

Initials.....



## LETTING AUTHORITY

Owner/s Name: .....Date .....

Address of Property to be let: .....

### TERMS AND CONDITIONS

I/We hereby authorize Rental Inspections Ltd to let the above-described property as the Owner/s agent on the terms and conditions, and as set out in the schedule, herein.

1. To arrange new tenancy and prepare tenancy agreements ready to sign on my/our behalf.
2. To arrange 3 or 4 weeks bond to be paid into my/our rental account and prepare bond lodgment ready to be signed and processed.
3. To make four periodic inspections per year to ensure the property's continued wellbeing and provide photos and written reports with recommended repairs and maintenance at \$85 +gst per inspection.

### FEES:

4. Rental Inspections Ltd shall be entitled to be remunerated for its services as follows:
  - a) Tenant credit checks at \$30 + gst per check.
  - b) Advertising costs when looking for prospective tenants for property at cost.
  - c) First inspection to be carried out at \$129 + gst
  - d) The Letting fee of 1 week +gst is payable on completion of this form.

### GENERAL:

5. Rental Inspections Ltd shall use its best endeavours to ensure all references and credit checks are carried out as per the pre tenancy application and abide by The Tenancy Act 1986.
6. Rental Inspections Ltd shall not be responsible for any injury to persons and/or damage to the property arising out of the condition, or any hazard in or about the property.
7. Keys must be made available.

# SCHEDULE

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## Landlord's Details

Account Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Statement Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ A/H Phone: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

## Bank Details:

Account No: \_\_\_\_\_  
Branch: \_\_\_\_\_  
Account Name: \_\_\_\_\_

## Emergency Contact:

Contact Name: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ A/H Phone: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

## Property Details:

Bedrooms: 1 2 3 4 5                      Bathrooms: 1 2 3  
Garaging: 1 2 3                              Offroad Parking: 1 2 3 4  
Carport: 1 2 3                                Furnished: Yes No  
Is the property available for sale: Yes No  
Is there a Body Corporate: Yes No      If yes, attach details including Secretary contact details.  
When is this property available for renting: \_\_\_\_\_

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<b>Conditions:</b>					
Pets Allowed:	Cats	Dogs	None	Smokers:	Yes No
Lawns:	Landlord	Contractor	Tenant	Smoke alarms:	Yes No
Insulation Statement: Yes No					

<b>Chattels:</b>					
Drapes	Blinds	Net Curtains	Carpets	TV Aerial	SKY TV
Light Fittings	Dishwasher	Wastemaster	Alarm #:	_____	
Other: _____					

<b>Keys:</b>						
_____Number	Front Door	Back door	Garage	Ranchslider	Shed	Windows

<b>Current rent:</b>	_____
<b>Expected rent:</b>	_____

Signed: .....

.co.nz

Please ensure you have read and understood the above conditions.

Email: [info@rentalinspections.co.nz](mailto:info@rentalinspections.co.nz)