

JOHNSTON DONOGHUE PROPERTY

# Changing Agency

INFORMATION SHEET



## WE CAN LOOK AFTER IT FOR YOU

Landlords often think that switching agents is an enormous, time consuming headache. It's not! What many landlords don't realise is, switching agencies can be as simple as giving written notice, prepared by us, and the rest will be handled by our team.

## HERE IS THE PROCESS OF HOW WE GO ABOUT IT

- You inform us that you'd like us to take over the management of your property.
- We establish how much notice you need to give to your current agent.
- You sign a Notice to Change Managing agents letter – provided by us, to keep it simple for you!
- We, or you, forward the notice to your current agency and arrange to pick up your property file and keys from their office.
- We notify your tenants of the change over date and welcome them via phone and email by providing them with our helpful Johnston Donoghue Property induction.
- We become your new management agency (as of the agreed date) and life carries on as normal... but better!
- We arrange a property inspection to familiarise ourselves with the property and meet the tenant face to face within the first two weeks.
- Your tenant receives our welcome gift pack.
- Our team handles incoming rent, repairs and expenses and your profits are distributed to you monthly.
- We schedule quarterly condition reports to keep you completely up-to-date.

## CONTACT US

P: 6742 6028

E: kristen@jdprop.com.au or chanel@jdprop.com.au

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