

Managing Agent Agreement

[](http://www.bing.com/images/search?q=Slogan+of+real+estate+image&view=detailv2&&&id=2A045932EA0247A0D9E5D37EF77015EA98E12217&selectedIndex=198&ccid=amKk6Fhw&simid=608010843914568415&thid=JN.Q2odpWLXxj+4rjm9NEXWug)

[www.leadercapitalrealestate.com.au](http://www.leadercapitalrealestate.com.au) Unit 11/36 Petterd Street Page 2614

E: [pm@leadercapitalrealestate.com.au](mailto:pm@leadercapitalrealestate.com.au) P: 6181 4760 M: 0404 011 163

**Managing Agency Agreement**

**Section A: Owner Details**

**Property Details**

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Block: \_\_\_Section: \_\_\_ EER: \_\_\_ Unit plan no: \_\_\_ Complex/Building name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property is available to lease from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Owners Details**

1/ Full name: ☐ Mr ☐ Mrs ☐ Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salutation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (W) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (M) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2/ Full name: ☐ Mr ☐ Mrs ☐ Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salutation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (W) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (M) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I accept Leader Capital Real Estate to act as my Managing Agent under the above policies and conditions in place.

Property owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_

Property owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (W) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (M) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Body Corporate Details**

Managing agent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payment Details**

This is for deposit via EFT to a nominated bank account only. Leader Capital pays end of month.

Name of bank account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Branch \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BSB number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Statements ☐ Yes ☐ No

**Insurance Details**

Property Insurance Held With Landlord Insurance Held With

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We highly urge that you full insure your property and that you regularly check your details and payments are up to date. Leader Capital Real Estate will not be liable for the payment of insurance premiums nor the processing of claims.

**The landlord understands that Leader Capital Real Estate Property Management cannot review policies as the insurance companies will only discuss with the persons insured. Therefore, payment of building policies remains the responsibility of the landlord.**

I acknowledge that my managing agent has informed me of the need to obtain adequate Landlord Protection and Building Insurance for my rental property and I have received reading material to make an informed decision.

I accept Leader Capital Real Estate to act as my Management Agent under the above policies and conditions in place.

Property owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Property owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**Disbursement Details**

Please advise if you wish for the following disbursements to be paid on your behalf

GENERAL RATES ☐ Yes ☐ No

LAND TAX ☐ Yes ☐ No

WATER & SEWERAGE RATES ☐ Yes ☐ No

BODY CORPORATE LEVIES ☐ Yes ☐ No

**Note: Leader Capital Real Estate will not be held liable for above charges if you opt “No**”

**Property Description**

House Unit Apartment Duplex

Bedrooms Bathrooms Ensuite Garages

Carport Spaces Living Area Dishwasher Shed

Balcony Dryer Pool

Extra Inclusions or Other Property Details:

**Property Application**

|  |  |  |
| --- | --- | --- |
| Type | Brand | Warranty (Date) |
| Automatic Garage Door |  |  |
| Irrigation |  |  |
| Security System |  |  |
| Laundry Appliances |  |  |
| Dishwasher |  |  |
| Hot Water Service |  |  |
| Gas/Electricity |  |  |

**Details of Facility**

|  |  |
| --- | --- |
| Facility | Location |
| Hot Water |  |
| Electrical Box |  |
| Water Meter |  |
| Water Stop Cock |  |
| Irrigation Controls |  |

I accept Leader Capital Real Estate to act as my Management Agent under the above policies and conditions in place.

Property owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_

Property owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_

**Preferred Tradespeople**

Owner authorizes the use of Leader Capital Real Estate’s trade’s people? ☐ Yes ☐ No

Should you prefer your own tradespeople, please list below. In the event that your preferred tradesperson is unavailable for prompt attention to maintenance we will use our listed contractors.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Trade | Name | Phone | Email |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Special Conditions**

Do you require a posting clause ☐ Yes ☐ No

Would you like to attend inspections ☐ Yes ☐ No

Are pets accepted at the property, if yes please fill below ☐ Yes ⊠ No

Animal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☐ INSIDE ☐ OUTSIDE

Copies of manuals supplied to agent? ☐ Yes ☐ No

Please specify below

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

I accept Leader Capital Real Estate to act as my Management Agent under the above policies and conditions in place.

