

# BUILDING YOUR REAL ESTATE BUSINESS - CONSULTANCY SERVICE

If you are starting or growing your business, the REIQ's Building your Business Consultancy is just what you need. In this changing market, it is imperative that your sales and property management departments are operating at maximum efficiency and effectiveness.

A highly-skilled REIQ specialist will work with you and your staff to identify the key strengths of your business, as well as the areas that are in need of attention.

This consultancy encompasses:

- Check of key legislative compliance and best practice issues
- Discussion of new business opportunities
- Business and marketing planning review
- Risk management strategies and procedures
- Protecting your biggest financial asset
- Operational systems
- Staff performance and management hints (if relevant)
- Technology update

You will spend the day reviewing your current activities and making a plan to help secure the future of the sales business, the rent roll and improve your agency. Affordable, unobtrusive and totally confidential, this one-day consultancy service will be one of the best investments you make in the ongoing profitability and performance of your agency.

## Consultants

**Malcom Riley** – Malcom has extensive experience in agency management, RTRA Act and Property Occupations Act compliance, best practice, property management performance and benchmarking and all aspects of daily sales and property management. Malcom regularly coaches new business owners to assist them in establishing a successful and profitable property management business.

**Kim Coffey** - Kim's experience is in RTRA Act and Property Occupations Act compliance and best practice, property management documentation, rent roll management and real estate workplace health and safety. Kim's approachable style and extensive knowledge makes her a perfect consultant for new business consultancies.

**Connie McKee**- Connie's experience is in RTRA Act and Property Occupations Act compliance, best practice, QCAT practices, rent roll establishment and all aspects of agency management. Connie is recognised as a leading property management specialist, and has extensive experience in owning and running a highly successful property management business.

**Nick Brown** - Nick's experience is in Property Occupations Act and RTRA Act compliance and documentation, trust accounting, along with sales and property management best practice. Nick has extensive experience in both agency management and property management, and is currently growing his own property management business, making him well versed in the practicalities of starting a new rent roll.

## Duration, time and date:

Standard timeframe is single day/six hours. Time and date will be coordinated with client depending on consultant availability.

**Fee for a this consultancy:**

\$2200 including GST plus any applicable airfare, accommodation and car hire costs to regional areas.

**Now is the time to strengthen and protect one of your most important assets.**

Cancellation/Refund Policy: Transfer of dates may be made at no cost. However, a cancellation fee of 50% of total quote will apply if cancelled within 5 days of commencement date. Thank you for considering the REIQ for your training needs. Please contact Anna MacMaster on (07) 3249 7362 or email [courses@reiq.com.au](mailto:courses@reiq.com.au) for more information. To book, fill out the attached booking form.

