

**Meeting Agenda regarding the management of:**

<b>Attendees:</b>			
<b>Location:</b>		<b>Time:</b>	

**Agenda Items**

1. Why did you buy this property?
2. Key information/concerns of the property owner  
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3. About our agency and our property management team
4. Current market activity and maximising price
5. What is involved in the management of your property
  - a. Finding tenants
  - b. During tenancy – collecting rent, repairs, routine inspections
  - c. Ending tenancy
6. Legal forms required to be authorised
7. Next steps
8. Other:  
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