Property owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Property owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**Schedule of Fees**

The agent is entitled to the following fees,

If the management services are terminated during the fixed term tenancy period two weeks rent + GST will be payable upon termination to the agency.

|  |  |  |
| --- | --- | --- |
| Inventory and Condition Report | $200 (3 bedroom or less)  $220 (4 bedroom or more) | Plus GST |
| Monthly Administration fee | $9.00 | **Plus GST** |
| ~~End of Financial Year Statement & Package~~ | ~~$60.00~~ | **~~Plus GST~~** |
| Letting Fee | 1 Full Week Rent  (Per new lease,  12 month period) | **Plus GST** |
| Tenancy Renewal Fee | ½ Week Rent  (12 month period) | **Plus GST** |
| Management Fee | 7% of all rent collected | **Plus GST** |

**Marketing & Advertising**

|  |
| --- |
| Photography (for following advertising agenda) |
| Domain.com.au |
| Rent.com.au |
| Realestate.com.au |
| Allhomes.com.au |
| “For Lease” cordflute signboard |
| Cost To You $375.00 Plus GST |

\*\* Marketing package cost may vary relative to external provider pricing\*\*

**Privacy Statement**

In our agency business we use personal information collected from you for the purpose for which it was collected which is to act as your agent and to perform our obligations under our agreement with you. We may disclose this information to other parties including government offices and private organizations as required to perform our duties under our agreement, to achieve the other purposes specified above or as otherwise allowed under the Privacy Act 1988.

I/We understand and declare that the information supplied is true and correct and has been given by my/our free will. I/We confirm that I/We have read and understand the Privacy Policy that the Agent has made available to me.

I accept Leader Capital Real Estate to act as my Management Agent under the above policies and conditions in place.

Property owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Property owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**Agreement**

1. **WARRANT:** The principal(s) warrants the have the right to enter into this agreement & hereby appoints & authorises Leader Capital Real Estate and their employees to exclusively manage the above property in accordance with this agreement.
2. **COMMENCEMENT:** This agreement shall commence on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and may be terminated by either party giving 30 days written notice and includes a termination fee of one week rent plus GST..
3. **TENANCY RENTAL:** The agent is authorized to let the property for term of \_\_\_\_\_\_\_\_\_\_\_\_\_

At a rental of $\_\_\_\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_\_\_ or as otherwise instructed by the principal(s).

1. **END OF TENANCY:** At the end of the tenancy the agent is authorized to:
2. Re-let to premises at market rental for term not exceeding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Refer to the principal for re-letting instructions.
4. **PROSPECTIVE TENANTS:** All prospective tenants are to inspect the property in the company of Leader Capital Real Estate staff.
5. **KEYS:** Three sets of keys were handed to Leader Capital Real Estate at the time of signing this agreement.

Where 3 complete sets are not provided to the agent, the agent has authority to cut and or/order all additional keys/swipes/remotes as required.

1. **TENANTS:** The agent will verify prospective tenant’s references to the best of their ability & promptly select an appropriate tenant on the owner behalf.
2. **TENANCY:** In respect to each tenancy, the principal(s) authorize the agent to:

A – Advertise the property as available for lease – principal to pay marketing costs at each re-let. B – Enter the property for the purpose of inspection C – Select tenants and enter into a lease D – Collect and lodge rental bonds as per Residential Tenancies Act 1997 E – Make claims for bond refund taking into account rental monies due & condition of the property at the end of tenancy – Respond to any applications by the tenant & represent the landlord at Residential Tenancy Tribunal or associated conference hearings. G – Ensure principals rights to enforce or terminate a tenancy & serve notices necessarily. H – Forward the principal(s) copies of all documents signed by the agent on their behalf as required.

