

第十一课A 自行管理物业

Lesson 11 Part A

Self MANAGING YOUR PROPERTY

物业管理 物业成交后您需要做什么

Property Management
What To Do After Your Property Has Settled.

成交前.....需要做的事

Before Settlement... Here's what to do...

- ▶ Before settlement - You will need to decide if you are going to self-manage your commercial property or not.

成交前 – 您需要决定是否要自行管理您的商用物业。

- ▶ You can always change this later on by writing to the tenant

今后您可以随时通过写信给租户来改变此决定

- ▶ But to start with, you need to first make a decision if you want to self-manage the property... or get an agent to manage it for you.

但首先，您需要先决定是否要自行管理物业.....或是请中介为您管理。



成交前.....需要做的事

Before Settlement... Here's what to do...

Self Manage 自行管理

- ▶ First Steps and Letter To send 第一步和要发送的信件
- ▶ How to invoice your tenants - Letter version & Zoho Invoicing
如何为您的租户开具发票 – 正式版和 Zoho 发票
- ▶ Rent increases & Market Rent Reviews 租金上涨和市场租金调整
- ▶ Lease Terminations 租赁终止
- ▶ Property Maintenance 物业维护
- ▶ Leasing Strategies and Incentives 租赁策略和激励措施

Or Agent manages tenant 由中介管理租户

- ▶ They will Manage Rent Increases, Market Reviews and Collection of Rent plus Terminations etc.

他们将处理租金上涨、市场调整和租金收取，以及终约终止等业务。



由中介管理 Agent To Manage

- ▶ Ask local agents, or the agent that sold you the property to refer someone.
要求当地中介或向您出售物业的中介商为您推荐管理人。
- ▶ Ask the Agent to give you a management proposal.
要求中介给出管理建议。
- ▶ This will list their fees and responsibilities.
列出他们的费用和责任。
- ▶ There is a Form 6 sample for you to review
您可以查看表格 6 的样本
- ▶ The fees for an agent to manage the property is usually between 5% to 7% plus GST.
中介管理房产的费用通常在 5% 到 7% 之间，外加消费税。
- ▶ ...So that's how much you will be saving if you decide to manage the property yourself.
...因此，这也是如果您决定自己管理物业可以节省下的钱。



Property occupations **Form 6**



Appointment and reappointment of a property agent, resident letting agent or property auctioneer

Property Occupations Act 2014

This form is effective from 1 August 2016

ABN: 13 846 673 994

Part 1—Client details

Client 1

Note: The client is the person or entity appointing the agent to provide the services. This may be the owner (or authorised representative of the owner) of the land, property or business that is to be sold or may be a prospective buyer seeking to purchase land or a property.

Client name DNR PROPERTY NO 1 PTY LIMITED ACN 629 569 768 AS TRUSTEE FOR DNR PROPERTY TRUST

ABN ACN

Are you registered for GST? Yes No

Address

Suburb State Postcode

Phone Fax Mobile.....

Email address.....

Client 2

Note: Annexures detailing additional clients may be attached if required.

Client name

ABN ACN

Are you registered for GST? Yes No

Address

Suburb State Postcode

Phone Fax Mobile.....

Email address.....

Part 2—Licensee details

Licensee type

More than one box may be ticked if appropriate

Real estate agent Resident letting agent Property auctioneer



财产占用 表格 6

物业中介、居民出租中介或物业拍卖师的委任及重新委任

《2014 年财产占用法》

本表格自 2016 年 8 月 1 日起生效

ABN: 13 846 673 994

第1部分 – 客户详细情况	
<p>客户 1</p> <p>注：客户是指委托中介提供服务的个人或实体。可能是要出售土地、物业或企业的所有者（或所有者的授权代表），也可能是寻求购买土地或物业的潜在买家。</p>	<p>客户名称：DNR PROPERTY NO 1 PTY LIMITED ACN 629 569 768 ， DNR财产信托的受托人</p> <p>ABN ACN</p> <p>您注册了消费税吗？ <input type="checkbox"/>是 <input type="checkbox"/>否</p> <p>地址</p> <p>郊区..... 州..... 邮政编码</p> <p>电话传真移动电话.....</p> <p>电子邮件.....</p>
<p>客户 2</p> <p>注：如果需要，可以附上其他客户详细情况的附件。</p>	<p>客户名称：</p> <p>ABN ACN</p> <p>您注册了消费税吗？ <input type="checkbox"/>是 <input type="checkbox"/>否</p> <p>地址</p> <p>郊区..... 州..... 邮政编码</p> <p>电话传真移动电话.....</p> <p>电子邮件.....</p>
第2部分 – 受让人详细情况	
受让人类型	<input checked="" type="checkbox"/> 房地产经纪人 <input type="checkbox"/> 房地产出租中介 <input type="checkbox"/> 房地产拍卖师



由中介管理 Agent To Manage

- ▶ Have a letter sent from your solicitor.
让你的律师寄出信函。
- ▶ Then send your own introductory letter
然后发送您自己的介绍信
- ▶ Arrange for your attornment notice = A letter which must be given to the tenant, advising them of the new property owner, the new owner's details and where to pay rent.

