



Owner(s) Name:

Address of Property to be Managed:

TERMS & CONDITIONS:

I/We hereby authorise Property Link Groups Ltd MREINZ to manage the above described property as the owner(s) agent on the terms and conditions, and as set out in the schedule, herein.

1. To arrange new tenancies when required and to prepare and sign tenancy agreements on my/our behalf.
2. To collect bonds to be paid to Tenancy Services on my/our behalf, to complete status reports and refund any part of the bonds at the end of tenancies that in your judgment you decide is fair and reasonable.
3. To collect rents and pay them out monthly as hereinafter directed.
4. To review rents six monthly to achieve strong levels that maintain tenancy and reflect current market conditions.
5. To make periodic inspections per year to ensure the property's continued well being and provide written reports with recommended repairs and maintenance, not less than six monthly (please check your insurance policy for frequency).
6. To appear at Mediation and Tribunal Hearings, pursuant to the Residential Tenancies Act 1986, on my/our behalf. I/We agree to be bound by any order made by the Tenancy Tribunal. No liability rests with Property Link Groups Ltd for any default in rental or other payments due by the tenant or for any damage or loss sustained by me/us or the property. To exercise the Landlord's right to terminate tenancies and serve notices upon the tenant, take such action against the tenants and do all such things necessary to commence AND obtain an order for possession or an order to terminate the tenancy.
7. To appoint, at your discretion, a debt collection agency to pursue outstanding, debts court sealed order for arrears or compensation I/We authorise Property Link Groups Ltd to pay all associated fees on my /our behalf. Should the property owner not wish to employ a Debt Collecting Agency to recover any outstanding debt. Property Link /groups Limited reserve the right to pursue that debt, at the companies cost entirely for any loss incurred.
8. To arrange any repairs and maintenance on the property, as may be required in accordance with the following instructions:
 - a) Repairs of any kind, the cost of any one repair not to exceed one weeks rent \$ _____ plus GST
 - b) Repairs ordered by the Tenancy Tribunal shall not require my/our approval.
 - c) Repairs in an emergency situation that you consider may affect the well being and/or rent ability of the property, or arising from Health and Safety issues shall not require my/our approval.
9. To arrange for and administer any repairs or renovations to the property authorised by me/us.
10. To pay land rates, insurance and mortgages as detailed in the schedule, or the owner arranges and pays all land rates, insurance and mortgages.

FEES:

11. Property Link Groups Ltd shall be entitled to be remunerated for its services as follows:

Note: All rates plus GST, unless otherwise noted.

- a) On all monies collected 8% or _____
- b) For arranging repairs, maintenance and renovations on the costs incurred 8% or _____
- c) For each periodic inspection \$31.11 per inspection. Note: Bond status inspections at the end of each tenancy are not charged for separately.
- d) Tribunal/ Mediation attendance - \$50. Note: Only Tribunal Hearings ruled in favour of Landlord are charged.
- e) For arranging a tenancy termination on landlord's instructions or if the property is sold – a fee of 50% of the current weekly rent.
- f) Payment for land rates, insurance and mortgages - \$5.50 per transaction.
- g) Tenant credit checks on new tenancies – one fee of \$17.78 per tenancy.
- h) For arranging new tenancies and handling all associated documentation, a fee of one week's rent. Note: this fee is only charged if nominated by the landlord OR if not payable by the ingoing tenant.
- i) Files on terminated management authorities, not collected within three months from the date of notice, will be sent to the landlords last given address - \$22.00.

Pricing may be subject to change, we will endeavour to ensure adequate notification is provided.

GENERAL:

- 12. Property Link Groups Ltd may place any monies held on my/our behalf into an interest bearing Trust Account and shall be entitled to retain interest accrued thereon.
- 13. Property Link Groups Ltd shall be entitled to deduct its fees for service and reimbursements for monies expended or incurred on my account, from any monies collected. Where no monies are held I/we agree to reimburse Property Link Groups Ltd within seven days of receiving written request.
- 14. Property Link Groups Ltd 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 Property Link Groups Ltd.
- 15. Property Link Groups Ltd shall not be responsible for any injury to persons and/or damage to the property arising out of the condition of, or any hazard in or about the property.
- 16. Either party may terminate this agency by giving to the other, two months notice in writing after initial period of 6 months.
- 17. Property Link Groups Ltd shall be entitled to review its fees for services by giving one months notice in writing.
- 18. The undersigned warrants having the authority of all the owners of the property to make this appointment.
- 19. Pursuant to the Privacy Act 1993. The owner authorizes the information provided being used for the sale of property and the subsequent compilation industry statistics.