1. **INVENTORY:** The agent shall carry out a full inventory and condition report prior to tenancy.
2. **MAINTENANCE AUTHORISATION:** This agreement authorizes Leader Capital Real Estate to carry out maintenance on the property by qualified trades people. These repairs forwarded to the owner advising this has been arranged. Any repairing will be done in consultation with the owner, unless the repair is deemed an emergency repair in accordance with the Residential Tenancies Act 1997.
3. **LEVIES, RATES, UTILITIES:** The agent is authorized and instructed to pay the following from rental monies held:-

|  |  |
| --- | --- |
| A-Body Corporate levies | ☐ Yes ☐ No |
| B- Rates | ☐ Yes ☐ No |
| C-Land Tax | ☐ Yes ☐ No |
| D-Water/Sewerage rates | ☐ Yes ☐ No |
| E-maintenance costs | ☐ Yes ☐ No |
| F-Copy of rates notice received | ☐ Yes ☐ No |

1. **MONTHLY STATEMENT**: The agent will forward monthly statements showing all income and expenditure including copies of invoices to the principal(s) email address unless otherwise requested.
2. **EXPENSES**: Expenses incurred and agent’s fees are deducted and the balance paid to the principal on the last working day of each month.
3. **INDEMNITY**: The principal/s will hold and keep indemnified the Agent against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against the Agent in the course of or arising out of the property performance of exercise of any of the powers, duties and authorities of the Agent hereunder. The principal agrees to comply with all legislation and regulations in relation to the Residential Tenancies Act 1997. The principal will be liable for and will indemnify the Agent, its directors, officers, costs and expenses (including legal fees) on an indemnity basis including that arising from: a) injury to or death of any person or b0loss, damage to or destruction of property whether real or person, belonging to the owner, the Agent or another person, or that results from any act of omission or negligence or any person (other than the Agent) on or in connection with the relevant person’s presence on the property.
4. **SPECIAL CONDITIONS**: The agent and principal(s) agree to any special conditions as above and signed by both parties.
5. **REIMBURSEMENT OF EXPENSES**: The principal(s) agree that they have been advised of the agent fees and expenses that the agent will require reimbursement for.
6. **TRIBUNAL PROCEEDINGS**: If the agent is required to represent the principle at tribunal, there will be no cost involved for preparation and attendance.
7. **SALE OF PROPERTY**: If the property is sold (whether during or after the term of this agreement) to any person who has been a tenant of the property during the term of this Agreement, then the owner will pay a sales commission to the Agent as agreed at the time of the sale.
8. **THE AGENT**: will do all such things as may be required to comply with the provisions of the Residential Tenancies Act 1997, the Residential Tenancies Regulations 1998, the Agents Act 2003 including any amendments to those Acts and Regulations
9. **WARRANTY**: The Owner warrants that there are no defects in the Premises that might result injury to any person present in the Premises except those previously disclosed to the Agent in writing.
10. **DUTIES OF THE OWNER:** In addition to the prompt payment of money payable to the Agent pursuant to this Agreement, the Owner agrees to provide the Agent with all reasonable forms of assistance that may be necessary or conductive to the Agent performing its duties pursuant to this agreement, including prompt instructions when they are sought by the Agent.
11. **OWNER’S INTENTION TO RE-OCCUPY PROPERTY:** If the Owner intends to re-occupy the Property, as prescribed in the Residential Tenancies Act 1997, they must give the agent 30 days’ written notice and termination of this Agreement will be in accordance with Termination Clause unless otherwise agreed.
12. **COMPLIANCE WITH LAWS:** The Agent will comply with the Residential Tenancies Act 1997 and the Agents Act 2003 and all other applicable laws, statutes, ordinances and/or regulations in carrying out its duties pursuant to this agreement. If the Owner believes that the Agent has breached the law, the Owner agrees to give the Agent immediate notice to remedy that matter within a reasonable time, before the Owner take any other action.
13. **GOODS AND SERVICES TAX:** GST means GST as defined in the A NEW TAX SYSTEM (Goods and Services Tax) Act 1999. The amounts expressed in this agreement are GST inclusive.
14. **OWNER’S INSURANCE:** I/We acknowledge that we have been advised of the risks associated with owning an investment property and will advise the Agent of my Owners’ insurance policy details once a policy is established. I/We agree that if I/We do not establish Owners insurance within 21days of signing this Agreement, this contract will be terminated at the discretion of Leader Capital Real Estate.
15. **Energy Efficiency rating:** The Owner will provide the Agent with the following documents on the date this Agreement is signed by the Owner – a copy of an energy efficiency rating statement (if any) for the habitable part of the premises on the Property; or a copy of a fresh energy efficiency rating statement for the habitable part of the premises that affects the energy efficiency rating of the habitable part of the premises; and before the building work was carried out, an energy efficiency rating statement that has been prepared for the habitable part of the premises.
16. **TERMINATION:** This agreement remains in force until terminated. This agreement can be terminated (by either party) in writing upon 30 day notice. Should the Owner terminate our management services prior to the end of the fixed term tenancy agreement, then there will be an exit fee equivalent to two weeks rent. This amount is payable by the Owner to the Agent. The Owner agrees for the Agent to deduct this fee from rents collected on their behalf.
17. **WITHDRAWAL FEE:** If the property is withdrawn from the rental market before a tenancy agreement is entered into, or the property is not leased, a withdrawal fee of $420 is payable by the owner to the Agent. This includes all advertising and administration costs outlaid by the agent on the lessor’s behalf.
18. **DISCLOSURE:** The information & details required for your instructions to us is very important for the correct & efficient management of your property. If you do not give us answers where indicated we cannot guarantee effective management of your property.
19. **COMPLIANCE:** The Owner agrees to comply with the current privacy legislation in relation to the disclosure of personal or sensitive information relating to the lessee or potential lessee to any third party.
20. **CONSENTS AND AUTHORIZATIONS:** The consents and authorization referred to in the above statement are provide.

