

PROPERTY MANAGEMENT AUTHORITY

Between:
(The Owner)

And: Hawke's Bay Properties
(The Agent)

Owners Full Name:

Owners Postal Address:

Email:

Home Phone:

Mobile:

Work Phone:

Address of Property or Properties subject to this Authority:

Rents collected to be paid by direct credit into Hawke's Bay Properties Bank Account:

Bank: ASB Bank

Account Name: Hawke's Bay Properties

Account Number: 12 3143 0146043 51

Insurance Details:

Company:

Policy Number:

Does your policy include free glass cover: Yes/No

My Bank Account details:

Bank:

Account Name:

Account Number:

I/We hereby appoint Dee Penno of Hawke's Bay Properties as my/our agent to manage my/our property/properties as listed above and agree to pay the management fee of 8% + gst.

I/We authorize Hawke's Bay Properties to exercise reasonable care in the management of my/our property but acknowledge that they do not guarantee the rent or the condition of the property.

I/We understand that Hawke's Bay Properties will represent my interests at the Tenancy Tribunal if the need arises and I/We will pay the application Fee. Any representation &/or attendance made by Dee Penno of Hawke's Bay Properties, on behalf of the landlord, at Tenancy Board Tribunal Hearings or mediation will incur a charge of \$45.00 + gst per hour.

Tenants:

I/We acknowledge that Hawke's Bay Properties may arrange new tenancies for the property as required with credit checks, and rental & Bond as required, and to sign on my/our behalf the Tenancy Agreement and the Bond form.

Bond:

I/We acknowledge that Hawke's Bay Properties will collect a 3 week bond to be paid to the Tenancy Services Bond Centre on my/our behalf, and when the tenancy is terminated, and after the final inspection of the property, to approve a refund to the tenant where applicable. At the termination of the tenancy, the Tenant will clean the Property including the oven and all windows both inside and out. The Tenant will get the carpets commercially cleaned at their expense and will produce a receipt from a reputable carpet cleaning firm.

Rent Payments:

I/We acknowledge that Hawke's Bay Properties are responsible for the monitoring or collection of regular rent payments. Payments will be made into the Owners account following every 15th & 30th of the month with statements supplied. Rent reviews will be conducted annually.

Repairs:

I/We authorise Hawke's Bay Properties, to spend up to \$_____ on any one repair without reference to me. Except in cases of emergency, all other repairs will be approved by me/us before work commences.

Advertising/Credit Checks:

I/We understand that Hawke's Bay Properties will do the advertising necessary on Trade Me, as well as Credit Checks with TINZ or Creditnet and I/We as the owner of the property will pay for all advertising & credit check costs. Advertising costs will be payable in advance.

Inspections:

I/We understand that Hawke's Bay Properties, will complete a detailed inspection at the commencement of any tenancy & one month later. I/We understand that Hawke's Bay Properties will carry out inspections of

the property three times per year to ensure the property/properties continued well being and to recommend any repairs and maintenance that may be required. Vehicle charge will incur (\$25+gst).

Insurance:

I/We acknowledge the I/We will contact my/our insurers to notify them that the property is tenanted to ensure that at all times the property is fully covered.

Keys:

2 Sets of keys will be provided for all locks (one for the tenant, one for the office).

Contract Termination:

I/We acknowledge that either Hawke's Bay Properties, or myself/ourselves may at any time terminate this authority by giving one month's notice in writing.

Signed: _____
as Owner/Owners

Date: _____

Signed: _____
for Hawke's Bay Properties

Date: _____

Contacting Dee at Hawke's Bay Properties:

021 443-360

PO Box 7370, Taradale, Napier 4141

hawkesbayproperties@xtra.co.nz

www.hawkesbayproperties.net.nz

Property:

Bedrooms:

Rent:

Maximum Number of Persons Who May Reside in the Property:

Pets: Yes/No

Smokers: Yes/No

Chattels:

House Insulated: Yes/No

Heating:

If logburner, is it compliant? Yes/No

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Bedrooms:

Rent:

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Pets: Yes/No

Smokers: Yes/No

Chattels:

House Insulated: Yes/No

Heating:

If logburner, is it compliant? Yes/No