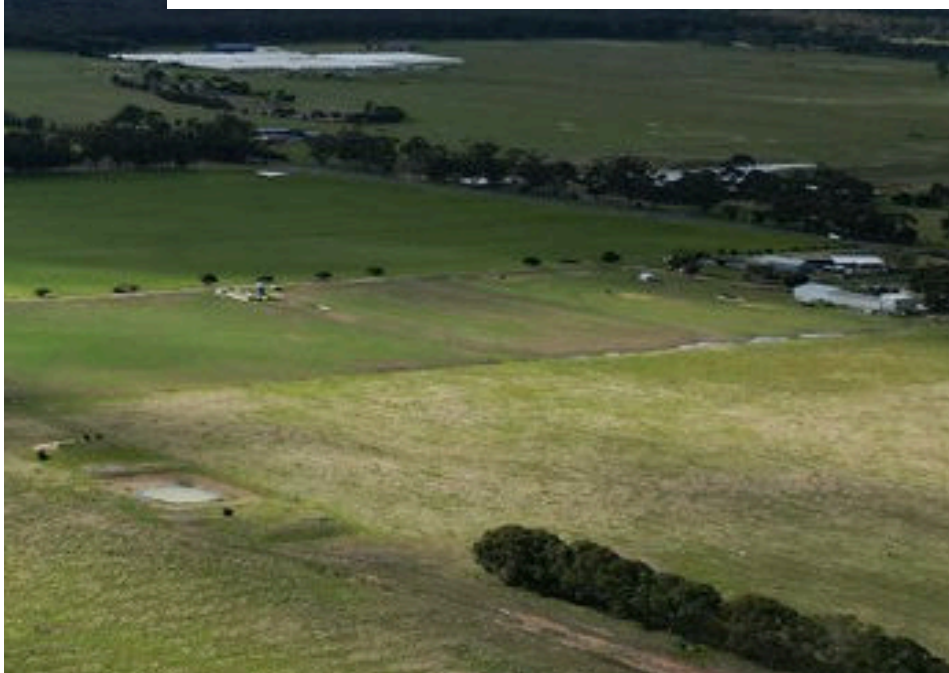


14 May 2024

380 Brownes Road

Anakie

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Dear Dear,

Thank you for the opportunity to present our proposal to manage your investment property. We have a team of dedicated, full-time property management professionals who are passionate about helping residential property investors like you profit from our knowledge and expertise.

In selecting our agency, you will engage our entire team, all working together to support you every step of the way. This means you have access to more than just your dedicated property management team, but also finance specialists, licensed trades, legal professionals and marketing experts.

Appointing a property management agency is a significant decision. Our Complete Property Investment Plan delivers clarity on how we work, what we do, and an indication of the costs involved.

If you have any questions at all, please don't hesitate to contact me at anytime.

Kind Regards

Juan Millan

Investment Property Consultant

0475070528

jmillan@larare.com.au

Welcome to Lara Real Estate

We are passionate about real estate.

To cater for the needs of the Geelong region, we have developed a tailored service for those who have chosen to make this region their home.

Our team understands that selling , buying or leasing a home can sometimes be an emotional and stressful process. We believe it doesn't have to be this way. By working with you to ensure the process is as smooth as possible, the experience can be enjoyable.

Clear communication, local knowledge and a personalised approach set us apart and ensure you be guided through every step of your property journey - building a great experience for your future.

We are here to share the journey with you.



OUR VALUES

Innovation - We envision BIG and start small.

Integrity - It's all about the people.

Passionate - We are passionate about the company and its success.

Growth - We evolve and adapt.

Collaboration - We empower each other.

Quality - What we do, we do it well.

Fun - Revel in our work.

Geelong Property Hub

A clever collaboration of services - Allow us to introduce your complete property solution.

When you embark on a property journey, you'll begin to recognise just how many moving parts there can be. This is why we've brought together all of the skills and expertise you'll need for a complete property solution.

Whether it's conveyancing, property management, selling, finance or building, the Geelong Property Hub provides everything you could ever require when it comes to property.

Inspired by our desire to make sure your property experience is simple, secure and, not least of all - seamless, we've worked hard to create a platform that brings together all of these property services in one place.



