

Registered Office
 1st Floor – Rockforte Towers
 200 Gladstone Road
 PO Box 1264
 GISBORNE 4040

P **06 867 7747**
 F **06 867 7743**
 E **office@homerentalservices.co.nz**
 www.homerentalservices.co.nz

**AUTHORITY TO LET RESIDENTIAL PROPERTY
 (Casual Letting)**

THIS AGREEMENT made this day of 20.....

BETWEEN
 (the Owner)

AND **HOME RENTAL SERVICES**
 (the Agent)

OF **1st FLOOR ROCKFORTE TOWERS – 200 GLADSTONE ROAD – GISBORNE**
 (Address for Service)

This agreement hereby appoints the Agent as a letting agent to let the owner’s property (‘the Property’) as described in the schedule below. It does not preclude the Owner or any other agent from letting the Property; however Home Rental Services should be advised ***immediately*** the Property is let by other means.

<p><u>PROPERTY TO LET</u></p> <p>ADDRESS..... (the Property)</p> <p>NB We only let properties within a 15km radius of Gisborne City</p>
--

<p>OWNER’S ADDRESS (Address for Service)</p> <p>..... Phone - Hm No..... Work No..... Fax Number..... email..... Bank A/c Number</p>

Is your property a House Unit Flat An Apartment?

How many bedrooms does it have? Does it have a ‘Sleepout’?

Does your property have a garage? YES NO

Date when your property will be vacant and available to let.....

If your property is currently tenanted, please supply the following details:-

Name of Tenant(s).....

Home Telephone Number..... Work Telephone Number.....

Are you able to make a key available to us? YES NO

Do you have the tenant's permission to use a key in their absence? YES NO

Is your property FURNISHED PART FURNISHED UNFURNISHED

(If furnished or part furnished please forward to the Agent as soon as possible a complete inventory of 'Landlord Chattels')

RENT REQUIRED \$.....per week.

BOND REQUIRED \$..... (Maximum Bond Allowed under the RTA is Four Weeks Rent)

MAXIMUM NUMBER OF OCCUPANTS FOR YOUR PROPERTY Occupiers

LAWNS AND GARDENS
Do you want the prospective tenant to look after the lawns and gardens? YES NO

If 'NO' please nominate the contractor who will be doing this work

TERM OF TENANCY

There are two types of tenancy – 'Periodic' where the tenancy goes on and on until one party gives a termination notice to the other or 'Fixed Term' tenancy where a fixed time period for the tenancy is stipulated. Home Rental Services generally recommends 'Periodic' tenancies to give flexibility to both the Landlord and the Tenant.

Do you prefer a 'Periodic' tenancy?..... YES NO

Do you prefer a 'Fixed Term' tenancy? YES NO

If 'YES' to fixed term tenancy, how many months do you wish the fixed term to be? Months

Is your property likely to be placed on the market for sale within the next 12 months?

YES NO

PETS Are you happy for tenants to keep cats on your property? YES NO

Are you happy for tenants to keep a dog on your property? YES NO

SMOKING

Are you happy for tenants to smoke in your property? YES NO

Would you allow a tenant who does smoke to rent your property conditional upon them agreeing in writing not to smoke within your property? YES NO

SPECIAL INSTRUCTIONS

.....
.....
.....

TENANCY AGREEMENT

In the event that a suitable tenant is found for the Property (and such tenant is approved by the Owner), it is hereby agreed that Home Rental Services will prepare a Tenancy Agreement for and on behalf of the Owner (the Landlord) and collect the agreed bond and rent in advance from the prospective tenant and deposit these funds in its Trust Account. Home Rental Services will then arrange to have the Agreement and the Bond Lodgement forms signed by both parties, forward the bond to Tenancy Services, account to the Owner for the rent in advance and forward the respective copies of the Tenancy Agreement to each party.

SCHEDULE OF FEES

For the introduction and selection of a suitable tenant, showing the tenant the Property, preparing the tenancy documentation and accounting for monies received, the Owner hereby agrees to pay Home Rental Services the sum of **\$250.00 plus GST** .

The Owner further agrees that this sum may be deducted from the rent collected by the Agent on behalf of the Owner and if such rent is insufficient to cover the fee, to promptly pay the Agent the outstanding balance.

I hereby agree that in the event I enter a binding Tenancy Agreement with a tenant introduced to me by the Agent, I will pay the Agent the fee as detailed above.

.....

.....

SIGNATURE OF OWNER OR AUTHORISED SIGNATORY
I have the authority of all the Owners (if any others) to sign this agreement.

SIGNATURE OF AGENT

(Date).....

(Date).....