



# The Essentials..

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Welcome to our first tenant newsletter. We're hoping you will find this and upcoming monthly publications packed full of useful information regarding, not only our office but renting and tenancy legislation in general.

## Office Update

### EPM Team update



As Essential

Property Management evolves and upgrades, so does our team. You may have noticed a change to the EPM staff and your property managers. We have farewelled Bernadette, Emily and Kath and bid them the very best of luck in their new endeavours.

We'd like to take this opportunity to welcome and introduce our new faces. We have composed a team of highly dedicated professionals who are committed to providing superior customer service to our clients. All of which bringing a wealth of knowledge and experience.

Our present team:

- Michele Stephen, Principal
- Kaitlyn Wright, Investor Support Manager
- Donna Hewish, Property Manager
- Nicola Telke, Property Manager
- Jamie Streten, Lead Administration
- Melad Ahmad, Trainee Administration Support

## Meet Our Team

With all the changes at EPM we would like to introduce ourselves a little better.

Each month we'll introduce a new staff member and tell you a little of their story.

### Melad Ahmad— Trainee Property Manager

Melad is our junior property manager/ administration point of contact. While he completes his studies Milly supports the property managers by taking phone calls, completing maintenance requests and helping to process invoices. Born in Afghanistan, Milly moved to Australia with his family in 2006 and completed high school last year.

Milly describes himself as easy going and loves soccer, even moving interstate (Canberra) for 2 years to play soccer (football as he calls it) for the U17 national squad.

Milly loves his food! His lunch is usually enough to feed the office, and is often a source of office



## Holiday Office Closures

Monday	24/12/18	Closed, Public Holiday
Tuesday	25/12/18	Closed, Public Holiday
Wednesday	26/12/18	Closed, Public Holiday
Thursday	27/12/18	9:00am – 5:00pm (SA Time)
Friday	28/12/18	9:00am – 5:00pm (SA Time)
Monday	31/12/18	9:00am – 5:00pm (SA Time)
Tuesday	01/01/19	Closed, Public Holiday
Wednesday	02/01/19	Standard operating hours resume

## Reference Numbers

We would like to remind everyone, when paying your rent please use only your personal reference number! If you need to pay water use your personal reference number and the word 'water'.

Our system will not recognize your name or your address, only your reference number.

If you don't know your number please call us on (08) 7078 4090 and we'll be happy to help.

## Facebook

Have you liked us on Facebook yet? In recent weeks we have dedicated lots of time to rebuilding our social media pages. You can now follow us on Facebook and Instagram to stay up to date with all the office happenings.

You'll find handy hints for household cleaning and maintenance, tips for property investment and insurance, reminders and community news and even our latest available rental properties.

P: 08 7078 4090

F: 08 7109 0088

E: enquiry@essentialpm.com.au

M: Shop 4, 44-48 Metro Parade,  
Mawson Lakes SA 5095

W: [www.essentialpm.com.au](http://www.essentialpm.com.au)





# The Essentials..

## In principal, a note from Michele

I'm excited to be back in the office and in the swing of things with my newly appointed property management team.

We've been working hard at ensuring everything is running smoothly with all the changes and getting over the end of financial year hump.

Now that I'm back full time I'm really looking forward to unveiling my plans for the future and inviting you all to join us in kicking goals.

Regards,

*Michele*

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## Revitalising Your Space

Are you giving your space the time and attention it deserves?

### Do a Deep Clean

Do a deep clean of your yard and garden; Remove any trash, dead plants, weeds, and old plastic lawn ornaments that have been sitting around baking in the sun. If you want to fully utilize your garden, you'll need to be sure that its soil is clean and unobstructed.

### Repurpose As Much as Possible

Mason jars can be used for storage, organization, and keeping leftovers fresh. If you're using your garden for food, you can reuse the mason jar to preserve your fruits and vegetables.



### Start Recycling

It's relatively easy to make recycling a regular household process. Simply set up some recycling bins beside the garbage can and put waste where it really belongs.

### Compost and Grow

Waste from fruits and vegetables, egg shells, and coffee grounds can be composted to feed your garden. As it decomposes, mix it in with your garden soil to enrich it.

By Melanie Saunders  
To read more visit [nakedrealestate.com.au](http://nakedrealestate.com.au)

## Tenant Of The Month

You may have received an email recently advising of our new rewards program 'Tenant of the month'.

Each month we will announce the winner on our website, Facebook and in our newsletters. For your chance to win, you will have to have all water paid up to date, rent paid 2 weeks in advance and have passed your recent 2 inspections with no advise or complications.



**Congratulations** to our October winners: Alkira & Rebecca of Salisbury North.

## Our Website

[www.essentialpm.com.au](http://www.essentialpm.com.au)

We have recently launched our fresh new website after using the same one for over 5 years.

A lot of time & effort has been invested to provide our clients, tenants & visitors useful information & tools.

We are aiming to provide a valuable resource for anyone investing, renting or letting property.

We hope you enjoy it as much as we do!

## Summers Is Here

Summer is just beginning and knowing Adelaide its only going to get hotter!

With the changing seasons it's a good time to make sure your property is fire safe and ready.

We suggest removing weeds and trimming bushes and hedges. We will advise your landlords that now is a good time to clean gutters and trim over hanging trees to prevent excess dry garden debris around your property, however you can assist us by letting us know if you notice this needs attending to.

### Do Your AC Filters Look Like This?



### Time for a Cleaning!

Most air conditioner filters can be washed one of two ways

Rinse in the sink

Use vacuum hose



## Air Conditioner Filters

Now is a perfect time to ensure your air conditioners are in good working order. As most have been sitting dormant for the last 3-5 months they may have collected a layer of dust on and in the vents. The easiest way to clean the filters is with a vacuum and then submerge and soak them in a 1/2 vinegar, 1/2 water solution.

## November Brain Teaser

What number replaces the question mark?

2

16

5

30

4

?