

EXCLUSIVE AUTHORITY TO ACT AS AGENT

The Agent (Boutique Property Management Ltd) is authorised to under go all work as detailed on my property at:

1. Fees

The Agent is hereby authorised to deduct from rent collected the following Agent Fees:

Management Fee: 10% + GST of the rents collected.

This is an all inclusive fee which covers:

- * Organisation of marketing material and placing of adverts
- * Preparations of the chattel pack (including digital chattel photos)
- * Credit Checks
- * Administrations Fee
- * Organisation of maintenance up to \$1000
- * Inspections both regular and final
- * Attendance at Tribunal Hearings or Mediations on behalf of the owner

The organisation charge for maintenance of projects over \$1000 will be charged at an hourly fee of \$60 + GST.

NOTE: All charges are subject to variations at one (1) months notice.

2. The agent has authority to carry out the following:-

- * Advertise the property and distribute promotional material, carry our credit checks on prospective tenants, and to photographically record the condition of the property at the commencement of each tenancy.
- * Select tenants.
- * Sign Tenancy Agreements for the property or any part thereof.
- * Collect rents due, and to deduct from rents collected any commissions or contractor invoices due. Payment to the owners will be made on the 1st and the 15th of every month.
- * Issue receipts for monies collected.
- * Exercise all the rights as the Landlord as per the compliance of The Residential Tenancies Act 1986.
- * Serve notices upon Tenants, including any notice of termination.
- * Collect the bond from each Tenant and to lodge with the Ministry of Housing, and to initiate the refund of the bond at the completion of each tenancy and where necessary lodge claims against the bond in accordance with the Residential Tenancies Act 1986.
- * The Agent is authorised to make or cause to be made any repairs or alterations and to do the decorating of the said premises, to purchase supplies and pay all accounts. The Agent agrees to secure prior approval of the owner on all expenditure exceeding \$350 for any one event, except when an event is deemed an emergency and the repair is necessary to protect the property from damage or to maintain essential services to the tenant as called for in their Tenancy Agreement.
- * To act on the owners behalf with regards to insurance claims.
- * At the end of each tenancy or in the event of a vacancy the agent is to re-let the property and contact the owner.
- * Carry out inspection of the premises at Quarterly intervals.

3. Special conditions and instructions as outlined in the attached Schedules of Property and Owners details.

4. General Conditions

The owner/s appoints Boutique Property Management Ltd to act as Agent upon terms herein provided for the renting, tenancing and the managing of the property and agrees to pay the fees as outlined above and agrees to pay all costs associated with the maintenance and repair of the property. If at any time the disbursements are in excess of the rents collected the owner hereby agrees to pay such excess promptly upon demand of the Agent.

This agreement shall have a minimum term of six (6) months from the time the first tenancy is signed. Once this minimum term has expired this agreement can be terminated by either party giving 4 weeks notice in writing or as agreed by both parties.

The owner/s agree that Boutique Property Management Ltd will take all due care with the property, but can not be held liable for any financial loss or damage in respect of the property or its contents. The owner/s confirms and agrees that the property complies with all the relevant building codes and regulations and legal requirements set by law.

The owner/s acknowledges that this authority is subject to the Residential Tenancies Act 1986 and any other Act passed by parliament affecting residential Tenancies.

Accepted by the Property Owners:

Name _____

Signed _____ Date _____

Name _____

Signed _____ Date _____

Accepted by Boutique Property Management Ltd

Signed _____ Date _____

SCHEDULE OF PROPERTY DETAILS

Property Address _____

The Property is available to rent from: _____

Please note that a minimum of two working days must be left between your vacate date and availability date to allow us to complete a full photographic and written record of the property before the tenancy starts.

Required Rental Range _____

Preferred tenant profile _____ Maximum number of tenants: _____

Are pets permitted? Yes No If yes, please provide details _____

Is smoking permitted inside: Yes No

Insurance Company _____ Policy No. _____

Does the property have contents insurance? Yes No If yes, then please list insurance company & Policy Number: _____

Will whiteware/appliances be included with the property? Yes No

If yes, then please specify _____

Who is to maintain the Grounds/Gardens: Tenant or Landlord

Security System?: Yes No Code: _____

Body Corp details (if applicable): _____

Current Electricity and Gas supplier? _____

ICP and Meter Number? *These will be found on your last power bill.* _____

Location of fuse box _____ Location of water toby? _____

Location of hot water cylinder _____

Authorised Expenses (*delete where appropriate*) rates / insurance / body corp. fees / gardening

Do you have any general instructions with regards to the management, or marketing of your property? _____

Do you have any special conditions you would like in the tenancy agreement? _____

Is there a particular trades person you would like us to use? If so, please provide details, including trade type, name and contact numbers: _____

Is there any other information you feel we need to know about your property? _____

SCHEDULE OF OWNERS DETAILS

Owner/s full names _____

Contractual name *(if different from above)* _____

Home address _____

Postal address *(if different from above)* _____

Phone numbers: Home _____ Work _____ Mobile _____

Email _____

Emergency Contact name _____ Relationship _____

Emergency Contact Address _____

Phone numbers: Home _____ Work _____ Mobile _____

Email _____

Note: We require the emergency contact to be someone who can take action on your behalf and have the power to make necessary decisions, should we be unable to contact you.

Bank account Name: _____

Note: Please attach deposit slip.

Name of Bank _____ Name of Branch _____

Bank Account Number _____

How did you hear about Boutique Property Management? _____
