**Meeting Agenda regarding the management of:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Attendees:** |  | | |
| **Location:** |  | **Time:** |  |

**Agenda Items**

1. Why did you buy this property?
2. Key information/concerns of the property owner

………………………………………………………………………………………………………………………………………………….………………………………………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………………………………

1. About our agency and our property management team
2. Current market activity and maximising price
3. What is involved in the management of your property
   1. Finding tenants
   2. During tenancy – collecting rent, repairs, routine inspections
   3. Ending tenancy
4. Legal forms required to be authorised
5. Next steps
6. Other:

………………………………………………………………………………………………………………………………………………….………………………………………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………………………………