

We'll look after  
your **Place** like it's  
our own.



Place.



Projects

we'll take the **stress** out of owning  
an investment property and ensure  
you secure the **best tenant**, at the  
**highest** possible rent!

# Our Place.

Welcome to Place Projects - Property Management.

Place Projects are Brisbane's residential experts. A brand synonymous with quality people, quality properties, quality marketing and quality property management. Place Projects is experienced and resourceful and will ensure that your property is in the best possible hands.

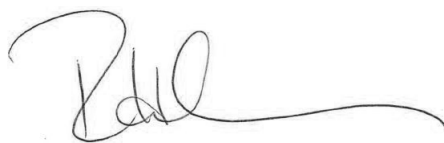
Place Projects is committed to ensuring that our client's investment property is managed to the highest standard. We work with you to identify your requirements and will continuously touch base to establish a close working relationship.

Choose Place Projects to manage your hard-earned investment and have all your needs covered with complete peace of mind. Place Projects offers a world class Property Management service with an unsurpassed calibre of personal attention to you and your property.

At Place Projects, our previous experience is not just limited to sales and property management; our staff have intimate knowledge of the Brisbane area and property market. You will feel confident knowing that your investment property is being managed by experts in the property and investment sector.

I look forward to your response to this proposal and am happy to discuss with you further.

Rachel Halemai



# Our Services.

## OUR SCOPE OF SERVICE

- ◇ Specialist Leasing Agents dedicated to personally marketing your property, conducting all Open Homes, inspections by appointment and processing of all applications.
- ◇ Our dedicated and experienced Property Managers will provide you with a high level of customer service, communication and advice whenever you need it.
- ◇ Expertise in Property Compliance and Residential Tenancy Laws.
- ◇ Reliable response to emergency calls from tenants.
- ◇ Your Property listing information handed out at all Open Homes.
- ◇ Detailed Entry and Exit Condition Reports and Inventory Lists to ensure your investment is maintained in the same condition as when it was first tenanted (wear and tear excepted).
- ◇ Your Property Manager will be dedicated to regular on-site inspections, maintenance reporting and protection of your investment.
- ◇ Payment of all property bills on your behalf and copies of all invoices accompanying your monthly statement.
- ◇ On-billing of any applicable water charges to your tenants for reimbursement.
- ◇ Payment of all rental monies to your nominated account on the first working day of each month.
- ◇ Provide End of Year Financial Statements.
- ◇ Receive expert advice on current market conditions to make the most informed decision every time your tenants lease comes up for renewal and the rent is reviewed.



# Our Marketing.

At Place Projects marketing is the cornerstone of our business and allows our brand and our clients to stand out in the crowd. Our aim is to increase our dominance of the rental landscape resulting in a higher level profile for your property, leading to increased rent returns. Our unique approach to marketing allows us to leverage our brand to expose our clients' properties. We have also negotiated healthy discounts with online advertising portals, signage providers and professional photographers, so that marketing your property will be cost effective and will give your property the exposure it needs.

There are a few compulsory marketing standards and an array of advertising options that we can implement in accordance to your needs.

## PHOTOGRAPHY

We know that for tenants first impressions count! Capture your place in the best way possible with high quality photography, by Place's very own professional photographer.

## ONLINE PRESENCE

Your place will feature on the Place Projects website, as well as the major property search portals including [realestate.com.au](https://www.realestate.com.au) and [domain.com.au](https://www.domain.com.au). Our discounted Realestate.com.au Feature Upgrade rate allows you to maximise the attention your property receives.

## SIGNAGE

A member of our signage team will install a professionally finished metal and timber "Lease" sign at the front of your property. This prominent feature has a strong street presence and is a very important tool for generating enquiries.



# Our Team.

At Place Projects Property Management, we believe in quality over quantity. Each property we list will be under the care of the team at Place Projects. The team is available to be contacted at all times. Having a team behind your Property Manager will ensure that nothing about your investment property will be overlooked or left to chance, and you can ensure that you and your tenants will receive the best service possible.