安排您的律师通知 = 必须给租户的一封信，告知他们新业主、新业主的详细信息以及去哪里支付租金。



自行管理 – 步骤1

Self Managing - Step 1

- ▶ Before settlement ask your solicitor to draft a letter to be sent out to your tenants upon settlement.

在成交前，请您的律师起草一封信函，以便在成交时发送给您的租户。

- ▶ This letter will detail to your tenant, that you are now the new landlord and that you are going to manage the property going forward.

这封信函将向您的租户详细说明现在您是新房东，并且您将继续管理此物业。

- ▶ It should detail your contact details and bank account details for rent and inform the tenant when the rent is due per the lease

信函中应详细说明您的联系方式和收取租金银行账户的详细信息，并在租约到期时通知租户



自行管理 – 步骤2

Self Managing - Step 2

- ▶ After settlement, email or call the tenant directly
成交后，直接发电子邮件或打电话给租客
- ▶ Introduce yourself and let them know how to contact you in case of any issues in the property and if you have a preferred tradespeople they can call in case of an emergency.
向租户自我介绍并让他们知道物业出现任何问题时如何与您联系，如果您有首选的技工，他们可以在紧急情况下致电。
- ▶ Ask your tenant for the following details if you don't have them already:
如果您还没有这些详细信息，请向您的租户索要以下详细信息：
 - Name of the business the invoice to be made out to (if it is not the business name they are operating under currently)
开具发票的企业名称（如果不是他们目前经营的企业名称）
 - The Tenant's ABN 租户的ABN
 - Email address (if you don't already have it)
电子邮件地址（如果您还没有）



自行管理 步骤3

Self Managing - Step 3

Set up an invoice for your tenant (a template you can amend each month) with the following details:

使用以下详细信息为您的租户设置发票（此模板您可以每月修改）：

- ▶ Invoice Date
发票日期
- ▶ Invoice number (you can start with 001 or the year/001 – whichever format suits)
发票编号（您可以以 001 或年份/001 开头 - 任何适合的格式都可以）
- ▶ Your name or business details
您的姓名或公司资料
- ▶ Your ABN or CAN
您的澳洲公司商业代码（ABN）或澳洲公司注册代码（CAN）
- ▶ Your contact details
您的联系方式



自行管理 步骤3

Self Managing - Step 3

Set up an invoice for your tenant (a template you can amend each month) with the following details:

使用以下详细信息为您的租户设置发票（此模板您可以每月修改）：

- ▶ Your tenant's business details, contact details 您租户的公司资料、联系方式
- ▶ Write out the month the rent is for (usually a month in advance)
写下租金的月份（通常提前一个月）
- ▶ The amount for the rent without GST 不含消费税的租金金额
- ▶ Add GST to the amount 将消费税添加到金额中
- ▶ The total that is due for the rent inclusive of GST 包括消费税在内的租金总额
- ▶ Your bank details 您的银行详细资料
- ▶ Due date for the rent (per the lease – the lease will say when the rent is due each month or week)

租金到期日（根据租约 - 租约会说明每月或每周的租金到期时间）



**INSERT YOUR DETAILS AS A HEADER
E.G. NAME, ADDRESS, PHONE NUMBER AND EMAIL ADDRESS**

插入您的详细信息作为标题

例如，姓名、地址、电话号码和电子邮件地址

ABN：（插入您的 ABN）

日期：（插入发票日期）

税务发票 发票编号：

注意：（插入租户名称）

插入出租物业地址

ABN: (insert your ABN)

Date: (insert invoice date)

TAX INVOICE

Invoice No:

Attention: (insert tenant name)

Insert rental property address

Description	Amount Due
Rent for the period: (insert rent period Eg. 1 September – 30 September 2016	(insert base rent amount)
Plus GST	(insert GST Amount)
Total Due	(insert total due including GST)

说明	应付金额
(插入租期：例如，2016年 9月1日 – 9月30日)	(插入基本租金金额)
加上消费税	(插入消费税金额)
应付总额	(插入包括消费税在内的应 付总额)

此发票的应付款项（插入租金到期日期）

The payment of this invoice is due (insert rent due date).



自行管理 – 步骤4

Self Managing - Step 4

- ▶ Email the invoice to your tenant at the 1st of the month/first working day of the month... or 14 to 21 days prior to rent being due

在每月 1 号/每月第一个工作日将发票通过电子邮件发送给您的租户.....或是在租金到期前 14 至 21 天

- ▶ Save a copy of the invoice in a special folder set up for your tenant under their name (this helps with tax at the end of financial year)

以租户的名义将发票副本保存在您为租户设置的特殊文件夹中，（这有助于在财政年度结束时纳税）



自行管理 – 步骤5

Self Managing - Step 5

- ▶ You can ask your tenant to confirm the receipt of the invoice by replying to your email or...

