

Residential Management Authority

For residential houses / flats / apartments

Owner Details

I / We hereby appoint _____

to act as my / our sole agent on the terms and conditions set out below with respect to the property known as [Property Address Full]

and I / We authorise and instruct you: to find applicants, to advertise for tenants and to receive applications and to select the best applicant on merit. Approval: to refer the tenant to me / us for approval and to sign the tenancy agreement.

Bond

I authorise you to collect a two / three / four week bond and to pay it direct to the Tenancy Services Division of the Department of Building and Housing. I authorise you to pay the bond to Tenancy Services on my behalf whether or not the bond lodgement form bears my / our signature.

Letting fee

I direct you to collect the letting fee from the tenant in terms S.17 (4) (c) Residential Tenancies Act 1986.

Rent

I instruct you to let the premises for not less than \$ _____ per week / per fortnight.

1. I instruct you to collect one / two weeks rent in advance from the tenant and to account to me for such payment OR

2. I instruct you to collect the payment of rent in advance. (Delete either A or B)

Pets

I instruct you that pets are / are not permitted in the tenancy.

Smoking

I instruct you that smoking is / is not permitted in the tenancy.

Term

I instruct you to let the premises either on a periodic OR a fixed term.

Minimum Period

The property will be available for renting for a minimum period of _____ months from the date of this authority.

Availability date

The property will be available from ___ / ___ / ___

Tenancy agreement

I authorise you to use any tenancy agreement form you deem appropriate.

Possession

I will give the tenant the keys and grant possession.

Property for sale

The property is / is not on the market for sale.

Grounds

The tenant is / is not to maintain the pool / spa.

The tenant is / is not to maintain the lawns/gardens

Description

The premises has _____ bedrooms and _____ bathrooms.

It is a House / Flat / Apartment with carport / garage.

It is constructed of brick and tile / weatherboard / iron / other.

Numbers

The maximum number of tenants to occupy the premises is _____

As the owner I agree that it is my responsibility to do the following:

Complete a written property inspection form on granting occupation

Complete a water meter reading on granting possession

Complete a chattels list if appropriate before granting possession

To ensure that you have been paid your letting fee before granting possession to the tenant. If I omit to check that you have been paid your letting fee and you have not been paid then I agree to pay your letting fee upon demand.

Serve the tenant with a notice under section S.47 if the property is on the market for sale or goes on the market.

Not to advertise in competition with you and if I do and then enter a tenancy agreement with a tenant, then I agree to pay your commission within 7 days of a letting taking place.

I attach my details to enable you to prepare a tenancy agreement:

Name: _____ Phone: _____

Address: for service: _____ Fax: _____

Contact Address: _____ Mobile: _____

Email: _____ Landlord's name to appear on the: _____

My bank account details are:

Bank: _____ Branch _____ Town/City: _____

Account No. ____ / ____ / ____ / ____

I/we warrant that all information supplied by us is correct and that where there is more than one owner that I have authority to bind other co-owners.

Signature

____ / ____ / ____
Date

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