



ABOUT US

Hamilton Property Management is a dedicated property management company. We pride ourselves in providing a personal level of service - you will be dealing directly with the person who is actually looking after your investment property. We offer a cost effective service, providing the most profitable returns for your investment property.

Hamilton Property Management is owned and operated by **Jeremy Barker**. Jeremy started working in Property Management, and Real Estate, in Hamilton in 1983 and has been involved ever since by either being an investor (and managing his own properties) or managing properties for friends and colleagues. That is a lot of years of experience in the Hamilton property market.

Jeremy has a professional background, working mainly in contract management and business development, throughout his working career. Jeremy's qualifications included Branch Manager status while working in Real Estate, a B.Sc. and an Executive MBA (with distinction) from Waikato University.



Jeremy decided to follow his passion, starting up Hamilton Property Management in 2016, and is looking forward to providing practical expert advice in relation to your investment property. Jeremy would welcome the opportunity to discuss your requirements with you.

Jess Hall has been with Hamilton Property Management since August 2018. Jess has brought many years of business experience with her and has fitted in to the role of a property manager with ease. Jess will help provide owners with the great personal service that we have built the company reputation on.

Amanda Hartley joined us in April 2020. Amanda also has many years of business experience, and is assisting Jess with the day to day management of our properties.

PHILOSOPHY

Our philosophy is that property management is not merely collecting rent but also ensuring the property, in which you choose to invest your hard-earned dollars, retains or improves in value so when you wish to sell it you receive the maximum amount of capital gain possible.

We realise the value of your property entrusted in our care and we work hard to ensure you are not disappointed with the trust and responsibility you give us. Jeremy is prepared to do whatever it takes to ensure that you are happy with the service he provides.



SERVICES

We commit to you in writing that we will perform the following Services when managing your property.

1 Rental Appraisal and Property Presentation

- ✓ We will inspect your property prior to marketing it and discuss the market rental as well as recommendations for preparing the property to rent.

2 Financial Management and Reporting

- ✓ All rent received by us (less expenses) is transferred into your nominated bank account
- ✓ Landlords have a choice of receiving rent (less payments) either monthly or weekly
- ✓ We provide a comprehensive Rent Statement detailing your rental income and expenses for the month
- ✓ We provide an annual summary for your tax records

3 Marketing Your Property for Rent

- ✓ We will start marketing the property immediately upon being advised that it is going to be vacant
- ✓ We will place a listing for your property on Trademe

4 Tenant Applications

- ✓ We always require that a prospective tenant fills in a signed application form, which includes their past history and references as well as personal details. These are checked thoroughly before your property is offered to a tenant.

5 Tenancy Agreements and Moving In

- ✓ Once we have chosen a tenant - we arrange a meeting with them to sign the Tenancy Agreement and pay the initial costs
- ✓ We will never give keys to a tenant unless everything has been paid, and they will never be able to have the keys before the tenancy commencement date.

6 Property Inspections

- ✓ We will conduct a full inspection of your property at the commencement of any tenancy
- ✓ We will carry out at least 4 routine inspections of your property each year and send you a detailed report each time
- ✓ Once the tenant has fully vacated and ready for the final inspection, we conduct this inspection with the tenant(s) present and compare the property to the commencement inspection report

7 Rent Collection and Rent Arrears

- ✓ We have a zero tolerance rent arrears policy
- ✓ We will follow up all rent payments in accordance with our fully documented arrears process, and the requirements of the relevant legislation

8 Tenant Vacating

- ✓ When a tenant gives notice to vacate we will advise you straight away. Once vacated we will inspect the property and allocate the bond where appropriate
- ✓ We will start marketing the property as soon as it is vacant – unless otherwise advised by you

9 Repairs and Maintenance

- ✓ We will have an agreed value in the Management Authority up to which we can organise repairs and maintenance without requiring your approval. Out of courtesy, and to maintain good relationships, we will usually advise you at the time. For any repairs above the agreed value we will contact you for instructions.
- ✓ We will only use appropriately licensed and insured tradespeople for any repairs or maintenance work to your property
- ✓ We will provide you with a copy of invoices for all work arranged on your behalf for the property
- ✓ For Emergency Repairs we will try our best to contact you first, but if we can't get hold of you we will arrange for the work to be done immediately.

10 Tenancy Tribunal

- ✓ We will attend any Tenancy Tribunal Mediation or Hearing as required
- ✓ We will follow up on all Tenancy Tribunal decisions

For more detail on these services please go to our website at

[Hamilton Property Management Services](http://www.hamiltonpm.co.nz)