Juan Millan

Investment Property Consultant

0475070528

jmillan@larare.com.au

About Juan Millan

Within Lara Real Estate, Juan plays a crucial role in creating a supportive and empathetic environment for clients. His goal is to ensure that clients feel valued, heard, and appreciated, fostering an atmosphere of support, kindness, respect, and empathy for everyone's unique qualities. Juan's primary focus in his industry is promoting the importance of empathy and kindness, believing that these small acts can have a profound impact on individuals and their surroundings. He emphasizes that it's not just when change occurs but how it happens that matters, highlighting the power of collective efforts.

Juan's background includes growing up in Colombia, a vibrant and culturally rich country, where he drew inspiration from his family, especially his mother, who taught him the importance of how things are done. With a degree in Economics and prior experience as a Financial Planner, he transitioned to a Property Consultant in Australia. His values are rooted in authenticity and the courage to be oneself while respecting the individuality of others. Juan is passionate about people's rights,

diversity, inclusivity, and sustainability, actively seeking ways to drive positive change.

Juan's connection to his local area involves a move from Hawthorn to Ocean Grove, driven by a desire to be close to nature and escape the city's hustle and bustle. He values the balanced lifestyle that this coastal area offers.

Outside of work, Juan finds solace in nature, indulging in activities like reading in natural settings, hiking, jogging, and spending quality time with loved ones, including his dogs. He is also an advocate for language diversity, being fluent in English, Spanish, and Italian, which allows him to explore and appreciate different cultures and perspectives.

Your team

As a property management team that works collaboratively and cohesively, you can expect to have three dedicated and professional agents working with you throughout the renting process with Lara Real Estate.

Initially, our Business Development Manager will assist you with the onboarding process to ensure your property is ready to be rented. Once your property is listed for rent our rental team and our Business Development Manager will work collaboratively to ensure a smooth transition from renting to the ongoing management of your property.

What you can expect from your Business Development Partner:

- Up to date and relevant market local knowledge and advice
- Accurate pricing expertise and recommendations
- Liaison during the renting process with regular updates
- Marketing and professional showcasing of your property
- Quality assurance and expectation control

Appraisal & Management Paperwork

Pricing your property correctly is crucial to ensuring your property is rented within a timely manner whilst securing an ideal Renter. We will price your property realistically, based on where it sits in the current market, taking into consideration comparable rentals and market trends. A Renting and Management Authority will be sent through Inspection Express to be electronically signed. This document will outline the specifications prescribed in your appraisal.

Preparing your property to be rented is essential to ensuring the tenancy starts off on the right foot. We have included a property checklist in this presentation, to ensure everything is ready to go for your Renters to move straight in.

Marketing Photos & Advertising

Excellent advertising is the first step in securing the ideal renter.

Professional photography and a floor plan will assist to catch potential renters attention, and premier listings on property portals, such as realestate.com.au allows us to share your property with a wide audience.

We are also able to instantly match your property to other potential renters within our database that have searched for similar properties.

Inspections

Our dedicated leasing department schedule open homes in accordance with price point or aesthetic, ensuring we guide Renters to properties that match their requirements. We offer virtual inspections to Renters who are interstate or unable to attend. Private inspections can be offered to Renters who have submitted a great application that meets your criteria so that we may show them through the home as soon as possible and process their application in an urgent manner.

Application & Tenancy Selection

Lara Real Estate ensures you have a reliable Renter by personally checking each of the references provided (including current and previous Rental history, employment

Condition Report

A property Condition Report is one of the most important documents in property management. It is a comprehensive report detailing the condition of the property both internally and externally, supported in both writing and photographs. These reports are completed before your Renter moves in and immediately after your Renter vacating.

Key Handover

On the agreement commencement date, Renters can come into the office to do a meet and greet with either our Rental Department Manager or your Property Manager. They will cover items such as preparing for a routine inspection, how and when to pay rent, how to report maintenance, the process for making any changes to the condition report, and the Renters rights and responsibilities throughout their tenancy.

Preparing to lease

Keys

Ensure all locks at the home are in working order and supply a full set of keys for each renter listed on the Rental Agreement, as well as a full set for our office. Please let us know if you would like assistance in having additional keys cut.

Carpets, Cleaning and Gardening Completed

Have your property “Renter Ready” by ensuring the property has been thoroughly cleaned and dusted throughout, carpets professionally steam cleaned, and all gardening completed.

We highly recommend engaging a professional cleaner. If the property is professionally cleaned, we can enforce professional standard cleaning when your Renter vacates.

Minimum Standards Met

All rental properties must meet a prescribed set of standards before they can be rented. This includes blinds in all bedrooms and living areas, locks on all external doors and latches on all windows, all lights throughout the home working and no mould. We can work with you if you don't think your property will meet these standards.

