



275a Broadway Avenue,  
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**MANAGEMENT AUTHORITY**

To: 100 Percent Rentals Ltd - MREINZ  
275a Broadway Avenue  
Palmerston North

I, (full name) .....

HEREBY AUTHORISE YOU to act as my agent on the terms and conditions hereinafter set forth with respect to management of the property owned by me and described in the Schedule hereto.

**I HEREBY INSTRUCT YOU –**

- 1. To collect all rents owing from time to time on the aforesaid property and to pay them out at the end of each calendar month as hereinafter directed or by special arrangements with the company.
- 2. To reassess and adjust the rental of the property periodically.
- 3. To arrange new tenancies as necessity arises.
- 4. To carry out a thorough inspection of the property between each tenancy and before refunding the bond to the previous tenant.
- 5. To do periodic internal and external property inspections followed by written reports.
- 6. To pay on my account such regular outgoings as are described hereafter.
- 7. To carry out and pay for on my account any urgent repairs to the property that may from time to time become necessary;
  - a. On your own judgement, or
  - b. After having obtained authority from me or my nominee, or
  - c. In the case of repairs made under your own judgement the cost shall not exceed \$.....

(If none is deleted option c. with a value of \$500 is deemed to be selected)

8. To arrange for and supervise any major repairs or renovation to the property authorized by me in writing
9. To prepare an inventory together with checking the same.

**TERMS AND CONDITIONS OF AGENCY –**

1. The Agent shall be entitled to be paid and remunerated for their services as follows;

On all rents collected – 8% + GST

2. The Agent shall be entitled to deduct his property charges and reimbursements for moneys expended on account of the Owner from rents and other moneys collected by them in account of the Owner.

3. The Agent shall use their best endeavours to ensure continuity of rental and maintenance of the 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.

4. Either party may terminate the agency by giving one calendar months notice in writing.

5. In accordance with Section No. 30 of the Real Estate agents Act 1963 I / We hereby authorise you to disburse any rent collected by you on my / our behalf within 10 days.

**THE SCHEDULE**

1. Address of the property or properties: .....

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2. Rents collected to be paid to: Bank .....

Branch ..... Account # .....

3. Statement to: .....

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4. Owner's full name & address: .....

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5. Owner's phone #s: Home ..... Work .....

Fax ..... Cell .....

6. Owner's e-mail: .....

7. Owner's insurance company: .....

Building policy # ..... Chattels policy # .....

8. Regular outgoings to be paid as follows: .....

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9. Other remarks: .....

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Dated this ..... day of ..... 20.....

.....  
Owner(s)

.....  
Property Manager