

For residential houses/ flats/ apartments

I/ We hereby appoint Name Ltd to act as my/ our sole agent on the terms and conditions set out below with respect to the property known as:

Property Address Full:

House / Unit number:	
Street:	
Town:	
Suburb:	
Post code:	New Zealand

and I / We authorise and instruct you: to find applicants, to advertise for tenants and to receive applications and to select the best applicant on merit.

APPROVAL

To refer the tenant to me/ us for approval and to sign the tenancy agreement.

BOND

I authorise you to collect a four week bond and to pay it direct to the Tenancy Services Division of the Department of Building and Housing. I authorise you to pay the bond to Tenancy Services on my behalf whether or not the bond lodgement form bears my / our signature.

LETTING FEE PAYABLE BY THE PROPERTY OWNER (EQUAL TO 1 WEEKS RENT +GST)

I agree to pay Tall Poppy Property Management ltd a letting fee of one weeks rent plus GST. I understand that they will collect one weeks rent in advance and we will be invoiced for the remainder of the fees.

OTHER COSTS

I agree to pay a one off fee of \$60.00 + GST for the cost of advertising.
Credit Checks \$18.00 + GST for each credit check completed.

RENT

I instruct you to let the premises for not less than:

\$	Amount	per week	per fortnight
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I instruct you to collect two weeks rent in advance from the tenant and to account to me for such payment, less the letting fee and other costs as stated above.

PETS

I instruct you that pets are / are not permitted in the tenancy.

SMOKING

I instruct you that smoking is / is not permitted in the tenancy.

TERM

I instruct you to let the premises either on a periodic OR a fixed term.

MINIMUM PERIOD

The property will be available for renting for a minimum period of months from the date of this authority.

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AVAILABILITY DATE

The property will be available from / /

SIGNAGE

I grant Tall Poppy Property Management the right to erect a signboard on property for advertising purposes.

TENANCY AGREEMENT

I authorise you to use any tenancy agreement form you deem appropriate.

POSSESSION

Tall Poppy Property Management will handover the keys to the tenant and grant possession on behalf of the property owner.

KEYS

The property owner is to provide Tall Poppy Property Management with a FULL set of keys, which will be given to the tenant at the handover time.

PROPERTY FOR SALE

The property is/ is not on the market for sale. (List appointed agent below)

Agent Details Full:

Name:	<input type="text"/>
Company:	<input type="text"/>
Street:	<input type="text"/>
Town:	<input type="text"/>
Suburb:	<input type="text"/>
Post code:	<input type="text" value="New Zealand"/>

GROUNDS

The tenant is / is not to maintain the pool / spa. The tenant is / is not to maintain the garden / lawn.

DESCRIPTION

The premises has and

It is a House / Flat / Apartment with carport / garage.
It is constructed of brick and tile / weatherboard / iron /

NUMBERS

The maximum number of tenants to occupy the premises is

SMOKE ALARMS

The landlord agrees that the property must have working and compliant smoke alarms in place at the beginning of any Tenancy. The landlord is aware that this is a legal requirement for any new tenancy and that they are responsible for ensuring these are present, of the correct variety, and in working order prior to any tenancy commencing.

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INSULATION

The landlord understands and agrees that they have responsibilities and legal requirements in regards to the communication of current levels of insulation at the property. This information must be included in any tenancy agreement. The landlord is also aware that the property must meet minimum R value insulation requirements by July 1st 2019, if it does not currently. Where a landlord fails to provide us with adequate information around the current insulation prior to any lease signing, or declines having a professional inspection done in order to provide that information, then they are aware we will need to state there is currently no insulation in the property for lack of any evidence stating otherwise.

CHATELS

List all Chattels included in the Tenancy.

Chattels:

AS THE OWNER I AGREE THAT IT IS MY RESPONSIBILITY TO DO THE FOLLOWING:

- 1. Complete a written property inspection form on granting occupation
- 2. Complete a water meter/ electricity meter reading on granting possession
- 3. Complete a chattels list if appropriate before granting possession
- 4. To ensure that you have been paid your letting fee and other fees such as administration, credit check fees, advertising before granting possession to the tenant. If I omit to check that you have been paid your letting fee and you have not been paid then I agree to pay your letting fee upon demand along with any other fees that we incurred to gain the tenant, such as administration, advertising & credit checks.
- 5. Serve the tenant with a notice under section 5.47 if the property is on the market for sale or goes on the market.
- 6. Not to advertise in competition with you and if I do and then enter a tenancy agreement with a tenant, then I agree to pay your commission plus any other costs incurred within 7 days of a letting taking place.

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I ATTACH MY DETAILS TO ENABLE YOU TO PREPARE A TENANCY AGREEMENT:

Personal Details Full:

Name:	Surname:
Phone:	Mobile:
Email:	

Address For Service:

Street:	
Town:	
Suburb:	
Post code:	New Zealand

Contact Address:

Street:	
Town:	
Suburb:	
Post code:	New Zealand

Landlords Name

(To appear on the agreement):

Bank Account Details:

Bank:	Branch:		
Account:	-	-	-

I/we warrant that all information supplied by us is correct and that where there is more than one owner that I have authority to bind other co owners.

_____	Date: / /
Signature	

_____	Date: / /
Signature	