Signature of Owner or Authorised Signatory

Date

Authorised Signatory of Property Link Groups Ltd

Date

SCHEDULE

Property Owner's Details	
Account Name:	
Address:	
Statement Address:	
Contact:	
Business Phone:	A/H Phone:
Mobile:	Fax:
Email:	

Bank Details	
Account No :	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Branch:	
Account Name:	
Landlord payments to be made (please tick): <input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly	

Emergency Contact	
Contact:	
Address:	
Business Phone:	A/H Phone:
Mobile:	Fax:
Email:	

Solicitor	
Contact:	
Business Phone:	A/H Phone:
Mobile:	Fax:
Email:	

Accountant Details	
Contact:	
Business Phone:	A/H Phone:
Mobile:	Fax:
Email:	

Rates/Insurances – to be paid out of proceeds of rent	
Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No
Land rates	<input type="checkbox"/> Yes <input type="checkbox"/> No
Water rates	<input type="checkbox"/> Yes <input type="checkbox"/> No

Water Rates	
To be paid by Property Link Groups Ltd	<input type="checkbox"/> Yes <input type="checkbox"/> No
Special meter reading ordered:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy directed to Property Link Groups Ltd	<input type="checkbox"/> Yes <input type="checkbox"/> No

Insurance	
Company:	
Building Policy No:	Contents Policy No:
Renewal Date:	Renewal Date:
Excess:	Excess:
Does insurance cover theft of chattels by the tenant? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Property Owner Protection Insurance additional policy to normal house insurance see flyer attached for information	
Company: Real Landlord Insurance New Zealand	
We recommend this policy please note! This policy is only available to landlords of properties we have authority to organise and manage repairs and maintenance. I am aware of the no asset procedure law contained in the insolvency Act 2006	
That I do want to take up this cover of insurance Yes <input type="checkbox"/> No <input type="checkbox"/>	

Property Details	
Bedrooms: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	Bathrooms: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
Garaging: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	Offroad Parking: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Carport: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	Furnished: <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the property available for sale? <input type="checkbox"/> Yes <input type="checkbox"/> No	Smoke Alarm <input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a Body Corporate? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach details incl. Secretary contact details	

Conditions	
Pets Allowed: <input type="checkbox"/> Cats <input type="checkbox"/> Dogs <input type="checkbox"/> None	Smokers: <input type="checkbox"/> Yes <input type="checkbox"/> No
Lawns: <input type="checkbox"/> Landlord <input type="checkbox"/> Contractor Tenant <input type="checkbox"/>	

Chattels	
<input type="checkbox"/> Drapes <input type="checkbox"/> Blinds <input type="checkbox"/> Net Curtains <input type="checkbox"/> Carpets	TV Aerial <input type="checkbox"/> Sky <input type="checkbox"/> Light Fittings <input type="checkbox"/>
<input type="checkbox"/> Dishwasher <input type="checkbox"/> Waste master <input type="checkbox"/> Alarm #:	Type: Monitored / Not Monitored
Other:	

Keys	
..... Number <input type="checkbox"/> Front Door <input type="checkbox"/> Back Door <input type="checkbox"/> Garage <input type="checkbox"/> Ranchsliders <input type="checkbox"/> Window locks Shed <input type="checkbox"/>	
<input type="checkbox"/> Key cut required: 2 sets needed – one set for office, one set for tenant.	

Other Comments

Please Return to Property Link Groups Ltd	
Phone: 09 237 0099	Post: PO Box 991, Pukekohe
Fax : 09 238 3660	Email : jeaneann@propertylink.co.nz Email : joannd@propertylink.co.nz