



## 業主資料小冊子

卓越物業管理的承諾

"Our focus is to continually be the best real estate team by striving to build upon our strong reputation of integrity, professionalism and superior customer service"

Shop 1 – 2, 18 Walker St. Rhodes NSW 2138  
Ph: 9739 6000 Fax: 9739 6100

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## 致力於追求卓越的服務

**C J Real Estate** 物業管理團隊一直致力提供卓越的服務.我們的職員定期接受不同的培訓,以增強他們對相關租務條例的認知,並可以緊貼市場的走勢.

本公司其中的一個成功因素是擁有一套持續改善的質量管理系統.多年來,我們一直致力推行有關質量管理的訓練,制定相關政策和程序,以務求達到精益求精,盡善盡美的效果.

我們通過有效的溝通,有組織的市場營銷活動去為閣下提供專業的服務

***C J Real Estate accredited system  
Excellence in Service guaranteed***

## 管理系統

本公司擁有一系列完善的物業管理系統,為閣下提供一站式的物業管理,服務範圍包括:

### 尋找租客

為你盡快找到合適的租客是我們首要的任務. 我們通過:

- 張貼宣傳單張,和網上宣傳 (包括在本公司的網站, [domain.com.au](http://domain.com.au) 和 [realestate.com.au](http://realestate.com.au));
- 搜尋本公司的顧客資料庫; 和
- 在每周的中文及韓國報章上宣傳你的物業.

### 篩選程序

為你揀選合適的租客是重要的一環:

- 我們會確實申請人的身份,他們必需提供至少 100 分以上的身份證明,其中一項必須附有相片.
- 我們亦會通過申請人提供的資料,去查閱其過往的租住記錄.包括是否準時繳付租金及對租住單位的保養情況.
- 我們亦會查證申請人是否受雇,以確保他們有足夠能力去繳付租金.
- 當以上所有程序完成後,我們便會落實租期,租金及租約開始日期等一切資料.

## 租務文件

我們會為閣下準備好所有相關的租務文件包括:

- 代表閣下辦理及簽署租務合約
- 我們會把完成後的租務合約第一頁寄給閣下以作存根.

## 物業巡查及報告

我們會進行定期巡查,以確保閣下的出租單位一切正常.

- 我們會在閣下的單位出租前後及期間進行詳細的檢查,並會提供附有照片的詳細報告.
- 每隔 3 至 4 個月會到閣下出租的單位作定期檢查;我們並會提供一份詳細的檢查報告

## 保養及維修

- 如遇到任何維修的需要,租客必須要呈上一份維修申請表.
- 本公司會通知閣下有關該維修的申請.
- 我們會為閣下進行相關維修的報價,當得到閣下的確認後,便安排進行維修.而我們會一直與閣下聯絡直至維修完成.
- 我們只與相熟和信賴的維修承辦商接洽.

## 租金收入的管理

- 租客可以選擇以每星期,每兩星期或每月去繳付租金.
- 我們會把租金於月底存入於閣下指定的銀行戶口
- 並於每月提供一份詳盡的月結單,陳述有關出租單位的租金收入及支出.
- 在年終亦會提供一份物業租金收入及支出的報告以助閣下作報稅用途.

## 其他支出

- 我們會為閣下管理其他支出,包括市政府收費,水費,大廈管理費及其他相關的維修服務費用
- 我們會用租金收入去為閣下繳付所有以上的支出並於月結單內詳細列明.

## 房東保險

- 我們建議所有業主為單位購買一份房東保險.如有任何查詢,可向本公司職員聯絡.

## 網上顧客服務

- 驗證碼可以在月結單上找到.
- 業主可以憑驗證碼在網頁 [www.onlineagent.com.au](http://www.onlineagent.com.au) 登記及登入查看有關月結單

