


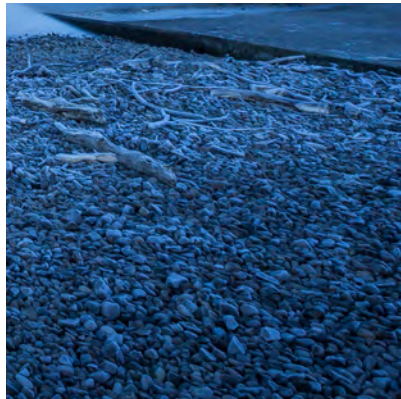
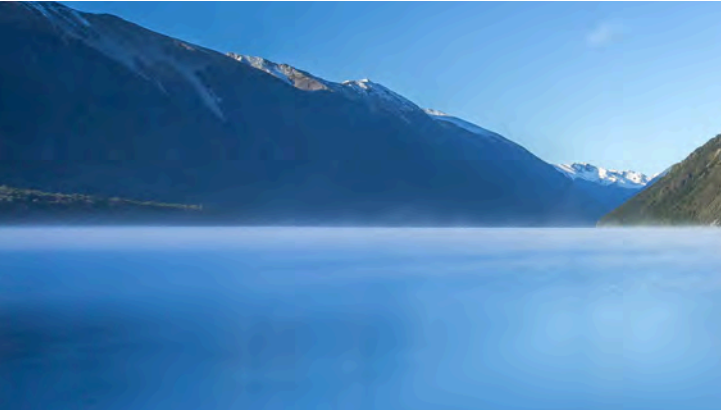
A scenic coastal view at sunset. A large, leafy tree stands on a grassy bank next to a paved road. A yellow bench is visible under the tree. In the background, the ocean stretches to the horizon under a sky with orange and yellow clouds. A large rock formation is visible in the water. A semi-transparent blue rectangle is overlaid on the left side of the image, containing the text "RESIDENTIAL PROPERTY MANAGEMENT".

RESIDENTIAL PROPERTY MANAGEMENT

WHO IS SUMMIT PROPERTY MANAGEMENT



Founded over 25 years ago, Summit Property Management is a family owned and operated company that specialises in the management of residential property. With integrity and professionalism as our foremost foundation stones, we strive to deliver first class service whilst leading the market in knowledge and innovation.



