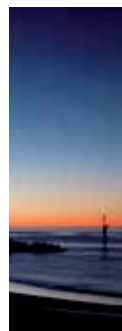
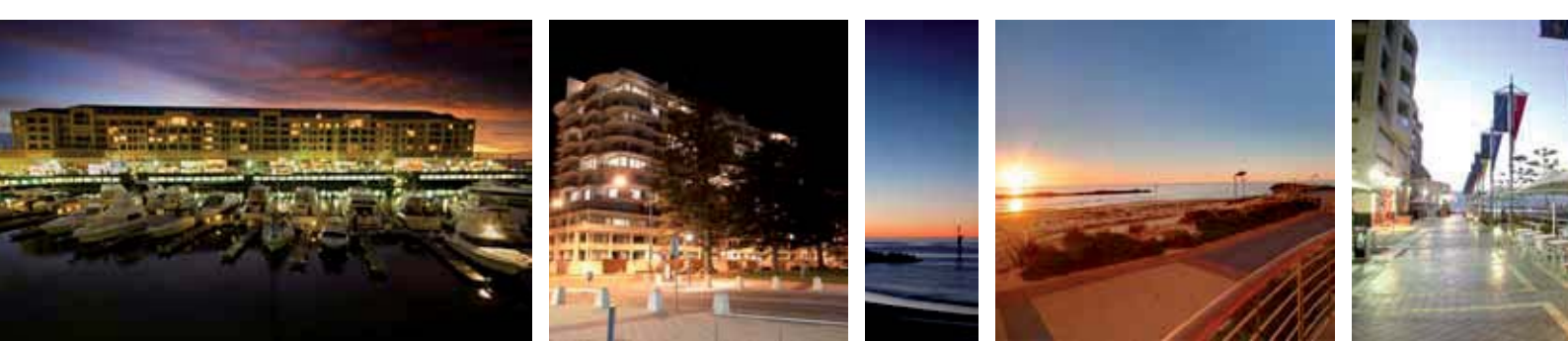


'Our fresh approach will deliver you results.'



# Property Management & Executive Leasing



JKC Properties offers an exclusive property management service for executive properties with a rental typically in excess of \$450 per week.

With invaluable industry knowledge about rental activity in this market, strong associations with consulates, corporate organizations and their relocation companies, JKC Properties is strategically placed to offer unsurpassed service in the executive leasing arena. Accordingly, our services reflect the higher property values and greater demands of our client base.

Particular attention is paid to the searching and selection of your prospective tenants to ensure a high quality applicant is successful. Property maintenance is also closely monitored. With experience and qualified trades people and technical experts available 24 hours a day, 7 days a week to service all needs.

Service is the hallmark of JKC properties and executive leasing excels in this area resulting in many satisfied landlords and tenants. Our best reference is always our clients as much of our business arises from referrals.

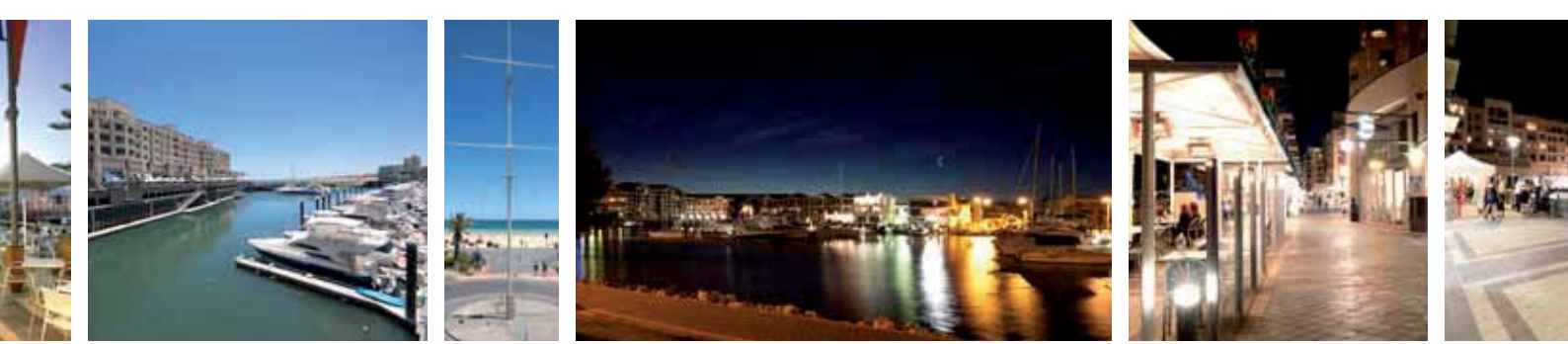
## Services:

JKC Properties offers a range of services to its clients to match the desired type of leasing market individual investors wish to participate in. Generally, our range of services include:

- An active, personalized presence in the precincts containing our client's properties.
- Active and vigorous marketing of JKC Properties as a source of quality properties.
- Advertising and marketing of fully furnished apartments and executive style properties.
- Active property viewings five days a week.
- Convenience of centrally located office at Glenelg for beach side properties.
- Procurement of tenancy applications thorough checking of references and consultation with owners for selection.
- Preparation of all tenancy documentation, collection and lodgment of bonds.
- Collection of rents, disbursement of accounts for owners and preparation of a concise monthly income and expenditure statement. Provision of end of financial year summaries for taxation purposes.
- Arranging all maintenance required to the property, including that covered during warranty periods (where applicable). All trades people are highly qualified, experienced, properly insured, and maintain a prompt & diligent level of service.
- Conducting regular interim inspections, thorough end of tenancy inspections, enforcing cleaning and repair liabilities and authorizing the release of the bond.
- Fortnightly distribution of our stock list to our database of corporate clients and relocation agents.
- Regular updates of our interactive window display for regular public visits to our Marina Pier office.
- Long/short term leasing of luxury marina berths in Holdfast Shores Marina.