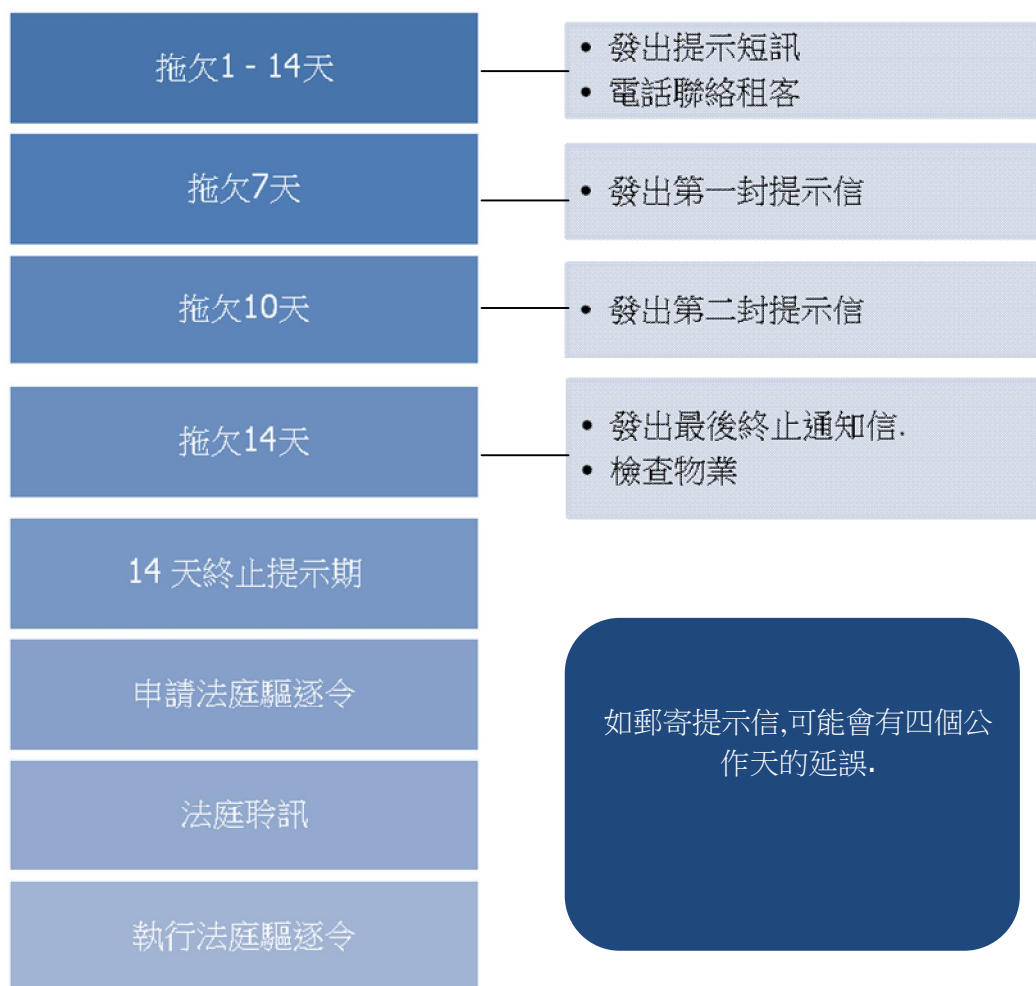
## 租金拖欠

- 我們會主動接觸遲交租金的租客以減低過期繳付租金的情況發生
- 詳情請參考以下的租金拖欠處理程序.

## 租金拖欠

如遇到任何租金拖欠的情況,本公司會盡快及妥善地按照以下的程序討回拖欠的租金:

### 租金拖欠的處理程序





## 物業管理費用

### 1. 月費

管理費	<ul style="list-style-type: none"> <li>• 租金的6.6% (已包含GST)</li> </ul>
公司行政費及什費	<ul style="list-style-type: none"> <li>• 每次 \$5.50</li> </ul>

### 2. 一次性收費 (以每一個新租約計算)

房屋仲介費	<ul style="list-style-type: none"> <li>• 六個月的租約收費為一個星期的租金再加上GST</li> <li>• 十二個月的租約收費為二個星期的租金再加上GST.</li> </ul>
租務籌備費	<ul style="list-style-type: none"> <li>• \$33.00 已包含GST</li> </ul>
宣傳費	<ul style="list-style-type: none"> <li>• \$110 已包含GST</li> </ul>

### 3. 其他費用

申請法庭通知及傳召等相關服務	• 以實際金額為準
出席法庭聆訊	• 每小時\$40
提前終止費	• 二個星期的租金.