RESIDENTIAL PROPERTY **IS OUR THING**

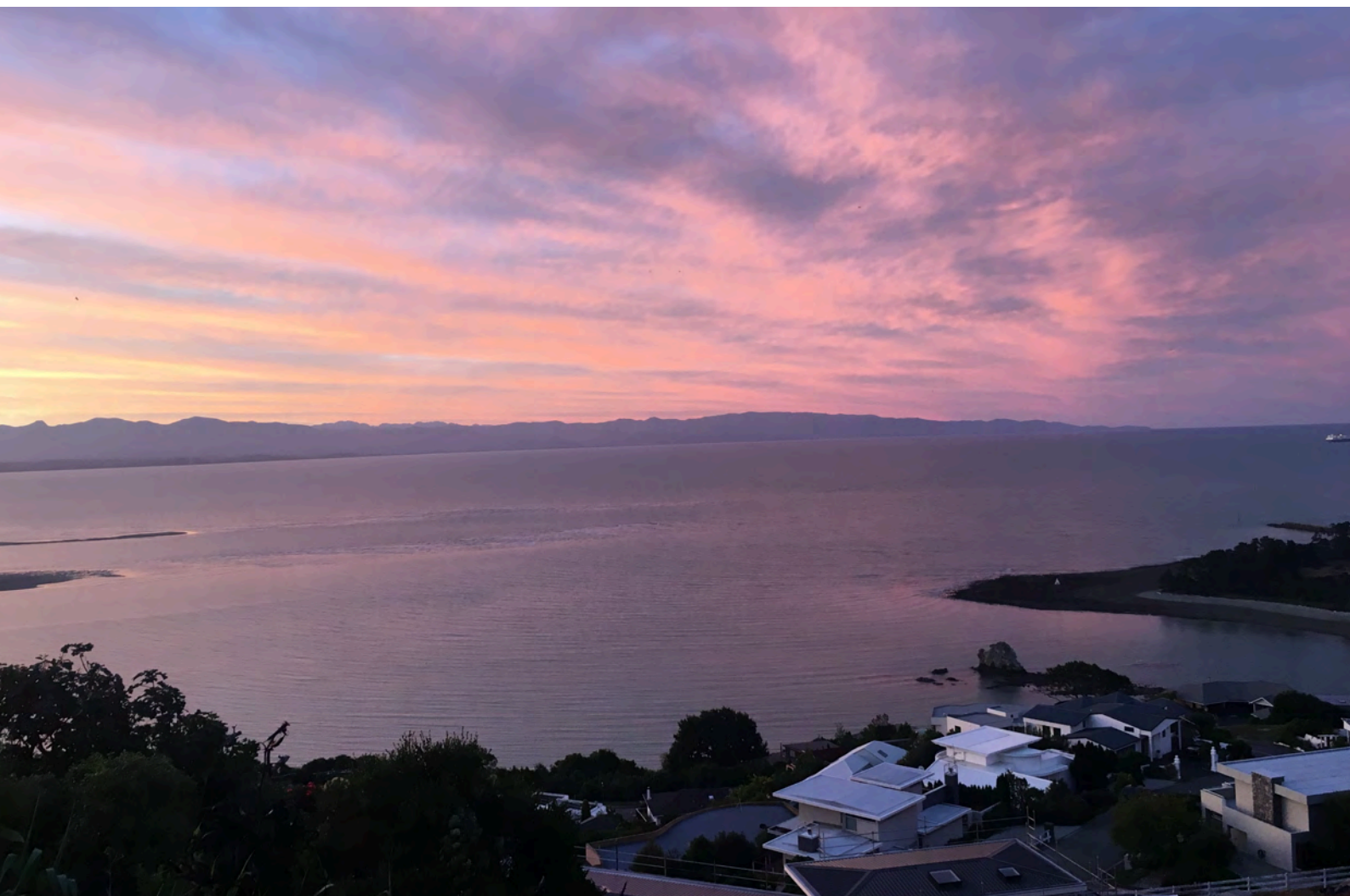
Summit Property Management are experts in residential property management. If pro-active communication, high rental returns and minimal vacancy periods are important to you, then it makes sense to choose a specialist that only focuses on managing property. With a team of over 20 property managers between Nelson and Marlborough, we're over twice the size of other local companies.

If you're looking for a results-focused, stress-free property management solution, look no further. Not only do we understand the importance you place on communication, we also know that you expect the best possible rents with the lowest possible down-time. And in our experience, the only way to truly achieve this is to have your property managed by a specialist property management organisation.

If you're happy, we're happy.

Our goal is simple; to create a hassle-free experience for our clients who own an investment property, and to help them achieve maximum return on it by using our specialised knowledge. We believe that anything short of an expert property management team could compromise the quality of service an investment owner receives. That's why we employ Nelson/Marlborough's best property managers to look after our clients.

So whether you're a professional investor, an investor just dipping your toes in the property market for the first time, or a home owner moving overseas and are in need of someone to look after your property until you return, Summit Property Management will get the job done professionally without hesitation.



WE **UNDERSTAND** PROPERTY INVESTMENT

Summit Property Management are a team of property enthusiasts who are 100% focused on proactively managing your property. In fact, this forms the basis of our service promise. You're dealing with people who understand what it means to be an investment property owner. We understand that to maximise the return on your property you need a qualified and professional manager, one who understands your portfolio and what is important to you.

Summit is proud of being a founding member of the NZ Realtors Network, which is the largest group of independently owned property management companies throughout the country. This network manages over 33,000 properties in New Zealand, providing national referral network and combining local knowledge with nationwide coverage.

Our real difference is our people.

Summit's success is built from the results of the many outstanding people who have joined us over the years. We have the largest team of qualified and experienced property managers who are equipped with profound knowledge and communication skills to deal with all aspects and challenges surrounding property management.

We are committed to providing the very best results to all our clients. We grew our team of experienced specialists and highly skilled administrators with offices in Nelson, Stoke, Richmond, Motueka, Blenheim and Picton. Proven by independent surveys, we've earned a reputation for achieving top results that place us as the market leader.

Our team is committed to providing unparalleled service to our clients and working together to upkeep not just a reputable brand, but the most preferred property management company in the region.



HOW WE DO IT BETTER

EXPERIENCE

For more than 25 years, Summit Property Management have been specialising in Residential Property Management in Nelson, Tasman and Marlborough regions.

We pride ourselves on our dedication and commitment to upholding the best practices and professional standards of this organisation.

