

LETTING AUTHORITY

Ray White Buy West Realty Ltd Licensed (REAA 2008) MREINZ
1 Rhone Ave
Te Atatu Peninsula
WAITAKERE CITY

Fax No: 09 8342858

I/We.....

Hereby authorize you to act as my agent on the terms and conditions hereinafter set forth with respect to letting of the property owned by me and described in the schedule hereto:

I HEREBY INSTRUCT YOU TO:

- 1. Arrange a tenancy on the aforesaid property and to sign the tenancy agreement on my behalf.
- 2. Collect all initial payment of monies and distribute as set out in the tenancy agreement and schedule below.

TERMS AND CONDITIONS OF AGENCY:

- 1. The agent shall use his best endeavours to ensure that suitable tenants are selected to fill the vacant property, but shall not be personally liable to the owner for any default in payment of rent or any damage caused to the property by any tenant whether or not the tenancy has been arranged by the agent.
- 2. **Is the property on the market for sale? YES / NO**
- 3. **Would you agree to a long term tenancy? YES / NO**
- 4. **The following animals are the only animals I will allow on the property**.....
- 5. We agree to pay the Agency the relevant letting fee payable should the letting fee not be able to be collected from the tenant.
- 6. We agree to pay for any Credit check charges that are incurred on any prospective tenants. \$13.33 + gst per credit check.
- 7. The Owner warrants that the property has all relevant building and resource consents and complies with all council requirements as to building, including town planning requirements, health and safety requirements and fencing of swimming pool requirements.
- 8. The Owner by signing this Agreement warrants that they are the Owner of the rental premises or are authorised to enter into this agreement.
- 9. The owner is liable to pay the letting fee back to the tenant if the Tenancy Tribunal awards it if Clauses 7 & 8 of the Terms & Conditions of Agency are breached by the owner.

THE SCHEDULE

The address of the property/properties:

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Bond Payment, first rent payment and letting fee to be collected and deposited into agents Trust Account and distributed as follows:

- 1. Bond Payment sent on to Bond Centre.
- 2. First Rent Payment sent on to owner.
- 3. Letting fee retained by agent.

Owners Bank Details for Direct Debit / Auto Payment Schedule to tenant:

Bank: **Branch:** **A/c No:** ____ - ____ - ____ - ____

Name of Account:

Owners full name and address:

Contact Phone Numbers: HM: **WORK:** **MOBILE:**

Email Address:

Chattels:

SPECIAL CONDITIONS:

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Dated this: Day of: 2.....

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Signature of Agent

.....
Signature of Owner



I would like to be contacted about your Property Management Service. YES NO

PROPERTY DETAILS

Address:

Date:

Access:

Building Type Brick & Tile Weatherboard Other

Type: House Alarm Code:

Townhouse

Terrace

Unit

Other

Lounge Separate

Combined with Dining Kitchen Family Room

Heating

Dining Separate

Combined with Lounge Kitchen Family Room

Heating

Floor coverings Carpets Polished Floors

Kitchen Stove Type : Freestanding Built-in Gas Hob Electric

Rangehood Wastemaster Dishwasher Separate:

Bedrooms 1. Double Single Ensuite

2. Double Single Ensuite

3. Double Single Ensuite

4. Double Single Ensuite

5. Double Single Ensuite

6. Double Single Ensuite

Study: Family Room

Bathroom: 1. Shower Shower over bath Shower and bath Toilet

2. Shower Shower over bath Shower and bath Toilet

Separate Toilet 1. 2. 3.

Laundry: Separate Room Cupboard In garage

Garaging Double Single Internal Access

Carport Double Single **Off Street** 1. 2. 3.

Grounds: Full section Half site Courtyard Fully fenced Other

Chattels stove alarm dishwasher wastemaster rangehood fridge washing machine drier

TV aerial SKY TV aerial drapes nets blinds remotes carpets clothesline

Other:

Access: Current Tenants Phone:

or Key Provided: