

RENT ROLL DETAIL

Sales Information

Agency name

Address

Primary Contact

Phone

Email

Ownership detail

Person or Partners

Company

Trust

ABN

Director/s (if company)

Registered Office

Accountants

Contact

Phone

Email

Address

Insurance Broker

Contact

Phone

Email

Address

Business:

Describe the business, is it a:	Sole Trader / Franchise / Agency	
How long has the business been operating?	Years	Months
Franchise group if applicable		
If under Franchise/Agency	Expires:	Renewal Y / N
Upon the sale of the rent roll you will be required to offer a restraint of trade? What are you prepared to agree to usually 3 years and usually 100kms		
	Time:	Years
	Distance:	Kms
How much do you pay in fees?	\$	%
Do you contribute to Marketing? (last 12 months)	\$	

Rent Roll Mix?

Total Properties Managed	No.
Residential Properties	%
Commercial/Industrial	%
Holiday Letting	%
Community/Strata Management	%

Fee Structure for new business (currently being charged)

Letting fee	Charged / Not Charged	Weeks Rent	%
Management fee	Charged / Not Charged		%
Lease renewal fee	Charged / Not Charged	Weeks Rent	%
Admin fee	Charged / Not Charged	\$	per month
Inspection fee	Charged / Not Charged	\$	per inspection
End of Year Statement fee	Charged / Not Charged	\$	
Maintenance fee	Charged / Not Charged	\$	%
Other Misc fee	Charged / Not Charged	\$	

Income/Statistics: (for last 12 months) – (less GST)

Management fee income	\$
Letting fee income	\$
Sundry income (ie inspections/admin/maintenance/repair etc)	\$
TOTAL	\$

Letting fee income as a percentage of total income		%
Average management fee Percentage (estimate)		%
Average management commission per property per annum (estimate)	\$	
Average weekly rent per property (estimate)	\$	

Multiple Property Landlords

How many landlords have 1 property	No.
How many landlords have 2-5 properties	No.
How many landlords have 6-10 properties	No.
How many landlords have 10+ properties	No.

How many Tenants are in arrears? (estimate)	0-7 days =
	7-14 days =
	14-21 days =
	Over 21 =

Number of properties available for reletting at this time?	No.
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Income in rent roll in the last 12 months	No.
Decrease in rent roll in the last 12 months	No.
Sold properties from the rent roll in the past 12 months	No.

How do the tenants pay their rent? What % are Paid?	EFT	%
	Direct Debit	%
	Cheque	%
	Walk in Cash	%

Written management agreements in place	Yes / No	Majority / Minority
Average term of management agreements	Periodic / Annual	

Plant and Equipment:

Does the business sale include plant & equipment If “yes” supply an inventory list	Yes / No
If so what is the book value in the balance sheet?	\$
Finance in place	Yes / No
Financiers	
Will it be paid out before or at settlement?	
Items you will exclude from the sale (Attach List)	Yes / No
2 years profit and loss statements	Yes / No
Property Management Systems	Rest
	MultiArray
	Go
	RPData
	Other
Trade name involved with the Rent Roll sale	Yes / No

Brief Business History: (areas of operation, strengths, awards, marketing issues, staff issues)

As the Vendor, what are your business plans after you sell the rent roll?

Staff details: What staff are staying with the rent roll? (Provide details below)

Name	Role	Period of Tenure	Age	Income \$/pa

Total Wages for property management department over the last 12 months: \$

Please provide:

- ☐ Any info on outstanding WorkCover and/or P&I claims or staff issues that need declaring.
- ☐ A Property List/Report print out showing all individual properties, fees and property description.