Stewart Henry - General Manager, has over 30 years' experience in running property management companies and 20 years with Summit Property Management.

INNOVATION

At Summit Property Management we aim to stay one step ahead when it comes to innovation and technology.

We help clients by using the latest technology to inspect and promote their properties. This means that our clients have a clear idea of the condition of their property without needing to leave the comfort of their home.

Another way in which we use innovation to our clients' advantage is the Online Owner's Portal. Landlords are able to login and view their important information 24/7, from anywhere in the world.

EXPERTISE

Our team of qualified residential property managers provide unrivalled professional property management services with personal attention and professional integrity.

We provide a full range of services tailored to suit your needs. Our team comprise a combined experience of 100 years in what they do, so it's fair to say our property managers are experts when it comes to the property management industry.

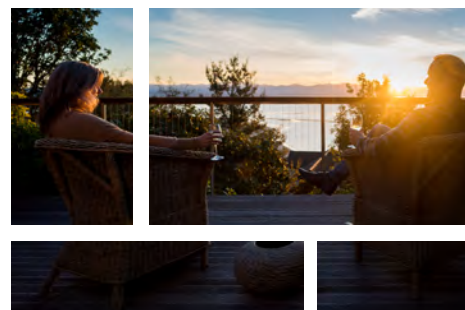
A number of our team members have been with Summit Property Management for over a decade, which has facilitated the formation of a foundation based on experience, expertise and trust.

TRUST

We believe that one of the most important drivers of our on-going success has been building long lasting relationships with our clients.

Communication and transparency have helped us to achieve this over a number of years. We have built trust with our clients by providing an excellent service throughout our relationship, and by taking care of any issues that may arise.

Our Online Portal also helps to achieve our goal of building trust through transparency - our landlords can see details of invoices, tenant payments to date, maintenance details and much more.



SERVICING YOUR PROPERTY

ONLINE ACCESS

We make it easier for our Property Management clients to access information on their properties 24/7 from any location with web access no matter where they are. Providing access for our owners enables them to view their important property details.

LEGISLATION

We have extensive up-to-date knowledge of the Residential Tenancies Act 1986 along with other relevant legislation.

RENT COLLECTION

Rents due and other tenant debts are carefully monitored to ensure payments are made promptly.

MARKET TRENDS

We maximise your rental returns and keep you in touch with the market with regular rent reviews and market trend analysis.

BOND

Bond payments are collected and registered with the Tenancy Services Bond Centre to help ensure that you, as a landlord, are protected.

MAINTENANCE

We can organise all property maintenance for you using our preferred customer trade services – which can save you time and money.

DOCUMENTS

We provide all contractual documents.

BILL PAYMENTS

We can pay a variety of agreed expenses for you. We take the weight of remembering those payments off your shoulders.

TAX

Annual summaries of your income and expenditure are provided at no cost.

INSPECTIONS

We inspect your property every 3 months to assess the condition and provide photos should any maintenance be required. The property is also inspected before and after a tenancy.

TENANT SELECTION

Tenant selection is taken care of for you with property viewings, detailed reference and credit checks, and tenant interviews.

MARKETING

You can be assured that your property will be marketed professionally through our website and New Zealand's top rental real estate websites.

SAVINGS

Our services are 100% tax deductible.



