

Real estate agents checklist:



Checklist

- Privacy Consent and Disclosure Form
- Snapshot of existing and proposed lending facilities, both business and personal
- Details of your clients group structure, including ownership, key management and number of staff
- Loan Application Form for each borrower/guarantor
- Loan Features Form (NCCP regulated loans)
- Confirmation of clear tax (accountant prepared letters with ATO portals confirming the same will be required if deal progresses)
- Past two years of financial accounts (including balance sheet detailing breakdown of income as follows):
 - split of property management income net of letting fees, and split between sales commissions and salaried employees
- Year to date management accounts (including balance sheet detailing breakdown of income as above)
- Year to date month by month reporting of P&L (detailing breakdown of income as above)
- Details of director's salaries and benefits if not clearly itemised in the above
- Forecasts for coming twelve months
- Evidence of trust account audits over the past 2 years
- Real estate agency statistics report (next page)



If acquisition

- Background of sponsors and strategy behind proposed transaction
- Forecast figures post acquisition
- Historical accounts for the business being acquired
- Rent roll listing and statistics for the business being acquired
- Contract of sale and details of acquisition (including details of any vendor payments)

Real estate agency statistics report

Financial period as at: Business Name:

Property Management Division

Statistics	Residential	Commercial
Property Managers (#)	<input type="text"/>	<input type="text"/>
Other property management staff (#)	<input type="text"/>	<input type="text"/>
Properties under management (#)	<input type="text"/>	<input type="text"/>
Number of owners (#)	<input type="text"/>	<input type="text"/>
Number of owners > 4 Properties (#)	<input type="text"/>	<input type="text"/>
Vacancy rate (%)	<input type="text"/>	<input type="text"/>
Arrears rate (%)	<input type="text"/>	<input type="text"/>
Average management fee rate (%) ex GST	<input type="text"/>	<input type="text"/>

Income

	Residential	Commercial
Net Management fees (\$)	<input type="text"/>	<input type="text"/>
Gross Management fees (\$) (All Inclusive Only WA Only)	<input type="text"/>	<input type="text"/>
Letting / Leasing fees (\$)	<input type="text"/>	<input type="text"/>
Other property management income (\$)	<input type="text"/>	<input type="text"/>
TOTAL PROPERTY MANAGEMENT INCOME	<input type="text"/>	<input type="text"/>

Please provide full printout of Properties Under Management from property management software to support

Sales Division

Statistics	Residential	Commercial
Sales representatives (#)	<input type="text"/>	<input type="text"/>
Average Commission Split (%/%)	<input type="text"/>	<input type="text"/>
Retainer Income paid to Reps (\$)	<input type="text"/>	<input type="text"/>
Gross value of properties sold (#)	<input type="text"/>	<input type="text"/>
Number of properties sold (#)	<input type="text"/>	<input type="text"/>
Total sales commissions paid to sales team (\$)	<input type="text"/>	<input type="text"/>
Advertising costs (\$)	<input type="text"/>	<input type="text"/>
Advertising recoveries (\$)	<input type="text"/>	<input type="text"/>