

Casual / Sundry Letting Authority

Availability Date Rent\$ per WEEK FORTNIGHT - Rent to be paid in advance.

Address of Property

The address of the property is considered "the workplace" and "same matter" under section 34 of the Health and Safety at Work Act 2015.

Minimum Tenancy Term

Periodic tenancy | fixed term Minimum term or until

Owners / Landlord / PCBU Details

Full name of owner

Physical Address For Service

Alternate Address For Service

Email Address For Service

Phone Mobile

Place of work Work phone

Bank account name

Bank Branch Town/City

Account No Ref

Agents / PCBU Details

Property management firm name Office phone

Business address

Letting Agent

Phone Mobile Email Address

	Meter number	Reading	Date Monitored	Liability
Power	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner
Gas	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner
Water	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner
Chimney Sweep		Usable - <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner
Gardens				<input type="checkbox"/> Tenant <input type="checkbox"/> Owner
Lawns				<input type="checkbox"/> Tenant <input type="checkbox"/> Owner

Smoke Alarms

A smoke alarm within 3m of all bedrooms YES NO

At least one smoke alarm per storey / level YES NO

Total number of alarms at the property

Date batteries were last changed

If the requirements for smoke alarms are not met, then they will be installed at the owners cost.

Insulation Statement:

Floor YES NO

Ceiling YES NO

Walls YES NO

Describe the insulation and its condition. Include the R rating, type, location and condition **OR** outline any information you have not been able to obtain and why.

Can you confirm the minimum ceiling and underfloor insulation R-values for your region have been met? YES NO

The landlord has made all reasonable efforts to obtain information on the current level of insulation at the property.

Signature of Landlord _____

Date

Keys and Alarms

No. of keys supplied

Contact person for keys

Alarm Code

Control location

General Property Details

	YES	NO
Is the property on the market for sale?	<input type="checkbox"/>	<input type="checkbox"/>
Are pets permitted?	<input type="checkbox"/>	<input type="checkbox"/>
Are smokers permitted?	<input type="checkbox"/>	<input type="checkbox"/>
If you have a swimming pool/spa do you wish to have the owner maintain it?	<input type="checkbox"/>	<input type="checkbox"/>
Is the internet connected and still in owner's name?	<input type="checkbox"/>	<input type="checkbox"/>
Does the property comply with town planning and building consents?	<input type="checkbox"/>	<input type="checkbox"/>
Does the property comply with all buildings, health and safety enactments as they apply to the premise?	<input type="checkbox"/>	<input type="checkbox"/>
Has the property been tested for meth contamination? If yes, what was the test date? <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age of carpet (if known) <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has NO pending or existing weather-tight issues	<input type="checkbox"/>	<input type="checkbox"/>
Meets health, safety, building and resource consents/regulations	<input type="checkbox"/>	<input type="checkbox"/>
Has NOT been used for production of any illicit substances	<input type="checkbox"/>	<input type="checkbox"/>
NOTES	<input type="checkbox"/>	<input type="checkbox"/>
NOTES	<input type="checkbox"/>	<input type="checkbox"/>

Notes

Property Information

Bedrooms Bathrooms Car Garage Carport
Kitchens Lounges Dining

Bond and Maximum Numbers

Bond 1 2 3 4 WEEKS RENT Maximum No. of tenants

I / We hereby appoint the previously stated agent to act as my / our agent and Property Manager (hereinafter called "the agent") on the terms and conditions set out below with respect to the property details and other matters referred to in the general property details.

We authorise and instruct you:

To recite our names on any tenancy agreement you prepare on our behalf,

To use your style of tenancy agreement and in that agreement to prohibit the tenant from assigning, subletting, or parting with possession of the tenancy premises at any time.

To advertise for tenants and to select the best applicant on merit and when necessary or appropriate to sign tenancy agreements on my / our behalf.

