



## QUEENSLAND

Your 2-page 'at a glance' roadmap to launching a property management division.

<b>Stage 1</b>	<b>Contract Signed</b>	<ul style="list-style-type: none"> <li>• Confirm key contract dates (DD expiry, settlement).</li> <li>• Book due diligence site visit.</li> <li>• Agree on landlord/tenant notification strategy.</li> </ul>
<b>Stage 2</b>	<b>Contract Unconditional</b>	<ul style="list-style-type: none"> <li>• Start landlord contact calls (with seller's support).</li> <li>• Identify high-risk properties for early inspection.</li> <li>• Confirm IT migration readiness.</li> </ul>
<b>Stage 3</b>	<b>Pre-Settlement (30-14 Days Out)</b>	<ul style="list-style-type: none"> <li>• Open Trust Account → LEGAL DEADLINE: Notify OFT within 14 days of opening.</li> <li>• Subscribe to essentials (PM software, RTA Web Services, TICA, Realworks, e-sign).</li> <li>• Draft landlord &amp; tenant welcome letters.</li> <li>• Finalise staff arrangements and contracts.</li> </ul>
<b>Stage 4</b>	<b>Final Countdown (7-0 Days)</b>	<ul style="list-style-type: none"> <li>• Test trust account banking &amp; merchant facilities.</li> <li>• Confirm compliance certificates on file.</li> <li>• Exchange settlement spreadsheet with seller.</li> <li>• Prepare RTA Form 5 (Change of Manager/Owner).</li> </ul>
<b>Stage 5</b>	<b>Settlement Day</b>	<ul style="list-style-type: none"> <li>• Import rent roll into PM software.</li> <li>• Reconcile trust account with settlement statement.</li> <li>• Collect keys and files.</li> <li>• Send landlord welcome letters + Notice of Assignment → LEGAL DEADLINE: Must be issued within 14 days.</li> <li>• Send tenant welcome letters (rent payment details + contacts).</li> <li>• Lodge RTA Form 5 (legal requirement).</li> </ul>
<b>Stage 6</b>	<b>First 30 Days</b>	<ul style="list-style-type: none"> <li>• Call top landlords personally.</li> <li>• Audit arrears, vacancies, inspections, compliance (smoke alarms, pools, gas, water).</li> <li>• Track landlord acknowledgements of assignment.</li> <li>• Address urgent maintenance.</li> </ul>
<b>Stage 7</b>	<b>First 90 Days</b>	<ul style="list-style-type: none"> <li>• Monitor KPIs (arrears %, vacancy, inspection schedule).</li> <li>• Continue landlord relationship calls.</li> <li>• Finalise retention condition items with seller.</li> <li>• Refine internal processes &amp; systems.</li> </ul>

### Top 3 Legal Deadlines

- **OFT Trust Account notification** → 14 days from opening.
- **Notice of Assignment to landlords** → 14 days post-settlement.
- **Bond lodgement** → 10 days from receipt.

