



THE LANDLORDS GUIDE

What Every Property Owner Should Know Before Letting

LEAP
REAL ESTATE



THE

LANDLORDS GUIDE

STANDARD RESIDENTIAL LETTING IN SOUTH AFRICA

**We hope you find this guide helpful and
informative.**

If you would like to explore any aspect of this guide in
more detail, we welcome the opportunity to assist.



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LETTER FROM THE FOUNDER

Thank you for considering LEAP Real Estate to manage your property.

With more than 30 years of experience in real estate, I understand the importance of finding the right tenants, protecting your investment, and ensuring your property is professionally managed. Our goal is to provide landlords with peace of mind through proactive management, clear communication, and expert guidance.

This guide outlines how we support landlords throughout the rental process and help create successful long-term tenancies.

Warm regards,

A stylized, handwritten signature in grey ink, appearing to read "Leanda Prinsloo".

Leanda Prinsloo

Founder & Master Practitioner in Real Estate (MPRE)

A bedroom scene with a bed on the left, a blue headboard, and a wooden stool on the right. The background is a dark blue gradient with white text.

How We Help Landlords Let and Manage Property in Gqeberha

Letting a property successfully involves far more than finding a tenant.

From determining the correct rental price to managing legal compliance, inspections, maintenance, rent collection, and ongoing communication, every stage plays an important role in protecting your investment.

At **LEAP** Real Estate, we provide a complete property letting and management service designed to help landlords reduce risk, minimise vacancies, and enjoy a more hands-off ownership experience.

This guide explains how our process works and what you can expect when partnering with us.

01 UNDERSTANDING YOUR PROPERTY'S RENTAL VALUE

Every successful tenancy starts with accurate rental pricing.

Before marketing a property, we conduct a thorough rental comparative market assessment (CMA) based on current market conditions, comparable properties, location, demand, and the features of the home itself.

Our goal is to position the property competitively within the market while helping landlords achieve realistic rental returns.

Correct pricing from the start often leads to stronger enquiry levels, shorter vacancy periods, and better tenant quality.

[REQUEST A CMA](#)



02

PREPARING YOUR PROPERTY FOR MARKET

Presentation influences how quickly a property attracts interest and the quality of enquiries it receives.

Before launching a property to market, we guide landlords through any preparation that may improve tenant appeal. This may include recommendations relating to cleanliness, maintenance, repairs, presentation, and general readiness for occupation.

A property that presents well typically attracts stronger applicants and creates a positive first impression from the very beginning.





03 HOW WE MARKET YOUR PROPERTY

Our marketing process is designed to maximise exposure while attracting suitable tenants.

We professionally market rental properties across major property platforms, social media and our marketing channels, ensuring prospective tenants have access to accurate information, quality photography, and clear property details.

Our objective is not simply to generate enquiries, but to connect landlords with tenants who are genuinely suited to the property.

04 HOW WE FIND YOU THE RIGHT TENANT

Tenant selection is one of the most important stages of the letting process.

We conduct a thorough screening process that may include affordability assessments, credit checks, employment verification, reference checks, and rental history evaluations.

These measures help us assess suitability and reduce potential risks for landlords.

While no process can eliminate every risk, careful screening provides a stronger foundation for a successful tenancy.





05

LEASE AGREEMENTS AND COMPLIANCE

Once a suitable tenant has been approved, we manage the documentation required to formalise the tenancy.

We prepare the lease agreement, explain key terms, coordinate signatures, and ensure the necessary documentation is completed before occupation takes place.

Throughout the process, we help landlords navigate the administrative and compliance requirements associated with residential rentals.

Our structured approach helps create clarity for both landlord and tenant from the start.



06 INSPECTIONS, DEPOSITS AND OCCUPATION

Before occupation, we conduct a detailed incoming inspection of the property and document its condition through inspection reports and supporting photographs.

We manage the deposit process in accordance with legislative requirements and ensure all necessary records are maintained.

