

Landlord Instruction Form

The following information is required to assist us in providing you with a management service that is tailored to your specific requirements.

Rental Property		
Owners Full Name		
Address		
Contact Information	(H)	(B)
	(Fax)	(Holiday)
	(Mobile)	(E-mail)
Emergency Contact	Name:	
	(H)	(B)

Note: A contact other than the owners of the rental property is required as an alternative source of instruction in the event of an emergency.

Banking	Account Name:	
	Bank:	Branch:
	Account No:	BSB No:

Note: Rental Statements are prepared and posted to the owners' address whilst all monies connected are directly credited to the above account.

Client's Signature

Property Manager's Signature

If the rental property is owned by a company, the ABN no must be provided as it required by the Residential Tenancies Tribunal on all documentation.

Please provide details of bills if you wish the office to make payment for you:

Body Corporate : YES/NO

Please provide details i.e contact numbers, plan number and copy of Body Corporate Rules.

Company Name:

Contact Details:

Water Rate: YES/NO

Account Number:

Council Rate: YES/NO

Assessment No:

Preferred Tradespeople: YES/NO

PLUMBER

Contact Details:

ELECTRICIAN

Contact Details:

HANDYMAN

Contact Details:

Landlord Insurance:

Do you have Landlord Insurance? YES/NO

If so what are your insurance details?

Policy Number

you do not currently have Landlord insurance it is highly recommended that a policy is covering landlord and Building insurance be taken to protect your property against the unforeseeable.

Client's Signature

Property Manager's Signature

Payments

Elite rental's professional fees are deducted before payments along with payments made for work to the property. For owners with multiple properties generally just one statement is prepared to cover all properties unless requested otherwise.

Arrears Process:

Elite Rental Team operates on a 2 day default system i.e. arrears collection process begins on the 3rd of arrears. Our process then involves direct contact with the tenants either via mobile, sms or email; this is then followed up by a Reminder letter at 5 days arrears, and a warning letter at 8 days arrears. A Notice to vacate is issued on 15 days arrears, followed by application to VCAT on the 20th day, should there be no response from the tenant/s.

Smoke Detectors

Elite Rental Team utilise the services of Smoke Alarm Australia to test all smoke detectors every 12 months at a current cost to owners of \$99.00 annually. There is not further cost for any repairs or replacement of smoke detectors within annual subscription. This process ensures your property is always compliant with your insurance policy.

Agent's Authority

This is also included in the Management Authority document and is confirmation that the owner has authorised as per instruction. The owner also confirms acceptance of any advertising costs incurred in re-letting the property.

Additional Instruction:

I/We have read and understood all of the above

Client's Signature

Property Manager's Signature