您可以要求租户通过回复您的电子邮件确认收到发票，或.....

- ▶ You can just wait to see if they deposit the rent into your account by the due date or not. (some tenants do automatic direct deposits)

您可以等着看租户是否在到期日之前将租金存入您的帐户。（一些租户会自动直接存款）



自行管理 – 步骤6

Self Managing - Step 6

- ▶ For the first payment that the tenant pays, you may want to confirm with them via email that you have received the rent, because it means all systems are now set up

对于租户支付的第一笔付款，您可能需要通过电子邮件与他们确认您已收到租金，因为这意味着现在所有系统都已设置好了



自行管理 – 步骤7

Self Managing - Step 7

- ▶ Put a reminder in your diary to send your tenant an invoice beginning of every month- or 14 to 21 days before their due date.

在您的日历中设置提醒，在每个月初或在到期日前 14 至 21 天向租户发送发票。

- ▶ Add into your calendar the rent increase dates and the option dates (6 to 3 months before the lease ends)

在您的日历中添加租金上涨日期和续租日期（在租约结束前 6 到 3 个月）



Self Managing - Step 8

自行管理 - 步骤8

- ▶ Every 6 or 12 months you may want to send them a statement which just details the rent they have paid over the last 6 or 12 months.

您可能需要每 6 个月 或 12 个月向租户发送一份声明，只需在其中详细说明他们在过去 6 或 12 个月内支付的租金。

- ▶ This just helps both you and the tenant to know that they have not missed any rent payments (also helps you at tax time)

这有助于您和租户了解他们没有错过任何租金支付（在您报税时也有帮助）



回收支出

Recovery Of Outgoings

- ▶ You need to send your tenant a separate invoice for any outgoing they are responsible for. 您需要为租户承担的任何支出单独发送发票。
- ▶ You need to setup an invoice template for this (sample included in resources) 您需要为此设置发票模板（资源中包含示例）
- ▶ You need to put on the invoice the following: 您需要在发票上填写以下内容：
 - Invoice Date 发票日期
 - Invoice number (just follow the number sequence you have for your rent invoices) 发票编号（只需按照您的租金发票编号顺序）
 - Your name or business details 您的姓名或公司资料
 - Your ABN or CAN 您的澳洲公司商业代码（ABN）或澳洲公司注册代码（CAN）
 - Your contact details 您的联系方式
 - Your tenant's business details, contact details 租户的公司资料、联系方式
 - The outgoing (strata, water, rates, etc) 支出（物业费、水、费率等）
 - The amount due (separate GST from the total amount if possible) 应付金额
（如果可能，将 消费税与总金额分开）
 - Due Date 到期日
 - Your bank details 您的银行详细资料



**INSERT YOUR DETAILS AS HEADER
E.G. NAME, ADDRESS, PHONE NUMBER AND EMAIL ADDRESS**

插入您的详细信息作为标题

例如，姓名、地址、电话号码和电子邮件地址

ABN：（插入您的 ABN）

日期：（插入发票日期）

税务发票

发票编号：

注意：（插入租户名称/公司名称和物业地址）

ABN: (insert your ABN)

Date: (insert date of invoice)

TAX INVOICE

Invoice No:

Attention: (insert tenant name/company name and property address)

Description	Amount Due
(insert particular outgoing) Owners Corporation Admin Contribution for the period to 31 December 2013 as per attached invoice	(insert amount without GST
Plus GST	(insert GST)
Total Due Including GST	(insert final amount due)

说明	应付金额
(插入特定支出) 根据随附发票，截至 2013 年 12 月 31 的业主法人管理出资	(插入不含消费税的金额)
加上消费税	(插入消费税金额)
包括消费税的应付总额	(插入最终应付总额)

此发票的应付款项（插入租金到期日期）

请使用信用卡付款到以下银行帐户：（插入银行帐户详细信息）

The payment of this invoice is due by (insert due date)

Payment by credit to the following bank account would be appreciated:
(insert bank account details)



回收支出

Recovery Of Outgoings

- ▶ You need to attach with your invoice a copy of the notice (rates, strata, etc) with the invoice (scanned copy attached to the email is enough)

您需要在发票上附上通知副本（费率、物业费等）和发票（在电子邮件附上扫描件就可以）

- ▶ Email the invoice with the attachments to the tenant and ask for confirmation

将带有附件的发票通过电子邮件方式发送给租户并要求确认

- ▶ Wait to see payment of outgoing and respond to tenant to confirm receipt of payment

等待租户支付支出并回复租户确认收到付款

- ▶ Save a copy of the invoice in your tenant folder for future reference

将发票副本保存在租户文件夹中以供将来参考