OUR SERVICES TO LANDLORDS

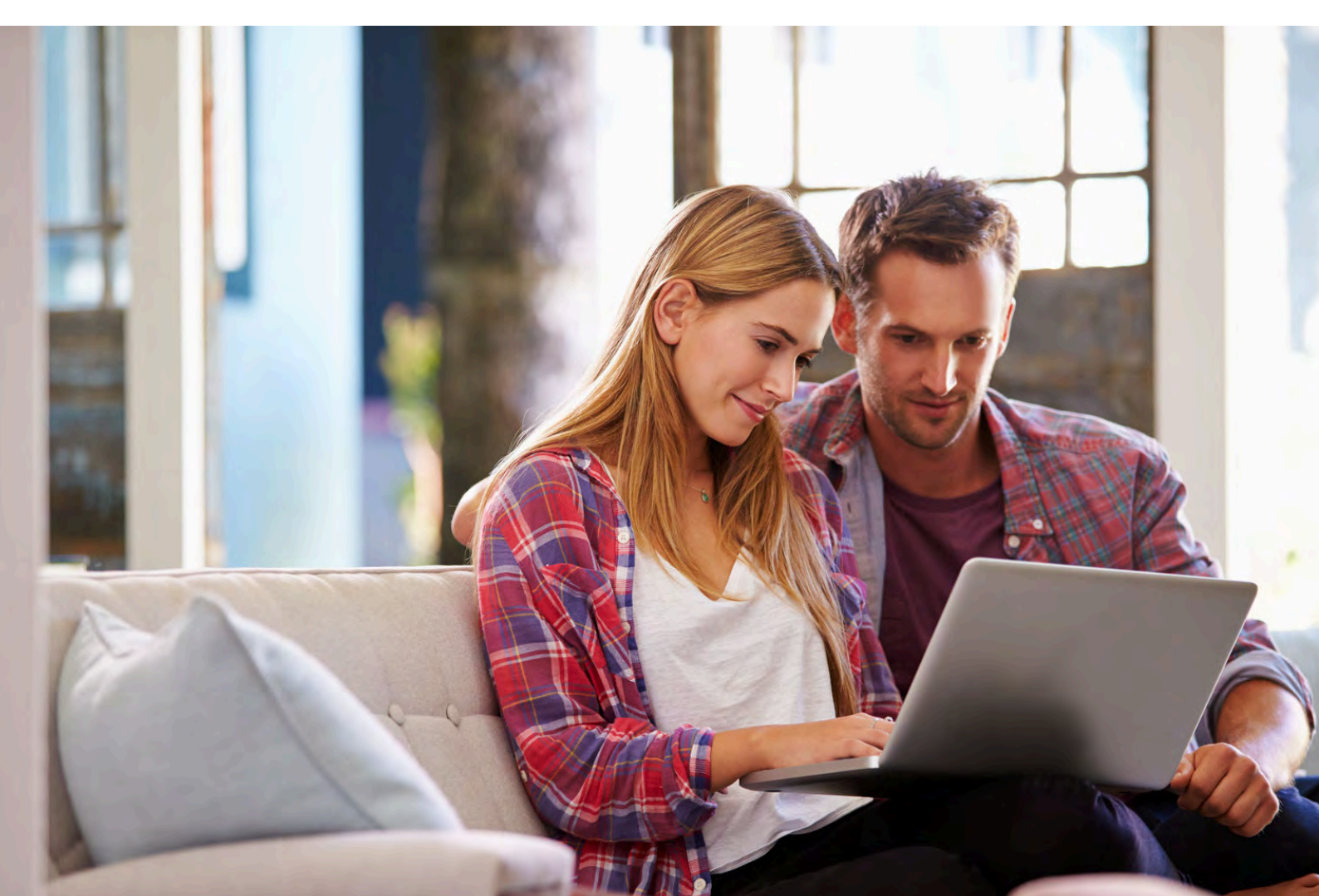
Summit has local knowledge of the marketplace, backed up by REINZ statistics for accurate rental levels for pre-purchase or existing properties. We have rigorous criteria for prospective tenants which involves background screens, credit checks, employment verification and previous landlord reference checks. All of your property legal agreements and documentation, including bond lodgements with the Ministry of Housing, are undertaken by us.

An essential part of all our successful tenancies involves conducting a detailed entry condition report on the property, meaning we take note of every detail in every room at the beginning of the tenancy. Filling out this report will avoid future problems, especially during the bond refund process.

Our communication with you is our priority.

As part of our regular inspections, you will receive regular written reports of your tenants' adherence to their obligations and the condition of your property. We also offer you 24-hour online access to financial information and reports on your property/properties so you can stay up to date at a time convenient for you.

We keep up with ongoing repairs and maintenance of your property, including procuring the best price and actively managing and supervising any work done. Our team is held accountable for keeping you informed about these activities at all times, regularly reinforced in training sessions and documented in the procedures that we operate by.



At the end of each tenancy we ensure a full, thorough inspection is carried out. We take each step seriously when it comes to making sure the outgoing tenant leaves your property in top condition – ready for the next tenant to make the house their home.

When Summit Property Management looks after your property, you can relax knowing your investment is in good hands. We work with you to understand your needs and are committed to offer you the best guaranteed service. Each property manager has a comprehensive understanding of the houses and prices in the area they work in and offer sound advice and services to property owners and prospective tenants.

Committed service with zero add-on fees.

