

RENTAL PROVIDERS 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 and compliant with current rental legislation and regulations.

RENTAL ADDRESS		
Owners Full Names		
Company Name		
ABN/ACN		
Owners Postal Address		
Contact Information	(H)	(H)
	(B)	(B)
	(Fax)	(Fax)
	(Mob)	(Mob)
	(E-mail)	(E-mail)
Emergency Contact		

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

Banking	Bank	Branch																								
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	Account Name																									

Statement Instructions	Statements are generated when rental disbursements take place.
	Name
	Address

Note: Rental statements are prepared and emailed to the owners' email address whilst all monies collected are directly credited to the above account.

PROPERTY INFORMATION

Owners Corporation Details: We require a copy of the owner's corporation rules/regulations to include in your lease

Owners Corporate Manager	Company	Contact Number
	Contact Name	Plan No.

Proof of ownership: We are required to have a copy of one of the following documents on file as proof of ownership. Please select the document you are providing.

<input type="checkbox"/> Title	<input type="checkbox"/> Council Rates	<input type="checkbox"/> Contract of Sale (fully signed)	<input type="checkbox"/> Water Rates
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INSURANCE: We require a copy of your current Residential Rental Provider (Landlord) Insurance policy. Please acknowledge you are sending this to our office by signing at the bottom.

Insurance	Insurer
	Building Policy No.
	Landlord Insurer
	Landlord Insurance Policy No.

Repairs and Maintenance: It is a requirement of the Residential Tenancies Act & Regulations (RTA) that all renters are provided with a statement detailing whether or not the agent can carry out urgent repairs. According to the RTA, in the event of an urgent repair, the tenant is authorised to arrange the repairs.

To properly manage your property we require your authorisation to undertake up to \$2,500 of urgent repairs if required.

The Rental Provider/s will always be our first point of contact (or your emergency contact) in the event that repairs are required to the property. In the case of an urgent repair when no one can be contacted, we will arrange for the works to be carried out by one of our team of qualified tradespeople.

Repairs and Maintenance	If you have your own preferred tradespeople, please provide the following information:		
	Trade	Name	Telephone & Fax Numbers

PROPERTY INFORMATION

PHOTOGRAPHY: Ray White Rosebud recommends that your property is advertised using professional photography to maximize your online presence. All photos provided must be high resolution so that we can feed your property to all property portals.

INDEMNITY: All owners agree to indemnify Ray White Rosebud (and all of its employees, partners and contractors), as the managing agent, for any claims made for unpaid repairs or maintenance accounts authorised in accordance with their instructions. I also agree to fully reimburse any advertising expenses incurred in accordance with my instructions in the letting and re-letting of the property.

SAFETY STANDARDS & SAFETY RELATED INSPECTIONS: From 29th March 2021, rental providers are required to have smoke alarm, gas and electrical safety inspections carried out at prescribed intervals. Inspections must be conducted by qualified tradespeople and must be conducted to the prescribed standard. A copy of all reports must be kept on file. We have sourced Detector Inspector to undertake these inspections on behalf of all of our rental providers.

As this is a legislated requirement, we are unable to manage any properties that are not opted into this service.

MINIMUM STANDARDS

Bathroom Facilities: Bathroom/s provided with the appropriate amenities, maintained appropriately and in good working order. This includes a washbasin connected to hot and cold water, a shower and/or bath connected to hot and cold water. If a shower is provided, the shower head requires a maximum flow rate of nine litres per minute with a three star water efficiency rating.

Heating: Each property requires appropriate heating, maintained and in good working order. You must supply a fixed heater to the main living area with a minimum efficiency rating of two stars. Note: from 1 July 2022, fixed heaters must be energy efficient with a rating of two star and above. Until 1 July 2022, fixed heaters are only required to be in good working order.

Kitchen Facilities: Kitchen to be maintained appropriately and in good working order, including a dedicated area for cooking and food preparation. Must include a sink connected to hot and cold water, a working oven and a fully functioning and working cooktop.

Lighting: The interior rooms, corridors and hallways of the rented premises are to have access to light, whether natural or artificial, which provides a level of illuminance appropriate to the function or use of those rooms.

