



## Congratulations!

If you are holding this valuable resource in your hands, it means that you're serious about actively moving towards a position of real wealth and financial freedom, created through property investing.

And I have to tell you – this guide will make the journey a much smoother process for you.

I wish I had this resource at my disposal when I first started out as a property investor, as I would have avoided many mistakes!

Take this information with you every time you do a deal and follow these steps to make the whole process a smooth and enjoyable one.

Happy investing!



***Paula Airoidi***  
**Founder Encore Property Group**



## Research & Evaluate

People think that buying property is all about trawling the internet & pounding the pavement every weekend looking at real estate but the truth is, this is only a small part of the process.

When it comes to investing in real estate the right way, you'll find that you spend just as much time researching and evaluating as you will when actually inspecting the property.

This is because creating wealth through property investments is really about strategy, planning and finance. To be really successful, you need the right funding and buying structures in place, and long term investing goals to work towards.

So when you're sifting through properties on your journey to find your next investment, it's important that you evaluate the investment every step of the way to ensure the deal stacks up.

Over my many years of investing in property, I have developed several checklists and guidelines to help streamline the process which I hope help you to evaluate the property deals that you've found or are looking for.

I have included a couple here for you that will be of benefit to get started.



## Checklist: Buying Rules

The purpose of creating buying rules is to assist you with selecting what type of property you need to purchase. Buying rules need to suit your lifestyle and assist you by helping you to avoid becoming emotional about the purchase.

Here are some questions to consider:

1. Are you buying for cash flow or capital growth? \_\_\_\_\_
2. What type of property are you buying? House, apartment, townhouse, unit or development site? \_\_\_\_\_
3. What price range does it need to be within? \_\_\_\_\_
4. What % gross yield? \_\_\_\_\_
5. What % net yield? \_\_\_\_\_
6. What % or amount below market value are you targeting? \_\_\_\_\_
7. How many bedrooms? \_\_\_\_\_
8. What suburb/town are you targeting? Best to select no more than 3 areas \_\_\_\_\_  
\_\_\_\_\_
9. What other features must the property have? \_\_\_\_\_
10. What minimum rental population must the area have? \_\_\_\_\_
11. What is the minimum number of industries sustaining the town/city? \_\_\_\_\_
12. What type of infrastructure must be in close proximity? \_\_\_\_\_
13. What structure are you purchasing the property in e.g. personal name, type of company/trust? \_\_\_\_\_  
\_\_\_\_\_



14. Which 3 areas have you identified for researching? \_\_\_\_\_

\_\_\_\_\_

15. What renovations are you prepared to undertake (if any)? \_\_\_\_\_

16. Will you be personally inspecting the property prior to purchase? \_\_\_\_\_

17. What is the minimum number of bathrooms the property must have? \_\_\_\_\_

18. Does the property need to have a garage and if yes, what size? \_\_\_\_\_

19. Does the property need to have air conditioning? \_\_\_\_\_

20. What size should the property be? \_\_\_\_\_

### **CASHFLOW PROPERTY**

LOCATION	PRICE RANGE	PROPERTY TYPE	POSITIVE CASHFLOW REQUIRED (\$)
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### **CAPITAL GROWTH PROPERTY**

LOCATION	PRICE RANGE	PROPERTY TYPE	CAPITAL GROWTH REQUIRED (%)
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_



## Checklist: Research Questions to Ask About a Specific Property

Name of Sales Agent: \_\_\_\_\_

Company: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_

1. Asking Price - \$

2. Your buy price - \$

3. Market Value - \$

4. Any prior offers on the property – Date

5. Property Expenses

Council Rates- \$

Water Rates- \$

Strata levies - \$

Other- \$

6. How long has this property been on the market?

7. Why is the Vendor Selling? What is motivating them to sell?

8. Number of bedrooms

9. Number of bathrooms

10. What features does it have?

Study	<input type="checkbox"/>	Ensuite	<input type="checkbox"/>	Carport	<input type="checkbox"/>	Security entrance	<input type="checkbox"/>
Garage	<input type="checkbox"/>	Carpet	<input type="checkbox"/>	Air conditioning	<input type="checkbox"/>	Balcony	<input type="checkbox"/>
Dishwasher	<input type="checkbox"/>	Tiles	<input type="checkbox"/>	Street parking	<input type="checkbox"/>	Floor boards	<input type="checkbox"/>



11. Owner occupied or rented?	Owner occ <input type="checkbox"/>	Rented <input type="checkbox"/>
12. Any rental history?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. If rented, is the rent market value?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. Does the kitchen & bathroom need updating?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15. Have there been any recent renovations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16. Are there any area's that require immediate attention?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
17. Is the property in a quiet area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18. Is early access to the property a possibility?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19. What is the zoning of the property?		
20. Number of sales of similar properties in the area?		
21. How old is the property?		
22. What is the overall condition of the property?		
23. Who built the property (if recently built) Are they reputable?		
24. What are the neighboring properties like?		
25. What is the land size?		
26. Would you live in the property yourself? Why?		



## Checklist: Finding the Right Property Manager. 19 Must Ask Questions.

1. How long have you been a property manager? \_\_\_\_\_
2. How many years have you worked in this area? \_\_\_\_\_
3. How many years have you worked in Real Estate? \_\_\_\_\_
4. Do you or have you personally owned an investment property? \_\_\_\_\_
5. How many properties in total do you (yourself) manage? \_\_\_\_\_
6. What sort of properties are they? \_\_\_\_\_
7. Why are they still on the rental market? \_\_\_\_\_
8. What is your preferred length of time for leasing a property to tenants? \_\_\_\_\_
9. How do potential tenants view the property? \_\_\_\_\_
10. Do you advertise a property prior to vacancy? \_\_\_\_\_
11. What systems to you have in place for letting? \_\_\_\_\_
12. What are the preferred methods of advertising? \_\_\_\_\_
13. What is the most successful form of advertising? \_\_\_\_\_
14. How often are property inspections conducted and is a report submitted to the landlord? \_\_\_\_\_
15. Do you provide digital photos (PCR) at the time of a new tenancy agreement? \_\_\_\_\_
16. By what method are landlords paid? \_\_\_\_\_
17. What are your fees? \_\_\_\_\_
18. Why should I select you to be my property manager? \_\_\_\_\_
19. What expenses can be managed on my behalf? \_\_\_\_\_



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