Barfoot & Thompson
Since 1923 MREINZ

Licensed under the Real Estate Agents Act 2008

**Landlord No:**

# Property Management Authority

## Property Details

Address: .....

.....

.....

Features: Bedroom/s 1 2 3 4 Bathroom/s 1 2 3 4
Garaging 1 2 3 4 Off St parking 1 2 3 4

Type: H App T/H U Furnished / Unfurnished

The property is available for sale: Yes No

Approximate time property will be available for tenanting

Either: A minimum of ..... months from ...../...../.....

Or: A fixed term from ...../...../..... to ...../...../.....

Refer to landlord before renewing Fixed Term: Yes No

Inspections - Frequency: .....

## Accounts to be paid by Barfoot & Thompson Ltd

Local Body Rates: Yes No

Water Rates: Yes No

Separate water meter per tenancy: Yes No

Date meter read: ...../...../..... Reading: .....

Tank Water: Yes No

Pump last serviced: ...../...../.....

Chimney Cleaning Yes No Frequency: .....

Age of floor Coverings/Carpet .....

Insurance: to be paid by Landlord

Insurance Company: .....

Contact: Name/Broker: .....

Policy Number: .....

Lawnmowing Yes No

Body Corporate Levies Yes No

Body Corporate Details (if any):

Manager: ..... Phone: .....

Caretaker: ..... Phone: .....

Body Corporate No: .....

Other Payments: .....

## Conditions

Pets.

Either: No pets allowed

Or: The tenants may have about the property the following:

Animals: Dog Cat Caged Bird Fish

Other: .....

Maximum number of persons who may reside in the premises: .....

Smoking: Allowed Not Allowed

Keys for property: ..... Number: .....

Deadlocks Door Remotes Security Doors Sleepout

French Doors Letterbox Window Locks Front Door

Back Door Garage Ranchsliders Shed

Alarm Instructions: .....

## Chattels

Stove TV Aerial Fixed Floor Coverings Blinds

Net Curtains Drapes Light Fittings Fridge

Sky Dish Dishwasher Washing Machine Smoke Alarm

Dehumidifier Drier Heating System Wastemaster

Rangehood Burglar Alarm

Other Chattels: .....

## Special Instructions (if any)

.....

.....

.....

.....

.....

## Owners Details

Name/s: .....

.....

Phone: Bus: (00 ) ( ) .....

Res: (00 ) ( ) .....

Mob: (00 ) ( ) .....

Email: .....

Please indicate if you would prefer to have your monthly statements

Emailed ☐ or Posted ☐

Contact Address: .....

.....

.....

Address for Statements: .....

.....

.....

EITHER Direct Credit Funds to the Account of: .....

.....

at the (Bank): ..... Branch: .....

Code:

☐☐ ☐☐☐☐ ☐☐☐☐☐☐☐ ☐☐

OR mail rent cheque to the above address payable to: .....

.....

Funds lodged into Bank Account as above

Monthly ☐ and Mid month ☐

Contact in case of emergency: .....

.....

Phone: Bus: (00 ) ( ) .....

Res: (00 ) ( ) .....

Mob: (00 ) ( ) .....

Email: .....

Solicitor (M.....)

of: .....

..... Ph: .....

**BARFOOT & THOMPSON COPY**

## Authority

### 1. Management

I/We appoint Barfoot & Thompson Ltd to manage the property and authorise you:

(i) To let the property when required and to prepare and sign Tenancy Agreements on our behalf.

(ii) To set new rent levels from time to time so that the property remains reasonably tenanted and reasonably reflects the current market level of rents for such properties.

(iii) To collect a bond to be paid to Tenancy Services on our behalf and when the tenancy is terminated I/We authorise you, after you inspect the property, to approve the refund to the tenant on our account of all or part of this bond as you in your judgement decide is fair and reasonable.

(iv) To collect rent from the tenant by automatic bank payment or any other method of collection which is acceptable to you.

(v) To pay all the expenses itemised in the authority provided you hold sufficient funds to my/our credit.

(vi) To take action to collect arrears of rent when necessary including application to the Tenancy Tribunal.

(vii) To send us statements as soon as possible after your balance date at the end of the month.

### 2. Repairs

I/We authorise you to spend up to one week's rent or..... on any one repair without reference to me. Except in cases of emergency all other repairs must have my prior approval.

### 3. Fees

I/We agree to pay you 7.5%+gst if unfurnished or 8.5%+gst if furnished on all monies collected by you and on all repairs, maintenance and renovations arranged by you.

### 4. Tenancy Agreement:

I/We acknowledge that our name/s will be declared on the Tenancy Agreement and further acknowledge that if the property is in the name of a Trust or a Company, Barfoot & Thompson Ltd will be required to issue on our behalf 90 days notice instead of 42 if we or any member of our family require the property for our own use.

This management arranged by: Barfoot & Thompson Ltd.

Address: .....

Phone: ..... Fax: .....

Rental Manager: .....

### 5. No Liability for Damage / Arrears of Rent

Barfoot & Thompson Ltd shall use its best endeavours to ensure continuity of occupation at market rentals and maintenance of the property, but shall not be liable to the Owner(s) for any defaults in payment of rent or any damage caused to property by any tenant or other payment due by the tenant or otherwise, whether or not the tenancy has been arranged by Barfoot & Thompson Ltd.

### 6. Privacy Consent

I agree to information relating to the property being passed to any person for marketing purposes and for the compilation and distribution of statistics.

### 7. Cancellation

This Authority may be terminated by either party giving one months notice in writing, and shall be sufficiently served by being delivered or being posted to the contact address for the owner referred to in this Authority, and in respect of Barfoot & Thompson to the branch in the box on this page.

I/We as owners acknowledge and agree that if a dispute between the owner and the agent shall arise which affects or concerns the safety of the tenant or the tenancy premises and such dispute cannot be resolved to the satisfaction of the agent then the agent at the agent's 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.

### 8. Subject: Indemnity clause

I/We as owner/s acknowledge, I/we indemnify the agent against all actions, claims, costs and expenses whatsoever, which may be taken or made against the agent or incurred by 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.

I/We acknowledge that with this appointment Barfoot & Thompson Ltd, under the terms of the Residential Tenancies Act, shall be deemed to be the landlord.

I/We have the authority of the owners, if any to make this appointment.

Signature of Owner(s): .....

.....

Date: .....

Signed by Barfoot & Thompson Ltd: .....

Print Name: .....

Date: .....

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Since 1923 MREINZ

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## Chattels

| | | | |
|---|---|---|---|
| Stove | TV Aerial | Fixed Floor Coverings | Blinds |
| Net Curtains | Drapes | Light Fittings | Fridge |
| Sky Dish | Dishwasher | Washing Machine | Smoke Alarm |
| Dehumidifier | Drier | Heating System | Wastemaster |
| Rangehood | Burglar Alarm | | |

Other Chattels: .....

## Special Instructions (if any)

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Solicitor (M.....)

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**LANDLORD'S COPY**

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Signature of Owner(s): .....

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Date: .....

Signed by Barfoot & Thompson Ltd: .....

Print Name: .....

Date: .....