

**CHRISTCHURCH PROPERTY MANAGEMENT LTD**  
**MANAGEMENT AUTHORITY FORM**

I/We (“the Owner/s”) .....

hereby authorise Christchurch Property Management Ltd (“Christchurch Property Management” and “you”) to act as my/our agent on the terms and conditions for management of the property owned by me/us situated at

..... (“the Property”)

I/We have the authority of the other owners (if any), to make this agreement.

I/We instruct you to:

1. Arrange new tenancies as the necessity arises and to sign tenancy agreements on my/our behalf. I/We understand that Christchurch Property Management will advertise the Property for rent.
2. Collect bonds to be paid to Tenancy Services on my/our behalf.
3. Collect all rents owing on the Property, and account to me/us on the first (and sixteenth if required) working day of each month with a monthly statement showing rents received and any costs deducted.
4. Inspect the Property every 2 months and send me/us a written report.
5. Carry out a thorough inspection of the Property between each tenancy and arrange for the release of the Bond at your discretion.
6. Carry out and pay for on my account any repairs that may from time to time become necessary. Any one repair is not to exceed \$250 (plus GST) without my/our written authority, except in urgent circumstances. Should an urgent repair require immediate action, repairs in excess of \$250 (plus GST) may be carried out at the discretion of Christchurch Property Management.
7. Pay regular outgoings as described on the Owner’s Instruction Form.
8. Represent me/us in matters of mediation or Tenancy Tribunal hearings that may be necessary under the Residential Tenancies Act 1986 and I/we agree to be bound by any agreements reached in mediation and/or decisions made by the Tenancy Tribunal.
9. Arrange for and supervise any major repairs or renovations on the Property at my/our cost which have first been authorised by me/us in writing.

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## **TERMS AND CONDITIONS OF AGENCY**

1. Christchurch Property Management shall be entitled to be paid for services at the rate of 9% + GST on all rents collected. Services included in this fee are:
  - All general property management services, as stated above
  - 7 property inspections per year (including initial and final inspections)
  - Arranging of all general maintenance & repairs on the property
  - Arranging of regular lawn mowing and other grounds services as required
  - Any Tenancy Tribunal application fee, time spent in tribunal preparation and time spent at the Tenancy Tribunal \*

\* In the case of the tenant taking the property manager/owner to the Tribunal due to the owner not taking action recommended by the property manager, there will be a charge for our time spent on this.

2. Christchurch Property Management shall be entitled to deduct the proper charges and reimbursements for moneys expended on account of the Owner/s from rents and other moneys collected on behalf of the Owner/s.
3. Christchurch Property Management reserves the right to amend the above terms and conditions by providing the Owner/s with 6 weeks written notice.
4. The Owner/s agrees that in managing the Property, Christchurch Property Management has no liability in relation to injury to persons and/or damage to property arising out of the condition of the Property or any hazard in or about the Property. Furthermore, the Owner/s acknowledges that while Christchurch Property Management shall use its best endeavours to ensure continuity of rental and any other payments to be made by the tenants and also the maintenance of the Property, no liability rests with Christchurch Property Management for any default in rental or other payments due by the tenant or for damage or loss sustained by the Owner/s on the Property whether caused by the tenant or otherwise and whether or not the tenant had been arranged by Christchurch Property Management. I/we further agree to indemnify Christchurch Property Management for any claims made for unpaid repair/maintenance accounts authorized in accordance with my/our instructions.
5. Christchurch Property Management reserves the right to have the property and the carpets commercially cleaned if deemed necessary at the start of a new management.
6. Christchurch Property Management shall arrange for each property to be provided with a second CCC recycling bin. There will be a cost to be paid by The Owner of \$38.63 per year for the second bin. Christchurch Property Management shall also arrange for any property with 7 or more bedrooms to be provided with a second rubbish bin from Envirowaste. There is a cost to be paid by The Owner of approximately \$216 per year (February - November collections only). If we manage 3 or more properties belonging to The Owner, Christchurch Property Management will cover the cost of the extra rubbish bins.
7. Christchurch Property Management shall arrange for the upkeep of the grounds to be fully maintained for the tenants. This could include lawns, weed spraying, tree/shrub trimming and gutter cleaning. The Owner shall be charged for the regular mowing of the lawns at a rate of \$2 per room per week. Hedge and tree trimming, weed spraying, gutter cleaning and any other outside maintenance work shall be done in consultation with The Owner.

