



Check list for BDM when taking on a new property

Vacant property

- Meet with owner, preferably at the property
- Inspect the property
- Appraise the property
- Sign up owner
- Point out any thing that needs to be attended to ie gardens, lawns, cleaning
- Photograph the property
- Property pre-condition report

Back in the office:

- Load the property into Palace
- Scan management authority into Palace
- Write the advertising blurb
- Write on available board
- Upload photos
- Organize for property to be advertised/liaise with reception
- Organize 2 sets of keys
- Make up property folder
- Organize water & land rates to be sent to BCRE (landlord to sign form)
- Hand completed file and keys to property manager
- fill out spreadsheet for Loraine (submitted on 1st of each month)
- fill out referral form if applicable and forward to Loraine

If the property is tenanted:

- Meet with owner (at property if possible)
- Give the owner a market appraisal
- Sign up the owner
- Give owner suggestions if work needs to be done which may increase rent
- Have landlord sign a Change of Landlord form (for the Bond Centre) or organize with other agency (if currently managed)
- Obtain a copy of the tenancy agreement
- Obtain a copy of Tenant Details (summary of rent)
- Obtain a copy of the pre-condition report from owner/agent
- Do our Pre-condition report
- Take photos (making sure you don't photo the tenants possessions)

Then follow procedure for “back in the office”, but with the following additions

- scan tenancy agreement into Palace
- scan pre-condition report into Palace