Locks: All external entry doors must have a functioning deadlock, other than any screen door attached to an external door. If a deadlock is unable to be fitted, the door must be fitted with a locking device that is operated by a key from the outside and may be unlocked from the inside with or without a key.

Laundry Facilities: Laundry maintained appropriately and connected to hot and cold water.

MINIMUM STANDARDS

Mould and dampness: Each room in the rented premises must be free from mould and damp caused by or related to the building structure.

Rubbish and Recycling Bins: A vermin proof rubbish bin and a recycling bin are to be supplied for use by the renter of the rented premises which are provided by local council or compatible with council collection.

Structural soundness of property: The property must be structurally sound and weatherproof, including the floors, ceilings, walls, supporting structures (including foundations), doors, stairs, balconies, balustrades and railings. The property must also comply with all statutory obligations in relation to health and safety.

Toilet Facilities: Toilet/s provided in appropriate location, maintained and in good working order and connected to either reticulated sewerage or wastewater treatment system.

Ventilation: Each habitable room, bathroom, shower room, toilet and laundry must have ventilation that satisfies performance requirements under the Building Code of Australia.

Windows: All external windows in the rented premises that are capable of opening must be able to be set in a closed or open position, and must have a functioning latch to secure against external entry.

Window coverings: From 29 March 2022, all windows in rooms likely to be used as a bedroom or living area, fitted with the appropriate window covering (curtain or blind), maintained appropriately and in good working order.

Curtain / blind cords: All cords attached to window coverings (curtain or blind) must be secured with either a cleat or cord guide

Electrical Safety: On and from 29th March 2023, in relation to electrical safety, all power outlets and lighting circuits in the rented premises must be connected to a switchboard-type Circuit Breaker AND a switchboard-type Residual Current Device that comply with the specified standards.

DISCLOSURE REQUIREMENTS

As required by Regulation 16 of the Residential Tenancies Regulations 2021, below is the information a Residential Rental Provider must provide to a Renter prior to a Renter signing a Rental Agreement.

Property Address: _____

1	Does the rented premises comply with the minimum standards?	YES/NO
2	Does the rented premises have friable or non-friable asbestos based on an inspection by a suitably qualified person?	YES/NO
3	Is the rented premises known by the residential rental provider to be contaminated because of prior use of the rented premises for the trafficking or cultivation of a drug of dependence in the last five years?	YES/NO
4	Is the rented premises part of an embedded electrical network? If so, the ABN and trading name of the embedded network operator, and the contact details, including any phone number and website address of the embedded network operator, and the electricity tariffs and all associated fees and charges that may apply to the customer in relation to the sale of electricity, or where that information can be accessed must be provided.	YES/NO
5	Is the rented premises or common property known by the residential rental provider to have been the location of a homicide in the last five years?	YES/NO
6	Is the rented premises affected by a building or planning application that has been lodged with the relevant authority, or are the rented premises or common property known by the residential rental provider to be the subject of any notice, order, declaration, report or recommendation issued by a relevant building surveyor, municipal building surveyor, public authority or government department relating to any building defects or safety concerns?	YES/NO
7	Is the rented premises a registered place? A registered place is typically a heritage listed building.	YES/NO
8	Has there been a repair notice, in the last 3 years, relating to mould or damp in the rented premises caused by or related to the structure?	YES/NO
9	What is the date of the most recent gas safety check, electrical safety check and pool barrier compliance check (pool/spa only if applicable)?	Date of last Service
10	Are there any outstanding recommendations from the gas safety check or electrical safety check?	YES/NO
11	Is there a current domestic building dispute under the Domestic Building Contracts Act 1995 that affects the rented premises?	YES/NO
12	Is there a current dispute under Part 10 of the Owners Corporations Act 2006 which applies to the rented premises?	YES/NO
13	Is there an owners corporation affecting the rented premises? If yes then a copy of the applicable rules must be provided to the renter.	YES/NO



RENTAL PROVIDER ACKNOWLEDGEMENT

I, (Landlord/s), acknowledge that I have read and completed all sections mentioned above in this Landlord Instruction Form.

Landlords Name	
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Date	
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Sign Here	
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Landlords Name	
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Date	
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Sign Here	
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Landlords Name	
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Date	
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Sign Here	
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Landlords Name	
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Date	
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Sign Here	
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