## 為何要選擇 **CJ REAL ESTATE**?

因為我們:

- 是 RHODES 的第一間物業代理公司;
- 能直接與閣下的物業經理接洽;
- 擁有本區最新最快的租務市場資訊,能助閣下更快租出物業;
- 了解閣下的需要;
- 擁有專業及有經驗的物業經理;
- 提供一份詳盡的租務合約能給閣下額外保障.;
- 為租客提供一份詳盡的檢查表以助他們順利搬入及遷出所租的單位;
- 定期提供一份詳盡的物業檢查報告;
- 按時提供有關閣下物業的月結及年結報告;
- 會嚴謹地檢查租客的資料;
- 會定期去檢討租金的價格;
- 保證減低單位空置時期; 並
- 能為閣下帶來可觀的租金收入

**Don't make a wrong decision**

**Make a strong one instead**

## Part B

### 附加文件

- Owner Monthly & Financial year Statement
  - Periodic Inspection Report
  - New Lease confirmation Letter
  - Rent Review Letter
- Sample brochures (1&2 Bedrooms)
- Management Agency Agreement

## Tax Invoice

Account name(s) Mr & Mrs Landlord  
101/1 Rhodes St.  
Rhodes NSW 2138

Account 101RHODES  
Statement from 30 Jan 20xx  
Statement to 1 Mar 20xx  
Statement number 1

2007	Details	Debit	Credit	Balance
	Balance brought forward			\$0.00
	<b>101/1 Rhodes St., Rhodes \$530.00 per week</b>			
	Mr Tenant; Paid to: 9 Mar 20xx			
	Rent 27 Jan 20xx to 9 Mar 20xx		\$3,180.00	\$3,180.00
8 Feb	2454 * Strata Levy 01/03/xx-31/05/xx 701 Tanner (includes \$71.53 GST)	\$786.80		\$2,393.20
	2462 Council Rates 3rd Instalment 701 Tanner	\$185.00		\$2,208.20
1 M	* Management fee (includes \$15.90 GST)	\$174.90		\$2,033.30
	2620 * Sundry fee (includes \$0.50 GST)	\$5.50		\$2,027.80
	2621 Payment to owner (1128)	\$2,027.80		\$0.00
	Totals at end of period	\$3,180.00	\$3,180.00	\$0.00

Total expenses on this tax invoice includes GST of \$16.40  
Total expenses on attached tax invoices includes GST of \$71.53

SAMPLE ONLY

Section 42A of the Property, Stock and Business Agents Act 1941, Provides that an application to review a statement of claim or itemised account may be made to the Real Estate Services Council within 28 days of the Statement of claim or itemised account served upon you.

C J Int'l Pty.Ltd. - ABN 42 079 574 888

# Financial Statement

Account  
name(s)

Mr & Mrs Landlord  
9 Corella Court  
West Pennant Hills NSW 2125  
Australia

Account 101RHODE  
Statement from 1 Jul 07  
Statement to 30 Jun 08  
Page number 1 of 1

Details	GST	Expenses	Income	Balance
<u>101/1 Rhodes Street Rhodes</u>				
Rent			\$24,541.43	\$24,541.43
Council Rates		\$596.27		\$23,945.16
General Handyman Services	*	\$110.00		\$23,835.16
General Repairing	*	\$110.00		\$23,725.16
Lease Preparation Fees	*	\$16.50		\$23,708.66
Letting Fees	*	\$638.00		\$23,070.66
Management Fees	*	\$1,349.78		\$21,720.88
Strata Levies	*	\$3,533.85		\$18,187.03
Sundry Fees	*	\$66.00		\$18,121.03
Water Rates		\$405.20		\$17,715.83
Total for property		<u>\$6,825.60</u>	<u>\$24,541.43</u>	<u>\$17,715.83</u>

Total expenses includes GST of \$529.47

SAMPLE ONLY

\* indicates taxable supply

15 April 20XX

Mr & Mrs Landlord  
101/1 Rhodes St.  
Rhodes NSW 2138

Dear Leo Kwan & Linda Yin Chu Ng

**RE: NEW TENANCY  
101/1 RHODES ST. RHODES NSW 2138**

It is with pleasure that I confirm a residential tenancy agreement has been executed for the above mentioned property. Please find enclosed a copy of the agreement for your records.

