____
Order Number: _____
Physical Address: _____
Bank Account Details: _____