

## PROPERTY MANAGEMENT AUTHORITY

|  |           |                  |                    |                         |  |
|--|-----------|------------------|--------------------|-------------------------|--|
| Landlord Name  |           | Property Address |                    | Agreed Rental Price     |  |
|  |           |                  |                    |                         |  |
| Landlord Details   |           |                  |                    | Property Available from |  |
| Ph:  |           |                  |                    |                         |  |
| Mob:   |           |                  |                    | Insurance Company       |  |
| Email:   |           |                  |                    |                         |  |
| Address:   |           |                  |                    | Policy number           |  |
|  |           |                  |                    |                         |  |
| Excess \$  |           |                  |                    |                         |  |
| Statement sent via email   |           | Yes/No           |                    |                         |  |
| Body Corporate Details (if any)                                  |           |                  |                    |                         |  |
|  |           |                  |                    |                         |  |
| Bedrooms   |           | Bathrooms        |                    | Garaging                |  |
| House  | Townhouse | Unit             | Flat               | Apartment               |  |
| Furnished  | Yes/No    | Pets             | Yes/No             | Pet details             |  |
| Smoking  | Yes/No    | Key details      |                    |                         |  |
| Water Rates to be paid on your behalf by mre property management |           | Yes/No           | Alarm instructions |                         |  |
|  |           |                  |                    |                         |  |
|  |           |                  |                    |                         |  |
| Fixed term   |           |                  |                    |                         |  |
| Periodic tenancy   |           |                  |                    |                         |  |
| Bank Details   |           |                  |                    |                         |  |
| Account Number:  |           |                  |                    |                         |  |
| Branch:  |           |                  |                    |                         |  |
| Account Name:  |           |                  |                    |                         |  |
| Payments to be made:   |           |                  |                    |                         |  |



I/We hereby appoint **mre property management** to act as my/our agent and property manager (herin after called “the agent” on the terms and conditions set out below with respect to the property details and other matters referred to in the schedule hereto, (which schedule shall form part of this rental authority).

And I/we authorize and instruct you:

To recite my/our names as owners on any tenancy agreement and to

Advertise for tenants, and to select the best applicant on merit and when necessary or appropriate and to sign tenancy agreements on my/our behalf.

If the agent completes the process of advertising , receiving and perusing applications, after checking references and has otherwise facilitated the introduction of a suitable tenant, then if that time and before the tenant has signed a written tenancy agreement with the agent shall the owner withdraw the property from the market for any reason, then the owner shall be liable to pay the agent a letting fee equivalent to the letting fee lost by reason of the owners withdrawal of the property from the market.

To complete a property inspection report at the beginning and end of each new tenancy

To collect a Bond equivalent to two weeks rent and to pay the same to the Tenancy Services division of the Department of Building and Housing within 23 working days of receipt and to refund to the tenant at the end of the tenancy any part of the bond as is in your judgment appropriate.

To sign tenancy agreements on behalf of the owner.

To collect rental payments as and when they fall due for payment.

To take all reasonable steps to compel payment of outstanding rent and to enforce other terms and conditions of the tenancy agreement.

To inspect the property once per every 4 months and recommend to me/us the appropriate market rent.

To exercise any right I have and to prosecute any claim against the tenant and to resolve any dispute with the tenant by negotiation or by attending mediation or by attending the Tenancy Tribunal and by compelling eviction through the District Court. As an owner I/we acknowledge that I am bound by mediated orders and tenancy tribunal decisions facilitated by the agent on my behalf.

To pay all expenses and regular outgoings (set out in the schedule) authorized by me/us

To review the rent from time to time so that the rent reflects the current market level of rent for such properties,

To effect repairs to the rented property as and when these become necessary and in accordance with the following instructions:

- a) repairs of any kind up to the value of \$ \_\_\_\_\_+GST
- b) repairs exceeding the sum of \$ \_\_\_\_\_+GST shall require my/our approval
- c) repairs ordered by the Tenancy Tribunal shall not require my approval
- d) repairs in any emergency situation or to protect the property or to protect the health and safety of the tenant shall not require my approval

To deduct from any monies held to my/our credit for property charges and reimbursement for monies spent on my/our account.

