



## Rental Agent Responsibilities: From Listing to 12-Month Management

### 1 Property Preparation & Pricing

- Inspect the property thoroughly
- Advise landlord on necessary repairs or improvements
- Conduct rental market analysis (compare similar properties)
- Recommend competitive rental price
- Obtain mandate agreement from landlord
- Ensure compliance with local rental laws

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### 2 Marketing & Advertising

- Take professional photos (and video if needed)
- Write compelling property description
- Advertise on:
  - Property portals (e.g. Property24, Private Property)
  - Agency website
  - Social media platforms
- Place "To Let" boards (if applicable)
- Handle all enquiries promptly

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### 3 Tenant Screening & Viewings

- Schedule and conduct property viewings
- Pre-qualify interested tenants
- Collect application forms and required documents:
  - ID/passport
  - Proof of income
  - Bank statements
  - Previous landlord reference
- Conduct:
  - Credit checks
  - Employment verification
  - Affordability assessment

- Reference checks
  - Present qualified tenant options to landlord
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#### **4 Lease Agreement & Compliance**

- Draft lease agreement (legally compliant)
  - Ensure FICA compliance
  - Collect:
    - Rental deposit
    - First month's rent
  - Explain lease terms to tenant
  - Obtain signed lease agreement
  - Secure deposit in trust account
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#### **5 Incoming Inspection & Handover**

- Conduct detailed incoming inspection
  - Complete written inspection report
  - Take date-stamped photos
  - Record water & electricity meter readings
  - Both parties sign inspection report
  - Hand over keys to tenant
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### **During the 12-Month Lease Period**

#### **6 Monthly Rent Collection**

- Collect rent monthly
  - Monitor payments
  - Issue receipts
  - Follow up immediately on late payments
  - Send formal letters of demand if necessary
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#### **7 Maintenance Management**

- Receive maintenance requests
- Assess urgency
- Obtain quotes (if required)
- Liaise with approved contractors
- Authorise repairs (as per landlord mandate)
- Ensure work completion
- Keep landlord informed

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## **8** Routine Inspections

- Conduct periodic inspections (e.g. every 4–6 months)
- Check property condition
- Provide written report with photos to landlord
- Address concerns early

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## **9** Lease Renewals

- Contact landlord and tenant 60–90 days before lease expiry
- Discuss renewal terms
- Negotiate rental increase (if applicable)
- Draft renewal agreement
- Secure signatures

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## **10** Arrears & Legal Management (If needed)

- Issue breach notices
- Arrange payment plans
- Work with attorneys if eviction required
- Represent landlord professionally

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## **End of Lease (After 12 Months)**

### **11** Exit Inspection

- Conduct outgoing inspection
- Compare with incoming inspection
- Assess damages
- Obtain repair quotes
- Deduct from deposit (if applicable)
- Refund balance of deposit within legal timeframe

## Why Use Beach Rd Properties to Lease Your Property?

Renting out a property can be rewarding, but it also comes with responsibilities and risks. Using a professional rental agent ensures that your investment is protected while the entire process is handled efficiently and legally.

Beach Rd Properties will market your property across major property platforms and networks to ensure maximum exposure and attract quality tenants. All applicants are carefully screened through credit checks, reference verification, and employment confirmation to reduce the risk of payment problems or property damage.

We also have extensive knowledge of the local rental market, allowing them to set the correct rental price to attract tenants quickly while maximizing your return.

In addition, we will ensure that lease agreements, deposits, and inspections comply with current legislation. Detailed incoming and outgoing inspections protect both landlord and tenant and help prevent disputes.

From handling enquiries and conducting viewings to managing documentation and tenant communication, we save landlords valuable time and removes the stress of day-to-day management.

**In short, using Beach Rd Properties means peace of mind, professional service, and protection for your property investment.**

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