

Casual Letting Authority

P: 06 359 1616

E: rentals@uniquerealty.co.nz

Property ID:

Landlord ID:

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 Bond: weeks rent Rent in Advance weeks rent

Available from: Preferred Term (circle): Periodic / Fixed months

Property Type: House Townhouse Unit Apartment Unfurnished Furnished

Rooms: Bedrooms Lounge Dining Kitchen Open plan Office / Study

Other:

Utilities: Bathrooms Toilets Separate Toilet Ensuite Wet Area

Bath / Shower / Shower over bath

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

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

All Residential Tenancies Agreements must state:

- That they have working smoke alarms. All new or replacement 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 a hard-wired smoke alarm system.
- The extent of the insulation in the property.

Insurance
Any new tenancy agreement must include a statement of the landlord's insurance. This statement must include if the landlord is insured plus the amount the excess is in relation to each part of your policy/s. The statement also needs to advise the tenant that a copy of the policy is available on request

Insurer:

Policy Type: Excess:

Policy Type: Excess:

Policy Type: Excess:

Methamphetamine: Has your property been tested for Methamphetamine in the last 12 months? Yes / No – If 'Yes' please attach the results.

Additional Features / Comments:

VIEWING (please circle): Contact current tenant: Contact Owner:

i. EXISTING TENANT: Name Home Mobile

ii. EXISTING TENANT: Name Home Mobile

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

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

Casual Letting Authority

AUTHORITY TO LET:

I/WE hereby authorise Unique Realty Limited, Rental Division, to arrange tenants for my property using the services set out below.
I/WE acknowledge and accept the following fees are payable by us.

1. **\$150.00 including GST** – Payable immediately for the services referred to below but excluding the Letting Fee

This fee is not refundable.

2. **Tenancies let from 12 December 2018** – A Letting Fee equivalent to the first week's rent plus GST payable by the Landlord immediately upon completion of signing up of the new tenancy.

Payments: EFTPOS, Cash or if paying online our account is: 03-1522-0015749-00 and Ref Property Address.

This service includes the following:

Please tick the boxes that you require below

- Provide rental appraisal if requested
- Take inside and outside photos
- Erect a "To Let" sign on the property
- Prepare the advertising script
- Upload to websites – www.uniquerealty.co.nz & www.realestate.co.nz
- Upload to Trade Me (optional with \$44.85 fee per advertised property)
- Advertise on Rentals List in office
- Handle tenant enquiry and arrange viewings with owner or current tenant – Property NOT shown by Professionals
- Assist with tenant application forms
- Check tenant references
- Veda Credit check (optional with \$20.00 fee per application)
- Discuss applications with owner
- Prepare and execute Tenancy Agreement
- Collect and lodge the bond
- Collect rent in advance and lodge in owner's account
- Forward tenancy details to owner

Initial rent payment (Rent in Advance) – is disbursed to your bank account 1st or 15th of the month following the receipt of payment from the new tenant.

If you would prefer to have your property fully managed, the above services are included in our management fee. You also get the following additional services:

- Promote your property in our colour marketing booklet
- Accompany prospective tenant viewing where appropriate
- Provide regular reports to the owner while the property is available for rent
- Prepare a pre-letting inspection report with photos
- Provide tenants with our tenant handbook
- Conduct rent checks and action any arrears immediately
- Provide monthly statement of income and expenditure by email unless mutually agreed by both parties
- Conduct three monthly property inspections (\$35.00 plus GST each or \$50.00 plus GST if outside city)
- Advise tenants when their behaviour or actions are not acceptable
- Issue breach notices where required Advise owner of any maintenance issues needed to keep the property in good repair
- Arrange for repairs and maintenance where authorised
- Pay accounts on behalf of owner, where authorised, such as rates and insurance
- Attend mediation or Tenancy Court where required
- Conduct timely rent reviews
- Carry out bond release at end of tenancy to ensure the property is left in an acceptable condition and rent is fully paid up
- Apply to Tenancy Tribunal if the bond does not cover rent arrears, cleaning or repairs and the tenant will not pay

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

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

INSULATION STATEMENT

Landlords must either complete this form or attach an insulation statement containing the same information.

