

THE GREEN BOOK CHECKLIST – Finding the right property manager





Checklist: Finding the right property manager

1. How long have you been a property manager?	Notes:
2. How many years have you worked in this specific suburb/area?	Notes:
3. Do you own any investment properties yourself?	<input type="checkbox"/> Yes <input type="checkbox"/> No Notes:
4. How many properties in total do you personally manage?	Notes:
5. How many properties in total does the company have under management?	Notes:
6. What types of properties are they?	Notes:

<p>7. What is your vacancy rate?</p>	<p>Notes:</p>
<p>8. Why are they still on the rental market?</p>	<p>Notes:</p>
<p>9. What is your preferred length of time for leasing a property to tenants?</p>	<p>Notes:</p>
<p>10. How do potential tenants view the property?</p>	<p>Notes:</p>
<p>11. Do you advertise a property prior to vacancy?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Notes:</p>
<p>12. What systems do you have in place for letting?</p>	<p>Notes:</p>

<p>13. What are the preferred methods of advertising?</p>	<p>Notes:</p>
<p>14. What is the most successful form of advertising?</p>	<p>Notes:</p>
<p>15. What is the breadth of area that you let in?</p>	<p>Notes:</p>
<p>16. How often are property inspections conducted and is a report submitted to the landlord?</p>	<p>Notes:</p>
<p>17. Do you provide digital photos at the time of a new tenancy agreement?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Notes:</p>
<p>18. By what method are landlords paid?</p>	<p>Notes:</p>

19. What are your fees?	Notes:
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20. Are your fees negotiable?	<input type="checkbox"/> Yes <input type="checkbox"/> No Notes:
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21. Why should I select you to be my property manager?	Notes:
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22. What expenses can you manage on my behalf? (e.g. council rates, body corporate fees)	Notes:
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Additional comments
