

The Letting Process

Ray White Eastern Group

DESCRIPTION	Time (mins)
End of the Previous Tenancy	
Correspondence with owner(s) re: current tenancy end date nearing	10
Initial letter to tenants informing them of their approaching end of tenancy	10
Formally informing owner(s) of the end of the current tenancy	10
Correspond with owner(s) re: any potential changes in weekly rent and suggestions for improvements to maximise rent and minimise vacancy	15
Vacate inspection	30
Advertising for New Tenancy	
Obtain photographs for the property and touch ups ready for advertising	30
Carry out market research to assess the best market rent to tenant the property	30
Assess the condition and presentation of the property to ensure it is presented in the best possible way and provide any feedback	15
Create new property listing text, loaded onto different portals; raywhite.co.nz, raywhite.com, the office's website, trademe.co.nz	30
Liaise with existing tenants to arrange suitable viewing times	30
Respond to enquiries	30
Viewing (including travel)	60
Viewing (including travel)	60
Viewing (including travel)	60
Provide feedback to the owner(s) after each viewing, recommend any changes to ensure the property rented as quickly as possible eg. furnishing or rent adjustment	30
Administration of New Tenancy	
Shortlist potential applicants	20
Background, reference and credit check potential applicants	30
Present shortlisted applicants to the owner(s) for final selection	15
Advise unsuccessful applicants	20
Beginning of the New Tenancy	
The offer of tenancy correspondence	20
Production of tenancy agreements	20
Bond lodgement processing and paperwork	15
Arranging the signing of documents with new tenants and induction	20
Collection of bond and the first week's rent	10
Ingoing inspection report including photographs	60
Providing tenant with keys, swipe cards, remotes etc.	10
TOTAL	11.5 hours