

MANAGEMENT AUTHORITY

I _____ the owner/authorized agent for the owner (strike out one) **HERBY AUTHORISE MOG Limited t/A Angel Property Managements (APM)** hereinafter **The Trustees** to act as my agent on the terms and conditions herein with respect to the property as described in the Schedule hereto.

I HEREBY INSTRUCT YOU TO:

1. Arrange tenancies, sign tenancy agreement, sign bond documents, complete credit checks and make enquiries on my behalf as the necessity arises and to manage existing tenancies.
2. Collect all monies owing that fall due on the aforesaid property with respect to the Residential Tenancies Act 1986 (RTA).
3. **REPAIRS:**
 - a) Arrange and supervise any repairs, maintenance or alterations on the said property or properties that The Trustees deem necessary or major repairs as authorized by the owner / authorised agent;
 - b) Purchase supplies and pay all accounts therefore and to hold on behalf of The Owner;
 - c) Make such payments on all expenditure for any item/job over \$150 (excluding GST), the agent agrees to secure the prior approval of The Owner, except monthly operating charges and/or emergency repairs in excess of the maximum if the sole opinion of The Trustees such repairs are necessary to protect the property from damage or to maintain essential services to the tenants as called for in RTA, or where expenditure is ordered by the Tenancy Tribunal.
4. Pay on my account such regular outgoings as are described hereafter and to hold funds on behalf of The Owner to make such payments.
5. Inspect the property every three (3) months or at other times The Trustees deem necessary and to account to me a written report of such inspection. I agree to give written approval of maintenance noted as urgent and required under the RTA, within then (10) working days of receipt of the inspection report, otherwise I accept responsibility for arranging this urgent maintenance.
6. Act for me, in matters of mediation or hearing in terms of the RTA and I agree to be bound by any agreements reached in mediation and/or decisions made by the Tenancy Tribunal.

TERMS AND CONDITIONS OF AGENCY

7. The Trustees shall use their best endeavors to ensure continuity of occupation at market rentals, the payment of rents and other monies to be paid by the tenant and the maintenance of the property.
 - a. The Trustees shall not be liable to The Owner for any default in payment of rent, other payment due by the tenant, or for damage or loss sustained by The Owner or the property whether caused by any tenant, or otherwise, whether the tenancy has been arranged by The Trustees or not.
8. No responsibility rests with The Trustees in relation to injury to persons and/or damage to the property arising out of the condition of the premises and any hazard in to about the property.
9. The Trustees shall be entitled to deduct their proper charge or fees and all monies expended on behalf of The Owner a as follows:
 - 10.1 Disbursements – Inspections \$75 (ex GST) Advertising \$50 (ex GST) Tribunal attendances \$150 (ex GST)
 - a) A fee of 8.0% + GST on all rents collected.
 - b) A fee of 8.0% + GST of the costs of repairs, maintenance, bill payment and to arrange and supervise the work.
 - c) On all major repairs, renovations, supervision thereof or related matters outside the management of the property, a fee agreed upon before services are carried out.
11. The Trustees reserve the right to charge The Owner for any additional costs/services rendered under this agreement.
12. Should The Trustees not receive sufficient rents to pay expenditure as authorised by The Owner, The Owner agrees to make immediate payment to The Trustees upon request.
13. The Owner is liable for any collection fees, debt recovery and legal fees for the collection of any outstanding debt.
14. The Owner shall take responsibility for providing insurance for the property and chattels contained therein and informing their insurance company that the property or properties are tenanted.
15. In terms of this authority all actions and activities, including all writing requiring signature in the exercise of this authority by or on behalf of The Owner carried out by The Trustees shall be fully effective and binding as if done by The Owner personally.

I _____ The Owner/authorised agent for The Owner (strike out one) confirm that the property is available for letting and this Management Authority shall continue until cancelled by three (3) months notice in writing by either party. Should The Owner cancel this contract prior to The Trustees placing a tenant in the property, the owner agrees to pay forthwith all the Trustees current advertising and costs incurred in marketing the property for a tenant.

MANAGEMENT AUTHORITY

PROPERTY SCHEDULE

1. ADDRESS OF PROPERTY(S)

a) _____
 b) _____

2. OWNER(S) NAME AND CONTACT DETAILS:

Full name* _____, Registered Legal Entity

Contact Name: _____ (Strike out if not Applicable)

Postal Address: _____ Physical Address: (If different from Postal)

Home: _____ Work Ph: _____

Mobile Phone: _____ Fax: _____

E- mail: _____

Emergency Contact:

Name: _____ Ph: _____

Other: _____

3. ACCOUNT FOR PAYMENT OF RENT: (Paid within three (3) working days after every month end)

Bank Branch number

Account Number

Suffix

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Special Conditions: YES/NO (circle one) If yes provide details: _____

4. REGULAR OUTGOINGS TO BE PAID AS FOLLOWS (delete if not required):

a) Water rates – Company _____ (N/A if not separately metered or not applicable)

b) Insurance – Company _____ Policy# _____

c) Other – Company _____

5. LANDLORD REQUIREMENTS (Circle one)

Lawns Mowed by: Tenant/ Landlord _____ Is property on the market: Yes/No

Pets Allowed: Yes/No _____ If Yes: Cats: Yes/No Dogs Yes/No

Special Requirements: _____

Special Requirements _____

6. OWNERS SOLICITOR, POWER OF ATTORNEY

Names and Contact details: _____

I acknowledge that I have read and understand this contract and that I have received a copy.

DATED this _____ DAY OF _____ 20 _____

Full Name _____

Signature _____