**I/We warrant that we have the authority to enter into this agreement and agree to the terms of the Instructions to Managing Agent herein.**

I accept Leader Capital Real Estate to act as my Management Agent under the above policies and conditions in place.

Property owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Property owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**Key Clause**

Clause 23 of the Operative Provisions (Instructions to Act as Managing Agent)

I/We understand that before Leader Capital Real Estate commences managing my/our property, I/we will provide Leader Capital Real Estate with three full sets of keys and all additional requirements, e.g. remote controls and access for the property.

I/we are aware that if the keys to my property are restricted, I/we are responsible to provide one full set and access pass to each tenant and Leader Capital Real Estate and tenant. If I/we are unable to provide Leader Capital Real Estate with three sets of keys, I/we will give authority to Leader Capital Real Estate to arrange to get three full sets of keys for my/our property at my/our own cost. If Leader Capital Real Estate is not in possession of three full sets of keys, the Tenancy Agreement will not be signed.

I/we hereby authorize Leader Capital Real Estate to arrange the remaining keys so that they are in possession of three full sets of keys on my/our behalf and at my /our expense.

Property owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Property owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: Please be certain All Information has been completed, to ensure we can provide the greatest possible service.**

I accept Leader Capital Real Estate to act as my Management Agent under the above policies and conditions in place.

Property owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Property owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

Dear Sir/Madam,

RE: AUTHORITY TO REDIRECT UNIT PLAN LEVIES

Please forward all correspondence and accounts for unit levies until further notice to:

Leader Capital Real Estate

Unit 11/36 Petterd Street Page ACT 2614

**Property Details**

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Block: \_\_\_\_\_\_\_\_\_\_ Section: \_\_\_\_\_\_\_\_\_\_Unit plan no: \_\_\_\_\_\_\_\_\_\_Division: \_\_\_\_\_\_\_\_\_\_\_

Complex/Building name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property is available to lease from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

Property owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

Yours Faithfully,

Property Manager/Agent \_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

Dear Sir/Madam,

RE: AUTHORITY TO REDIRECT WATER &SEWERAGE RATES ACCOUNTS

Could you please forward accounts for water and seweage rates until further notice to:

Leader Capital Real Estate

Unit 11/36 Petterd Street Page ACT 2614

Property details

**Property Details**

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Block: \_\_\_\_\_\_\_\_\_\_ Section: \_\_\_\_\_\_\_\_\_\_Unit plan no: \_\_\_\_\_\_\_\_\_\_Division: \_\_\_\_\_\_\_\_\_\_\_

Complex/Building name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property is available to lease from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

Property owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

Yours Faithfully,

Property Manager/Agent \_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_