The tenancy details are as follows:

Lease term:	XX Months
Lease start date:	01/04/20XX
Rental amount:	\$XXX.00 weekly
Bond held:	\$X,XXX.00

Should you have any queries regarding this or any other matter please do not hesitate to contact me.

Yours sincerely

**Property Manager**  
Property Management Department  
C J Real Estate

SAMPLE ONLY

01 April 20XX

Mr Tenant, Tenant  
101/1 Rhodes St.  
Rhodes, NSW 2138

SAMPLE ONLY

Dear Tenant,

**RE: RENT REVIEW**  
**101/1 Rhodes St. Rhodes NSW 2138**

As part of our ongoing service to our landlords we continuously assess the market rental values of properties under our management.

Whilst it is noted that you are a valued tenant, we must also ensure that we balance this with maximising the rental return for our client.

Given the current market, and taking into account your length of tenancy and our desire to retain you as a tenant, I hereby provide 60 days notice of the increase of your rent to \$XXX.XX weekly.

The increase will take effect as at the XX/XX/20XX.

From this date please ensure the new rental amount is paid as per your normal payment method.

Should you have any queries regarding this or any other matter please do not hesitate to contact me.

Yours sincerely

**Property Manager**  
Property Management Department  
C J Real Estate

Mr Tenant, Tenant  
101/1 Rhodes St.  
Rhodes, NSW 2138





C J REAL ESTATE

# FOR RENT



## RHODES

1/1 Shoreline Dr.

**\$ 530 P.W**

Features Include:

*North Facing  
Spacious 1  
bedroom*



- Spacious 1 bedroom with built ins
- Extra study area
- Bright with East facing
- 1 car space and storage cage
- Gym and sauna in the complex
- Security block
- Close to Shops and Train Station
- Available from 01/07/11

**Tel: 9739 6000**

[www.cjrealestate.com.au](http://www.cjrealestate.com.au)





C J REAL ESTATE

# FOR RENT



## RHODES

1/1 Shoreline Dr.

**\$ 700 P.W**

*North Facing  
2 bedrooms  
with water view*

 2  2  1

Features Include:

- Spacious 2 bedrooms all with built ins
- Extra study area
- Open kitchen with lots of cupboards
- Bright with North facing
- 1 car space and storage cage
- Security block
- Close to Shops and Train Station
- Available from 01 July 11

**Tel: 9739 6000**

[www.cjrealestate.com.au](http://www.cjrealestate.com.au)



## C J REAL ESTATE- Management Agency Agreement

(The Property, Stock & Business Agents Act 2003 requires all of agent's instructions to be in the form of a written agreement)

**BETWEEN** Of **home:** **work:**  
**Mailing Address:**  
**Fax:** **mob:** **email:**  
(Hereinafter referred to as the "PRINCIPAL" alternatively referred to in this agreement in the first person ie. we/our/us etc) The Principal warrants that they have the authority to enter into this agreement. We are not registered for GST. (ABN not required)

**AND:** C J Int'l Pty Ltd ABN42 079 574 888, (hereinafter referred to as C J Real Estate of Shop 1, 18 Walker St, Rhodes NSW 2122, Phone no: 9739 6000. C J Real Estate is registered for the GST.

**IN RESPECT OF:** (hereinafter referred to as the  
"PREMISES")

**AGREEMENT:** We appoint C J Real Estate and their employees and/or agents to let and manage the Premises from the date hereof for a period of 6-12 months ('Minimum Term') and thereafter continuing until we terminate C J Real Estate appointment by giving two month's written notice of termination. If we terminate the Agreement prior to the expiration of the Minimum Term, for any reason other than C J Real Estate's unequivocal breach of a material term, then we agree to pay C J Real Estate, the Early Termination Fee.

**RENT & TERM:** We authorise C J Real Estate to endeavour to let the premises for a term of 6 –12 months at a market rental in the vicinity of \_\_\_\_\_ - \_\_\_\_\_ or at a rental we otherwise instruct. Furthermore we authorise C J Real Estate to relet the premises at a market rent for 6-12 months thereafter.