## Marketing:

JKC Properties actively positions itself as leading source of quality people from local sources, interstate and overseas to become quality long term tenants. As a company we have acknowledged the rapid change in technology mediums through which the public now interact and communicate. Thus the marketing team have a constant goal to be at the forefront of having access to a host of websites & social mediums through which 95% of tenancy leads now come.



## Executive Leasing Opportunities

### Rental Rate:

Free rental appraisals offered to all leads and or referrals received by JKC office.

### Furniture Inventory:

Prepare and check full furniture inventory for owner from \$150.00  
Update owner's inventory – no charge.

### Fees:

Our fees and charges are structured to match the type of management services provided to the property complex appraised.

### Advertising:

Advertising and marketing initiatives are generally included as a service conducted as part of our management fee. The exception to this is where properties are promoted in isolation. Pre-agreed advertising will be charged at standard media rates to the Landlord's account.

### Residential Letting:

Fixed term of 6 to 12 months.  
We charge a management rate of 8.8% inc. GST across all our executive properties. Normally a two week letting fee (2.2% inc GST) applies for 12 month leases with an one week letting fee for renewal.  
Quarterly inspection fee of \$16.50 including GST

### Corporate Letting:

One to three-month "short" tenancies, furnished apartments only:  
Management fee 10-13%  
Letting/renewal fee – no charge. A fee equal to 1 week's rent will be levied to prepare documentation for a fixed term residential tenancy should a tenancy be negotiated on behalf of the owner.

The following list shows services for which no charges or fees are levied; Lease Preparation, Rent reviews, Management and organization of maintenance\*, Attendance at Tribunal Hearings, Insurance Claims

(\* Covers works to the value of \$500. Maintenance and repairs over and above this amount will attract a fee equal to 7% of the value of the work performed resulting from the need to usually procure several quotes, meeting trades on-site, careful inspection of the completed works and approvals.)



## Just some of our many satisfied clients...

- I have always found your Company easy to deal with. You have been helpful with any of my enquiries, have managed the apartment extremely well and above all have found excellent tenants. I could not ask for better managers. Thank you for everything you have done for me.

**Margaret McLeay**

- We have been most pleased with the management supervision of our Carrington Street apartment there in Adelaide. As absentee landlords, based in California, we simply cannot be responsive to our tenants needs in a timely fashion, and your company has provided those services in a most professional and attentive manner. We have enjoyed meeting with your staff in our frequent visits to Adelaide and look forward to your continued attention on behalf of our property there.

**George Parrott/Christine Iwahashi,  
W. Sacramento, CA., Adelaide, SA**

- As you are aware, we are very "hands-off" landlords and the service we have received from you has been just wonderful. We are kept well informed of the condition of our unit, any tenancy changes, even small things like when the BBQ needs replacing - and even then - you went and bought and delivered it for us! Our statements are clear and the rent appears in the bank in a timely manner. We have every confidence in you and JKC Properties.

Sincerely,

**Margaret and Grant Duncan**

- I have been a client of JKC Properties since they began their business. I can highly recommend them to any person who is looking for a responsible Agent to manage their properties. I have always found them to be reliable, courteous, responsible and willing to help in anyway. I wish them good luck for their future and will continue to deal with them.

Regards,

**Judy Allen**

- "Initially when I moved interstate I was considering selling my property as I thought it would be too hard to manage from a distance. I am glad that I didn't! JKC have managed my property ensuring that I have had only very limited times when it has been vacant and also making sure that I was getting a good rental return. I have also found them to be very professional and I haven't had to worry about anything which is exactly what I needed."

**John  
Brisbane**

- Being a Land Agent myself and in the property industry for nearly 20 years, I was extremely happy with the professionalism that John and his team at JKC properties offered me when they took over my Management portfolio at Glenelg. I have found the service and attention to detail and willingness to be flexible is what I look for in a Property Management Team - keep up the good work

**Michael Simounds  
RLA 154583**

- As an absentee owner of property in Light's Landing and living overseas, it is of great comfort knowing that JKC Properties is there for us. They do an excellent job of renting the property when we are not there and try to minimize the vacancy time between rentals.

Each year when we return to use our property it looks like it did when we left. This is definitely the advantage of reliable and capable on site management, where a close eye can be kept on the condition of the property and taking the necessary steps to fix any problems that may arise. Communication is key to a successful arrangement, and this we applaud JKC Properties for keeping us well informed via e-mails---so much easier than trying to plan phone calls. We thank you for all you do for us and look forward to seeing you next year.

With regards

**Marg and Reg Strickland  
New Mexico, USA**

**John Cunningham**

**0423 588 538**

JKC Properties

R18 Holdfast Promenade, Glenelg SA 5045

TEL (08) 8350 9805 FAX (08) 8350 9880

EMAIL [johnc@jkcproperties.com.au](mailto:johnc@jkcproperties.com.au)

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

RLA 222110