



Our motto is
"Treating your property
like you would"

RESIDENTIAL RENTAL MANAGEMENT AUTHORITY

I / We hereby appoint Full House Management Ltd 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 schedule hereto, (which schedule shall form part of this rental management authority). and I / 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
- 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, if that time and before the tenant accepted our offer or has signed a written tenancy agreement with the agent the owner withdraws the property from the rental market for any reason, then the owner shall be liable 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.

TERM

To rent the property on a fixed term / periodic tenancy (delete one).

INSPECTIONS

To complete a property inspection report at the beginning and end of each new tenancy.

To inspect the property, at the stated inspection frequency of 3 times per annum, and to make a written report of the inspection and to provide photographs where appropriate.

BOND

To collect a Bond equivalent to the 4 (four)weeks rent and to pay the same to Tenancy Services - Department of Building & Housing 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.

RENT

To collect rental payments as and when they fall due for payment.

To review the rent annually and recommend to me / us the appropriate market rent. Take all reasonable steps to compel payment of outstanding rent and to enforce other terms and conditions of the tenancy agreement.

MEDIATION AND TENANCY TRIBUNAL HEARINGS

To take any action and or commence any application to the Tenancy Tribunal and in your sole judgement to resolve any dispute with the tenant by negotiation or by attending mediation or by attending the Tenancy Tribunal. As owner I / We acknowledge that I /we are bound by mediated orders and Tenancy Tribunal decisions facilitated by the agent on my / our behalf.

ENFORCEMENT

The owner agrees that the agent will not enforce any money order made by the Tenancy Tribunal. Any enforcement of any money order shall be the responsibility of the owner.



EXPENSES

To pay all expenses and regular outgoings (set out in the schedule) authorised by me/us.

PROFESSIONAL CLEANING

The owner will pay for professional cleaners at the end of each tenancy if required.

REPAIRS

To effect repairs to the rented property as and when these become necessary and in accordance with the below stated instructions: Repairs ordered by the Tenancy Tribunal shall not require my approval.

Repairs in any emergency situation or to protect the property or to protect the health and safety of the tenant shall not require my approval.

To deduct from any monies held to my/our credit your proper charges and reimbursement for monies spent on my/our account and send me / us the balance of any monies held by you to my / our bank account, details of which are contained in the schedule hereto together with a financial statement, as soon as possible after your balance date at the end of each month or fortnightly every second Wednesday.

The property manager and the property management firm does not accept liability for any damage or loss caused by contractors organised to complete any work at the tenancy premises.

I / WE ACKNOWLEDGE THAT;

The agent may at the agent's sole discretion increase any and all charges herein by giving the owner three calendar months notice in writing to the owners address for service.

This authority may be terminated by either party on one month's notice in writing and shall be sufficiently served by being delivered or posted to the address for the owner referred to in this authority and in respect of the agent, to the agent's current business address.

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 tenants failure to carry out any term of the tenancy agreement.

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 property managers commission, as if the property was rented, at the same rate of commission as the previous month.

If I / We instruct the tenants to pay the rent otherwise than to the agent then the agent may elect at their sole discretion to treat the management agreement as at an end and to give notice immediately confirming that decision.

I / We instruct the agent to advertise for tenants in the following medium: (circle)

Trade Me

Dominion Post

Community Newspapers

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.

I/We authorise the agent to renew any fixed term tenancy without our written instructions provided the agent has taken all reasonable steps to contact us and has been unable to obtain our written instructions within any applicable time frame.

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 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."

If the agent shall receive a 14 day notice sent by the tenant, then the agent shall have full power and authority to remedy the complaint contained in the 14 day notice, whether or not I / We concur with the agent. If the owner shall give the agent instructions that conflict with the agents proposed remedy of the 14 day notice then the agent may at the agent's sole discretion treat such conflicting instructions as grounds to terminate the 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 have the consent of the other owners to enter into this management agreement.

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

RATES OF REMUNERATION

In consideration of you performing the above duties I / We agree that you shall be entitled to be paid for your services as follows:

- A sum of \$350 + GST upon signing this agreement to cover initial marketing expenses
- On all rents collected the agent will deduct 8% + GST
- Arranging and/or supervising, repairs, maintenance or renovations the agent will charge 6 % + GST.
- On major repairs or renovations and/or supervision thereof a fee will be agreed upon before the services are carried out.
- Where the cost of any renovation or repair shall exceed the monthly net rental then the manager shall not be obliged to carry out the work until the owner has placed the manager in sufficient funds to enable the work to be completed.
- For each inspection of the property, a fee of \$ 35.00 +GST
- Trade Me advertisements will be charged at \$40 + GST per month that the property is listed
- Dominion Post advertisements will be charged at cost.
- Credit checks will be charged at \$18 + GST per prospective tenant.

PERSONAL DETAILS

First name:		
Last name:		
Postal address:		
Alternative Name and Address: (if applicable)		
Phone home:	Phone work:	Phone mobile:
Fax:		
Email Address:		
Alternative Email Address:		
Payment Frequency: (circle)	Fortnightly	Monthly

ACCOUNT DETAILS

Account name:	
Account number:	
Name of Bank:	

Signature of owner: _____ Date of agreement ____/____/____

Signature of agent: _____ Date of agreement ____/____/____

PROPERTY LISTING AND INFORMATION

Property address							
Rent per week							
Date listed				Date available:			
Vacant				Tenanted			
Apartment	Unit	Flat	Townhouse	House			
No. Bedrooms				No. Bathrooms			
Ensuite	Yes / No						
Appliances provided							
Oven	Gas / Electric			Make			
Dishwasher	Yes / No			Make			
Fridge freezer	Yes / No			Make			
Washing machine	Yes / No			Make			
Dryer	Yes / No			Make			
Hot water cyclinder	Gas / Electric						
Cylinder location							
Heatpump	Yes / No			Make			
Parking	Garage	Sgl/Dbi		Off str		Carport	
	Other						
Special instructions from the owner to the agent:							

General Property Details

Yes No

Is the property on the market for sale?

Is the property tenanted

Are pets permitted?

Are smokers permitted?

Do you wish to have the tenant maintain the grounds?

Do you wish to have a contractor maintain the grounds?

Does the property comply with town planning and building consents?

Are there any matters, peculiar to the property, of which you are aware and which might adversely affect the management of the property?

Does the property have a functioning fire alarm / escape systems?

Does the property comply with all buildings, health and safety enactments as they apply to the premises?

Age of the carpet/floor coverings
When was the chimney last swept ?
Have smoke alarms been replaced?

Regular outgoings to be paid as follows

Water Tenant / Owner / Not applicable
 Gas Tenant / Owner / Not applicable _____
 Power Tenant / Owner / Not applicable _____
 Telephone Tenant / Owner / Not applicable _____

Insurance

Is the property insured?	Yes / No			
Insurance company				
Policy number				
Expiry date of policy				
Policy number				
Malicious damage cover amount				
Who is the insured party on the policy?				
Are you ensure for rent arrears and or landlord risk under this policy?	Yes / No	No. of weeks	8 14	Unlimited Not sure

Body Corporate

Name				
Contact name				
Contact number				
Body corp rules supplied	Yes / No	(if no the rules must be supplied prior to start of management)		
Policy number				
Malicious damage cover amount				

How did you find out about Full House Management Ltd (circle)

Full House Website Trade Me Website Yellow Pages

Referral: (Please let us know who referred you - so we can thank them)