

PROPERTY MANAGEMENT AUTHORITY

Initials:

Owner/s Name:

Address of Property to be Managed:

TERMS AND CONDITIONS

I/We hereby authorize Outstanding Accounts Recovery Ltd to manage 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 tenancies when required and to prepare and sign tenancy agreements on my/our behalf.
2. To collect bonds to be paid to Tenancy Services on my/our behalf, to complete status reports and refund any part of the bonds at the end of tenancies that in your judgment you decide is fair and reasonable.
3. To collect rents and pay them out monthly as hereinafter directed.
4. To review rents six monthly to achieve strong levels that maintain tenancy and reflect current market conditions.
5. To make four periodic inspections per year to ensure the property's continued well being and provide written reports with recommended repairs and maintenance.
6. To appear at Mediation and Tribunal Hearings, pursuant to the Residential Tenancies Act 1986, on my/our behalf. I /We agree to be bound by any order made by the Tenancy Tribunal.
7. To appoint, at your discretion, a debt collection agency to pursue outstanding debts from tenants. I/We authorise you to pay all associated fees on my/our behalf.
8. To arrange any repairs and maintenance on the property, as may be required in accordance with the following instructions:
 - a) Repairs of any kind, the cost of any one repair not to exceed \$350 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 well being and/or rentability of the property, or arising from Health and Safety issues shall not require my/our approval.
9. To arrange for and supervise any major repairs or renovations to the property authorized by me/us.

FEES:

10. Outstanding Accounts Recovery Ltd shall be entitled to be remunerated for its services as follows:
Note: All rates exclude GST
 - a) On all monies collected – 7.5%
 - b) For arranging repairs, maintenance and renovations. On the costs incurred – 7.5%
 - c) Tenant credit checks on new tenancies – fee of \$25.00 per tenancy check
 - d) Advertising costs when looking for prospective tenants for property.
 - e) \$50 per inspection

GENERAL:

11. Outstanding Accounts Recovery Ltd 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 Outstanding Accounts Recovery Ltd .
12. Outstanding Accounts Recovery 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.
13. Either party may terminate this agency by giving to the other, one month's notice in writing.

SCHEDULE

Initials:

Landlord's Details

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

Bank Details:

Account No: _____
Branch: _____
Account Name: _____
Landlord Payments to be made Monthly

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.
Approximate time property is available for tenancing: _____

Conditions:

Pets Allowed: Cats Dogs None

Smokers: Yes No

Lawns: Landlord Contractor Tenant

Chattels:

Drapes Blinds Net Curtains Carpets TV Aerial SKY TV

Light Fittings Dishwasher Wastemaster Alarm #: _____

Other: _____

Keys:

_____Number Front Door Back door Garage Ranchslider Shed Windows

Other Comments:

Signed:

Please return to Outstanding Accounts Recovery Ltd

Post: PO Box 72065, Papakura 2244

Email: help@outstandingaccounts.co.nz