**INSPECTION:** C J Real Estate shall organise for prospective tenants to view the Premises.

**EACH TENANCY:** C J Real Estate and each of their employees are authorised by us to do whatever is legally necessary to effectively and professionally manage the Premises. This includes but is not limited to: - Selecting tenants after seeking and attempting to verify references; enter into & sign agreements in respect of the letting of the premises; collect rent, bond monies or any other monies; Lodge and make claim for refunds of the bond; represent us before the Residential Tenancies Tribunal or at any Court/Tribunal; Serve notices and terminate tenancy agreements on our behalf; periodically review the rent of the Premises and increase appropriately; do all things that are necessary to commence and complete proceedings for the recovery of possession or the recovery of monies due; arrange repairs.

**REPAIRS:** C J Real Estate will make reasonable efforts to contact us if repairs are necessary but if this is not possible C J Real Estate are authorised to spend up to \$250 on our behalf

without our prior approval or an additional amount if it is an emergency and the repair is urgent.

**PAYMENTS:** C J Real Estate are authorised and instructed to pay the following from monies received on behalf of the Principal;

	Yes	No
(a) Council Rates;	<input type="checkbox"/>	<input type="checkbox"/>
(b) Water, sewerage and drainage rates;	<input type="checkbox"/>	<input type="checkbox"/>
(c) Strata Levies;	<input type="checkbox"/>	<input type="checkbox"/>
(d) Such other outgoings as the Principal may authorise	<input type="checkbox"/>	<input type="checkbox"/>

**INDEMNITY:** The Principal undertakes to indemnify and keep indemnified C J Real Estate against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against C J Real Estate in the course of or arising directly or indirectly out of the proper performance or exercise of any of the powers duties or authorities of C J Real Estate under this agreement.

**ACCOUNT:** C J Real Estate agrees to account to us for monies collected and paid on our behalf on a monthly basis.

**FEE/CHARGES:** C J Real Estate shall be entitled to the following fees and charges and shall be entitled to deduct same from the monies collected or if these funds are insufficient to be paid on demand.

Management Fee	6.6%	(includes GST)
Monthly Administration Fee	\$5.50	(includes GST)
Tenancy Agreement preparation Fee	\$33	(includes GST)
Advertising Fee	\$110	(includes GST)
Letting Fee		
- 6 Month Lease: The equivalent of a week's rent plus GST		
- 12 Month Lease: The equivalent of two weeks' rent plus GST		
Bank Charges/Taxes		Actual amounts
Applying for, serving of notices (Tribunal)		Actual amounts
Summons, court/Tribunal orders etc		Actual amounts
Attendance at Court/Tribunal		\$40 per hour
Early Termination Fee		The equivalent of two (2) weeks rent

**INSURANCE:** C J Real Estate strongly recommends the principal to take out adequate insurance including landlords' protection Insurance.

**METHOD OF DISBURSEMENT:**

**Option A – Transfer funds to your nominated account (cleared funds):**

**Name of Bank/Institution:** \_\_\_\_\_

**Account Name:** \_\_\_\_\_

**BSB Number (6 digits):** \_ \_ \_ - \_ \_ **Account Number:** \_ \_ \_ \_ \_ \_ \_ \_  
\_ \_

**Option B - Please forward cheque to the above address in the name of:**

\_\_\_\_\_

**GST**

The amount's referred to in this agreement which are payable by the Principal to C J Real Estate except where indicated, are expressed exclusive of any Goods and Services Tax ("GST") liability of C J Real Estate in respect of services provided by C J Real Estate under this agreement. Any amount payable by the Principal to C J Real Estate in this agreement will be increased to include any GST payable by C J Real Estate in respect of taxable supplies (as defined in the GST Legislation) provided by C J Real Estate under this agreement.

**PRINCIPALS:**

**Date:** \_\_\_\_\_

**C J Real Estate AGENT:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For and on behalf of C J Int'l Pty Ltd t/a C J Real Estate ABN: 42 079 574 888**

**Shop 1, 18 Walker St, Rhodes NSW 2138 PH: 9739 6000**

**FAX:**

**9739 6100**

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