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8. Christchurch Property Management may allow up to two working days vacancy between tenancies each year to allow time to complete the final inspection, deal with any maintenance & repairs and complete the initial inspection before the new tenants take possession. Every second year between tenancies, The Owner shall be required to have commercial cleaners do a basic clean to keep the property up to the high standard expected.
9. The Owner agrees to supply Christchurch Property Management with one full set of keys to keep in the office and enough keys for all tenants to have reasonable access to the property. Christchurch Property Management will advise The Owner on the total number needed for each property. Christchurch Property Management can arrange for extra keys to be cut at the cost of \$13 + GST per key if needed.
10. Any extra services agreed, over and above those listed, will be charged at an hourly rate of \$50 + GST plus any expenses incurred.
11. Either party may terminate this agreement by giving one months' notice in writing.
12. This agreement is a sole agency. I/We agree that the Property will not be let or managed by any other party for the duration of this Management Authority. The penalty for breaking this agreement is a fee of one week's rent + GST to be paid by the Owner/s to Christchurch Property Management. This agreement is valid from the date of signing until the termination of this agreement.
13. Any notice to be given by either the Owner/s or Christchurch Property Management under this agreement may be given in person or via email.
14. The parties acknowledge that this agreement may be executed by an exchange of scanned and emailed PDF copies and execution of this agreement by that means is valid and sufficient execution.
15. This is a legally binding contract. In signing this contract, I/We have read and understood the terms.

Owners

Signed: .....

Dated: .....

Property Manager

Signed: .....

Dated: .....

\_\_\_\_\_ initials

## Owner's Instruction Form

### Owners Contact Details

Owners Full Name/s .....

Owners address .....

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Email ..... Home Phone .....

Business Phone ..... Mobile Phone .....

Emergency Contact .....

Email ..... Phone No .....

A contact person other than the owner of the property is required as an alternative source in the event of an emergency.

### Statement and Payment Instructions

I/We appoint Christchurch Property Management Ltd as my/our Agent to manage and collect all monies on my/our behalf and disburse to the nominated bank account. I/We have attached a pre-printed deposit slip or bank verification of account details.

Account Name ..... Bank .....

Branch ..... Account No: .....

Payment Schedule – Monthly (1<sup>st</sup> of each month or next business day) .....

Or Twice Monthly (1<sup>st</sup> and 16<sup>th</sup> of each month or next business day) .....

We will email your monthly statement to the above email address unless directed otherwise.

### Property Details (please attach evidence of ownership e.g. rate demand or copy of title search)

Address of Property .....

I/We wish Christchurch Property Management Ltd to pay the following expenses on my/our behalf:

A. Council Rate Yes / No

B. Insurance Yes / No Insurance Company .....

Branch ..... Policy No .....

I have contacted my insurance company to add Christchurch Property Management Ltd as an authority on my policies Yes / No

I/We confirm the above companies have been instructed to re-direct accounts for payment to Christchurch Property Management Ltd, PO Box 6644, Christchurch. No responsibility can be taken by Christchurch Property Management Ltd for unpaid accounts not received.

\_\_\_\_\_ initials

**Tenancy Agreement Instructions**

Property Availability Date (if applicable) ..... Maximum No of Occupants .....  
Lease Term: Fixed ..... for ..... months OR Periodic .....  
Condition: Furnished ..... Unfurnished .....  
Pets Yes / No Type allowed: .....  
Smokers Yes / No  
Other special instructions: .....

**Other Property Details**

Bedrooms ..... Are there any sleepouts/studios? Yes / No If yes, how many? .....  
Does the property have any form of heating? Yes / No Type: .....  
Does the property have insulation? Yes / No Type: .....  
Does the property have double glazing? Yes / No  
Chattels .....  
.....  
Does your property require a gas supply? Yes / No

**Repairs and Maintenance**

- A. I agree that Christchurch Property Management Ltd will arrange repairs using their preferred tradespeople. Yes / No
- B. I agree that Christchurch Property Management Ltd will arrange repairs using the Owners preferred tradespeople and the Owner will provide a list of these tradespeople with their contact details. Yes / No
- C. I agree that Christchurch Property Management Ltd will refer any repair or maintenance issues directly to the Owner to be dealt with in a timely manner. Yes / No

Please note that your preferred tradespeople may not be used in an emergency or after hours callout.

**Owners**

Signed: .....  
Dated: .....

**Property Manager**

Signed: .....  
Dated: .....

\_\_\_\_\_ initials