## RACHEL HALEMAI

### Senior Property Manager

Originally from Newcastle, Rachel began her real estate career in Airlie Beach in 2007, and has worked in a number of roles including reception manager; body corporate; commercial property management; property management; sales secretary; Executive Assistant to the Principal; and now Senior Property Manager.



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A background in nursing has taught Rachel excellent multitasking and time management skills. Her communication skills are second to none and she relishes the daily challenges that occur in property management. There are never 2 days the same!

Rachel strives for success and is dedicated to providing strong, focused and efficient customer service with a goal of achieving positive relationships for landlords, tenants and suppliers in order to provide a favourable experience for all. She works hard to keep abreast of the latest industry changes and is always looking for ways to streamline processes and systems in order to provide a robust property management department built on exceptional industry knowledge, strong communication, transparency and trust.

### JEN SPEER - Administration

With her 7 years of real estate experience, Jen understands all the ins and outs of all things residential and is able to assist Rachel with any issues that arise.

### KATHY CUTHBERT - Office Manager

Kathy oversees the administration team whereby she drives the entire operations backbone of the team, covering contract management, sales support and database management.

### SARAH BRANDON - Marketing Executive

Sarah has been involved with marketing residential property over the last 8 years. Her experience, marketing concepts along with in-depth knowledge of online platforms has allowed Rachel to focus primarily on renting.

# Our Testimonials.

*“Owning an investment property in Brisbane and residing in another state can be very daunting. However, our investment has been managed by Place Projects since we purchased our property in 2012. Place Projects is an agency that demonstrates professionalism, commitment, integrity and trust and are very passionate about what they do. Over the years we have relied on Place Projects to manage our investment knowing they will deliver the best outcomes for us no matter what the circumstances are. Place Projects have excellent communication and advocacy skills. Any issues we have encountered with our property or the tenants have been dealt with respect, sensitivity and expediency. We cannot speak highly enough of Rachel Halemai, Principal Manager at Place Projects. Rachel looks after our investment as though it is her own. She has demonstrated over time her outstanding ability to work consultatively, efficiently and collaboratively with us, our tenants, government agencies such as QCAT and trades people. If you are looking for an agency to manage your property you cannot go past Place Projects.”* **S. Braye & G. Garaty.** *Current Landlords.*

*“From the time I registered to inspect my property until I left, Rachel and her team were amazing. Never have I dealt with a more efficient and friendly real estate. If there was a problem that needed to be fixed, it was done quickly. They kept me up to date with any changes to the tenancy and were always willing to answer my questions. I was never left wanting and never made to feel like I was lost while they dealt with more pressing matters. I have dealt with many real estates in my time and I would have no issue with recommending Rachel or her team in the future to either rent through or to manage your investment property.”* **S. Kolo.** *Previous Tenant.*

*“Upon purchasing our investment property in 2019 we were recommended to use Place Projects and it was here that we met Rachel Halemai. Rachel has since gone onto be our property manager. We could not be more happier and have full confidence in Rachel's professionalism, calm and efficient manner. Our property has been consistently rented out since we purchased it and with regards to maintenance or other issues pertaining to the property that needs addressing Rachel Immediately communicates with us and the problems are sorted out so that a positive outcome is achieved. I highly recommend Place Projects and Rachel Halemai as a Property Manager.”* **A. Ranken.** *Current Landlord.*

## OUR PRIVACY STATEMENT

Our Agency uses personal information collected from you to act as your Agent and to perform your instruction under this agreement. Our Agency may also use this information collected to promote the services of Our Agency and/or seek potential clients. Our Agency may disclose information to other parties including on the internet, media organizations, potential customers, or to clients of Our Agency both existing and potential, as well as Tradespeople, Strata, Government and statutory bodies and to third parties as required by law. Our Agency will only disclose information in this way to other parties as required to perform duties under this agreement, to achieve the purposes specified above or as otherwise allowed under the Privacy Act 1988. If you would like to access this information, you can do so by contacting Our Agency on 3107 9223. You can also correct this information if it is inaccurate, incomplete or out of date. Real Estate and Tax Law requires some of this information to be collected. If the information is not provided, Our Agency may not be able to act effectively on your behalf or at all.

