

# PROPERTY SERVICES GUIDE

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PATRICK LEO

PROPERTY | ADVICE | SERVICES

[patrickleo.com.au](http://patrickleo.com.au)

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PROPERTY | ADVICE | SERVICES

Real Estate Agent New South Wales  
Estate Agent Victoria  
Real Estate Agent Queensland  
Real Estate and Business Agent Western Australia  
Real Estate Agent South Australia  
Real Estate Agent Northern Territory  
Real Estate Agent Tasmania

Licence No. 10021263  
Licence No. 076526L  
Licence No. 3697740  
Licence No. 69451  
Licence No. RLA239764  
Licence No. AL1066  
Licence No. 479

## HEAD OFFICE

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## REGISTERED AGENTS

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This Property Services Guide is provided to inform you of the services offered by Patrick Leo Pty Ltd (Patrick Leo).

Patrick Leo Pty Ltd are licensed estate agents specialising in investment property sales. We manage and oversee the entire process from start to finish.

This includes

- researching
- sourcing
- recommending appropriate investment property
- cashflow estimates
- signing contracts
- assisting with legal and finance arrangements
- overseeing appointment of property managers
- depreciation reports

Patrick Leo deals directly with developers, builders and vendors on a daily basis and manages these relationships to maintain intimate knowledge of market conditions and up to date information on future projects.

We also work with managing agents on a regular basis to ensure we have up to date knowledge on vacancy rates and set up the appropriate framework for a positive ongoing rental experience.

The property services will be provided by Patrick Leo through its representatives who are registered and operate under a real estate licence. Patrick Leo provides property services in the real estate sector and does not provide financial planning advice.

The strategies we recommend are based firmly on extensive research and proven fundamentals. It is our belief that an educated investor is a confident investor and therefore makes better decisions. We take the time to teach and inform our investors on the methods behind our strategy.

Our team of experts will work with you in a structured step by step process. From your free, no obligation initial consultation through to structuring and implementing your investment strategy, our Property Consultants provide expert advice to build a profitable property portfolio. So whether you are thinking of investing in property for the first time or adding to your current portfolio, there are many ways our Property Consultants can assist you.

## How will I pay for the services provided to me?

You will not be charged directly for the services provided by Patrick Leo. Instead Patrick Leo will receive a real estate agents commission from the owner or developer of the property you purchase.

## Are there any other declarable interests?

Yes. Patrick Leo has affiliations with referral partners, marketing companies and property managers and we may receive a fee for referring clients.

## What happens with my personal information?

Patrick Leo maintains a record of your personal information and any recommendations made to you. Patrick Leo will not provide personal information to external parties unless it relates to the services provided by Patrick Leo.

## Who can I complain to if I have a problem with your service?

If you have a complaint you should contact Patrick Leo Pty Ltd on [info@patrickleo.com.au](mailto:info@patrickleo.com.au)

## Your due diligence

Before you purchase a home or vacant residential land, you should be aware of a range of issues that may affect that property and impose restrictions or obligations on you, if you buy it. Each state has their own governing body and the responsibilities for the property owner vary. The relevant body in each state can assist you with your research.

New South Wales	Fair Trading
Phone	13 32 20
Website	<a href="http://www.fairtrading.nsw.gov.au">www.fairtrading.nsw.gov.au</a>
Postal Address	NSW Fair Trading PO Box 972 Parramatta NSW 2124
Victoria	Consumer Affairs Victoria
Phone	1300 55 81 81
Website	<a href="http://www.consumer.vic.gov.au">www.consumer.vic.gov.au</a>
Due diligence checklist	<a href="https://www.consumer.vic.gov.au/duediligencechecklist">https://www.consumer.vic.gov.au/duediligencechecklist</a>
Postal Address	Consumer Affairs Victoria GPO Box 123 Melbourne VIC 3001
Queensland	Office of Fair Trading
Phone	13 74 68
Website	<a href="http://www.qld.gov.au/law/fair-trading">www.qld.gov.au/law/fair-trading</a>
Postal Address	Office of Fair Trading GPO Box 3111 Brisbane QLD 4001
Western Australia	Consumer Protection
Phone	1300 30 40 54
Website	<a href="http://www.commerce.wa.gov.au/consumer-protection">www.commerce.wa.gov.au/consumer-protection</a>
Postal Address	Consumer Protection Property Industries Locked Bag 14 Cloisters Square
South Australia	Consumer and Business Services
Phone	131 882
Website	<a href="https://www.cbs.sa.gov.au/">https://www.cbs.sa.gov.au/</a>
Postal Address	Consumer & Business Services GPO Box 1719 Adelaide SA 5001
Northern Territory	Department of Business
Phone	08 8999 5511
Website	<a href="http://www.dob.nt.gov.au">www.dob.nt.gov.au</a>
Postal Address	Department of Business GPO Box 3200 Darwin NT 0801
Tasmania	Consumer, Building and Occupational Services
Phone	1300 65 44 99
Website	<a href="http://www.cbos.tas.gov.au">www.cbos.tas.gov.au</a>
Postal Address	Consumer, Building and Occupational Services PO Box 56 Rosny Park TAS 7018

## Property Services Guide Acknowledgement Receipt Form

I/We acknowledge receipt of the Property Services Guide, and confirm my/our understanding that my consultant is acting on behalf of Patrick Leo P/L.

I/We also acknowledge that the consumer affairs due diligence checklist has been made available to me via links (both in this document) to the consumer affairs website where I can access the checklist.

Client Name: \_\_\_\_\_

Client Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Client Name: \_\_\_\_\_

Client Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_