If the agent completes the process of advertising, receiving and perusing applications, checked references and has otherwise facilitated the introduction of a suitable tenant, then at that time and before the tenant has signed a written tenancy agreement with the agent and the owner withdraws the property from the rental market for any reason, then the owner shall be liable to pay the agent a letting fee and advertising costs incurred equivalent to the amount lost by reason of the owners withdrawal of the property from the market.

Bond - To collect a Bond equivalent to the below stated amount weeks rent and to pay the same to Tenancy Services - Ministry of Business Innovation and Employment within 23 working days of receipt and to refund to the tenant at the end of the tenancy any part of the bond as is in your judgement is appropriate.

Methamphetamine - It is recommended that a pre-tenancy methamphetamine test is conducted to insure the property is free of contamination. This test may also be used to assign liability if contamination is found in the future.

Health and Safety - I/we acknowledge that although my property manager will take reasonable steps to contact me regarding repairs, if it is a Health and Safety matter my property manager has a legal duty to get the matter resolved. My property manager may go ahead and have the repairs completed at my cost.

I / We acknowledge that;

By entering this agreement the agent does not accept liability for damage done to the property by the tenant or any other person nor does the agent accept liability for the tenant's failure to carry out any term of the tenancy agreement.

The agent does not accept liability for any damage done by any contractor.

I / We indemnify the agent against all actions/claims/costs and expenses whatsoever, which may be taken or made against the agent in the course of and arising out of the proper performance of the agents duties as the property manager or the exercise of any powers, duties or authorities contained in this management authority.

If we instruct the agent not to rent the property at any time during the duration of the authority, then we agree to pay the agent's commission, as if the property was rented, at the same rate of commission as the previous month.

If I / We place the rented property on the market for sale without first advising the agent, the agent may elect, at their discretion, to treat the management agreement as at an end and to give notice immediately confirming that decision.

If a dispute between the owner and the agent shall arise, and such dispute cannot be resolved to the satisfaction of the agent then the agent at their sole discretion shall have the right to terminate this management agreement, forthwith by the agent giving written notice to the owner in terms of this paragraph.

I / We agree that as proprietors of a body corporate unit, to advise the agent immediately of any change to body corporate rules.

I / We as part owner agree and warrant that I/we have the consent of the other owners to enter into this management agreement.

I / We confirm that the details supplied in this agreement are correct and acknowledge that I / We have read and understood this management authority and that I / We have been supplied with a signed copy.

Collection costs - If at the end of the tenancy there is debt owed by the owner to the agent, then the owner agrees that the owner be liable for and pay for all costs of recovery of the debt, which costs shall be collected by a debt collection agency. Costs payable by the owner shall include legal fees, debt collection, commissions, fees and disbursements, and /or court filing fees and disbursements.

Advertising - The owner agrees to pay all advertising costs involved with marketing the property.

Letting Fee - I/we direct you to collect the letting fee from the tenant in terms S.17(4)(c) Residential Tenancies Act 1986.

As the landlord I agree that it is my responsibility to do the following:

- Confirm the property condition is consistent with the Property Inspection report.
- Complete a water meter reading upon possession.
- Complete a chattels list before granting possession.
- To ensure that you have been paid your Landlord sundry administration fee, tenant letting fee and advertising fees before granting possession to the tenant. If I omit to check that you have been paid these fees and you have not been paid, then I agree to pay your fees upon demand.
- Serve the tenant with a notice under section S.47 if the property is on the market for sale.
- Not to advertise in competition with you and if I do and then enter a tenancy agreement with a tenant, then I agree to pay your letting fee within 7 days of a letting taking place or to give you one calendar month to let the property, before I instruct another agent or commence advertising myself.
- I / we will give the tenant the keys and grant possession.

Additional Clauses

How did you hear about us?

I/We warrant that all information supplied by me / us is correct and that where there is more than one owner that I have authority to bind other co-owners.

Signature of owner / PCBU _____

Signature of agent / PCBU _____

Date of agreement