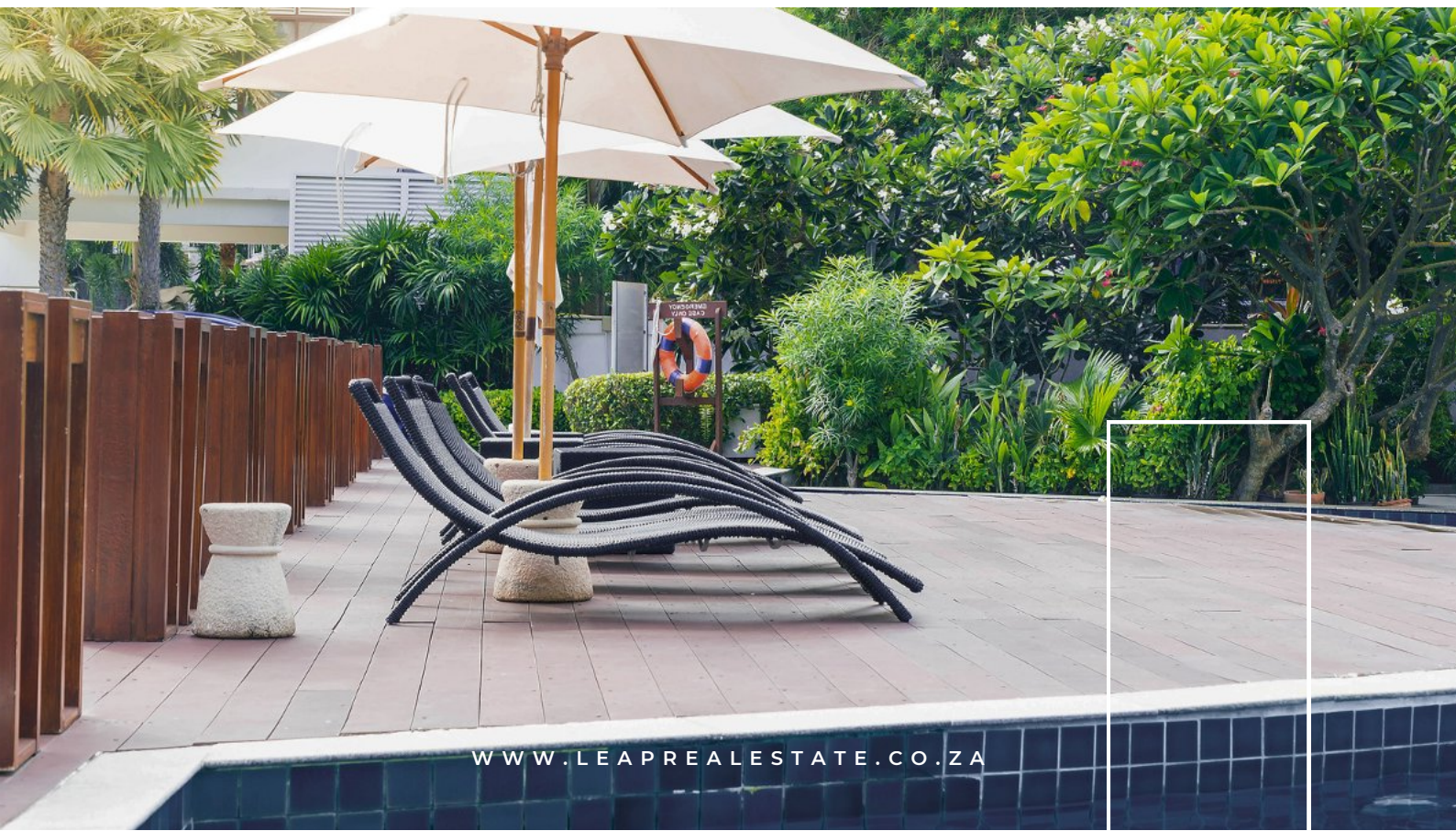
Once everything is in place, the tenant takes occupation with a clear understanding of the property's condition and their responsibilities under the lease agreement.

07 DAY-TO-DAY PROPERTY MANAGEMENT

For landlords who choose our management service, we provide ongoing support throughout the tenancy. We act as the primary point of contact for tenants, manage rental payments, coordinate communication, and assist with maintenance matters as they arise.

Our approach focuses on keeping the tenancy running smoothly while protecting the condition and long-term value of the property. By addressing maintenance issues promptly and working closely with landlords on property care, we help create a well-maintained living environment for tenants while reducing the risk of more costly repairs in the future.

This allows landlords to remain informed without having to manage the day-to-day responsibilities of rental ownership themselves.



08

LEASE RENEWALS AND TENANT CHANGES

As lease periods come to an end, we assist landlords in evaluating the next steps.

This may involve facilitating lease renewals, reviewing rental pricing in line with market conditions, or preparing the property for a new tenancy. If a tenant vacates, we manage the outgoing inspection process and begin remarketing the property to minimise vacancy periods.

Our goal is to help landlords maintain consistent rental income while reducing disruption between tenancies.



Leanda Prinsloo

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INVITATION

If you are considering letting, or simply want to understand your position in the current property market, we are here to help.

There is no obligation. Just a conversation focused on your goals and next steps.

CONTACT US

CONNECT WITH US

