

## Property Management Authority

P: 06 3591616

E: rentals@uniquerealty.co.nz

Property ID:

Landlord ID:

Source:

### OWNER'S DETAILS

NAME .....

CONTACT ADDRESS: .....

CONTACT DETAILS: Home ..... Work ..... Mobile .....

Email .....

BANK ACCOUNT: Name ..... Account number .....

EMERGENCY CONTACT: Name ..... Phone .....

SOLICITOR CONTACT: Name ..... Phone .....

### PROPERTY INFORMATION

Address: ..... Suburb: ..... Postcode: .....

Agreed Rental \$ ..... per week Available from: ..... Preferred Term (circle): Periodic / Fixed ..... months

Property Type: House Townhouse Unit Apartment Rural

Unfurnished Furnished – chattels: .....

Rooms: Bedrooms ..... Lounge Dining Kitchen Open plan Office / Study

Other .....

Utilities: Bathrooms ..... Toilets ..... Separate Toilet ..... Ensuite Wet Area

Bath / Shower / Shower over bath Laundry

HEATING: Gas / Elec / Fire / Heat pump HOT WATER: Gas / Elec / Infinity

STOVE: Gas / Elec OVEN: Gas / Elec / Brand: ..... Model: .....

GARAGE: Sgl / Dbl / Wkshop / Int Access CARPORT: Sgl / Dbl OFFSTREET PARKING .....

PETS: Cat / Dog / Neg / None FENCING: Front / Back / All / Part / Private yard

LAWNS: Owner / Tenant GARDENS: Owner / Tenant

WATER TOBY LOCATION: .....

MANHOLE LOCATION: .....

ICP METER NUMBER: .....

Additional Features / Comments: .....

i. EXISTING TENANT: Name ..... Home ..... Mobile .....

ii. EXISTING TENANT: Name ..... Home ..... Mobile .....

ACCOUNTS TO BE PAID: The following invoices are to be paid out of the owner's rental account (circle)

Owner to select: Rates: yes / no Insurance: yes / no Chimney sweep annually: yes / no Spouting cleaned annually: yes / no Toxic substance test: yes / no

INSURANCE DETAILS: Company or broker: .....

Signature of owner or authorised signatory ..... Date: .....

Signature of authorised representative of Unique Realty Limited ..... Date: .....

## Property Management Authority

### HEALTH AND SAFETY

Please detail any potential health and safety hazards at your property:

	HAZARD:	RISK:	Likelihood:	CONTROL (Actions to reduce risk):
1				
2				
3				
4				
5				

**Smoke Alarms:** Smoke alarms must be long-life photoelectric smoke alarms with a battery life of at least eight years that meet the required product standards, or hard-wired smoke alarm system. **There must be at least one working smoke alarm:**

- In each bedroom or within three metres of each bedroom's door – this applies to any room a person might reasonably sleep in.
- On each storey or level, even if no-one sleeps there.
- In any additional sleep-outs (or similar).

**Smoke Alarm Details:** #..... Type:..... Expiry Date:..... Location:.....  
 #..... Type:..... Expiry Date:..... Location:.....  
 #..... Type:..... Expiry Date:..... Location:.....  
 #..... Type:..... Expiry Date:..... Location:.....

**Insulation Details:** (Full specifications required)  
**Ceiling:** Yes / No **Type & R Rating:** ..... **Condition:** ..... **Date installed:** .....  
**Walls:** Yes / No **Type & R Rating:** ..... **Condition:** ..... **Date installed:** .....  
**Underfloor:** Yes / No **Type & R Rating:** ..... **Condition:** ..... **Date installed:** .....

**Methamphetamine testing: Highly recommended:** By testing for the presence of methamphetamine (also known as "P") at the start and end of each tenancy you can be confident that your house is meth free. When tenants are aware that this process is being adapted it can deter unsuitable tenants.

**I request a methamphetamine test before each tenancy and authorize payment for said tests:** Yes / No

Signature of owner.....

**Management Fees:** The owner agrees to the following schedule of fees:

- In respect of all rental and other monies collected on behalf of the owner, the fee shall be 8% plus GST
- Arranging or supervising repairs, maintenance or renovations, will include a fee of 8% plus GST
- For scheduled property inspections the fees shall be as follows:
  - Within Palmerston North \$35.00 plus GST
  - Outside of Palmerston North \$50.00 plus GST
  - Outside of Palmerston North \$70.00 plus GST
- For a credit check through Veda \$25.00 plus GST
- For a Tenancy Tribunal application \$18.00 plus GST
- Bi-monthly statements, an additional \$ 5.00 incl. GST

Signature of owner or authorised signatory..... Date:.....

