

## **OWNERS INSTRUCTIONS TO RENTAL MANAGING AGENT**

### **MAINTENANCE**

**It is the Owner's instructions that the property be maintained in good order for the tenant. If the property requires any repairs and/or maintenance these items are to be carried out in a timely and effective manner in line with the following points:**

1. Three written quotes and to be obtained for maintenance and operational maintenance (eg. lawn mowing) on the property. The cheapest quote with the appropriate quality is to be acted upon. These quotes are to be made available to the Owner on request.
2. The Owner authorises the Managing Agent to carry out repairs and maintenance up to a limit of \$..... without prior approval of the Owner'
3. Requirements for repairs and maintenance above the dollar figure outline in point 2, must receive prior approval from the owner, either verbally or via email and in a timely manner'
4. Three monthly inspection reports are to be undertaken and provided to the owner. At six monthly intervals these reports must be accompanied with photographic documentation'
5. Fire Alarms are to be checked as part of the standard three monthly inspections
6. The Owner requires the building to meet the various safety and building code requirements at all times'

### **RENT REVIEWS**

**The Property is expected to always be a market rental:**

1. Rent reviews are to be conducted at lease renewal.
2. Rents are to be increased to market at all times with no requirement to contact the Owner to increase the rent. Evidence of market rent to be provided to the owner upon request
3. If market conditions predicate a reduction in rent, it is the Owners preference to have the property rented at the newly adjusted discounted rent, than to have the property vacant. Any reduction in rent must be discussed with Owner for approval and evidence of market conditions produced'
4. The owner will periodically discuss capital improvements and renovations to the property with a view to gaining a higher yield. If the Managing Agent has any suggestions in this regard the owner wishes to be advised immediately to discuss further.

### **REQUIRED NOTICE TO VARY CONDITIONS OF MANAGING AGREEMENT**

Any variation to Managing Agents charges including Postage and Petty's, must be discussed with the Owner and 30 days notice given.

### **OPERATIONAL DETAILS**

#### **PAYMENTS**

**Payment is expected twice monthly on the 1<sup>st</sup> and 15<sup>th</sup> of the month via direct deposit to:**

AC No: .....

BSB: .....

A/C Name: .....

#### **STATEMENTS**

**Monthly statements are to be sent via email/post**

**Yearly statements in hard copy via post and electronic copies via email.**

### **OWNERS CONTACT DETAILS**

Ownership Entity:..... Contact person:.....

Address: ..... Ph: .....

Fax: ..... Email: .....

#### **Preferred contact method:**

If the contact person is not contactable, please contact ..... on ph:.....

Any requirement for contact or further information are expected to be answered by the Managing Agent within 24 hours of the initial request.