

# CASA

PROPERTY MANAGEMENT

## INSTRUCTIONS TO ACT AS MANAGING AGENT

**OWNER (S)**.....

PHONE

(Hm).....

(Wk).....

(MOB).....

E-MAIL.....

ADDRESS FOR SERVICE OF DOCUMENTS

.....

**RENTAL ADDRESS**.....

AVAILABLE FROM.....UNTIL.....

WEEKLY RENT EXPECTED.....

BOND of ..... or Equivalent to .....weeks rent.

\_\_\_\_\_

**MANAGEMENT**

The owner appoints **CASA Property Management** to act as agent, upon the terms herein provided for the renting, tenanting and managing of the property described below, for the period and on the terms and conditions set forth and agrees to pay the charges as prescribed by the current **CASA Property Management** scale of fees until the agency is terminated in writing by either party upon one month's notice. The owner must notify **CASA Property Management** immediately in writing if the property is sold, and/or is on the market for sale.

You **ARE / ARE NOT** authorised to use particulars of my name and information concerning the property.

If the property is let through you or to anyone introduced through your agency, upon the terms and conditions agreed, I agree to pay as your fee, the equivalent of one weeks' rent and advertising set at a \$50 fixed fee for advertising in "The Press" plus "Trade Me" at cost.

Should I change my mind after marketing has begun, I agree to pay the advertising in full and as your fee, the equivalent of half a week of the proposed rent.

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**AUTHORISED PAYMENTS**

Cleaner

Gardener

Insurance

Rates

Repairs and Maintenance to a maximum of.....

Other

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**INSURANCE**

Owner to organize

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## FEES

The Property Manager is authorised to deduct the following from the rents collected

- Commission charges for the management of the property set at 7.5% of all monies collected
- Letting Fee set at the equivalent of one week's rent
- Advertising at a set fee of \$50 for "The Press".
- Advertising on "Trade Me" at cost.
- Property inspections set at \$30 per inspection
- Commission charges for all accounts paid set at 7.5% of the total amount
- Attendances at Tenancy Tribunal Mediations or Hearings set at \$25 an hour
- Photocopy and Postage monthly fee of \$2.00

**Please note that all charges are subject to change at one month's written notice.**

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## REPORTING

The Property Manager will provide the Owner with a monthly statement of all monies collected, accounts paid and charges deducted. All monies collected, less disbursements, will be credited to the Owner

Cheque payable to.....

Bank Direct Credit to Bank.....

Account Name.....

Account Number.....

If at any time the disbursements are in excess of the rents collected, the owner hereby agrees to pay such excess within 21 days of receiving the monthly report.

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## PROPERTY MANAGER'S AUTHORITY

The Property Manager is authorised to

- Select tenants
- Sign Tenancy Agreements
- Collect rents
- Issue receipts for monies collected
- Serve notices upon tenants
- Exercise a Landlords rights

## **RELETTING**

At the end of each tenancy the Property Manager will

- Re-let at market rental

### **OR**

- Refer to Owner for Instructions
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## **BOND**

- The property Manager is to collect the Bond from each tenant and lodge with the Bond Centre
  - Upon satisfactory completion of the tenancy, initiate for the refund of the bond from the Bond Centre
  - Where necessary, lodge claims against the bond money.
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## **ADVERTISING**

The Property Manager is authorized to advertise the availability for rental of the premises. The Owner agrees to pay \$50.00 for relevant advertising in "The Press" in respect of each letting and "Trade Me" at cost.

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## **REPAIRS**

The Agent is authorized to make or arrange to be made any repairs and alterations and to do decorating on the said premises, to purchase supplies and to pay all accounts therefore. The agent agrees to secure the prior approval of the owner on all expenditure in excess of the maximum amount stated, under "Payments To Be Made" of this authority, for any one item, except monthly operating charges and/or emergency repairs, in excess of the maximum if in the opinion of the agent such repairs are necessary to protect the property from damage or to maintain essential services to the tenants as called for in their tenancy agreements.

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## **INSPECTIONS**

The Property Manager is to carry out inspections at regular intervals of \_\_\_\_\_ months for a Fee of \$30 per inspection.

**AGENT INDEMNITY**

The Owner will hold and keep indemnified the Agent against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against the Agent in the course of or arising out of the proper performance or exercise of any of the powers duties or authorities of the Agent herein.

The owner acknowledges that this authority is subject to the Real Estate Agents Act 1976, the Residential Tenancies Act 1986 and any other Act passed by Parliament affecting residential tenancies

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**EMERGENCY CONTACT**

NAME.....

ADDRESS.....

PHONE.....

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**SPECIAL INSTRUCTIONS**

Tenant redecorating

Animals/Pets

Smoking

Other.....

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**AUTHORITY**

Signed.....(Owner)

Date.....