

Investor Property Management

Property Management Authority



OWNER(S) _____

OWNERS ADDRESS FOR SERVICE _____

ADDRESS OF RENTAL PROPERTY _____

HOME PHONE NUMBER _____

WORK PHONE NUMBER(S) _____

MOBILE PHONE NUMBER(S) _____

FAX NUMBER _____

EMAIL ADDRESS _____

TENANCY TYPE Fixed Term Only / Periodic Only / Either Fixed Term or Periodic

EXPECTED RENT RANGE Between \$_____ and \$_____ per week

BOND REQUIRED _____ weeks

MANAGEMENT

The owner appoints Investor Property Management to act as Agent upon the terms herein provided for the renting, tenanting and managing of the premises and agrees to pay the charges as set out below until the agency is terminated in writing by either party upon one months notice after the expiry of the minimum term.

MINIMUM TERM

This authority shall have a minimum term of twelve (12) months from the time the first tenancy is signed.

PAYMENTS TO BE MADE

The Agent is hereby authorised to pay the following disbursements from rents collected:

- Repairs and Maintenance to a maximum of \$_____ (plus GST)
- Insurance Premiums (Details) _____
- Rates
- Other Payments (Details) _____

FEES

The Agent is hereby authorised to deduct from rents collected the following Agents Fees and Commissions (plus GST)

- Commission charges for the management of this property set at 8% of all rents collected
- Administration Fee set at \$10 per calendar month
- Commission charge on accounts paid set at 8% of the total account including GST (N/A to rates & insurance)
- \$5.00 handling charge for payment of rates and \$5.00 handling charge for payment of insurance
- Attendance at Tenancy Tribunal Hearings or Mediation on behalf of the Landlord or as a witness set at \$50.00 per hour
- Advertising (at cost)
- Extra Portfolio Reviews (if required) set at \$125.00 per review

PLEASE NOTE: Fees are subject to change with one months notice.

SALE OF PROPERTY

In the event that the property is placed on the market for sale, then a one off charge of one weeks rent (plus GST) shall apply to cover the cost of tenancy negotiations and other related administration.

REPORTING

The Agent will supply to the owner a monthly statement of monies collected, charges deducted, and disbursements paid.

Payments to:

Bank Account Name: _____

Bank Account Number: _____

Name of Bank: _____

Branch: _____

DISBURSEMENTS

The agent is authorised to advertise the availability for rent of the property, credit check prospective tenants and to take photos to record the condition of the property at the commencement of each tenancy. The owner agrees to pay for these disbursements (plus GST).

REPAIRS

The Agent is authorised to arrange any repairs, to purchase supplies and pay all accounts. The Agent agrees to secure prior approval of the owner on all expenditure exceeding \$_____ for any one event, except emergency repairs in excess of the maximum if, in the opinion of the agent, such repairs are necessary to protect the property from damage or to maintain essential services to the tenants as called for in their Tenancy Agreement.

INSURANCE

The owner undertakes responsibility to ensure the premises and chattels are adequately insured.

