

LANDLORD INSTRUCTION FORM

TO BE RETURNED AS SOON AS POSSIBLE

Rental Property Address:.....

Owner/s Name:.....

Postal Address:.....

E-mail:.....

Phone: Work:..... Home: Mobile:

RENTAL PAYMENT DETAILS

Direct Deposit Details: Bank: Branch:

BSB No: Account No:

Account name:

*Rental payments are made directly to your account and statements are sent out at the end of the month

EMERGENCY CONTACT

In the event of you requiring instructions on matters affecting my property and I cannot be contacted, please contact:

Name:

Phone: Work: Home: Mobile:

E-mail: Fax:

I/we authorise you to arrange urgent repairs without our approval up to a max of \$1800 (as per legislation)

If you have any specific trade's people, please provide details:

Plumber: Work: Mobile:

Electrician: Work: Mobile:

Handyman: Work: Mobile:

Other: Work: Mobile:

HOUSE INSURANCE

Is the property insured? Yes / No Name of Insurer:

Policy No: Expiry Date:

Do you have landlords Insurance? Yes / No Name of Insurer:

Policy No: Expiry Date:

If you do not have Building/Landlords Insurance then we strongly recommend that you look at your options

LANDLORDS STATEMENT TO AGENT

As agents we are constantly asked a variety of questions by prospective tenants regarding different aspects of your property. To facilitate a reply, the following are questions, which are commonly asked. Could you please assist by providing a response:

1. Is there any area, which the tenant is NOT allowed to use? (e.g. Under house, shed etc)
.....

2. Are there any notices or orders affecting the property of which you are aware? Yes / No
.....

3. Will pets be permitted? Yes / No
.....

4. Would you like to attend the routine inspections? Yes / No

NATIONAL TENANCY DATABASE CHECK

Yes / No

Apart from checking references, we check successful applications using the National Tenancy Database. This is a service which holds tenant records. It incurs a cost of \$20.00 per person. (This means \$40 if a couple are the chosen tenants)

RENT

Instances can occur when the tenants rent may be delayed as an unforeseen expense may occur. We recommend you always have 1 month rent as a buffer in your account.

ARREARS

We have a strict policy on the payment of rent. If rent falls into arrears we follow the procedure as stated below, please be aware the 15th day is the first day, by legislation, we can issue a notice to vacate.

Category	Time elapsed	Reminder notice
Category 1 arrears	1 to 3 days in arrears	Text message or phone call
Category 2 arrears	4 to 7 days in arrears	Phone call
Category 3 arrears	8 to 14 days in arrears	Final Notice Letter
Category 4 arrears	15+ days in arrears	Notice to vacate rented premises

TRIBUNAL HEARING

Please be advised that should Ray White Cranbourne have to make an application to the Tribunal on your behalf, you will incur an application fee subject to the claim. At present the application fee is \$44.00 Should a warrant be needed a fee of \$80.20 applies.

KEYS

Please provide us with two (2) complete set of keys including garage remotes. We keep a set for emergency access and another set is also provided to the tenants. If necessary we can get keys cut for you.

CHARGES

If you would like us to pay water rates, council rates etc from the rent, please advise the appropriate company to send the invoices to us. We are unable to do this on your behalf due to the Privacy Act. Once invoices are received we will pay them from the rent collected.

I/We acknowledge that the expenses listed below may be incurred in ensuring the efficient management of my property.

Management Fee	8% + GST
Initial Letting Fee	2 weeks rent + GST
Renew Lease	1% p.a + GST
National Tenancy Database Check	\$20.00 Per Person
Key Cutting (if required)	\$ 4.00 Per Key
Financial Year Statement	\$20.00 + GST
Statement fee - if posted	\$ 3.00 + GST
Statement fee - if emailed	FREE
Advertising / Internet - raywhite.com - raywhitecranbourne.com - realestate.com.au - rentfind.com.au - rent.com.au - realestateview.com.au - Window Display - Brochure Listing - For Lease Board	FREE
Feature property on realestate.com.au	\$150.00 Yes or No optional
Showcase property on realestate.com.au	\$200.00 Yes or No optional
Professional Photography	\$100.00 Yes or No optional
Breaking Lease	Pro Rata (refer to next page)
Tribunal Application Fee (if required)	\$44.00
Warrant (if required)	\$80.20

I/We hereby agree to payment of the above expenses as charged and from my/our rental income during the management of my/our property.

Signed.....

Date.....

Signed.....

Date.....

BREAKING LEASE

If the unfortunate situation arises where the tenants need to move out before their lease expires, advertising commences for a new suitable tenant at the same rent amount (this is stipulated by law). The current tenant is responsible for the rent until a new tenant moves in. The tenant is also partially responsible for the 'breaking lease' fee, this is calculated pro rata to your letting fee. ie. Tenant moves out after 6 months of a 12 month lease, the tenant is responsible for half the cost of the letting fee and you as the landlord are responsible for the remainder.

AUTHORITY

The authority you have completed enables us to act on your behalf. If this is contrary to your wishes please contact us immediately. The agent is authorised to sign leases, select tenants, collect rents due, issue receipts for money collected, exercise the lessor's right to terminate leases and tenancies subject to the Residential Tenancies Act 1997, serve notices upon tenants subject to the Residential Tenancies Act 1997 and attend tribunal hearings on behalf of the owners, where necessary.

As your agent, we will rely on this information. When completed, please sign below and return to:

**Ray White Cranbourne
Level 1, 79-85 High Street Cranbourne 3977
Tel: 5995 2003
Fax: 5995 2660
Email: cranbourne.vic@raywhite.com**

Signed: Date:

Name:

Signed: Date:

Name:

Thank you for taking the time in completing this form, your assistance is greatly appreciated.