To send me/us the balance of any monies held by you to my/our credit by cheque or to credit my/our bank account, details of which are contained in the schedule herto together with a financial statement, as soon as possible after your balance date at the end of each month.

In consideration of you performing the above duties I/we agree that you shall be entitled to be paid for your services as follow:

- On all rents collected 3 %+GST for the first 3 months from the signing of this agreement then on all rents collected after this period 7%+GST.
- On major repairs or renovations and/or supervision thereof a fee agreed upon before the services are carried out.
- On attending mediation's or hearings and all related matters under the Residential Tenancies Act, 1986 a fee commensurate with the time involved in each case, but not exceeding \$ \_\_\_\_\_without prior approval.
- For each inspection of the property, a fee of \$0 (the first inspection is free of charge)

I/We acknowledge and agree that this agreement shall last for a minimum of 12 months and that this authority may be terminated by either party on one month's notice in writing after that time and shall be sufficiently served by being delivered or posted to the address for the owner referred to in this authority and in respect of the agent, to the agent's current business address.

I/We as owners acknowledge and agree that if the agent shall receive a ten day notice sent by the tenant, then the agent shall have full power and authority to remedy the complaint contained in the ten day notice, whether or not I/We concur with the agent. If the owner shall give the agent instructions that conflict with the agents proposed remedy of the ten day notice then the agent may at the agent's sole discretion treat such conflicting instructions as grounds to terminate the management agreement forthwith, by the agent giving written notice to the owner in terms of this paragraph.

I/We acknowledge that by entering this agreement the agent does not accept liability for damage done to the property by the tenant or any other person nor does the agent accept liability for the tenants failure to carry out any term of the tenancy agreement.

I/We as the 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 in the course of and arising out of the property 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 as owners acknowledge that if we instruct the agent not to rent the property at any time during the duration of the authority, then we agree to pay the property manager's commission, as if the property was rented, at the same rate of commission as the previous month.

I/We as owners acknowledge that if I/We place the rented property on the market for sale without first advising the agent, the agent may elect at their discretion to treat the management agreement as at an end and to give notice immediately confirming that decision.

I/We as owners acknowledge and agree that if a dispute between the owner and the agent shall arise, 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 management agreement, forthwith by the agent giving written notice to the owner in terms of this paragraph.

I/We as owners acknowledge and agree that if the agent shall receive a ten day notice sent by the tenant, then the agent shall have full power and authority to remedy the complaint contained in the ten day notice, whether or not I/We concur with the agent. If the owner shall give the agent instructions that conflict with the agents proposed remedy of the ten day notice then the agent may at the agent's sole discretion treat such conflicting instructions as grounds to terminate the management agreement, forthwith by the agent giving written notice to the owner in terms of this paragraph.

I/We as part owner agree and warrant that I have the consent of the other owners to enter into this management agreement.

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I We confirm that the details supplied in the schedule are correct and I/We acknowledge that I/We have read and understood this management authority and that I/We have been supplied with a signed copy.

I/We acknowledge that this agreement shall remain in force for a minimum period of 12 months from signing. After this time, either party may terminate this agency by giving to the other, one months notice in writing.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_

\_\_\_\_\_  
Signature of owner

\_\_\_\_\_  
Signature of owner



North Shore City Council  
Private Bag  
Takapuna  
North Shore City

Attention: Water Rates Department

Fax: 486 8672

To Whom It May Concern:

**Re: Water Rates**

I/We \_\_\_\_\_ hereby give mre property management at 11 Omana Road, Milford, North Shore City the authority to have the rates/water rates sent to them, order special readings and discuss my/our property at: \_\_\_\_\_ on my/our behalf.

Signed by Owner(s) \_\_\_\_\_

Date: \_\_\_\_\_