

**PROPERTY MANAGEMENT AUTHORITY**

Owner(s) Name: .....

Address of Property to be Managed:

I/We hereby authorize Property Link Groups Ltd together with its lawful heirs, assigns or successors in title (hereinafter called "the Company") to manage the above described property as the owner(s) agent solely, on my behalf, on the terms and conditions, and at the charges set out in the schedule, herein.

**TERMS & CONDITIONS:**

1. To arrange new tenancies when required and to prepare and sign tenancy agreements
  - a) Tenant credit checks on new tenancies – one fee of \$17.78 per tenant check
  - b) For arranging new tenancies and handling all associated documentation, a fee of one week's rent (Let fee).  
Note: This fee is only charged if nominated by the Owner OR if not payable by the incoming tenant.
2. To collect bonds to be paid to the Bond Processing Centre, to complete status reports and refund any part of the bond at the end of the tenancy that, in your judgment, you decide is fair and reasonable.
3. To collect rents and pay them out monthly/twice monthly/weekly as hereinafter directed.
4. To review rents to ensure weekly rent is in line with current market rates.
5. To make periodic inspections at intervals three or six monthly as hereinafter directed, to check on the property's condition and provide written reports with recommended repairs and maintenance (please check your insurance policy for required inspection frequency).  
For each periodic inspection: (*Note: Outgoing and ingoing tenant are not charged*)  
Under 18km from our office - \$30 per inspection;  
Over 18km from our office - \$45 per inspection.
6. To appear at Mediation and Tribunal Hearings, pursuant to the Residential Tenancies Act 1986 and its subsequent amendments. I/We agree to be bound by any order made by the Tenancy Tribunal. No liability rests with the Company for any default in rental or other payments due by the tenant or for any damage or loss sustained to the property. Tribunal / Mediation attendance - \$50. Note: Only Tribunal hearings ruled in favour of the Owner are charged.
7. To exercise the Owner's right to terminate tenancies and serve notices upon the tenant, take such action against the tenants and do all such things necessary to commence AND obtain an order for possession or an order to terminate the tenancy.
8. To appoint, at your discretion, a debt collection agency to pursue outstanding, court sealed orders for arrears or compensation. I/We authorize the Company to pay all associated fees on my /our behalf. Should the Owner not wish to employ a Debt Collecting Agency to recover any outstanding debt, the Company reserves the right to pursue that debt, at no cost/benefit to the owner.
9. To arrange any repairs, maintenance or renovations on the property, as may be required in accordance with the following instructions, or authorized by me/us. The rate is 8.5% on the cost incurred. I hereby authorize:
  - a) Repairs of any kind, the cost of any one repair not to exceed one weeks rent or \$\_\_\_\_\_ plus GST.
  - b) Repairs ordered by the Tenancy Tribunal shall not require my/our approval.
  - c) Repairs in an emergency situation that you consider may affect the wellbeing and/or rentability of the property, or arising from Health and Safety issues shall not require my/our approval.
10. Water rates are required to be redirected to the company. We will recover the amount due from the tenant and pay the account on your behalf.
11. The company is not responsible for arranging landlord protection insurance or any other insurance in respect of the premises unless instructed in writing to do so by the owner.

Initials
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12. The Company shall be entitled to be remunerated for its services on all rent collected at 8.5%.
  - a) For arranging a tenancy termination on Owner's instructions or if the property is sold – a fee of 50% of the current weekly rent.
  - b) On-line Information Centre - \$9.50 per month. Note: First 3 months account free of charge (opt out applies).

Pricing may be subject to change, we will endeavour to ensure adequate notification is provided.

13. All rates and amounts quoted are plus GST.

**GENERAL:**

14. The Company may place any monies held on my/our behalf into an interest bearing Trust Account and shall be entitled to retain interest accrued thereon.
15. The company shall be entitled to deduct its fees for service and reimbursements for monies expended or incurred on my account, from any monies collected. Where no monies are held, I/we agree to reimburse the Company within seven days of receiving written request.
16. The Company shall use its best endeavours to ensure continuity of rental and maintenance of the property, but shall not be personally liable for any default in payment of rent or any damage caused to the property, vacant or occupied, by any tenant or otherwise, whether or not a tenancy has been arranged by the Company.
17. The Company shall not be responsible for any injury to persons and/or damage to the property arising out of the condition of, or any hazard in or about the property. Where an owner is responsible for carrying out their own repairs or improvements, the Company will not be held responsible. Where owners and tenants directly liaise with each other for any repairs and maintenance or alterations to the property, the Company will not be responsible, unless written advice of such is given to the Company.
18. Either party may terminate this agency by giving to the other two months' notice in writing after the initial period of 12 months or payment to the Company of a break fee equivalent to management fees owing until the end of the period. If a dispute between the owner and the company shall rise, affecting or concerning the safety of the tenant or the tenancy premises, and such dispute cannot be resolved to the satisfaction of the Company then the Company at their sole discretion shall have the right to terminate this management agreement forthwith by the Company giving written notice in terms of this paragraph.
19. The Company shall be entitled to review its fees for services by giving one month's notice in writing.
20. The owner warrants having the legal authority of all the owners of the property to make this appointment.
21. The owner warrants that the rental premises is not on the market for sale and will not be on the market for a minimum of six months. If the property is on the market the owner warrants that the owner has given the tenant(s) the required notice under s47 of the Residential Tenancies Act 1986.
22. Pursuant to the Privacy Act 1993. The owner authorises the information provided being used for the marketing for rental and/or sale of property and the subsequent compilation of industry statistics.
23. The property schedule and its contents form part of this agreement.

