

PROPERTY MANAGEMENT AUTHORITY					
Owners Details					
First Name					
Middle Name					
Last Name					
Contact address					
Phone number					
Mobile					
Email					
Solicitor's name					
Solicitor's contact details					
<b>Emergency Contact:</b> If you are unavailable is this person able to make decisions on your behalf ? Yes No					
First Name					
Middle Name					
Last Name					
Contact address					
Phone number					
Mobile					
Email					
Property Details					
Address					
Features	Bedrooms	Bathrooms	Garaging	Off Street Parking	
Type of property	House	Apartment	Terrace House	Unit	
Furnished	Fully	Partially	Not furnished		
The property is for sale	Yes	No			
Approximate time property will be available for rent	Fixed tenancy of .....months				
Refer to landlord before renewing Fixed term	Yes	No			
Inspections Frequency					
CONDITIONS OF TENANCY					
Pets	Allowed		Not Allowed		
Pets permitted as below	Dog	Cat	Caged Bird	Fish	Others
Max. number of persons who may reside in the premises					
Smoking inside	Allowed		Not Allowed		
Keys for Property					
No. of Keys					
Deadlocks	Door remotes	Security doors	Sleepout	French Door	Letterbox
Front door	Back door	Garage	Ranchsliders	Shed	Window Locks
					Swipe Card/s
					Swipe Key/s
Alarm Instructions					
Chattels	Stove	Rangehood	Fixed floor coverings	blinds	
	Net curtains	Drapes	Light fittings	Fridge	Sky dish

	Dish washer Wastemaster	Washing machine Heating system	Drier Burglar alarm	Dehumidifier Heat Pump
Other Chattels				
	The property currently does not have a TV Aerial, satellite dish or cable suitable for digital TV and I we agree to any tenants installing their own and removing at the end of the tenancy			
Smoke alarms & Insulation	No of working smoke alarms			
In hallway within 3 mtrs of each bedroom	Yes		No	
10 year photoelectric alarms	Yes		No	
Alarms on each level, if property multilevel	Yes		No	
Ceiling insulation	Yes		No	
Type of Insulation			Date installed	
Under floor insulation	Yes		No	
Type of Insulation			Date installed	
Age of floor coverings/Carpet				
SPECIAL INSTRUCTIONS				
Statements Delivered by	Email	Contact address	PO Box	
Direct Credit Funds to the Account of				
Bank Account number				
Funds to be lodged into Bank Account as above:	Monthly	or	Mid month and end of month	
Accounts to be paid by Trump Property Management Limited				
Insurance: to be paid by landlord	Yes		No	
Insurance Company and Insurance Broker				
Lawn mowing	Yes		No	
Body Corporate Levies	Yes		No	
Body Corporate number				
Body Corporate Manager name & contact details				
Building Manager name & contact details				
Local Body Rates	Yes		No	
Water Rates	Yes		No	
Other payments				
Separate water meter per tenancy	Yes		No	
Date Meter read and frequency				

Tank water	Yes	No
Tank last cleaned		
Pumps last services		
<b>AUTHORITY</b>		
<p><b>1. Management</b> I/We appoint Trump Property Management Limited to manage the property and authorise you:</p> <ul style="list-style-type: none"> <li>i. To let the property when required and to prepare and sign Tenancy Agreements and your behalf.</li> <li>ii. To set new rent levels from time to time so that the property remains reasonably tenanted and reasonably reflects the current market level of rents for such properties</li> <li>iii. To collect a bond to be paid to Tenancy Services on our behalf and when the tenancy is terminated I /We authorize you, after you inspect the property, to approve the refund to the tenant on our account of all or part of this bond as you in your judgement decide is fair and reasonable.</li> <li>iv. To collect rent from the tenant by automatic bank payment or any other method.</li> <li>v. To pay all the expenses itemized in the authority provided you hold sufficient funds to my/our credit.</li> <li>vi. To file applications and to attend Mediation and Hearings at the Tenancy Tribunal on your behalf and wherever possible to act on any Orders issued.</li> <li>vii. To if necessary appoint a debt collection agency to pursue any outstanding amounts from tenants</li> <li>viii. To send us statements as soon as possible after your balance date at the end of the month.</li> </ul> <p><b>2. Repairs</b> I /we authorize you to spend up to one week's rent or \$..... on any one repair without reference to me; except where the failure to complete the repairs might endanger the tenants or occupants health and safety or the Tenancy Tribunal makes a Work Order and there is limited time to comply with the Order, all other repairs must have my prior approval.</p> <p><b>3. Fees</b> I/We agree to pay you 7.5% + GST if unfurnished or 8.5% +GST if furnished on all monies collected by you, all repairs, maintenance and renovations arranged by you and any water rates, land rates and body corporate fees paid by you on my behalf.</p> <p><b>4. Resource and Building Consents</b></p> <ul style="list-style-type: none"> <li>(a) I/We warrant that the property has all relevant building and resource consents and complies with all council requirements as to building, health and safety and fencing of swimming pool and spa pool.</li> <li>(b) I/We are not aware of any pending or existing weather-tight issues effecting the building.</li> <li>(c) I/We to the best of our knowledge advise that the property has not been used for the production, manufacture or use of any illicit substances.</li> </ul> <p><b>5. Tenancy Agreement</b> I/We acknowledge that our name/s will be declared on the Tenancy Agreement and further acknowledge that if the property is in the name of a Trust or a Company, Trump Property Management Limited will be required to issue on our behalf 90 days notice instead of 42 if we or any member of our family require the property for our own use.</p> <p><b>6. No Liability for damage/Arrears of Rent</b> Trump Property Management Limited shall use its best endeavours to ensure continuity of occupation at market rentals and maintenance of the property, but shall not be liable to the Owner(s) for any defaults in payment of rent or any damage caused to property by any tenant or other payment due by the tenant or otherwise, whether or not the tenancy has been arranged by Trump Property Management Limited</p>		

**7. Privacy Consent**

I agree to information relating to the property being passed to any person for marketing purposes and for the compilation and distribution of statistics.

**8. Terms of Authority and Cancellation**

This authority commences immediately upon execution by the parties and is for an initial period of six months. Thereafter, the Authority may be cancelled by either party giving one month's notice provided that no such notice may be served within six months from commencement of Authority.

**Notice of cancellation of this Authority must be served in writing to the email or contact address provided in this authority.**

I/We as owners acknowledge and agree that if a dispute between the owner and the agent shall arise which affects or concerns the safety of the tenancy premises and such dispute cannot be resolved to the satisfaction of the agent then the agent at the agent's sole discretion shall have the right to terminate this Authority, with immediate effect, upon service of written notice of cancellation.

**9. Chimney**

I/We authorize you to have the chimney cleaned annually to comply with health & Safety and Insurance policy requirement.

**10. Subject: Indemnity Clause**

I/We as owner/s acknowledge, I/We indemnify the agent against all actions, claims, costs and expenses whatsoever, which may be taken or made against the agent or incurred by the agent, in the course of and arising out of the proper performance of the agents duties as the property manager or the exercise of any powers, duties, or authorities contained in this management authority.

I/We acknowledge that with this appointment Trump Property Management Limited, under the terms of the Residential Tenancies Act, shall be deemed to be the landlord.

I/We have agree that by signing this Authority warrant that I/We are the owner/s of the rental premises or are the authorized to enter into this Authority and have the authority to make this appointment.

**11. Body Corporate**

I/We agree to advise property manager of the Body Corporate Rules that may apply and to provide copy of the same rules.

1. Owner's Name

2. Owner's Signature

Date:

3. Signed by Trump Property Management

4. Date

5.