

## OCPM FEE STRUCTURE

### MANAGEMENT FEE (8.8% INC GST)

Charged on gross rental collections. This fee is charged in relation to the day to day management of the property including rent collection, maintenance and liaising with owners and tenants.

### COMPLIMENTARY SERVICES

- Follow up inspections with detailed report & photographs provided
- Final inspections
- Paying all outgoings (SA Water, RevenueSA, Strata, Council Rates) out of the rental income
- Option to receive rent collected monthly or twice monthly into your nominated bank account
- Annual rent review
- Monthly & end of financial year statements - with online access
- Tenant match to our database
- Online access to your account
- Disbursement of bond.

### ADMINISTRATION (\$6.60 INC GST)

This is a flat fee charged on a monthly basis for business expenses incurred including postage, telecommunication, and trust accounting.

### ROUTINE INSPECTION REPORT (\$33 INC GST)

Extensive inspections of the property are conducted on a four monthly basis. A report is then completed along with detailed digital photographs of the property inspected.

### LEASING FEE - FOR EACH NEW TENANCY (2.2 WEEKS RENT)

This relates to securing a new tenant and covers services such as arranging viewings, processing applications and checking references, unlimited tenant default checks, lease preparation and signup, bond collection and lodgement and a detailed entry condition report with photographs.

### RENEWAL FEE - FOR A CURRENT TENANCY (1.1 WEEKS RENT)

Tenancy lease expiries are checked 12 weeks prior and instructions are discussed with the owner. Lease negotiation and preparation is conducted and arrangements made for the tenants to sign the new lease agreement. A rent review will also be conducted at this time.

### MARKETING (\$190 INC GST)

Contribution towards the cost of uploading rental listings to the most popular portals available in Australia including a Premiere listing on realestate.com.au

### PROFESSIONAL PHOTOGRAPHY & FLOOR PLAN (\$180 INC GST)

A picture can speak a thousand words. Our professional photography will showcase your property in a more appealing light to potential tenants.

### AS REQUIRED

- **TRIBUNAL HEARINGS (\$78 - NO GST APPLICABLE)**  
This cost is incurred for a property manager to attend a tribunal hearing on top of the associated lodgement fee.
- **FURNITURE INVENTORY (\$275 INC GST)**  
Per tenancy and for fully furnished properties only, this inventory is a detailed list of all items within the furnished property.
- **ADDITIONAL TRANSFERS (\$17.50 INC GST)**  
The cost associated with any additional bank transfers required outside of the twice monthly deposits.
- **MANAGING INSURANCE CLAIMS (\$88 per hour INC GST)**