



**Property Management Authority**

I.....

**HEREBY AUTHORISE FAHEY PROPERTY MANAGEMENT LIMITED**

To act as my Agent on the terms and conditions herein, and set out in the Schedule overleaf with respect to management of the Property described as .....

**I HEREBY INSTRUCT FAHEY PROPERTY MANAGEMENT LIMITED TO**

**ARRANGE TENANT SELECTION** for new tenancies when required and to prepare and sign tenancy agreements on my behalf. This service will incur a fee of one weeks' rent Plus GST

**ARRANGE BOND COLLECTION** and to pay bond to Tenancy Services on my behalf.

**COMPLETE A BOND STATUS REPORT** with written report to be provided to myself or my nominee and refund any part of the bonds at the end of tenancies that in your judgment you decide is fair and reasonable.

**COLLECT ALL RENTS** and pay them to my nominated account at least once a month and to review rent on a regular basis to reflect current market conditions.

**ATTEND MEDIATION AND TRIBUNAL HEARINGS**, pursuant to the Residential Tenancies Act 1986, on my behalf. I agree to be bound by any order made by the Tenancy Tribunal.

**COMPLETE INSPECTIONS** on the premises 4 times per year to ensure the property is being maintained and to provide a full report of the inspection findings including maintenance and repairs required and to provide photos where applicable

**PURSUE TENANT DEBT**, at your discretion, a debt collection agency to pursue outstanding debts from tenants. I authorise you to pay all associated fees on my behalf.

**PAY LAND RATES, WATER RATES AND MORTGAGES** on my behalf and as per the standard package rates AND I agree to complete and sign the accompanying instruction to the council.

**COMPLETE REPAIRS AND MAINTENANCE ON THE PROPERTY AS PER THE FOLLOWING INSTRUCTIONS**

Disbursement limit for any one repair to be \$\_\_\_\_\_ plus GST

Authority to be obtained by myself and/or my nominee \_\_\_\_\_

Repairs in an emergency situation that you consider may affect the well being and/or rentability of the property, or arising from Health and Safety issues shall not require my approval.

Quotes to be obtained and approved by myself or my nominee

**STANDARD PACKAGE RATES**

**FAHEY PROPERTY MANAGEMENT LIMITED** shall be entitled to be remunerated for the following. **These amounts exclude GST**

Management Commission	6.0%. (on rent collected)
Disbursement Commission	6.0%
Veda charge for new tenancies when applicable	\$20.00
Inspections with full report and emailed photos	\$50.00



**FAHEY PROPERTY MANAGEMENT LIMITED** may place any monies held on my behalf into an interest bearing Trust Account and shall be entitled to retain interest accrued thereon.

**FAHEY PROPERTY MANAGEMENT LIMITED** shall be entitled to deduct its fees for service and reimbursements for monies expended on my account, from any monies collected. Where no monies are held I agree to reimburse Fahey Property Management Limited within seven days of receiving written request.

**FAHEY PROPERTY MANAGEMENT LIMITED** shall use its best endeavours to ensure continuity of rental and maintenance of the property, but shall not be personally liable for any default in payment of any money or for any damage caused to the property, vacant or occupied, by any tenant or otherwise, whether or not a tenancy has been arranged by Fahey Property Management Limited.

**FAHEY PROPERTY MANAGEMENT LIMITED** shall not be responsible for any injury to persons and or damage to the property arising out of the condition of or any hazard in or about the property.

**EITHER PARTY** may terminate this agency by giving to the other, one month's notice in writing.

**FAHEY PROPERTY MANAGEMENT LIMITED** shall be entitled to review its fees for services by giving one months notice in writing.

**THE UNDERSIGNED** warrants to have the authority of all the owners of the property to make this appointment.

NAME / ENTITY \_\_\_\_\_ CONTACT \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CONTACT PH NUMBER(S) \_\_\_\_\_

CONTACT FAX NUMBER \_\_\_\_\_

BANK ACCOUNT NAME \_\_\_\_\_

BANK ACCOUNT NUMBER \_\_\_\_\_

SOLICITOR DETAILS \_\_\_\_\_

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**PROPERTY DESCRIPTION**

**BEDROOMS:** \_\_\_\_\_ **BATHROOMS** \_\_\_\_\_ **GARAGING** \_\_\_\_\_ **FULLY FENCED** \_\_\_\_\_

**CONSTRUCTION** \_\_\_\_\_

**FURNISHED / UNFURNISHED**

**SMOKERS** YES / NO

**PETS** YES / NO (IF YES PLEASE STATE) \_\_\_\_\_

**BODYCORP** YES / NO (IF YES PLEASE GIVE DETAILS) \_\_\_\_\_

**LAWNS AND GARDENS MAINTAINED BY TENANT** YES/ NO \_\_\_\_\_

**KEY DETAILS** \_\_\_\_\_ **NUMBER OF KEYS SUPPLIED** \_\_\_\_\_



**COMMENTS/INSTRUCTIONS:**

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SIGNED \_\_\_\_\_ ON BEHALF OF \_\_\_\_\_

DATE \_\_\_\_\_ ACCEPTED BY \_\_\_\_\_  
(on behalf of Fahey Property Management Limited)

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**TO THE LOCAL TERRITORIAL AUTHORITY**

***I, \_\_\_\_\_ HEREBY AUTHORISE FAHEY PROPERTY MANAGEMENT LIMITED TO  
RECEIVE ALL LAND AND WATER RATES ACCOUNTS ON MY BEHALF FOR THE PROPERTY AT***

***PLEASE MAKE THESE CHANGES IMMEDIATELY AND FORWARD ACCOUNTS TO FAHEY PROPERTY MANAGEMENT  
LIMITED AT:***

***P.O Box 26261  
Epsom  
Auckland***

***THANK YOU***

***SIGNED \_\_\_\_\_***

***DATED \_\_\_\_\_***

***PLEASE REPLY EMAIL OR FAX TO +64 9 524 5924***