

BASIC RENTAL PROCESS

PRESENTED BY MEGAN PRIOR

PropDirect
REAL ESTATE SIMPLIFIED

CANVASSING PHASE

CANVASSING PHASE:

CANVASSING PHASE

**CANVAS FOR PROPERTIES ON CMA INFO, IN PERSON,
PROPERTY 24 ETC.**

MANDATE PHASE: _____

1. CMA REPORT ON PROPERTY

2. SIGNED MANDATE (OPEN, DUAL, EXCLUSIVE)

3. LISTING SHEET, LISTING PHOTOS, PROPERTY

DESCRIPTION

LISTING/MARKETING PHASE:

- 1. LIST PROPERTY ON BASE AND NOTIFY ADMIN OR MANAGER. (PLEASE ENSURE THAT YOU LIST WITH ALL RELEVANT INFO)**
- 2. LISTING IS CHECKED, ACTIVATED AND POSTED ON PLATFORMS + SOCIALS.**
- 3. AGENTS MUST ALSO MARKET THE LISTING IN THEIR CAPACITY I.E. ON SOCIALS, SEND TO CONTACTS, BOARDS ETC.**

RENTING PHASE: _____

ONCE YOU HAVE FOUND A TENANT, THE FOLLOWING STEPS WILL APPLY:

1. CREDIT CHECK:

The following is needed in order for us to do a credit check:

- **3 months bank statements**
- **3 months payslips**
- **Credit Check Consent form signed (to enable us to do the credit check)**
- **Copy of ID**

You need to physically see that what they say they earn is the amount reflected on the bank statement.

RENTING PHASE:

***ONLY CONDUCT A CREDIT CHECK, WHEN YOU HAVE MULTIPLE ENQUIRIES AND MAKE A SHORTLIST OF THE BEST CANDIDATES. THEN CALL FOR BANK STATEMENTS.**

***SHOULD THE LEASE BE IN MORE THAN ONE PERSON'S NAME, WE WOULD NEED THE ABOVE FOR BOTH.**

RENTING PHASE: _____

PLEASE ALSO ENSURE THAT THEY ARE AWARE OF OUR R1000 LEASE FEE AND WHATEVER THE DEPOSITS ARE THAT WOULD BE REQUIRED FROM THE LANDLORD. PROPDIRECT WILL ALWAYS KEEP AND INVEST DEPOSIT IN PAYPROP ACCOUNT - BETTER CONTROL.

ALSO, MAKE SURE (SHOULD YOU LIST IN AN ESTATE) THAT THERE ARE NOT ANY OTHER FEES PAYABLE (BIOMETRICS ETC)

FICA DOCUMENTS ARE REQUIRED BY LAW FOR THE LANDLORD AND TENANT. USUALLY, NO COMMISSION IS PAID OUT UNTIL ALL OF THAT IS IN ORDER.

RENTING PHASE:

2. WHEN/IF CREDIT CHECK IS SUCCESSFUL - TENANT MUST COMPLETE RENTAL APPLICATION FORM - SEND SIGNED COPY TO ADMIN, LANDLORD AND TENANT.

3. RENTAL LEASE AGREEMENT - ONCE THE LANDLORD HAS ACCEPTED THE PROSPECTIVE TENANT, THE RENTAL LEASE AGREEMENT MUST BE COMPLETED AND SIGNED BY ALL PARTIES.

RENTING PHASE: _____

*** FOR MANAGED LEASES, AN INGOING/OUTGOING PROPERTY INSPECTION MUST BE COMPLETED. INSPECTION SHEET MAY BE SHARED WITH LANDLORD FOR PROCUREMENT LEASES (FOR THEIR USE ONLY).**

NB: FOR NOW, NO MANAGED LEASES UNTIL SUCH TIME THAT INTERNS HAVE DONE A COUPLE OF RENTALS

PropDirect

REAL ESTATE SIMPLIFIED