

PROPERTY MANAGEMENT
CONTRACT OF AGENCY



Between _____
of _____
and **Star Real Estate Limited** (described as the Agent)

Details of Property to be Managed:

Property Address:

Contact:

Business Phone:	A/H Phone:
Mobile:	Fax:

Email:

Bank Details:

Account No:

Branch:

Account Name:

Solicitor:

Telephone:	Fax:
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Water Rates:

Special meter reading ordered: Yes No

Redirect to Star Real Estate: Yes No

Land Rates:

Redirect to Star Real Estate: Yes No

Insurance:

Company:

Policy No:

Renewal Date:

Excess:

Property Details

Fenced:	Furnished:
Bedrooms:	Bathrooms:
Parking:	Pool: <input type="checkbox"/> Yes <input type="checkbox"/> No
Chimney:	Pool Council Compliance: <input type="checkbox"/> Yes <input type="checkbox"/> No
Lawns: <input type="checkbox"/> Tenant to Maintain <input type="checkbox"/> Owner to Maintain <input type="checkbox"/> Property Manager to Arrange	
Gardens: <input type="checkbox"/> Tenant to Maintain <input type="checkbox"/> Owner to Maintain <input type="checkbox"/> Property Manager to Arrange	

Pets:

Cats: <input type="checkbox"/> Yes <input type="checkbox"/> No	Dogs: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Keys:

<input type="checkbox"/> 3 sets to be supplied by Landlord	<input type="checkbox"/> Agent authorised to cut keys
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Other Comments:

TERMS AND CONDITIONS

IN CONSIDERATION of the Agent placing my/our property on your rental lists and endeavouring to secure a tenant for the property described herein, I/We hereby authorise you to act as my/our Agent in arranging the lease on terms and conditions hereinafter set forth with respect to the property owned by me/us and described in the details of the property to be managed above.

1. To arrange new tenancies as the necessity arises and to sign tenancy agreements on my/our behalf.
2. Collect all rents owing from time to time on aforesaid property and to pay them out within the first 4 working days of each month.
3. To review rents regularly, to reasonably reflect current rent levels and consider market conditions.
4.
 - a) To inspect rents regularly, to reasonably reflect current rent levels and consider market conditions.
 - b) Inspect the property one month into each new tenancy.
 - c) Inspect the property at termination of each tenancy before refunding of Bond.
5. To carry out and deduct from my account any repairs, maintenance and charges on the property that may from time to time become necessary.
 - a) The cost of any one repair not to exceed \$..... plus GST.
 - b) After having obtained authority from me or my nominee
 - c) In any event you are hereby authorised to carry out any urgent repairs that you consider might otherwise affect the well being and/or the rent ability of the property.
6. To appear at mediation and Tribunal hearings, in accordance with the Residential Tenancies Act 1986 on my/our behalf. I/We agree to be bound by any order made pursuant to such hearings. (Refer Terms and Conditions 8d).
7. To appoint, at your discretion, a debt collection agency to pursue outstanding debts from tenants. I authorise you to pay all associated fees on my behalf.
8. The Agent shall be entitled to be paid and remunerated for his/her services at the following rates:
 - a) On all rentals collected x.x% plus GST.
 - b) On the regular 3/6 monthly inspections of the property \$00.00 plus GST.
 - c) On arranging repairs, maintenance, renovations, authorised by me/us, paying Water Rates, Land Rates, insurance premiums, body corporate fees and other disbursements as instructed, a fee of 0.0% plus GST.
 - d) The application fee of \$20.00 payable to tenancy services charged to Landlord. NO CHARGE for mediation attendance. Tribunal attendance charges are made commensurate with the time and effort required. Minimum \$0.00.
Note: Only Tribunal Headings ruled in favour of Landlord are charged.
9. The Agent shall be entitled to deduct its fees for service and reimbursements for monies expended on my account, from any monies collected. Where no monies are held I agree to reimburse you promptly.
10. The Agent 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 it.
11. No responsibility rests with the Agent in relation to injury to persons and/or damage to the property arising out of the condition of, or any hazard in or about the property.
12. Either party may terminate this agency by giving to the other, one months notice in writing.
 - a) A \$50 fee will be charged on all terminating management authorities to cover administration costs.
13. The undersigned if not the sole owner of the property has the authority of all the owners of the property to make this appointment.
14. Special Conditions:
15. The Agent reserves the right to amend/alter the above terms and conditions by giving one months notice in writing to the Owner/Authorised person.

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Signature of Owner or Authorised Signatory Date

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Signature of Property Manager, Agent or Authorised Signatory Date