Property Management Authority



Property #		Landlord #							
Owner's details									
Name									
Contact address									
Contact details Ho	me:		Woi	rk:		Fax:			
Mobile:			Ema	ail:					
Bank account Accoun									
Emergency contact		Phone:							
	ivallie.								
Solicitor:	Phone:								
Property informat	tion								
Address					Suburb:				
City:		Postcode:							
Agreed rental price \$	5								
Property available fo		g from app	roximately:						
Minimum number of months:				ed term from:		to:			
Property type	Ontris. O House O Tow		_		O Unit			Unfurnished	
Property features	<u> </u>	IIIS OBO	ittirooms 🔾 i	Ensuites	arage spaces	Carpor	t spaces	Off-street parks	
Additional info:									
Chattels	<u> </u>		O 11 1 4 5 11 1						
Stove	○ Fridge		Carry					Alarm code:	
O Dishwasher	○ Washing machine		Of TV aerial		○ Fixed floor coverings ○ Other:				
Curtains	Rangehood		_	○ Sky TV		Chimney (annual sweep)			
() Wastemaster	○ Dry	○ Dryer ○ Drapes		pes	○ Smoke alarms				
Special instruction	ns								
Accounts to be paid	by Lochore	e's	Insulation S	Statement					
Local body rates	ΥO	$N\bigcirc$	Last Checked		Checked	hv			
Lawn mowing	ΥO	$N\bigcirc$		La collete d					
Gardens	ΥO	$N\bigcirc$	Location	Insulated	Type (R-	/aiue)	Condition	on	
Pool maintenance	ΥO	N O	Walls	Y / N / Exempt					
Landlord insurance	ΥO	N O	Ceilings	Y / N / Exempt					
Building insurance	ΥO	N O	Floors	Y / N / Exempt					
Chattels insurance	ΥO	N O	Exemptions						
Water rates	ncy Y 🔾	$N\bigcirc$	<u>=====================================</u>						
Sep. water meter per tenal		N O							
Smoke alarm testing (SAT Chimney cleaning	S) Y ()	N O	Lochore's to quote and manage installation Y/N						
Chilliney Cleaning	1 ()	11 (Owner/s signa	ature					
Other									
Maximum number of tena			Body Corpora	i te Number:					
Pets allowed?	Y 🔾	N O							
If yes, what? cat do		fish	Account manager:			Ph:			
Smokers allowed?	ΥO	$N\bigcirc$	Building manage	uilding manager:			Ph:		

IN CONSIDERATION of the Agent placing my/our property on your rental lists and endeavouring to secure a tenant for the property described herein. Wee hereby authorise you, your heris & assigns to act as my/our Agent in arranging the lease on terms and conditions hereinafter set forth with respect to the property owned by me/us and described in the schedule hereunder. 1. To arrange new tenancies as the necessity arises and to sign tenancy agreements on my/our behalf. 2. To collect all rents owing on the property and to pay them out on the 1st & 16th of each month or first working day thereafter. 3. To review rents regularly, to reasonably reflect current rent levels and to consider market conditions. 4. (a) To inspect the said property at regular intervals of	Between:	(The Owner) and
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OR (b) After having obtained authority from me or my nominee: (c) In any event you are hereby authorised to carry out any urgent repairs that you consider might otherwise affect the wellbeing and/or the rentability of the property. (d) Where a major repair has been required, all rental monies shall be placed on hold until the repair has been completed and the contractor paid in full. Or, alternatively, where quoted, funds can be prepaid by you and retained in your owner's account. 6. To appear at Mediation and Tribunal hearings, in accordance with the Residential Tenancies Act 1986 & 2010 Amendment on my/our behalf. I/we agree to be bound by any order made pursuant to such hearings (refer terms and conditions 9d). 7. To appoint, at your discretion, a Debt Collection Agency to pursue outstanding debts from tenants. I authorise you to pay all associated fees on my behalf. 8. This contract shall have a minimum term of twelve (12) months from the time the first tenancy is signed, after which either party may terminate this agency by giving to the other one month's notice in writing. A \$65,00 + GST fee will be charged on all terminating management authorities to cover administration costs.	 tenancy agreements on my/our behalf. To collect all rents owing on the property and to pay them out on the 1st & 16th of each month or first working day thereafter. To review rents regularly, to reasonably reflect current rent levels and to consider market conditions. (a) To inspect the said property at regular intervals of	services at the following rates: (a) On all rentals collected 8.5% + GST (unfurnished) 15% + GST (furnished). (b) On the regular three or six monthly inspections of the property \$60.00 + GST per each inspection. (c) On arranging repairs, maintenance, and renovations authorised by me/us, paying Water Rates, Land Rates, Insurance Premiums, Body Corp Fees and other disbursements as instructed, a fee of 8.5% + GST is payable. (d) An application fee of \$20.44 payable to tenancy services will be charged to Landlord. (e) \$20 + GST will be charged to the landlord for each TINZ Credit & Database Check. (f) Letting fee, one week's rent + GST (g) Advertising fee
Signature of Property Manager, Agent or Authorised Signatory:	OR (b) After having obtained authority from me or my nominee: (c) In any event you are hereby authorised to carry out any urgent repairs that you consider might otherwise affect the wellbeing and/or the rentability of the property. (d) Where a major repair has been required, all rental monies shall be placed on hold until the repair has been completed and the contractor paid in full. Or, alternatively, where quoted, funds can be prepaid by you and retained in your owner's account. 6. To appear at Mediation and Tribunal hearings, in accordance with the Residential Tenancies Act 1986 & 2010 Amendment on my/our behalf. I/we agree to be bound by any order made pursuant to such hearings (refer terms and conditions 9d). 7. To appoint, at your discretion, a Debt Collection Agency to pursue outstanding debts from tenants. I authorise you to pay all associated fees on my behalf. 8. This contract shall have a minimum term of twelve (12) months from the time the first tenancy is signed, after which either party may terminate this agency by giving to the other one month's notice in writing. A \$65.00 + GST fee will be charged on all terminating	tenant or otherwise, whether or not a tenancy has been arranged by it. 12. No responsibility rests with the Agent in relation to injury to persons and/or damage to the property arising out of the condition of, or any hazard in or about, the property. 13. The undersigned, if not the sole owner of the property, has the authority of all the owners of the property to make this appointment. 14. Special Conditions: 15. If a dispute arises affecting the health and safety of the tenant, this agreement will terminate immediately. 16. The Agent reserves the right to amend/alter the above terms and conditions by giving one month's notice in writing to the Owner/Authorised person. 17. The Owner is solely responsible for any EQC claims as may be necessary.
		Signature of Property Manager, Agent or Authorised Signatory: