

# PROPERTY MANAGEMENT UPDATE

Official client newsletter of Doyle Spillane Real Estate



Welcome to our April Property Management Update:

In this months edition we will cover off on the importance of updating your contact details and changes in leaseholders during a tenancy.

NOW AT  
 Doyle Spillane



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## MARKET SNAPSHOT

### IN THE LAST 30 DAYS

Number of Tenant Enquiries: 1292

Total Inspections Scheduled: 158

Tenants Registered to Inspect:  
606

Applications Received: 117

Properties Leased: 35

Average Days Vacant: 6

## *The importance in updating your contact information during your tenancy...*

During your residential tenancy agreement your circumstances and contact information may change, whether that is for personal reasons, work related or otherwise, it is integral that your details listed within our office be kept up to date.

The reasons for this are many, some of which include: needing to contact you for access either for routine property inspections or smoke alarm/fire safety inspections, renewal of leases, tradespeople/strata or other repairs needed where access is required, property valuations, rental/sales open homes and possibly in case of emergencies.

If you update your email or mobile phone details, please let us know ASAP – not only will it make the entire tenancy run smoothly, it ensures and helps create safety, transparency and trust between all parties.

## **HAVE YOU ENTERED OUR MOTHER'S DAY COMPETITION?**



Doyle Spillane Real Estate



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**HEAD TO OUR SOCIALS NOW TO ENTER**

## *Changes in leaseholders during a tenancy ...*

Changes in leaseholders during a tenancy...

If a tenant wants a new or replacement co-tenant to move in and sign the lease, the tenant first needs to ask the landlord for permission. To ensure a quick and hassle-free change of shared tenancy, our office will require the following items;

- A written letter or email from the vacating tenant stating their intention to vacate the property and advise that the rent and bond will be the responsibility of the remaining tenant/s.
- A written letter or email from the remaining tenant/s to advise they have knowledge of the change and that they will be responsible for the property including rental payments.

Once both letters or emails have been received by our office, we will contact the landlord/s and seek their approval for alterations to be made to the Residential Tenancy Agreement.

A "Change of Shared Tenancy Notice" form is required to be completed by both tenants, this document will be sent to the residential address or be available for collection from our office. This document should be returned to our office once completed.

An appointment should be arranged with your Property Manager to sign the vacating tenant/s name off the Residential Tenancy Agreement this would include the signature of the remaining tenant, so both parties will need to be present at the appointment.

If you are arranging for a new tenant/s to replace the vacating tenant/s an application form which is available from our office or online – refer to <https://www.doylespillane.com.au/tenancy-application> - this is required to be completed and then approved by the owner prior to any persons moving into the property. The landlord may refuse a sub-letting or co-tenancy request under a number of circumstances, these include:

- If it would result in overcrowding
- If the person was listed on a defaulting tenant database
- If the number of occupants permitted under the lease would be exceeded



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