\_\_\_\_\_  
Signature of Owner or Authorised Signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorised Signatory of the Company

\_\_\_\_\_  
Date

REINZ Accredited Residential Property Management Member

**SCHEDULE**

<b>Property Owner's Details</b>	
Account Name:	
Address:	
Statement Address:	
Contact:	
Business Phone:	A/H Phone:
Mobile:	Fax:
Email:	

<b>Bank Details</b>	
Account No : _ _ _ _ _	
Branch:	
Account Name:	
Landlord payments to be made (please tick): <input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly	
Inspections Due: <input type="checkbox"/> 3 Monthly <input type="checkbox"/> 6 Monthly	

<b>Emergency Contact</b>	
Contact:	
Address:	
Business Phone:	A/H Phone:
Mobile:	Fax:
Email:	

<b>Insulation</b>	
Walls – Rating:	Unknown: <input type="checkbox"/>
Floors – Rating:	Unknown: <input type="checkbox"/>
Ceiling – Rating:	Unknown: <input type="checkbox"/>

<b>Methamphetamine Test</b>	
We recommend a methamphetamine test be done prior to tenant moving in.	
Brochure / Consent form given: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Meth Test Requested : <input type="checkbox"/> Yes <input type="checkbox"/> No	
Between Tenants : <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Gas to Property</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Landlord - Rental	
<input type="checkbox"/> Tenant - Gas	
Gas Supplier:	
<b>Note:</b> The landlord pays monthly rental of gas bottles and ensures one full bottle at start of tenancy	

<b>Water Rates</b>	
Special meter reading ordered:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy directed to Property Link Groups Ltd:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Water meter number	

<b>Power ICP No.</b>
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<b>Insurance</b>	
Company:	
Building Policy No:	Contents Policy No:
Renewal Date:	Renewal Date:
Excess:	Excess:
Does insurance cover theft of chattels by the tenant? Yes <input type="checkbox"/> No <input type="checkbox"/>	

<b>Property Owner Protection Insurance additional policy to normal house insurance see flyer attached for information</b>	
Company: Real Landlord Insurance New Zealand	
We recommend this policy - please note! This policy is only available to landlords of properties we have authority to organise and manage repairs and maintenance. I am aware of the no asset procedure law contained in the Insolvency Act 2006	
Do I want to take up this cover of insurance:    Yes <input type="checkbox"/> No <input type="checkbox"/>	

<b>Property Details</b>	
Bedrooms: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	Bathrooms: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
Garaging: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	Offroad Parking: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Carport: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	Furnished: <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the property available for sale?    Yes <input type="checkbox"/> No <input type="checkbox"/>	Smoke Alarm: <input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Place: Yes <input type="checkbox"/> No <input type="checkbox"/>	Annual Chimney Sweep: Yes <input type="checkbox"/> No <input type="checkbox"/>
Heat Pump: Yes <input type="checkbox"/> No <input type="checkbox"/>	Annual Clean: Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Conditions</b>	
Pets Allowed: <input type="checkbox"/> Cats <input type="checkbox"/> Dogs <input type="checkbox"/> None	Smokers: <input type="checkbox"/> Yes <input type="checkbox"/> No
Lawns: <input type="checkbox"/> Landlord <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant	

<b>Chattels</b>	
<input type="checkbox"/> Drapes <input type="checkbox"/> Blinds <input type="checkbox"/> Net Curtains <input type="checkbox"/> Carpets <input type="checkbox"/> TV Aerial <input type="checkbox"/> Sky TV <input type="checkbox"/> Light Fittings <input type="checkbox"/> Dishwasher <input type="checkbox"/> Waste master <input type="checkbox"/> Water filter <input type="checkbox"/> Alarm #: _____ Monitored / Not Monitored <input type="checkbox"/> Smoke Alarm: Battery / Hardwired    Other:	

<b>Keys</b>	
..... Number <input type="checkbox"/> Front Door <input type="checkbox"/> Back Door <input type="checkbox"/> Garage <input type="checkbox"/> Ranchsliders <input type="checkbox"/> Window locks    Shed <input type="checkbox"/>	
<input type="checkbox"/> Key cut required: 2 sets needed – one set for office, one set for tenant.	

<b>Other Comments</b>

<b>Please Return to Property Link Groups Ltd</b>	PO Box 991, Pukekohe
Phone: 09 237 0099 – Letting Division	Email : <a href="mailto:jeaneann@propertylink.co.nz">jeaneann@propertylink.co.nz</a> DDI – 09 237 0093
Fax : 09 238 3660	Email : <a href="mailto:nickied@propertylink.co.nz">nickied@propertylink.co.nz</a> DDI – 09 237 0094
Office main line : 09 237 0090	Email : <a href="mailto:berylb@propertylink.co.nz">berylb@propertylink.co.nz</a> DDI – 09 237 0095