

LANDLORD'S INSTRUCTION FORM

OWNER/PROPERTY DETAILS

Property _____
Owner's Name _____
(In full) _____
Address _____
Telephone Business _____ Home _____
Mobile _____ E-mail _____

BANKING INSTRUCTIONS

Bank _____
Address _____
Telephone _____
Contact _____
Account Name _____
Account No. _____

STATEMENT

To _____
Address _____

INSURANCE

Building Insurer _____
Policy No. _____
Cover \$ _____ Date Due _____
Contents Insurer _____
Policy No. _____
Cover \$ _____ Date Due _____
Other Insurer _____
Policy No. _____
Cover \$ _____ Date Due _____

OWNERS CORPORATION

Manager/Secretary _____
Telephone _____ Strata Plan No. _____

EMERGENCY CONTACT

In the event of the managing agent requiring instruction on matters affecting *my/*our property and *I/we cannot be contacted, please contact:

Name _____
Telephone _____

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MAINTENANCE AND REPAIRS

*I/We hereby instruct _____ as follows:

- Urgent Repairs**
- (i) To *carry out/not to carry out urgent repairs without reference to *me/us.
 - (ii) *Where the agent is authorised to carry out urgent repairs the agent may Spend up to _____ **OR**
 - (iii) *Where the agent is not authorised to carry out urgent repairs the phone number for urgent repairs is _____

- Non-urgent Repairs**
- (i) *To carry out repairs to the property to a maximum of _____ without reference to *me/us. **OR**
 - (ii) *In the event of repairs being required to *my/our property, to use the following tradespeople.

Name	Telephone	Trade

*I/We agree to indemnify _____ for any claims made for unpaid repairs or maintenance accounts authorised in accordance with *my/our instructions.

INSTRUCTIONS

Leasing *To re-let the property in the case of a vacancy.
*To sign all leases on *my/our account.

Advertising *To advertise the property for re-letting.
*I/We agree to reimburse _____ for the following expenses incurred on *my/our behalf in the re-letting of the property.

Payments *To make the following payments on *my/our behalf:

- | | | | | |
|--|--------------------------|-----|--------------------------|----|
| RATES | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <i>(Municipal and Melbourne Water rates will not be paid in instalments and rentals received may be held over if necessary.)</i> | | | | |
| LAND TAX | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| OWNERS CORPORATION TAXES & CHARGES | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

_____ Is hereby authorised to collect rentals due and issue receipts for rentals, bonds and other moneys collected on *my/our behalf, serve notices upon tenants and exercise *my/our rights to terminate tenancies and leases in accordance with the provisions of the *Residential Tenancies Act 1997* and to attend Tribunal Hearings on *my/our behalf.

TRIBUNAL CHARGES

*I/We acknowledge that the charges for preparation of documentation and attendance at the Tribunal are:

Application fee and Registered Mail

Preparation of documentation

Attendance at Tribunal Hearing

Obtaining and issuing a Warrant of Possession

OWNERS SIGNATURE

Owner's Signature

Date

Owner's Signature

Date