

HOWES HOUSES Ltd

Landlord no.....

Property Management authority

1) Property Details:

Address:

Bedrooms: 1 2 3 4 5 6 7 8

Garaging: 0 1 2 3 4

OSP: 0 1 2 3 4

Type: U H T/H APARTMENT

Bathrooms: 1 2 3

Furnished/Unfurnished:

2) Chattels

Stove Fixed Floor coverings Blinds Curtains Drapes

Tv aerial Light fittings Fridge Drier Washing machine

Sky Tv Smoke alarm Dishwasher Waste master

Dehumidifier

Other Chattels.....

3) Accounts to be paid by Howes Houses:

Local council Rates: Yes No

Water Rates: Yes No

Meter reading done: __ _ / __ _ / __ Reading:

Insurance to be paid by Landlord

Insurance company:

Contact / Broker :

Policy Number :

Lawn mowing : Yes No

Body Corporate : Yes No

Body Corporate Details:

Body Corporate Number:

Body Corporate contact:

Building Manager:

Building Manager Contact number:

Further payments:

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4) Conditions of tenancies

Pets: Yes No

Maximum People allowed to reside at the property:
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Smoking Allowed: Yes No

Number of keys given by owner:
.....
.....

Number of Remotes :

Alarm Instructions :

Special Instructions :

.....
.....

Emergency Contact:

Name:

Relationship:

Phone: wk:

Hm:

Mob:

5) Owner's details

Name(s):

Phone contacts: hm:

Wk:

Mob:

Fax:

Email:

Contact address:

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Address for statements:

.....

Payments made by direct credit to go to the following account :

Name of account:

Name of Bank:

Branch:

Account number: _ _ _ _ _ _ _ _ _ _

Payments by cheque are to be sent to:

.....

Solicitor's name:

Phone number:

A) Management Authority

I / we appoint Howes Houses to manage the property at _____ and authorise that the following take place:

- 0 The letting of the property when required and the signing of tenancy agreements on our behalf
- 0 To collect rent from the tenant by automatic bank payment or by other ways acceptable to you.
- 0 To collect a bond from the tenant and submit this bond to Tenancy Services. On the termination of the tenancy I / we authorise Howes Houses to inspect the property and to approve all, part or none of the Bond to the tenant as you see fit.
- 0 To pay all expenses itemised in the authority providing there is enough credit in our account.
- 0 To take action against any arrears the tenant may incur and apply to the Tenancy Tribunal for resolution.
- 0 To make a minimum of three inspections a year on the property and more if deemed necessary.

B) Fees

I / we agree to pay Howes Houses _____% plus GST of all rental income collected by Howes Houses on our behalf.

C) Repairs

I / we authorise Howes Houses to spend up to **two weeks rent** or \$_____ on any one repair without reference to me. Unless the issue is an emergency all other repairs must have my prior approval.

D) No Liability for damage / arrears of rent

Howes Houses Ltd shall endeavour to ensure continuity of occupation and carry out the necessary 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 the property by any tenant or other payment due by the tenant or otherwise, whether or not the tenancy has been arranged by Howes Houses Ltd.

E) 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, Howes Houses Ltd under the terms of the Residential Tenancies Act, shall be deemed to be the landlord.

If applicable: I have authority from the owners to make this management appointment.

F) Cancellation of management

This authority may be terminated by either party giving one months notice in writing, and shall be sufficiently served by being delivered or posted to the contact address for the owner referred to in this authority and to the agents address being Howes Houses, PO Box 6967, Wellesley Street, Auckland Central.

I / we acknowledge and agree that if a dispute between the owner and the agent shall arise which affects or concerns the safety of the tenant or the tenancy premises and such a 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 management agreement forthwith by the agent giving written notice to the owner(s) in terms of this paragraph.

Signature of owner(s) _____

Date: __ / __ / ____

Signed by Howes Houses: _____

Print name: _____

Date __ / __ / ____