

# OWNER INSTRUCTION FORM

<b>Address of Premises</b>		
<b>Owner/s Full Name/s</b>		
	If the owner is a company, please provide A.C.N _____	
	Is the owner registered for GST? Yes / No Please provide ABN _____	
<b>Postal Address</b>		
<b>Contact Information</b>	Home	Business
	Mobile	Fax
	Email	
Please nominate your preferred contact method:		
<b>Preferred Contact</b>	If more than one owner, please nominate one person who is preferred contact for all matters:	
	Name	Telephone
	Email	

<b>Emergency Contact</b>	Name	Mobile
	Home	Business
	Email	

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

<b>Banking and Statement Information</b>	Rental statements are prepared and forwarded to the owner whilst monies collected are directly credited to your nominated account.	
	Account name	
	Bank	Branch
	Account No.	BSB No.
	A detailed statement will be forwarded to you by email. <input type="checkbox"/> Please tick if you would also like a copy posted to you. <input type="checkbox"/>	

<b>Owners Corporation</b>	Is there a owners corporation in place for the rented premises?	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	BCSP number	
	If yes, please provide a copy of the currently owners corporation rules together with details of owners corporation manager.	
	Company	
	Contact name	Business
	Postal address	
Email		

<b>Insurance</b>	We strongly recommend that the rental property and its owners' potential liability are fully covered and that the level of cover is reviewed annually.	
	Insurer	
	Policy No.	Expiry date
	Amount of public liability cover	

<b>Repairs and Maintenance</b>		<p>It is a requirement of the Residential Tenancies Act 1997 that all tenants are provided with a statement detailing whether or not the agent can carry out urgent repairs on behalf of the landlord and if so, up to what amount. The monetary limit for urgent repairs that can now be directly organized by the tenant is \$1800.00.</p> <p>We will always attempt to contact you in the event of any repairs that are required at the rented premises. However, in the event that there is an urgent repair required and you are unable to be contacted, we will arrange for the work to be carried out by a qualified tradesperson on your behalf. If you have your own preferred tradespeople who are appropriate licensed and insured, please nominate them below. Please note that Precise Property Management accepts no responsibility for work conducted by any tradesperson referred or engaged by you as a landlord.</p>		
	Trade	Name	Telephone	Email
1				
2				
3				

<b>Property Expenses</b>	Please indicate if you require Precise Property Management to pay the following accounts on your behalf from the rental income collected:			
	Council rates	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Municipality of: _____
	Water service charges	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Owners corporation fees	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Gardening (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Smarthouse Fire Solutions (for periodic smoke alarm inspection)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Other expenses (please specify)			

<b>Agents authority and indemnity</b>	<p>By signing this instruction form, I/we authorize Precise Property Management to select tenants, collect rent due, issue receipts for all monies collected, exercise my rights to terminate tenancy agreements and tenancies in accordance with the Residential Tenancies Act 1997, serve relevant notices upon tenants subject to this Act, attend hearings at the Victorian Civil and Administrative Tribunal on my behalf whenever necessary and make any claims on my behalf for the refund of bond monies having regard for rent due and the condition of the premises at the end of the tenancy.</p>
	<p>I/we agree to indemnify Precise Property Management, as the managing agent, for any claims made for unpaid repairs or maintenance accounts authorized in accordance with my/our instructions.</p>
	<p>I/We acknowledge the following:</p> <ul style="list-style-type: none"> <li>• Precise Property Management has advised of the requirement to adequately insure the rented premises, including legal liability cover.</li> <li>• Precise Property Management has advised me/us of the availability of Landlords insurance for the rental premises.</li> <li>• I/We agree to fully reimburse any expenses incurred in accordance with my instructions in leasing, managing and re-leasing the rented premises.</li> <li>• I/We have provided Precise Property Management with a copy of the current insurance policy for the rented premises.</li> <li>• I/We have provided Precise Property Management with a copy of the current council rate notice or certificate of title for the rented premises.</li> <li>• I/We have provided Precise Property Management with two full sets of keys for the rented premises.</li> </ul>

<b>Signed by the Landlord/s</b>	
<b>Date</b>	