A. THIS SECTION MUST BE COMPLETED BY LANDLORDS OF INCOME-RELATED RENT TENANCIES

1. Does insulation meet the minimum requirements for ceiling insulation? Yes No

If no, explain what exception applies and which room(s) it applies to (e.g. professional installer cannot access skillion ceiling above bedroom.2.) If an exception does not apply, explain how you will comply with insulation requirements within 90 days after the tenancy starts.

2. Does insulation meet the minimum requirements for underfloor insulation? Yes No

If no, explain what exception applies and which room(s) it applies to (e.g. professional installer cannot access skillion ceiling above bedroom.2.) If an exception does not apply, explain how you will comply with insulation requirements within 90 days after the tenancy starts.

B. THIS SECTION MUST BE COMPLETED BY ALL LANDLORDS

Ceiling insulation

Location / Coverage

Complete (all rooms)

Partial (specify areas not insulated): -----

None

I don't know as ceiling space is not accessible in the following areas (specify):

Type

Segments / Blankets

Loose-fill

Other (specify): -----

Ceiling is not accessible

Bulk Insulation value (R-value): ----- or minimum thickness: -----

Age of ceiling insulation (if known): -----

Condition

Insulation is in at least a reasonable condition (if not, please explain why):

Insulation has no gaps other than clearances where required (e.g. around older style downlights and chimney flues)

Ceiling space is not accessible

Underfloor insulation

Location / Coverage

Complete (all rooms)

Partial (specify areas not insulated): -----

None

I don't know as underfloor space is not accessible in the following areas (specify): -----

Type

Segments / Blankets

Polystyrene

Foil

Bulk insulation with foil lining

Other (specify): -----

Underfloor space is not accessible

Bulk Insulation value (R-value): ----- or minimum thickness: -----

Age of underfloor insulation (if known): -----

Condition

Insulation is in at least a reasonable condition (if not, please explain why):

Insulation has no gaps other than clearances where required

Underfloor space is not accessible

The Building Act 2004 bans the installation and/or repair of foil insulation in residential buildings with existing electrical installations. It is an offence to breach this ban and anyone doing so may be liable to a fine of up to \$200,000. If your property currently has foil insulation that is in reasonable condition, then it does not need to be replaced. However if your existing foil installation is damaged (e.g. torn, foil hanging down off the floor joists), then it must be replaced with an alternative insulation product that meets legal requirements.

Wall insulation

Location / Coverage Complete (all rooms)
 Partial (specify areas not insulated): _____
 None
 I don't know as underfloor space is not accessible in the following areas (specify):

Wall insulation is not compulsory, and is not planned to be made compulsory in July 2019. However, you must provide this information where it is known.

Supplementary Information Any other details about the type or condition if known:

C. ADDITIONAL INFORMATION

(This section is optional for tenancies which are not income-related. Income-related rent tenancies are covered by section A.)

1. Does insulation already meet the minimum requirements for ceiling insulation which will be compulsory from 1 July 2019?
 Yes No
If no, do any exceptions to the requirement to install insulation from 1 July 2019 apply? (Please explain.)

2. Does insulation already meet the minimum requirements for underfloor insulation which will be compulsory from 1 July 2019?
 Yes No
If no, do any exceptions to the requirement to install insulation from 1 July 2019 apply? (Please explain.)

3. Date insulation was last upgraded _____ or N/A
Date insulation was professionally assessed _____ or N/A

4. Please explain how you plan to comply with the requirements before 1 July 2019.

D. 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: _____
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_____ Type: _____ Expiry Date: _____ Location: _____
_____ Type: _____ Expiry Date: _____ Location: _____

Please Note: All smoke alarms, as per the new legislation, are to be checked annually AND between any tenancy changes. A new completed compliance statement must be provided to the tenants immediately after these checks are completed.

Landlord Statement

I/we, _____ (name of landlord(s)) declare that the information contained in this insulation statement is true and correct as at the date of signing and that all reasonable efforts have been made to obtain information about the location, type and condition of insulation at the premises.

Signed by: _____ Date signed: _____
Landlord

HEALTHY HOMES STANDARDS STATEMENT – RESIDENTIAL TENANCIES

I/we _____ (name of landlord(s)) **will comply** with the healthy home standards as required by section 45(1)(bb) of the Residential Tenancies Act.

Signature of Landlord(s) _____ Date signed: _____