

MANAGEMENT AUTHORITY

I/We, _____, **HEREBY AUTHORISE McDOWELL REAL ESTATE** to act as my agent on the terms and conditions hereinafter set forth with respect to the Management of the property owned by me and described in the Schedule on the reverse of this page.

I HEREBY INSTRUCT YOU :-

1. **TO** collect all rents owing from time to time on the aforesaid property and disburse monies as hereinafter directed.
2. **TO** arrange tenancies as necessity arises and to sign tenancy agreements on my behalf.
3. **REPAIRS:** To arrange and supervise any repairs and alterations on the said premises, to purchase supplies and pay all accounts therefore. On all expenditure in excess of \$300.00 for any one item, the agent agrees to secure your prior approval, except monthly operating charges and/or emergency repairs in excess of the maximum if in the opinion of the agent such repairs are necessary to protect the property from damage or to maintain essential services to the tenants as called for in their agreement, or where expenditure is ordered by the Residential Tenancies Tribunal.
4. **TO** pay on my account such regular out-goings as are requested by me.
5. **TO** arrange for and supervise any major repairs, or renovation to the property authorised by me .
6. **TO** inspect the property every three (3) months for which a service charge of \$30.00 (incl GST) will be deducted by you from rents collected on my account.
7. **I HEREBY AUTHORISE YOU** to act for me in matters of mediation or hearing in terms of the Residential Tenancies Act and I agree to be bound by any agreements reached in mediation and/or decisions made by the Residential Tenancies Tribunal.
8. **TO** arrange a chimney clean annually on any property with a fireplace for insurance purposes, to be deducted by you from rents collected on my account.

TERMS AND CONDITIONS OF AGENCY:-

1. The Agent shall be entitled to be paid and remunerated for services at the rates agreed as follows:
 - a) On all rents collected _____%
 - b) For arranging and/or supervising repairs, maintenance or renovations on the cost thereof _____%
 - c) For major repairs or renovations and/or supervision thereof a fee to be agreed upon before services are carried out.
 - d) On attending hearings and all related matters under Residential Tenancies Act, a fee commensurate with the time involved in each case, but not exceeding \$55.00 without prior approval.
 - e) On credit checking a prospective tenant. \$10.00 (inc GST)
 - f) To pay regular outgoing as requested _____%
 - g) GST to be added at ruling rates to all charges.
2. The Agent shall be entitled to deduct proper charges and reimbursements for monies expended on account of the Owner from rents and other monies collected by him on account of the Owner.

TERMS

It will be a condition of acceptance of your instructions to manage your property that no responsibility rests with the Agent in relation to injury to persons and/or damage to property arising out of the condition of the premises or any hazard in or about the premises.

Management Authority Continued...

It will be a further condition of acceptance of your instruction to manage your property that while the Agent shall use its best endeavours to ensure continuity of rental and any other payments to be made by the tenant and also the maintenance of your property, no liability rests with the Agent for any default in rental or other payments due by the tenant or for any damage or loss sustained by you or the property whether caused by the tenant or otherwise and whether or not the tenancy has been arranged by the agent.

This Authority may be terminated by either party by giving one month's notice in writing.

1. ADDRESS/ES OF PROPERTY OR PROPERTIES TO BE MANAGED

**2. RENTS COLLECTED TO BE PAID AS FOLLOWS: MONTHLY (Third working day of the month)
TWICE MONTHLY (15th of month or working day prior & third working day of the month)**

Bank Account Name:

Bank and Branch: Account No:

3. REGULAR OUTGOINGS TO BE PAID AS FOLLOWS:

(i) RATES/INSURANCE (Owner / McDowells)

(ii)

(iii)

4. LANDLORD REQUIREMENTS

Lawns Mowed (Tenant / Landlord)

Pets (Yes / No)

Preferences

5. OWNERS' FULL NAME AND ADDRESS

<hr/>	HOME PHONE NUMBER	<hr/>
<hr/>	WORK PHONE NUMBER	<hr/>
<hr/>	FAX NUMBER	<hr/>
<hr/>	MOBILE NUMBER	<hr/>
E-MAIL ADDRESS <hr/>	E-MAIL STATEMENT	<hr/> (Yes / No)

**6. OWNERS' SOLICITOR OR INSURANCE COMPANY
POWER OF ATTORNEY**

POLICY NO:

I acknowledge that I have read and understand this contract and that I have received a copy.
If the undersigned is not the sole owner of the property they have the authority of all the owners of the property to make this appointment.

DATED this day of

Signature of Owner

Signature of Agent
