

AMMACHE REIV

LANDLORD INSTRUCTION FORM

Property Management Department

Effective

26 September 2012



Licensed Estate Agent
Ammache Real Estate Int Pty Ltd
ABN:88 624 365 365

Suite 13, 1 Ricketts Road
Mount Waverley 3149
P:03 9558 9997 F:03 9558 9993

Residential

commercial

project marketing

industrial

business

property management

development sites

LANDLORD INSTRUCTION FORM TO BE RETURNED AS SOON AS POSSIBLE

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:

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 \$1000 (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

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.

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**

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.

OTHER CHARGES

If you would like us to pay water rates, council rates, body corporate fees and other bills from your 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.

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 agents is authorised to 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:

**Licensed Estate Agent
Ammache Real Estate Int Pty Ltd
ABN:88 624 365 365**

**Suite 13, 1 Ricketts Road
Mount Waverley 3149
P:03 9558 9997 F:03 9558 9993**

Signed: Date:

Name:

Signed: Date:

Name:

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