Insurance Company _____

Policy Number _____

PETS

Are pets permitted? Yes / No
If Yes, please state type and number _____

SMOKING

Is smoking permitted on the premises? Yes / No

EMERGENCY CONTACT

Friend or Power of attorney to contact in an emergency

Name _____

Relationship _____

Address _____

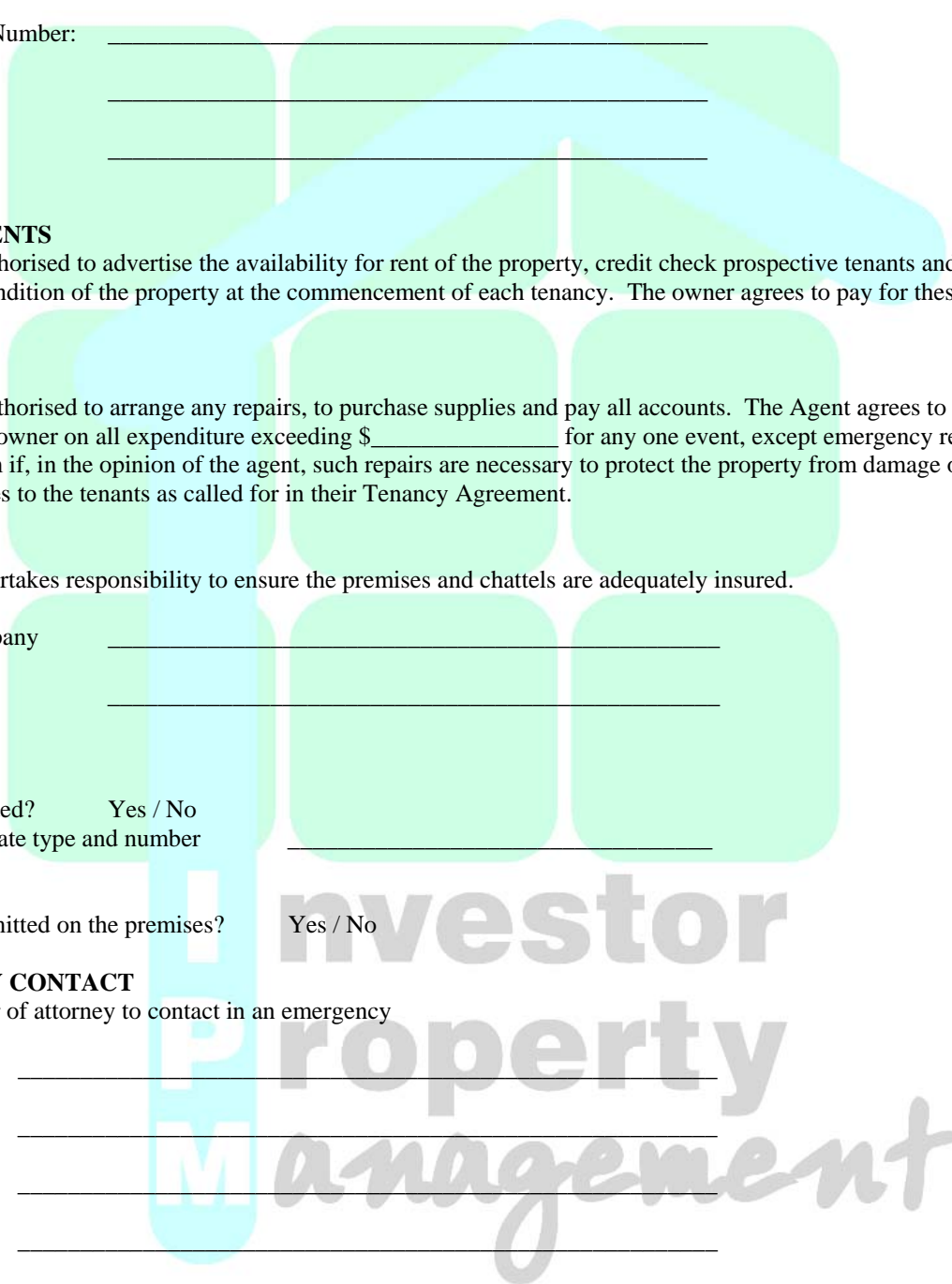
Phone (Home) _____

Phone (Work) _____

Phone (Mob) _____

INSTRUCTIONS FOR THE MANAGEMENT OF THE PROPERTY

Do you have any instructions relating to the management of your property?



INSTRUCTIONS FOR THE TENANT

Do you have any instructions for the tenant that you wish to have specified on the Tenancy Agreement?

AGENTS RESPONSIBILITY

The agent will exercise care in the management of the property, but will not be held responsible for the condition of the property or for any damage caused by tenants. Further the agent will have no responsibility for any injury to any person and or damage to the property arising out of the condition of the property and any surrounding hazards.

WHITEWARE (Include Type and Make) _____

FURNISHED/UNFURNISHED (If Furnished, please attach a chattle list)

LAWNS Landlord to do / Tenant to do

GARDENS Landlord to do / Tenant to do

PROPERTY AVAILABLE

Date property available to rent from _____ / _____ / _____

KEYS 2 sets to be provided (one for the tenants, one for the office)

SECURITY SYSTEM

Does the property have a security system Yes / No
If Yes, please state the code details _____

AUTHORITY SIGNED

By the above named Owner(s) _____

DATE _____ / _____ / _____

