

FINE POINT
real estate



OWNERS INSTRUCTIONS TO THE MANAGING AGENT

PROPERTY ADDRESS

Address

OWNERS FULL NAME

Name/s

Postal Address

Postcode

Home

Work

Fax

Mobile

Email Address

Emergency Contact

Phone

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STATEMENTS & BANKING INSTRUCTIONS

Send monthly statement via email to the following address/addresses

Email 1

Email 2

Email 3

Funds to be deposited into the following bank account

Bank

Branch

BSB Number _____ - _____ **Account Number**

Account Name

Payment Frequency (please circle)

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INVOICES & MAINTENANCE MANAGEMENT

Owner Prefers to pay invoices. Please forward all invoices to email to:

REPAIRS AND MAINTENANCE

The Residential Tenancies Act 1997 requires that all tenants are provided with a statement detailing whether 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 organised by the agent has been increased to **\$1,800.00**.

Please note: Fine Point Real Estate automatically authorizes repairs **under \$150** be automatically carried out by Fine Points authorized Trades people. If the amount is **over \$150** Trades Persons must call **Michelle on Mob: 0425 440 075 for Owner authorization**. If tenants or trades persons are unable to reach Michelle **trades will go ahead with repairs at their discretion of urgency and safety. Trades must follow these guidelines for out of office hours. They must assess the urgency of the repair before initiating an out of office hours call out charge to owners by contacting Michelle on mob: 0425 440 075 to discuss if repairs can wait until normal office hours.** If they are unable to reach Michelle they are to attend to the urgent repair on behalf of the owner/tenant to the **value of \$1800.00** required under the residential tenancies act. Please be rest assured Fine Point Real Estate will be diligent in communication and payment for high quality workmanship, commitment and loyalty with trades persons.

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INSURANCE

POLICY

PROVIDER

POLICY NUMBER

LANDLORD INSURANCE

BODY CORPORATE COMPANY (If Applicable)

AGENTS AUTHORITY

The Authority to lease and manage your property that you have already signed authorises us to all tenancy agreements on your behalf. If this is contrary to your needs, please contact us immediately.

By signing this instruction form, you are authorising us to select tenants, to collect rents due, issue receipts for all money collected, exercise your right to terminate tenancy agreements and tenancies in accordance with the provisions of the "Residential Tenancies Act 1997" serve relevant notices upon tenants subject to this Act, attend VCAT hearings on your behalf and whenever necessary and disclose your details in accordance with your instructions and The Privacy Act.

- If the rental property is owned by a company, the ACN must be provided as it is required by VCAT on all Documentation.
- Please enclose a copy of your current Insurance Policy
- Please enclose a copy of your Rates notice, or a copy of the title to verify ownership of the property.

INDEMNITY

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 expenses incurred in accordance with my instructions in the maintenance of the property.

LANDLORD AUTHORITY

SIGNATURE OF LANDLORD PERSON/S
DATE.....