

# Property Management Services



**CHAPMAN  
& FRAZER**

COMMERCIAL REAL ESTATE

# our history

**1888**

F Wheeler & Co Established

**1956**

F Wheeler & Co was bought by Trevor Chapman and Milton Frazer, and became Chapman & Frazer Real Estate

**1980s**

Chapman & Frazer became Commercial specialists

**2016**

Daniel Mason & Chris Watson acquired C&F, merging a long standing history with the passion to forge ahead into a new day



# our property management *team*



**Daniel Mason**

Director



**Michelle Moncur**

Commercial Property Manager



**Emily Wall**

Commercial Property Manager



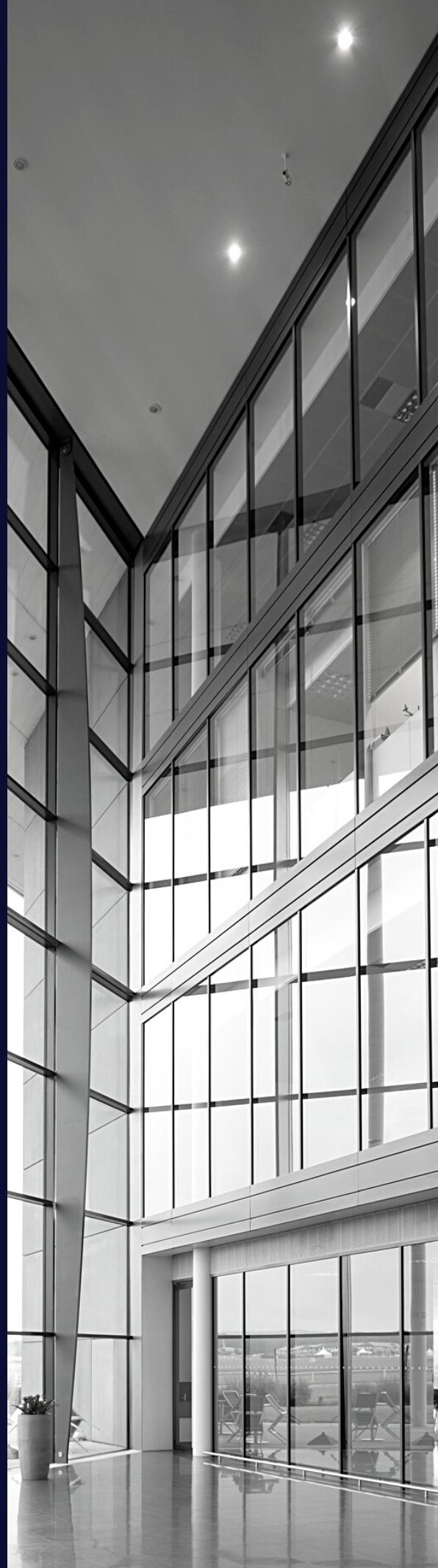
**Tim Stramyk**

Commercial Property Manager



**Craig Morgan**

Commercial Property Manager





# why us?

We do things differently, and we do things  
**the right way.**

- ▶ We genuinely care about our clients and put their needs first
- ▶ We work as a team, sharing resources and ideas
- ▶ We are proactive, we always anticipate and take action
- ▶ We always follow up, we never leave loose ends
- ▶ We focus on results, not our commission
- ▶ We work to ensure each client grows, thrives and succeeds
- ▶ We look beyond ourselves and love to give back to local charities
- ▶ We have unrivalled commercial property expertise, second to none in our industry

# what our clients *say*

► "Chapman & Frazer is a professional and dynamic property management group who are innovative, competitive and leaders in their field. They have exceeded my expectations, well done to all the team"

A Cribb

► "Well you can't beat or go past Daniel Mason from Chapman Frazer Commercial Real Estate for the best marketing and selling of a commercial property in the centre of Gosford for me. Consistent updates, excellent communication to the point I felt he was a business partner rather than an agent!! Daniel is now on the lookout for myself and co investors to reinvest in another aspect of rock solid commercial real estate in the central coast region. Thanks once again Daniel for such a smooth stress free run"

A Watts

► "I find your real estate very friendly and helpful to deal with. So cudos to you all. Thanks for making life easier"

C Edwards



# our services



## Rent Collection/Management of Arrears

- Arrears management
- Outgoings recovery
- Recovery of miscellaneous charges

## Management of Leases

- Rent increases
- Breach notices
- Lease renewals

## Accounting Services

- Rent collections
- Outgoings recovery
- Invoicing / statements
- Creditor payments
- GST & EOFY reporting

## Inspections

- Ingoings, outgoings & routines

## Maintenance

- Emergency repairs
- Routine maintenance
- Preventative maintenance

# our fees

## **Commission for day to day management**

6% + GST

## **Lease renewals**

3% + GST of the gross annual rent

## **Postage and sundries**

\$5.00 per month + GST

## **OTHER COSTS:**

### **Court/Tribunal or Mediation attendance**

\$150.00 + GST per person per hour

### **Processing insurance claims**

\$150.00 + GST per person per hour

### **Disaster/emergency management**

5% of cost upon invoice



# CHAPMAN & FRAZER

COMMERCIAL REAL ESTATE

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**the right way.**

