

RAY WHITE REAL ESTATE

Ellis Sutton Realty Ltd MREINZ

PROPERTY MANAGEMENT AGREEMENT

I hereby authorize you, Ray White Real Estate - Ellis Sutton Realty Ltd MREINZ, your heirs and assigns, to act as my agents on the terms and conditions below with respect to the management of the property at:

I instruct you as my agent in respect of the above property to carry out the following having regards for the details I provide on the reverse:

1. To let the property and set new rent levels from time to time so that the property remains reasonably tenanted and reasonably reflects the current market level of rents for such properties.
2. Credit and reference check all tenant application.
3. Collect from the tenants any bond and duly account for the bond to the Bond Processing Centre.
4. Promote the property on our rental list to locate a suitable tenant as soon as possible.
5. Inspect the property quarterly **or 6 monthly** and charge me the fee stipulated below.
6. Carry out and pay for on my account any repairs to the property that may from time to time become necessary. Except in the case of repairs urgently required to preserve the property from further damage or deterioration to safe guard the health or safety of the occupants, or as required by the local authority, you are to consult me before commencing or authorizing work which is likely to cost me more than **TWO HUNDRED DOLLARS (\$200.00)**. See over.
7. Arrange for and if necessary supervise any major repairs or renovations to the property, once authorized by me.
8. Where you are unable to obtain payment of arrears of rent by your own endeavours you are instructed to take the case to the Tenancy Tribunal and then employ a debt collector on my behalf and at my expense.
9. Pay on my account those outgoings as stipulated by me herein.
10. Any other work as directed by me and at the charges as detailed.
11. Clear all monies collected on my behalf on or before the 10th of each month.

I understand that you will rely upon the information provided by me to ensure payment to me of all monies you are able to collect on my behalf. I undertake to keep you informed on any changes in the information provided. I further understand that you will make your best endeavours to ensure continuity of tenancy but that you cannot be held liable to me for non-payment of rent by a tenant or damage to the property how ever incurred and will not be liable for any injury to any person. I indemnify Ray White Real Estate - Ellis Sutton Realty Ltd MREINZ with respect to any claims brought against Ray White Real Estate - Ellis Sutton Realty Ltd MREINZ with respect to any such injury or damage.

This agency may be terminated by either party by the giving of one months notice in writing. On termination of the agreement collection of any outstanding monies becomes my responsibility.

TERMS AND CONDITIONS OF AGENCY

I thereby accept the following terms and conditions of Agency. You, Ray White Real Estate - Ellis Sutton Realty Ltd MREINZ, your heirs and assigns shall be entitled to be paid and remunerated for your services at the following rates. (All fees exclude GST).

1. On all monies collected on my account and accounted to me through your Trust Account as follows:

1 property	-	10%
2-5 Properties	-	8.5%
6 or more properties	-	8%
2. Arranging or supervising repairs, maintenance or renovations.
3. For each inspection of the premises requested by me, a fee of \$35.00 plus GST will apply.

I acknowledge receipt of a copy of this agreement.

Signed: _____
Landlord

Signed: _____
Ray White Real Estate - Ellis Sutton Realty Ltd MREINZ
99 Spey Street, PO Box 324, Invercargill
Ph 03 2186115
Fax: 03 2186116

Date: _____

Please Turn Over

Ray WhiteTM

PROPERTY MANAGEMENT DETAILS

Owners Name: _____

Address: _____

Monthly Statement posted to: _____

Phone No's.: (Hm) _____ (Bus) _____
(Mobile) _____ (Fax) _____

Email address: _____

Bank Account Details (**Please attached a Deposit Slip**)

Account No.: _____

Address of Rental Property: _____

My nearest relative/contact in Invercargill in case of an emergency: _____

Do you want us to pay your Rates YES / NO

Chattels – If rental property is to be rented fully furnished, chattels list to be prepared by owner or agent?
If agent to prepare list \$35 plus GST will be charged per property.

How much can we spend on routine maintenance prior to contacting you? \$200 \$300 \$400 \$500

Do you have Preferred Trades people?

Plumber: _____

Electrician: _____

Carpenter: _____

Painter: _____

Of course our trades people provide the most efficient service available – otherwise we would not employ them on your behalf.

Do you want pets in your property? NO PETS CATS OK DOGS OK PETS NEGOTIABLE

Inspect my property/properties: Every 3 Months Every 6 Months

Ray White Real Estate - Ellis Sutton Realty Ltd MREINZ has a no smoking/no pets policy unless otherwise stated.

Are there any other services you would like us to provide or comments you would like to make?

