



APPLICATION

Tenant acquisition for residential premises

General Information:

Bathurst Regional Council has a number of residential properties in its portfolio that become available for rent from time to time.

Council is seeking a suitably qualified and motivated agent to acquire suitable tenants for these premises as they become available for rent, noting one such premises is currently available, namely 57 Seymour Street Bathurst NSW 2795, being Lot 19 in Deposited Plan 849271.

Council expects to have additional residential premises available shortly.

The required works to be undertaken for tenant acquisition are as follows:

1. Advertising the premises;
2. Meeting with prospective tenants and conducting inspections;
3. Fielding queries concerning the premises;
4. Conducting reference checks of proposed tenants;
5. Proposing tenants to Council for approval; and
6. Facilitating handover of the management of the premises following acquisition of a suitable tenant to Council.

Council representatives may also meet with shortlisted agents to discuss their applications further.

Further information will be provided to the successful applicant(s) as to the premises available.

For clarity, all promotional and marketing material in connection with the leasing of this premises must be co-branded and include Council's logo and any other information as required by Council.

Following acceptance of suitable tenants by Council, Council will then manage the lease in-house through its Property Department.

Application criteria:

Please complete the below questions and return with any further information as described in the 'how to submit' section below. If you require further space, please attach additional documentation as required:

1. Please outline your experience and history in residential leasing in the Bathurst area:

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2. Please confirm: a) your fee for acquiring a tenant for a premises, and b) your marketing fee inclusive of GST:

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3. Please confirm your proposed marketing strategy, advertising platforms and approach including digital and physical media:

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4. Please provide a sample of your marketing material for Council's consideration (please attach additional material if required)

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5. Please provide an indication of your expected weekly rent figure (inclusive of GST) based on current market conditions for 57 Seymour Street Bathurst:

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6. Please confirm your expected timeframe for securing a tenant for the premises:

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7. If you have any further information you wish to add, please do so in the below section:

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Your application **MUST** be received by Council by 10:00AM Tuesday, 17 December 2024.

How to submit:

By email

Please submit your application quoting "Tender – Residential Tenant Acquisition 37.00883" to council@bathurst.nsw.gov.au.

The lobbying or liaison with Councillors prior to the consideration of applications to tender by Council will lead to the rejection of the offending expression.

Site map of 57 Seymour Street:

