

INSTRUCTIONS TO MANAGING AGENT

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

Property Address: _____

Owners Name: _____

Address: _____

Mobile: _____ Home: _____

Work: _____ Email: _____

Alternative Contact

Name: _____ Relationship: _____

Mobile: _____ Home: _____

Work: _____ Email: _____

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

Please select a payment method

☐ Cheque

☐ Direct deposit

Account Details

Bank & Branch:

BSB/Account Number: _____ / _____

Account Name:

Please Select: ☐ End of month or ☐ Daily

Body Corporate

Company:

Contact Plan No:

Note: If the body corporate has amended the Standard Rules, a copy of those rules must be provided to the tenant in accordance with the provisions of the Subdivision Act

Insurance

Building Policy No:

Landlords Insurance No:

Public Liability Policy No:

Note: We strongly suggest that the rental property and its owner's potential liability are fully covered and that the level of cover is reviewed annually.

Arrange Gas Application Check: Please select **Yes or** **No**

Arrange Landlord insurance: Please select **Yes or** **No**

Arrange Smoke Alarms: Please select **Yes or** **No**

Please select statement method: ☐ Posted ☐ Emailed

I agree to indemnify you, as the managing agent for any claims made for unpaid repairs or maintenance accounts authorised in accordance with my instructions. I also agree to fully reimburse any advertising expenses incurred in accordance with my instructions in the re-letting of the property.

I understand and accept the terms and conditions.	Signature	Date
	Signature	Date
	Signature	Date