What others charge you for, we offer as complimentary services. Additional to this, if you have multiple properties all our rates reduce on a sliding scale. Being the largest firm in the region, we have trade rates from maintenance providers. In many cases we can save you 10 – 15% on maintenance and repair costs. Using specialist software and trade maintenance service discounts leaves more money in your pocket.

Our local relationships with contractors means we have a team of qualified tradespeople who will attend day-to-day matters and see to any urgent requests if required, so as a landlord you can rest easy knowing you are getting the best deals.



SERVICE GUARANTEE

- You will be allocated a Property Manager who will be your single point of contact at our company and they will be responsible for all aspects of the management of your property. This person will draw upon the resources of other staff members but they will remain ultimately responsible.
- You will be issued with an office telephone number, direct email, and direct mobile number to contact your Property Manager.
- If you leave a message using any of the above direct contact methods. You will be contacted within one business day.
- If your property is available for rent, the property will be listed on summit.co.nz and realestate.co.nz with all suitable photos and you will be contacted at least once per week with an update.
- The full particulars of any tenancy application and the results of our processing will be disclosed to you at the time the applicant is being approved.
- Prior to a new tenant entering the property, your Property Manager will inspect the property and complete a detailed entry condition report which will be available to you upon request.
- Your Property Manager will not spend any money on your property without your approval, either from the management authority instructions or on a case by case basis. In the event of an emergency situation which is threatening further damage to your property or personal injury, or where the repairs are needed to avoid breaching the Residential Tenancies Act we will take appropriate steps to minimise the loss.
- Your Property Manager will monitor the rental payments on a daily basis. Any arrears will be promptly actioned and notices issued on the first business day they are due and vigorously pursued to the full extent allowed by the Residential Tenancies Act.
- Your Property Manager will inspect your property at least once every 3-months or as you have specified by the management authority and you will be sent a written report.
- When the tenant informs us of their intention to vacate the property, you will be advised within one business day and your instructions regarding re-letting will be obtained, either from the management authority or on a case by case basis.
- Upon the tenant vacating the property, your Property Manager will conduct a vacation inspection within two business days of receipt of the keys from the tenant and report to you on the condition of the property within the next business day.
- You will be sent the rent and a detailed statement, including copies of any repair invoices, within three business days of the first business day of the month.

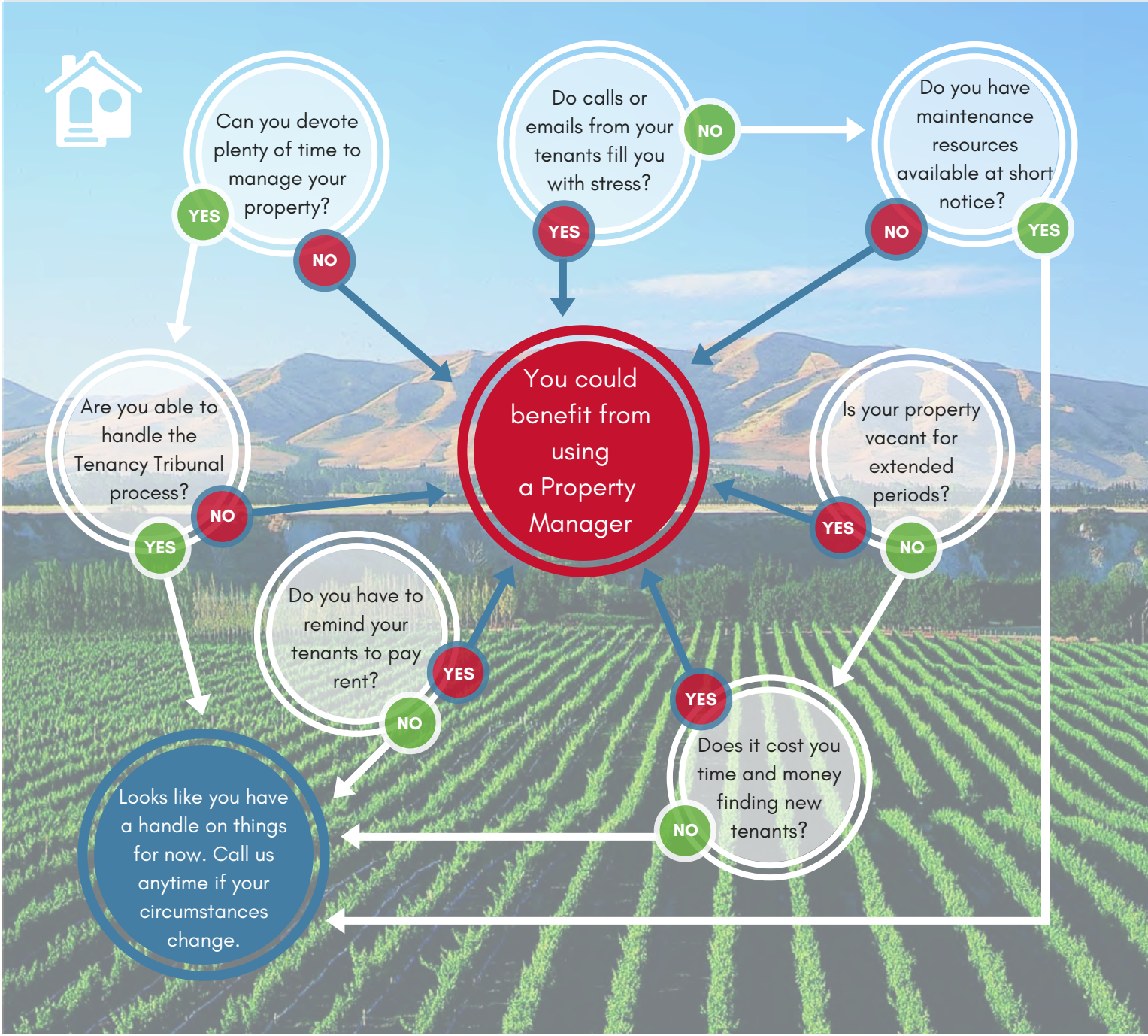
This guarantee does not apply in the event of a natural disaster, act of war or terrorism, or the interruption of an essential service provider such as electricity, telecommunications, or banking facilities. Business days are Monday to Friday inclusive.

