

Property Management Authority

I/We hereby appoint **Barnard Property Management** to act as my/our agent and property manager on the terms and conditions set out below with respect to the property referred to in the schedule hereto. And I/We authorise and instruct you:

1. **To advertise for tenants**, as and when necessary, and deciding tenancy agreements on my/our behalf: **To rent out the property** to suitable tenants and to collect rental payments as and when they fall due for payment.
2. **To complete a property inspection** at the beginning and end of each new tenancy.
3. To collect a bond and pay the same to the Bond Centre. **To collect rental payments** as and when they fall due for payment.
4. **To take all reasonable steps to compel payment** of outstanding rent and to enforce other terms and conditions of the tenancy agreement.
5. **To resolve** any dispute with any tenant by negotiation or by attending any mediation or by attending Tenancy Tribunal.
6. **To act on my behalf** in all matters with regards to insurance claims if the landlord is unable to do so.
7. **To review the rent** when deemed appropriate.
8. **To affect repairs** to the rented property as and when these become necessary and in accordance with the following instructions:
9. **To spend up to one week's rent** on any repair without reference to me. Except in cases of emergency, all other repairs must have prior approval.
10. **To pay all expenses** and regular outgoings authorised by me/us provided you hold sufficient funds to my/our credit.
11. **To deduct** from any monies held to my/our credit your proper charges and reimbursement for money spent on my/our account.
12. **To inspect the property** up to four times this year for which a service charge of \$25 shall be deducted from rents collected on my account.
13. **To send me/us** the balance of any monies held by you to my/our credit by cheque or to credit 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 and at the end of each month.
14. **In consideration** of you performing the above duties I/We agree that you shall be entitled to be paid for your services as follow:
 - On all rents collected 8% plus GST.
 - Arranging and/or supervising repairs, maintenance or renovations on the cost there of 8% plus GST.
 - On attending mediation for all hearings there is a fee of \$25 requested by the Tribunal.

This authority may be terminated by either party on two months 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 agents current business address.

I/We acknowledge that 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 tenant's failure to carry out any term of the Tenancy Agreement.

I/We as Owner/s acknowledge and 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 agent duties as property manager.

The owner warrants that the property has all the relevant building and resource consents and complies with all council requirements as to the building, including town planning requirements, health and safety requirements and fencing of swimming pool requirements.

I **confirm** that the details supplied in the schedule correct and I acknowledge that I have read and understood this management authority and that I have been supplied with a signed copy. The owner by signing this agreement warrants that they are the owner of the rental premises or are authorised to enter into this agreement and has or have the authority to appoint a manager.

Dated this _____ day of _____ 20____

Signature of Owner/s: _____

Schedule

Address of the Property:	
Street _____	
Suburb _____	City _____
Rent to be paid as follows:	
Bank / Branch _____	
Bank Account _____	
Chattels Listed:	

Owners Details:	
Name _____	Surname _____
Address _____	Phone (AH) _____
_____	Phone (Wk) _____
_____	Mobile _____
_____	Email _____
Emergency Contact:	
Name _____	Phone _____
Insurance Company Details:	
Insurance Company _____	Policy Number: _____
Other Details:	
I authorise a credit check to be run on tenants before moving into the property:	Yes / No
Are pets permitted on the property?	Yes / No
Signature of Owner/s:	
Signature _____	Date _____
Signature _____	Date _____