Signature of authorised representative of Unique Realty Limited..... Date:.....

## Property Management Authority

Agreement Dated..... between..... (The owner)  
and Unique Realty Limited (The Property Manager)

The premises.....

I (the owner) instruct you as Agent to manage my property on the following terms and conditions.

- 1.1 To arrange tenancies for the property and prepare and sign agreements on the owner's behalf.
- 1.2 To set the initial rent at a fair market level and to review the rent from time to time so that it is maintained at a fair market level.
- 1.3 To collect the rent on the due dates and to pay rents to the owner, less any charges as set out in this agreement, before the tenth day of each month following the month of collection.
- 1.4 To provide the owner with a monthly statement by email of income and expenditure together with a copy of relevant invoices.
- 1.5 To inspect the property at intervals of ..... months and report in full to the owner.
- 1.6 To carry out any necessary repairs or maintenance to the property, without further consultation with the owner, where the cost is not likely to exceed \$..... for any one event. If no amount is specified the default figure will be \$300.00.
- 1.7 That where repairs are required in an emergency situation and the cost is likely to exceed the nominated amount, the Property Manager will attempt to consult with the owner but if not able to do so may proceed with such work at the owner's expense.
- 1.8 That any expenditure incurred under clause 1.6 or 1.7 may be deducted from the owners rental account or be paid on invoice.
- 1.9 To appear at Mediation or Tenancy Tribunal hearings on the owner's behalf. The owner agrees to comply with any order made by the Tribunal.
- 1.10 That where there is an outstanding debt owed by the tenant, the Property Manager may appoint a debt collection service to recover the debt and to charge any costs involved to the owner.

### THE OWNER UNDERTAKES AND ACKNOWLEDGES AS FOLLOWS

- 2.1 That any person signing this agreement as owner or on behalf of the owner has authority from all the owners of the property to enter into this agreement.
- 2.2 That, to the owner's knowledge, the property is not and has not been contaminated by Methamphetamine or any other drug or noxious chemical or substance that would make the property unfit for human habitation.
- 2.3 The owner will comply with all the provisions of The Residential Tenancies Act as advised by the Property Manager.
- 2.4 The Property Manager is not liable for any default or damage caused by the tenant.
- 2.5 In the event that this agreement shall be terminated for any reason, the owner will immediately pay and outstanding accounts for maintenance or repairs instructed by the Property Manager.
- 2.6 To pay the Property Manager the fees as set out in schedule one. Such fees may be deducted from the owner's rental account.

### INDEMNITY

The Property Manager shall act as agent for the owner and shall not be responsible or liable in respect of any injury sustained by any person on the property (whether lawfully or not) and the owner hereby indemnifies the Property Manager in respect of all claims, suits, proceedings, costs and expenses brought by any tenant, contractor or any other party against the Property Manager under this agreement. This indemnity shall include indemnifying the Property Manager against any actions, claims, costs or expenses that may be taken against the Property Manager as a consequence of the property being contaminated by Methamphetamine or any other noxious chemical or substance whether such contamination took place before or during the currency of any tenancy pursuant to this agreement.

### TERMINATION

This agreement may be terminated by either party giving to the other six weeks written notice of their intention to do so. However, if in the opinion of the Property Manager, there are any issues rendering the property unsafe or unsuitable for occupancy and the owner will not or cannot authorise appropriate and urgent remedial work to be undertaken, then the Property manager shall be entitled to cancel this authority with immediate effect.

### GUARANTEE

- 3.1 If the Property Manager fails to meet the owner's expectations of service during the initial three months of management, Unique Realty Limited will refund three months' worth of management fees and cancel this agreement.
- 3.2 The owner acknowledges that the minimum management term will be six months. The owner additionally acknowledges that there is a \$500.00 break fee if this management is cancelled during this period.
- 3.3 If the Property Manager reasonably believes that there is a clear and present risk or harm to the tenant that cannot be immediately abated or removed, in the continuation of living in the rented premise, then the Property Manager reserves the right to terminate this agreement forthwith by any means of communication available to them.
- 3.4 At the time of signing this agreement the owner acknowledges that the property is not on the market for sales and will not be so for a period of no less than six months. The owner will notify the manager as soon as possible if the property is to be placed on the market for sale.

Signature of owner or authorised signatory..... Date:.....

Signature of authorised representative of Unique Realty Limited..... Date:.....