A failure in this guarantee shall entitle the property owner to:

2-Months Free Management of the property to which it relates.



DO YOU NEED A PROPERTY **MANAGER?**



SUMMIT FEE SCHEDULE

Letting Fee

Complete tenancy set up all costs covered \$400.00 (+GST)

Management Fees

All Inclusive Rate

Management (includes maintenance and up to 4 inspections per year) 8.95% (+GST)

Pay As You Go

Management and Maintenance 8.5% (+GST)
Inspections (each) \$30.00 (+GST)

Multiple Properties*

	Pay As You Go	All Inclusive
2 properties	8% (+GST)	8.45% (+GST)
3 properties	7.5% (+GST)	7.95% (+GST)
4-9 properties	6.95% (+GST)	7.4% (+GST)
10+ properties (lowest fee)	6.5% (+GST)	6.95% (+GST)

*Multiple property discounts are applicable to family members of property owners

Further Incentives

Landlord brings on extra property 3 months free
Landlord brings on new landlord - 'recommend a friend' 2 months free for both

Service

	Summit's fee	Our competitors
Comprehensive outgoing tenant inspection	\$0 complimentary	\$40 - \$50 each
Tribunal attendance and evictions	\$0 complimentary	\$60 - \$90 each
Admin/statement fee	\$0 complimentary	\$3 per month
Tenancy agreement fee	\$0 complimentary	\$100 each
Hourly rate	\$0 complimentary	\$60 per hour
Financial year summary	\$0 complimentary	\$45 each





WHERE TO FROM HERE?

- 1 Initial Consultation**

Whether you manage your property yourself, or are looking to switch property management companies, Summit Property Management can help you out. We will complete the Management Authority and establish specific details for the property.
- 2 Account Activation**

We will enter the property and owner details into our management system including bank account details and marketing information.
- 3 Advertise the Property**

Summit Property Management will list the property online at summitrentals.co.nz after discussing a marketing strategy with you and price to advertise your property.
- 4 View the Property**

We will arrange to show the property to prospective tenants by appointment.
- 5 Process Applications**

Each application is processed and thoroughly checked by us before moving through to application approval. This includes a credit and background screen, as well as employment/previous landlord/character reference checking.
- 6 Tenant Selection**

All processed applications will be presented to you so you can have the option of being involved in this process or not.
- 7 Tenant Handover**

All paperwork and lodgement of the bond etc will be completed and safely filed. The property is prepared and once all payments have been received, the keys will be handed over.
- 8 Paying You**

Summit Property Management pays our owners on the first working day of each month and mid month should you require.