Safety Checks / Compliance Reports

All rental properties are now required to have gas and electrical safety compliance checks and reports completed every 2 years and smoke alarms are to be checked annually.

NBN or Opticomm Connection

If your property is brand new and part of the Opticomm network, you will need to arrange the ‘New Development Connection’ directly with Opticomm prior to your Renter's Agreement start date.

If your property is brand new and connected to the NBN, the Renters will arrange

Warranty and Manuals

To assist with product warranties during the tenancy, please ensure you supply us with the Occupancy Permit and any warranty documents for appliances and fixtures/fittings within the home. To ensure we can advise your Renters on how to best care for the home, please ensure that all manuals are left at the property or supplied to our office.

Utilities Disconnection

Please organise all final readings to be carried out for your utilities. Lara Real Estate will contact Barwon Water to arrange the renter to pay the usage for water from the Rental Agreement start date.

Insurance Sorted

Surveys have found that Rental Providers are not adequately covered when it comes to Insurance. When you take out Landlord Insurance, ensure the following are covered in your policy;

- Loss of rent
- Deliberate or intentional damage
- Building, including fixtures and fittings
- Malicious damage, vandalism and theft
- Death by renters
- Liability cover

Bins Ordered

Ensure that the general waste, recycling and green waste bins are left at the property for your Renter. If your property is newly built, we will order new bins for you once a Renter is secured.

Comparables



340 Oneils Lane,
Anakie
3 bed, 2 bath

\$520 per week



515 Hannans Road,
Balliang
4 bed, 2 bath, 2 car

\$520 per week



70 Chisholm Road, Lara
3 bed, 2 bath, 5 car

\$875 per week

This information is supplied by Realtair Pty Ltd (ABN 24 608 058 859) on behalf of Proptrack Pty Ltd (ABN 43 127 386 298)

Property Assessment

We take great care to ensure our estimation of the current value of your home is accurate.

Accurate appraisals are reached by considering a combination of factors, such as:

- Recent sales of local homes
- In depth market knowledge
- Our experience and an innate understanding of factors affecting the property market at any given time
- These factors are considered in line with the location, views and presentation of your property

We understand renting a property is an important transaction, for many people their property is their biggest asset and we take our responsibility in the process seriously.

Based upon our inspection of your home, we estimate a current rental price to be-

\$ 540 P/W - \$ 560 P/W

The management process

Statements and Disbursements

Lara Real Estate disburse Rental Provider payments and statements once a week. There are no charges or administration fees.

Arrears Monitoring

We have a zero-tolerance policy with rental arrears. Our Property Managers pride themselves on exceptionally low levels of arrears compared to the industry standard. Arrears are checked daily, and all follow up with the Renters is extensive and well documented.

Maintenance Management

It is a requirement under the Residential Tenancies Act that properties are in a good condition at the commencement of the Rental Agreement. Properties must continue to be maintained whilst rented. Our Property Management Team is available 24/7 for emergency calls and actions all non-urgent repairs as soon as possible. Lara Real Estate have a fantastic network of trusted trades and are happy to work with your trusted trades as well. All maintenance at your property is reported to you before any action is taken, and you can be assured we will only carry out approved works.

Routine Inspections

Your property manager will arrange regular inspections at your property to ensure the property is continually maintained to a high standard. Rental Providers are welcome to attend each inspection, and we will provide a detailed report of the property to you, including plenty of photographs. The first inspection is carried out approximately 3 months into the agreement, and then every 6 months thereafter. We also arrange market reviews so you can be informed of where your property sits in the market.

Rent Review

To maximise your investment return, we carry out a comprehensive market review approximately 3 months before the expiry of your rental agreement. Your property manager will advise you of rental prices of comparable properties and advise of a suggested increase amount to keep your property in line with the market value.

Rental Agreement Renewal

Your property manager will review the rental agreement at the property 3 months prior to the expiry date. We will consider the Renters payments, condition they keep the property, how they report maintenance and how easy they are to deal with as Renters. On your advice, we will either renew the rental agreement on a fixed term, let the Renter continue to rent the property on a periodic agreement or issue a notice to vacate (noting that this notice may only be issued during the initial rental agreement).

Ongoing Communication and Advice

Being experts in property management, we can offer regular updates on the rental market throughout the entire Geelong region. Communication with our clients is our top priority and we have an online Owner's Portal for full transparency where you can login anytime for an update on your investment property.

