

# PROPERTY INVESTOR GUIDE



**TODD & CO**  
R E A L T Y



## CONTENTS

---

Welcome	1
Our services	2
Marketing	3
Tenant selection	4
Inspections	5
Maintenance	6
Financial information	7
Final Word	8



Welcome to

# TODD & CO REALTY

With over 155 years in business, servicing Southlanders, we know that to be successful in Property Management, you must be successful in people management.

Our goal is to eliminate the stress and maximise your returns, whether you have one property or many. Communication is of utmost importance to us; with yourself, the tenants and the tradespeople doing maintenance.

It's our job to ensure that you have peace of mind and that your property is in the very best hands, meaning you have more time to focus on what's important to you.

We endeavour for our landlords to feel 100% comfortable and know that we are looking after your investment as if it was our own.

We are specialists when it comes to managing investment properties in Southland, and we look forward to working with you.



Water Tower, Invercargill

## OUR SERVICES

---

### What do we do as a Property Manager?

- ✓ Free rental appraisals
- ✓ Monitoring all legislative changes and managing actions required
- ✓ Preparing properties for rent
- ✓ Advertising and marketing your property
- ✓ Viewings with prospective tenants
- ✓ Screening tenant applications
- ✓ Credit and reference checks of tenants
- ✓ Completion of all legal documentation
- ✓ Receipting of rents and bond monies and lodgement of bond with the Department of Building and Housing
- ✓ Inspections of the property and supplying a report
- ✓ Organisation of maintenance
- ✓ Payment of incoming invoices
- ✓ Provision of monthly payments and account statements
- ✓ Immediate attention of rent arrears
- ✓ Any mediation or tribunal representation
- ✓ On-going rental administration
- ✓ Personal communication from our team
- ✓ Healthy Homes Compliance support



We work  
**PROACTIVELY**

---



We take care of  
**EVERYTHING**

---



We stand for  
**SIMPLICITY**

---

## MARKETING

---

Effective marketing is key to maximising your revenue!

We have several avenues to advertise your property to ensure it is reaching prospective tenants fast. Our experience has shown us the majority of tenants are looking online. Our websites include:

[www.toddco.nz](http://www.toddco.nz)

[www.trademe.co.nz](http://www.trademe.co.nz)

[www.realestate.co.nz](http://www.realestate.co.nz)

[www.oneroof.co.nz](http://www.oneroof.co.nz)

A list of current properties is available in the office for prospective tenants. Property flyers and print advertising are available by request.

### How much will advertising cost?

We cover the cost for our own website, realestate.co.nz and oneroof.co.nz. There is a cost of \$69 + GST for Trade Me rental listings.

There are no other advertising costs unless you want to put an advert in the newspaper. This cost will vary depending on the size and day of print.

The logo for realestate.co.nz, featuring a stylized 're' in a blue circle followed by the text 'realestate.co.nz' in blue.The logo for trademe, with 'trademe' in blue and orange text and a blue fish icon to the right.The logo for OneRoof, featuring a stylized house icon in orange and grey followed by the text 'OneRoof' in white on a grey background.The logo for SOUTHLAND EXPRESS, with 'SOUTHLAND' in pink and 'EXPRESS' in blue, both in bold capital letters.The logo for The Southland Times, with 'The' in small black text above 'Southland Times' in a large, red, serif font.

## TENANT SELECTION

---

Over the years we have refined our processes to ensure we get the right tenants for you and your property.

### **Our standard tenant screening process includes:**

Meeting the tenant and taking them through the property to get an idea of their suitability.

A detailed application form which includes: rental references, work/personal references, current and past addresses and current identification.

This allows us to complete reference checks, a background check, a credit check and ensures their suitability before accepting them as a tenant. We also give you an overview of the top prospective tenants for your final approval/choice.

Once a tenant is selected, we complete all the relevant documentation with them and collect the bond money and one week rent in advance. The tenancy does not commence without this.

Government regulations around tenancies are frequently changing. It can be a minefield to navigate, this is an area where having a professional property manager is really a no brainer.



## INSPECTIONS

---

Todd & Co Realty conducts a comprehensive inspection before a tenancy commences, detailing the condition of the property and making note of any wear and tear.

Quarterly inspections are carried out after a tenancy begins. This ensures the tenants are looking after the property and if there are any areas of concern, we let them know and follow up to confirm this has been rectified.

This time is also where we make note of any preventive maintenance or general maintenance required and supply you a copy of the inspection report.

At the end of a tenancy, we use the initial inspection to compare the state of the property and then finalise the bond.



If there are concerns, other than general wear and tear, we try in the first instance, to have the tenants rectify this. If this is not sufficient or complete, we then employ someone to carry out the repair, clean etc and deduct this cost from the bond.

Be aware that some insurance companies require you to have regular inspections completed on your property, to ensure it is fully insured. If you are not aware of your policy requirements, please check with your insurance company.



## MAINTENANCE

---

One of those great things about having a Property Manager is that we organise any repairs and maintenance on your behalf, so you don't have to play phone tag with the builders, plumbers, electricians etc. Leave that to us!

Being a customer of Todd & Co Realty, you gain access to our network of qualified tradesmen at great rates. They are well aware of time constraints and provide work in an economical manner and we do this at no additional cost to you.

Depending on your requirements, you can be involved as much as you wish. Due to the new laws with Health and Safety as well as Covid, we require certain documentation from our tradesmen before we can employ them.

If you have a specific tradesperson you would like to use on your rental property, we are more than happy to accommodate this. We would simply need their health and safety documentation or alternatively you can employ them directly.



## FINANCIAL INFORMATION

---



### When do landlords get paid?

Owner payments are paid half monthly, on the 16th, or the next working day following as well as the first working day of the month.

A statement is sent the same day as your owner payment is processed. If you do not have email, we can post your statements to you.

This details all transactions relating to your rental property and shows the amount direct credited to your bank account.



### What about tenants rent?

Rents are checked daily, and we act that day if a payment has been missed. We will either get in touch with the tenant, or we will issue a 14 Day Breach Notice reminding them of their obligations.

On the rare occasion, we will apply for Mediation or Tribunal service and this is where our understanding of the Residential Tenancies Act 1986 is vital.

LASTLY  
**THANK YOU**  
FOR YOUR CONSIDERATION

### Why rent with us?

It is more challenging than you may think. Especially when you're having to chase up unpaid rent etc while trying to do your day job!

We have competitive fees and having someone to deal with the day to day running of your property takes the stress and pressure away from you.

Choosing Todd & Co Realty to manage your rental investment means the buck stops with us and we take looking after your most valuable asset seriously.

We have been around for over 150 years. A local company looking after local properties with strong local values.

**Berny Kisa**

Property Manager

021 511 775 | [rentals@toddco.nz](mailto:rentals@toddco.nz)



Don Street, Invercargill



**TODD & CO**  
R E A L T Y

46 DON STREET, PO BOX 346, INVERCARGILL 9840

155 PALMERSTON STREET, RIVERTON 9822

☎ 03 218 7131 **FAX** 03 218 7122 🌐 [TODDCO.NZ](http://TODDCO.NZ)

WILLIAM TODD & CO LTD, LICENSED REAL ESTATE AGENT (REAA 2008)