

Property Management Authority

Owners Details

Name:

Bus: Res: Mob: PO Box:

Email:

Contact Address:

Statements delivered by: Email: ☐ Contact Address: ☐ PO Box: ☐

Direct Credit Funds to the Account of:

Bank: Branch:

Account Number:

OR mail rent cheque to the above address payable to:

Funds lodged into Bank Account as above: Monthly ☐ or Mid month and end of month ☐

Emergency contact: If you are unavailable is this person able to make decisions on your behalf? Yes / No

Phone: Bus: (00) () Res: (00) ()

Mob: (00) () Email

Solicitor (M).....

of:

..... Ph:

Property Details

Address:

Features:	Bedroom/s	Bathroom/s	Garaging	Off St parking	1	2	3	4
Type:	H	App	T/H	U	Fully Furnished	Partly Furnished	Unfurnished	

The property is available for sale: Yes No

Approximate time property will be available for rent

Either: A minimum of months from / /

Or: A fixed term from / / to / /

Refer to landlord before renewing Fixed Term: Yes No

Inspections - Frequency:

Rent at management commencement: \$

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: / / Frequency Tank Water: Yes No

Tank last cleaned: / / Pump last serviced: / /

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:

Building Manager: Phone:

Body Corporate No:

Other Payments:

Conditions

Pets. Either: No pets allowed Or: Pets permitted as below:

Animals: Dog Cat Caged Bird Fish Other:

Maximum no. 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	Swipe Card/s	Swipe Key/s

Alarm Instructions

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Chattels

Stove	Rangehood	Fixed Floor Coverings	Blinds	Net Curtains	Drapes
Light Fittings	Fridge	Sky Dish	Dishwasher	Washing Machine	Drier
Dehumidifier	Heating System	Wastemaster	Burglar Alarm	Heat Pump	HRV/DVS

Other Chattels:

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Smoke Alarms & Insulation

Working Smoke Alarms Yes / No Number:

- In hallway within 3 metres of each bedroom? Yes / No
- 10 year photoelectric alarms? Yes / No
- Alarms on each level (if multilevel)? Yes / No

Ceiling Insulation Yes / No Type of Insulation: Date Installed: / /

Under Floor Insulation Yes / No Type of Insulation: Date Installed: / /

Special Instructions

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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 your 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 judgment decide is fair and reasonable.
- (iv) To collect rent from the tenant by automatic bank payment or any other method.
- (v) To pay all the expenses itemized in the authority provided you hold sufficient funds to my/our credit.
- (vi) To file applications and to attend Mediation and Hearings at the Tenancy Tribunal on your behalf and wherever possible to act on any Orders issued.
- (vii) To if necessary appoint a debt collection agency to pursue any outstanding amounts from tenants.
- (viii) 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 where the failure to complete the repairs might endanger the tenants or occupants health and safety or the Tenancy Tribunal makes a Work Order and there is limited time to comply with the Order, all other repairs must have my prior approval.

3. Fees

- (a) I/We agree to pay you 7.5% +gst if unfurnished or 8.5% +gst if furnished on all monies collected by you, all repairs, maintenance and renovations arranged by you and any water rates, land rates & body corporate fees paid by you on my behalf.
- (b) I/We acknowledge that Barfoot & Thompson Ltd may pay its salesperson a fee in circumstances where Barfoot & Thompson Ltd's engagement as property manager arises out of that salesperson's referral. That fee is a one-off payment of 50% of the weekly rent for the particular property, but may be varied from time to time.

4. Resource and Building Consents

- (a) I/We warrant that the property has all relevant building and resource consents and complies with all council requirements as to building, health and safety and fencing of swimming pool and spa pool.
- (b) I/We are not aware of any pending or existing weather-tight issues effecting the building.
- (c) I/We to the best of our knowledge advise that the property has not been used for the production, manufacture or use of any illicit substances.

Choose either 4(d) or 4(e) - delete one

(d) I/We consent to a baseline Methamphetamine test being carried out on the aforementioned property prior to tenancy commencement and subsequent tests being obtained each time the property becomes vacant to reset a baseline reading.

OR

- (e) I/We do not consent to a baseline Methamphetamine test being carried out on the aforementioned property and I/We have been made aware of the risks of refusing to authorise such testing (this may include an order by the Tenancy Tribunal for compensation to the tenant and a refusal by the Tribunal to order damages against a tenant for contamination and may limit insurance cover for methamphetamine contamination).
- (f) I/we agree that on and following commencement of any tenancy, I/we will comply with the Healthy Homes standards as required by section 45(1)(bb) or 66(1)(bb) in relation to heating, insulation, ventilation, draught stopping, drainage, moisture ingress.

5. 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.

6. 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.

7. 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.

8. Term of Authority and Cancellation

This Authority commences immediately upon execution by the parties for a minimum 12 month period. Thereafter the Authority may be cancelled by either party giving one month's notice provided that no such notice may be served with 12 months from commencement of the Authority.

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 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 Authority with immediate effect, upon service of cancellation.

I/We as owners acknowledge that should early termination from the agreement prior to the initial 12 month period ending, Barfoot & Thompson withhold the right to claim any remaining commission, fees and disbursements from us for the remaining minimum management term.

Notice of cancellation of this Authority must be served in writing to the email or contact address provided in this Authority.

9. Chimney

I/We authorise you to have the chimney cleaned annually to comply with Health & Safety and Insurance policy requirement.

10. 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 agree that by signing this Authority warrant that I/We are the owner/s of the rental premises or are authorised to enter into this Authority and have the authority to make this appointment.

11. Body Corporate

I/We agree to advise the property manager of any Body Corporate Rules that may apply and to provide copy of same rules.

This management is arranged by: Barfoot & Thompson Ltd.

Address:.....

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Email:

Phone: Fax:

Signature of Owner(s):

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Date:.....

Signed by Barfoot & Thompson Ltd:

Print Name:

Date:

Barfoot & Thompson Ltd., Registered Office: 34 Shortland Street, Auckland, Member Real Estate Institute of New Zealand