

Instructions to Managing Agent

The following information is required to assist us in providing you with a management service that is tailored to your specific requirements:

RENTAL PROPERTY:

OWNERS DETAILS:

Full Name/s: _____

ACN* _____

If the rental property is owned in a company name, the ACN must be provided as it is required by the Residential Tenancies Tribunal on all documentation.

Address: _____

_____ Postcode _____

Contact information: AH _____ Mob _____

Mob _____ Fax _____

Email _____ (preferred)

Email _____

Other _____

Owner's accountant: _____ Phone _____

Emergency contact: Note: A contact other than the owner of the rental property is required as an alternative source of instruction in an event of an emergency.

Name _____

AH _____ Mob _____

Email _____

BANK DETAILS

Bank _____ Branch _____

BSB Number (6 digits only) _____

Account Number (up to 9 digits) _____

Account Name _____

STATEMENT INSTRUCTIONS

Statements will be emailed with all relevant invoices attached. Please list below the email address you would like to the monthly statement sent. There is a maximum of 2 email addresses available per property.

1: _____

2: _____

OWNERS CORPORATION MANAGER

Company _____

Email _____ Phone _____

Address _____

Car park number _____

Building Managers details: _____

Note: A copy of the owner's corporation Standard Rules are required to be added to the tenants lease agreement. If the owner's corporation amend the Standard Rules, a copy of those rules must be provided to the tenants in accordance with the provisions of the Subdivision Act

INSURANCE

Do you currently possess:

Building?	Yes/No	Please attached a copy of your notice
Public Liability?	Yes/No	Please attached a copy of your notice
Landlord Cover?	Yes/No	Please attached a copy of your notice

Note: It is Living Melbourne policy that owners have building and public liability insurance. If you do not already have cover, please organise immediately and provide details to our office.

PAYMENTS

Living Melbourne are able to pay accounts on your behalf.

Please tick the outgoings below that you would like to be paid by Living Melbourne

Council Rates: _____	Yes please arrange for the quarterly instalments notice to be paid
Water Rates: _____	Yes please arrange for the quarterly instalments notice to be paid
Owners Corporation: _____	Yes please arrange for the quarterly instalments notice to be paid
Landlord Insurance: _____	Yes please arrange for the quarterly instalments notice to be paid

Other _____

We will contact the relevant companies on your behalf to have all future invoices sent to Living Melbourne for payment.

REPAIRS & MAINTENANCE

It is a requirement of the Residential Tenancy Act 1997 that all tenants are provided with a statement detailing whether or not the agent can carry out urgent repairs on behalf of the Landlord and if so, up to what amount. The monetary limit for urgent repairs that can be directly organised by the tenant is \$1800 plus GST as per the Residential Tenancy Act 1997.

Please advise us of the amount the we can authorise on your behalf in the event of non-urgent repairs being required for your property \$_____ plus GST

We always attempt to contact you in the event of any repairs that are required to the property. However, in the case of urgent repair when you cannot be contacted, we will arrange for the work to be carried out by one of our team of qualified tradespeople.

Trade	Name	Phone, email or fax

RE-LEASING

Do you authorise Living Melbourne Property to re-lease the property in the event of a vacancy? Yes/No

Do you authorise Living Melbourne Property to re-negotiate a further lease with the tenant when the initial tenancy agreement expires? Yes/No

RESIDENTIAL TENANCY TRIBUNAL COSTS

The following cost are incurred in association with making an application to the Residential Tenancy Tribunal and terminating tenancies in accordance with the provisions of the Residential Tenancy Act 1997:

- Application fee for a hearing (Stamp Duty) \$39.50
- Serving notices upon a tenant by registered post \$4.80
- (Registered post costs are also incurred for any breach notice or notice of a rental increase)
- Attendance of Residential Tenancy Tribunal Hearing Charges may apply
- Obtaining a Warrant of Possession \$90.00

Note: These prices are subject to Government Statutory changes.

OWNERS ACKNOWLEDGEMENTS

Please tick

___ I acknowledge the we are the lawful owners of _____ (Proof of ownership is attached, i.e. Insurance policy, Council Rates Notice, Water Rates Notice....)

___ I acknowledge that it is Living Melbourne Property's recommendation for all rental properties to be fitted with an electrical safety switch (RCD)

___ I acknowledge that it is a legal requirement that all rental properties are fitted with the required amount smoke alarms. Please refer to the attached sheet for further information

___ I confirm that there are provisions for _____ car spaces on title with this property.

___ Working alarm system Code _____

___ Below is the location of the relevant meters at the property:

Water: _____

Electricity: _____

Gas: _____

CHECK LIST BELOW:

Please advise Living Melbourne if you need any assistance with arranging the below:

- Do you have 3 full sets of keys - 1 x set for Living Melbourne and 2 x sets for the tenant?
- Has the property been thoroughly cleaned, including oven, range hood windows and carpet steam cleaning? A copy of the invoice has been given to your property manager?
- Has the garden been tidied and garage/storage shed emptied?
- Is the battery in the smoke detector(s) working?
- Have all repairs been attended to- including cracked glass, dripping taps, light globes replaced?
- Are all locks to the property in good working order and do you have keys for all locks?
- Do you have all remotes and alarm code/instructions ready for tenant?

Don't forget to arrange disconnection of your utilities- it is best to wait until we have a tenant so there is power when we conduct inspections

ADDITIONAL INSTRUCTIONS:

If you have any further information that will assist with the management of your property please list below.

For example: Some apartment blocks only allow occupiers to move in on week days, induction required to the apartment block with building manager prior to move in, any specific utility collection details.....

AGENT'S AUTHORITY

By signing this instruction form, you are authorising Living Melbourne to select tenants, to collect rents due, issue receipts for all money collected, exercise your right to terminate agreements and tenancies in accordance with the provisions of the Residential Tenancies Act 1997, serve relevant notices upon tenant's subject to the Act and attend Tribunal hearings on your behalf whenever necessary.

Signed by the Owner/s:

Date:
