
LANDLORD INFORMATION & AUTHORISATION FORM

PROPERTY ADDRESS

.....

LANDLORD DETAILS

Name

Address

Telephone

Private Business

Mobile Fax

Email

BANK DETAILS

Account Name

Branch No Account No

INSURANCE

All properties managed by Money Choice Property Management are required to have Building Insurance Cover, including Public Liability with a minimum cover of \$5 million. We recommend that all flats, units and houses should also have a Landlords Contents Insurance to cover your fixtures such as carpets, light fittings and stoves etc. If Money Choice Property Management is not involved in paying your Building Insurance we require you to supply a certificate of currency annually to confirm renewal. Please advise of your policy details if cover is already held.

LANDLORD INSURANCE DETAILS

Attach copy of Insurance Policy

Policy Name..... Policy No.....

Cover \$..... Due Date

Excess \$..... Insurer

BUILDING DETAILS

Attach copy of Insurance Policy

Policy Name..... Policy No.....

Cover \$..... Due Date

Excess \$..... Insurer

MAINTENANCE & REPAIRS

It is a requirement of the Residential Tenancies Act, 1997 that all tenants are provided with a statement detailing whether or not 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 be directly organised by the tenant is \$1000.

We require your instruction on the amount that can be authorised on your behalf should urgent repairs are required at your property, \$.....

If you have a specific tradesperson you would like us to use, in which case please detail.

TRADE	NAME	TELEPHONE
.....
.....
.....

To ensure a safe and secure living environment for your tenants we recommend changing door locks upon each change of tenant or use of "restricted key" type door lock. Please advise your property manager accordingly.

EMERGENCY CONTACT DETAILS

In case of emergency please provide name and telephone number for when you are not able to be contacted.

.....

BODY CORPORATE

For Apartments, Flat & Units only

BCSP No. **Manager**.....
Address.....
Telephone

RESIDENTIAL TENANCIES TRIBUNAL CHARGES

Stamp Duty on Application	\$33.30
Attendance at Tribunal Hearing	\$80 p/h
Warrant of Possession	\$66.30
Registered Mail	\$5.50
Abandoned Good/Documents Inspection	\$25.00

Note – The jurisdiction of the Residential Tenancies is \$10,000

MANAGEMENT & OR LEASING AGREEMENTS PRIVACY ACT (COMMONWEALTH) 1988 COLLECTION NOTICE

The Agent uses personal information collected from the Principal (landlord) to act as the Principal's agent and to perform their obligations under this Agreement. The Agent may also use such information collected to promote the services of the Agent and/or seek potential clients.

The Agent may disclose such information, by use of the internet or otherwise, to other parties including media organisations, potential tenants, clients of the Agent both existing and potential, parties engaged to evaluate the property, solicitors, tradespeople, bodies corporate, financial institutions, government and statutory bodies and third parties as required by law. Unless you advise the Agent contrary,

The Agent may also disclose such information to The Real Estate Institute of Victoria (REIV) and realestateview.com.au Ltd, ACN 088 369 395 (realestateview) for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property or related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you agree to its use, unless you advise the Agent differently. The privacy policy of the REIV can be viewed on its website, www.reiv.com.au and the privacy policy of realestateview can be viewed on its website www.realestateview.com.au.

The Agent will only disclose information in this way to other parties as required to perform their duties under this Agreement, to achieve the purposes specified above or as otherwise allowed under the Privacy Act. If the Principal would like to access this information, they can do so by contacting the Agent at the address and contact numbers contained in this Agreement or the REIV on (03) 9205 6666.

The Principal can also correct this information if it is inaccurate, incomplete or out of date. Real estate and tax law requires some of this information to be collected, If the information is not provided, the Agent may not be able to act effectively on the Principal's behalf or at all.

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 any advertising expenses incurred in accordance with my instructions in the letting of property.

I acknowledge that the managing agent has informed me of the need to obtain adequate Building and Landlord protection Insurance for my rental property. I further acknowledge that as a result of the Financial Services Reform Act (FSRA) my managing agent is not able to arrange insurance on my behalf and I therefore must contact a licensed financial services provider to arrange cover myself.

I acknowledge that part of Money Choice Property Management normal leasing process is that keys will be given to potential tenants.

I/We Insert name(s) of Principal(s) – Landlord/(s)

Acknowledge that I/We have read and understood the contents of this Privacy Collection Notice.

..... Date.....

(Principal(s) – Landlord(s) to sign)