Vacating Renter

When your Renter gives their intention to vacate notice, we will liaise directly with you to discuss readvertising the property as soon as possible to minimise the vacancy between tenancies. We ensure that Renters are instructed on the expectations upon vacating to ensure the property is left in excellent condition.

Vacate Inspections

Rental Providers and Renters are encouraged to attend the final inspection. We will use the ingoing condition report to compare how the property has been returned to ensure there is no damage and the property has been left neat and tidy.

SCHEDULE OF FEES

Managing Fee (Ongoing)	6.6% incl. GST	Marketing	\$250.00 incl GST
<ul style="list-style-type: none"> • Daily arrears control • Arrangement of maintenance and monitoring of progress • Routine inspections and a written report to you with photos • Recommendation on rental market • Prompt payment of accounts on your behalf • Efficient and timely accounting of rental monies • A detailed monthly statement of income and expenditure • Negotiation of further fixed term leases where possible • Professional advice and preparation regarding VCAT if applicable • Legislative and practical advice • Ongoing communication with your renter to ensure a smooth rental agreement • Outgoing inspections and a written report to you with photos • Management and preparation of vacates • Outgoing inspections and a written report to you with photos • Timely advice of rental reviews and preparation of notices in accordance with legislation 		<ul style="list-style-type: none"> • Listing on: www.realestate.com.au – premiere listing • Listing on: www.larare.com.au • Listing on: www.domain.com.au • 'For Lease' signboard • Advertising write up • Promote your property to our database of prospective renters • Promote your property on Lara Real Estate Facebook page 	
Letting Fee (Initial) 4% of the annual rent incl. GST		Professional Photography Package \$220.00 incl. GST	
<ul style="list-style-type: none"> • Proactive marketing to prospective renters • Private inspections in conjunction with open homes • Quality assessment of prospective renters • National Tenancy Database checking • Thorough renter selection • Preparation of Leasing Documentation • Completion of a through ingoing condition report with photographs • Collection of 1st month's rent and bond • Provide renters with Rights and Duties of rental providers and renters • Apply for change over of Water Account • Order garbage bins if required • Sign for all keys provided to renters and copy for office records • Assistance to the renter with connection of utilities 		Other Associated Fees	
		Key Cutting	\$5.50 incl. GST per key
		Registered Post	\$5.50 incl. GST per envelope
		Preparation of insurance claim	\$220 incl. GST
		Smoke Alarm, Gas & Electrical Certificate of Compliance	As incurred at costs
		Lease Renewal Fee to initial renter	1.0% of the annual rental as per re-signed agreement (incl. GST)
		VCAT	
		VCAT Application Fee	\$66.30 incl. GST
		VCAT Warrant of possession	\$165 incl. GST
		VCAT Preparation & representation Fee	\$55 incl. GST per hour

Lara Real Estate (VIC)

(03) 5292 3557 | enquiry@larare.com.au

License #089731L | ABN: 92 659 958 317

27 McClelland Ave, Lara VIC 3212 | larare.com.au

Handy local contacts



*Broker - Property Hub
Finance*

5273 0269



*Electrician - Quality Care
Electrical*

0437 346 846



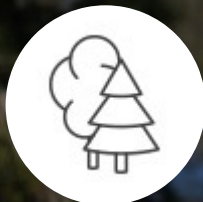
*Cleaner - Harriet's
Cleaning Services*

0420 323 926



*Handyman - Master
Touch Coastal*

0418 357 771



*Gardening - Smart
Mowing and Landscaping*

0434 946 083

Handy local contacts



*Gardening
- Luke
Shannon*

0400 753
310

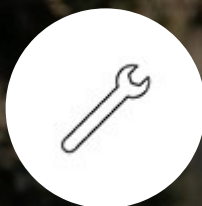
Handy local contacts



*Landlord Insurance
Advisor - Integral
Insurance Services, Mitch
Wight*
5244 1129



*Tax Depreciation - BMT
Tax Depreciation*
1300 728 726



*Plumber - Ocean Flow
Plumbing*
0421 878 029

Thank you!

We appreciate the opportunity to meet with you. Our philosophy is to provide the highest level of service possible and to create a seamless process for you, encompassing regular communication, conscientious hard work, honesty and integrity at all times. We are happy to provide reference details for you to do further research into our services if you wish. We look forward to speaking with you shortly.



Juan Millan
Investment Property Consultant
jmillan@larare.com.au
0475070528

Legal Disclaimer

Copyright and Legal Disclaimers about Property Data

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