



Property Details

Address _____

On Site Parking Yes No Garage Carpark Car Space No. _____

On Street Parking Yes No Permit Required Yes No

Working Alarm System Yes No Code _____ Age of Property _____

Is the property/building within the 6 year builders structural warranty? Yes No

Builder _____ Phone _____

Owner Details

Full Name(s) _____

Company _____ ABN _____

If your rental property is owned by a company the ABN number MUST be provided as it is required by the Victorian Civil and Administrative Tribunal on all documentation.

Postal Address _____

Mobile _____

Home _____ Business _____

Email _____ Email 2 _____

Proof of ownership: A copy of your most recent rates notice must be attached to this form as proof of ownership.

Emergency Contact

Full Name _____ Relationship _____

Email _____ Mobile _____

Banking Details

Bank _____ Account Name _____

BSB _____ Account No. _____

Rental statements are to be emailed to the owner's nominated email whilst funds are disbursed directly to the above account.

Owners Corporation Not applicable for property

Company _____ Phone _____

Address _____ Plan No. _____



Insurance

Building Insurance Yes No

Insurer _____ Policy No. _____

If your property is part of an Owners Corporation, building insurance will be taken out and held by the Owners Corporation. Please refer to your latest AGM documentation for this information or contact your Strata Manager.

Landlord Insurance Yes No

Insurer _____ Policy No. _____

Bricks & Mortar highly recommend that the rental property and its owners' potential liability are fully covered and the level of cover is reviewed by you annually. It is part of our responsibility as your agent to advise you of the risks associated with renting your property and suggest you safeguard your investment with Landlord Protection Insurance. Bricks & Mortar take no responsibility for the building and contents insurance and recommend that owners have renewal notices sent directly to them for payment. By signing this authority, the owner indemnifies Bricks & Mortar from any claims due to nonpayment of building/contents insurance.

Payments

I hereby instruct Bricks & Mortar to make the following payments on my behalf and agree not to hold Bricks & Mortar responsible for any interest charged for late payment of rates and other charges due to insufficient funds not being available or where I have not advised the relevant authorities of the change of mailing address.

Council Rates *This payment will be made in full by the due date, not in installments*

Municipality _____

Water Rates

Owners Corporation Levy's

Landlord Insurance

Contractor Invoices

Other _____

Owners are required to notify the relevant authorities to forward all payment notices to the Bricks & Mortar office by email hello@bricksamortar.com.au. Due to privacy, we are unable to make this request on your behalf.



Repairs and Maintenance

I acknowledge that in the event that an urgent repair is required that Bricks & Mortar will take all necessary steps to contact me. Should they be unable to contact me within a 2 hour period of being notified of the urgent repair, Bricks & Mortar will arrange the necessary tradesman to carry out the repair.

I further acknowledge that the Residential Tenancies Act provides that all tenants can organise urgent repairs on behalf of the landlord up to an amount of \$1,800.00.

Bricks & Mortar are instructed to arrange for non-urgent repairs to be carried out by one of their team of qualified tradespeople up to an amount of \$250.00 without prior reference to me.

– OR –

Bricks & Mortar are instructed to contact me for all non-urgent repair approvals prior to commencement of works.

If you wish to use your own preferred tradespeople, please provide the following information, however, please note that for liability purposes we can only process accounts from Bricks & Mortar tradespeople — you will need to pay these accounts directly.

Trade	Company	Contact Name

Leasing

I hereby authorise Bricks & Mortar to:

- Re-lease the property in the event of a vacancy in the event I am unable to be contacted for instruction
- Sign all tenancy agreements on my behalf

Rent Arrears

The vast majority of tenants pay their rent on or before the due date however, there are occasions when this does not occur, our actions are as follows:

Days Overdue	Action
1 Day	Reminder SMS and email to tenant
2 Days	Phone call and additional SMS to tenant
5 Days	Reminder notice forwarded to tenants address
10 Days	Tenant is advised that if payment in full is not received within 5 days, a 14 day Notice to Vacate the property will be served and an application will be made to the Residential Tenancies Tribunal for a possession of the property.
15 Days	Bricks & Mortar will seek your instructions from you to issue a Notice to Vacate to the tenant



Repairs and Maintenance

Bricks & Mortar are willing and able to represent you at a VCAT hearing where required. We will advise you of all hearings as they arise and seek your specific instructions. If your instructions are not advised, the hearing will be adjourned.

The following fees are applicable in the event of a Tribunal hearing:

- ▶ Bricks & Mortar Real Estate fee for application preparation - \$249.00
- ▶ Bricks & Mortar Real Estate fee for attendance at a VCAT hearing - \$199.00
- ▶ Bricks & Mortar Real Estate charge a fee for service of notice (registered post).
- ▶ VCAT charge an application fee which varies depending on the nature of the application.

Wherever possible, we seek to recover these costs from the tenant.

VCAT and Bricks & Mortar fees are subject to change yearly

Owner Acknowledgment

I/We acknowledge that:

- ▶ I/ We are the lawful owners of the nominated property (Proof of ownership is attached i.e. Insurance Policy, Council Rates, Water Rates or Copy of Title).
- ▶ Bricks & Mortar Real Estate recommends all rental properties to be fitted with an electrical safety switch.
- ▶ It is a legal requirement that all rental properties be fitted with at least one smoke detector.
- ▶ Bricks & Mortar recommends that gutters should be cleaned each year after Autumn.
- ▶ Bricks & Mortar recommends that prior to the commencement of a new tenancy that the locks or barrels of the locks to the property should be changed.
- ▶ Bricks & Mortar have advised me to organise building and public liability insurance and that Bricks & Mortar is not able to arrange this insurance on my behalf and I therefore must contact a licensed financial service provider to arrange cover myself. I agree to provide Bricks & Mortar with details of this insurance within seven (7) days of signing this form.
- ▶ I acknowledge that it is my responsibility as the owner of the above mentioned property(s) to contact all relevant authorities to forward an account payable to the Bricks & Mortar office via email for payment.

Agent's Authority

The Authority to Lease and Manage your property you have signed authorises us to sign all tenancy agreements on your behalf. If this is contrary to your needs, please contact us immediately.

By signing this instruction form, you are authorising us carry out inspections of the property with prospective tenants, select tenants, to collect rents due, issue receipts for all money collected, exercise your right to terminate tenancy agreements and tenancies in accordance with the provisions of the Residential Tenancies Act 1997, serve relevant notices upon tenants subject to this Act and attend Tribunal hearings on your behalf when advised.

Indemnity

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 re-letting of the property.



Additional Instructions

Privacy Statement

The information collected in this document is for the use of Bricks & Mortar Property Management division. The information is collected to ensure we provide you with a service that meets your individual needs. By not supplying the information, we are able to collect rent on your behalf, but are unable to disburse the rent other than by cheque, and we are unable to undertake any additional management of the property, such as organising maintenance or the payment of accounts on your behalf. The information collected is held in files at our office and can be accessed by you at any time. The information collected may later be disclosed to VCAT, suppliers (unpaid accounts) or our Debt Collection Agency if necessary.

Your personal information will be added to our database and may be used for the secondary purpose of providing you with further information about properties and services offered by Bricks & Mortar. It is your responsibility to ensure that this information is correct at all times.

To ascertain what personal information we have about you, or provide correct information, you can contact us in the following ways:

PH: 1300 044 663

E: hello@bricksamortar.com.au

Post: PO BOX 9074, South Yarra VIC 3141

Signed

Date