

Portfolio Management Agreement (Part A)

This Portfolio Management Agreement is comprised of four parts. Parts A and B of this agreement are required. Part C and D are optional, but highly recommended.

Agents Details - PCBU

PROPERTY MANAGEMENT FIRM NAME OFFICE PHONE

BUSINESS ADDRESS

PROPERTY MANAGERS NAME PHONE

MOBILE EMAIL ADDRESS

PROPERTY MANAGERS NAME PHONE

MOBILE EMAIL ADDRESS

Property Owners Details - Principal / Landlord / PCBU

FULL NAME OF OWNER

PHYSICAL ADDRESS FOR SERVICE

ALTERNATE ADDRESS FOR SERVICE

EMAIL ADDRESS FOR SERVICE

PHONE MOBILE

PLACE OF WORK WORK PHONE

Property Owners Bank Account Details - Principal / Landlord / PCBU

ACCOUNT NAME

ACCOUNT NUMBER

Emergency Contact Details

If you are unreachable, you give authority for this person to authorise our firm to take any required action to the tenancy.

FULL NAME

PHYSICAL ADDRESS FOR SERVICE

EMAIL ADDRESS FOR SERVICE

PHONE MOBILE

You found us on Internet Radio Referral Newspaper Other

Terms & Conditions for Agreement

Terms & Conditions for Agreement continued

Rates of Remuneration (unless otherwise stated in the Property Schedule)

It is agreed the agent shall be paid in consideration for managing the property(s). Standard rates below:

- % + GST on all rents collected.
- % + GST of the cost of arranging and/or supervising, repairs, maintenance or renovations.
- % + GST on all project management.
- for each award of exemplary damages against the tenant(s).

- \$ + GST on attending mediations or hearings.
- \$ + GST on credit check fee per tenant.
- \$ + GST Advertising fee per tenancy.
- \$ + GST Monthly admin fee.
- \$ + GST Initial detailed Property Condition Report.
- \$ + GST Inspection fee.
- \$ + GST Sale of property fee.

Letting Fees

Misc Rates

\$ \$

Notices

The agent may, at the agent's sole discretion, change or increase any and all current or future charges herein by giving the owner/s calendar months notice in writing to the owner/s address for service.

This authority may be terminated by either party (subject to the other rights of the agent set out herein) on month's notice in writing only after the expiry of any minimum term set out in the property schedule, and shall be sufficiently served by being delivered or posted to an address for service of the owner referred to in this authority and in respect of the agent, to the agent's current business address.

Failure of a PCBU to meet a required standard under the Residential Tenancies Act 1986 or The Health and Safety at Work Act 2015 may result in a civil suit or prosecution. Although The Tenancy Practice Service LTD takes all reasonable steps to provide up to date information, resources and training, this will not necessarily prevent a prosecution or civil law suit.

Signatures

By signing this Portfolio Management Agreement, the below parties agree to all of the terms of the Portfolio Management Agreement.

Signature _____

Consultation Date

Property Owner name

Property Owner (PCBU)

Signature _____

Consultation Date

Management firms representative

Property Management (PCBU)

Property Schedule (Part B)

The Property Schedule relates to PART A of the Portfolio Management Agreement. Each property relating to the agreement should be listed, signed, and dated. The parties agree that they shall be bound by the terms and conditions of the agreement for all properties listed in the Property Schedule (including any and all properties listed after the date of this agreement).

Property Address	<input type="text"/>		
Tenancy Available From	<input type="text"/>	Periodic <input type="checkbox"/>	Fixed Term <input type="checkbox"/>
		Minimum Term	<input type="text"/> or until <input type="text"/>
Rent & Bond	Rent - \$ <input type="text"/>	per week.	Bond - <input type="text"/> weeks rent.
		Payment Frequency	<input type="text"/>
Rates of Remuneration	<input type="text"/>		
<small>The above rates of remuneration apply to the stated property, regardless of what is stated in Section A of the Portfolio Management Agreement. The parties agree to all the terms and conditions as outlined in the Portfolio Management Agreement.</small>			
Signature	_____		Signature _____
Property Owner name	<input type="text"/>	Date	<input type="text"/>
	<input type="text"/>		<input type="text"/>
Management firms representative	<input type="text"/>	Date	<input type="text"/>
	<input type="text"/>		<input type="text"/>

Property Address	<input type="text"/>		
Tenancy Available From	<input type="text"/>	Periodic <input type="checkbox"/>	Fixed Term <input type="checkbox"/>
		Minimum Term	<input type="text"/> or until <input type="text"/>
Rent & Bond	Rent - \$ <input type="text"/>	per week.	Bond - <input type="text"/> weeks rent.
		Payment Frequency	<input type="text"/>
Rates of Remuneration	<input type="text"/>		
<small>The above rates of remuneration apply to the stated property, regardless of what is stated in Section A of the Portfolio Management Agreement. The parties agree to all the terms and conditions as outlined in the Portfolio Management Agreement.</small>			
Signature	_____		Signature _____
Property Owner name	<input type="text"/>	Date	<input type="text"/>
	<input type="text"/>		<input type="text"/>
Management firms representative	<input type="text"/>	Date	<input type="text"/>
	<input type="text"/>		<input type="text"/>

Property Address	<input type="text"/>		
Tenancy Available From	<input type="text"/>	Periodic <input type="checkbox"/>	Fixed Term <input type="checkbox"/>
		Minimum Term	<input type="text"/> or until <input type="text"/>
Rent & Bond	Rent - \$ <input type="text"/>	per week.	Bond - <input type="text"/> weeks rent.
		Payment Frequency	<input type="text"/>
Rates of Remuneration	<input type="text"/>		
<small>The above rates of remuneration apply to the stated property, regardless of what is stated in Section A of the Portfolio Management Agreement. The parties agree to all the terms and conditions as outlined in the Portfolio Management Agreement.</small>			
Signature	_____		Signature _____
Property Owner name	<input type="text"/>	Date	<input type="text"/>
	<input type="text"/>		<input type="text"/>
Management firms representative	<input type="text"/>	Date	<input type="text"/>
	<input type="text"/>		<input type="text"/>

Property Address	<input type="text"/>		
Tenancy Available From	<input type="text"/>	Periodic <input type="checkbox"/>	Fixed Term <input type="checkbox"/>
		Minimum Term	<input type="text"/> or until <input type="text"/>
Rent & Bond	Rent - \$ <input type="text"/>	per week.	Bond - <input type="text"/> weeks rent.
		Payment Frequency	<input type="text"/>
Rates of Remuneration	<input type="text"/>		
<small>The above rates of remuneration apply to the stated property, regardless of what is stated in Section A of the Portfolio Management Agreement. The parties agree to all the terms and conditions as outlined in the Portfolio Management Agreement.</small>			
Signature	_____		Signature _____
Property Owner name	<input type="text"/>	Date	<input type="text"/>
	<input type="text"/>		<input type="text"/>
Management firms representative	<input type="text"/>	Date	<input type="text"/>
	<input type="text"/>		<input type="text"/>