

LANDLORD INSTRUCTION FORM



PROPERTY ADDRESS

Landlord/s Name

Owner/s as per Title

If rental property is owned by a

Company, the ACN. must be provided

Landlords Postal Address

Contact Info

Name

Phone

Mobile

Work

Email

Contact Info

Name

Phone

Mobile

Work

Email

Solicitor

Company

Address

Contact

Phone

Mobile

Email

Statement Instructions

Forward Statement via

EMAIL

POST

Email

Banking Instructions

Bank

Branch

Acc Name

BSB no

ACC no

Emergency Contact

Any matters affecting my/our property should be referred to the contact below in the event that I/we cannot be contacted. (Note: this person needs to be authorised to make decisions on your behalf)



Contact Info

Name _____

Phone _____

Mobile _____

Work _____

Email _____

Insurance

We recommend that all rental properties have adequate insurance and refer you to seek advice from an Insurance professional.

Building & Liability Insurance

Company _____

Policy Number _____

Landlords Contents & Liability

Company _____

Policy Number _____

Repairs – Urgent & Non Urgent

I/We instruct Ray White Rosebud to carry out non – urgent repairs and maintenance to the property to a maximum cost of \$250.00 with no reference to me/us. Invoices are to be deducted from the Monthly Rental Statement.

Contact our preferred trades people (listed below) if available, in the event of repairs & maintenance being required.

Trade _____

Contact Name _____

Phone _____

Email _____

Trade _____

Contact Name _____

Phone _____

Email _____

Please be aware Ray White Rosebud are authorised under the RTA 1997 to undertake urgent repairs on your behalf of up to the value of \$1,800.00 for your property if we cannot reach you.

Body Corporate

Body Corporate Strata Plan No _____

Body Corporate Manager/Contact _____

Phone _____

Email _____

(Note: Body Corporate Insurance does not cover individual owner’s Landlords Contents and Liability Therefore all Owner’s should seek advice on adequate cover from an Insurance professional)

Leasing Instructions

To re-let the property in the event of a vacancy.
The lease period to be a minimum of 12 months unless otherwise advised/approved.
To advertise the property on my/our behalf & to erect a For Lease board.



Initial Phone Line Connection and Television Antenna's

If your property has a phone line point visible the assumption is that there is the ability to connect internet and phone facilities to the property. If there are connection issues, the initial phone line connection is to be reimbursed by the landlord to the tenant from their first bill (the line connection fee is approximately \$299.00).

If there is an antenna point in the property the assumption is that there is a working television antenna, therefore it must be in good working order during the tenancy. If a booster is required to facilitate this the tenant can purchase one at their own expense.

Authorisation & Declaration

Ray White Rosebud is hereby authorised to collect rents, issue receipts for rents & security deposits and other monies collected on my/our behalf, sign Condition reports & Bond Lodgement forms, organize repairs & maintenance & deduct payment from rental monies collected, serve notices upon tenants and exercise my/our right to terminate tenancies and leases, attend Tribunal hearings my/our behalf in accordance with the provisions of the Residential Tenancies Act 1997.

I/We hereby declare that information contained in this Landlord Instruction Form is true and correct and agree to notify the Agent of any changes as they occur. I/We declare that you as our agent may sign the tenancy agreement on our behalf if necessary.

Signature of Landlord/s _____

Date ____ / ____ / ____

Signature of Landlord/s _____

Date ____ / ____ / ____