

RAY SIMPSON

REAL ESTATE LTD · MREINZ

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Residential Property Managers — Letting and Leasing Services

PROPERTY MANAGEMENT AGREEMENT

Name of owner/s: _____

Company name: _____

Address of owner: _____

Mailing address: _____

Home) _____ Work) _____ Mobile) _____

Email: _____

Solicitor: _____

Insurance company: _____

Address of management property/ies:

1: _____ Start date: _____

2: _____ Start date: _____

3: _____ Start date: _____

4: _____ Start date: _____

Monthly deposits are to be made into the following account:

Account name:

Bank _____ Branch _____ Account no _____ Suffix _____

The property manager is able to oversee repairs and maintenance to the amount of:

\$ _____ or call owner first on all occasions / or as follows:

Inspections are to be carried out at the beginning and end of each tenancy and at other times as determined by the property manager or as instructed below:

Inventory supplied: _____

Additional instructions:

TERMS OF TRADE — MANAGEMENT AUTHORITY

1. I/We hereby authorise Ray Simpson Real Estate to act on my behalf and as agent to administer and manage my/our property / properties as attached.
2. I/We acknowledge that with this appointment you, under the terms of the Residential Tenancies Act 1986 and subsequent amendments and any other instructions that we may give, are to act on my behalf as if the landlord.
3. I/We authorise Ray Simpson Real Estate to tenant the property as required and sign tenancy agreements on my behalf.
4. I/We authorise Ray Simpson Real Estate to collect rents on my behalf and pay outgoings as required via your agency's Trust account.
5. I/We authorise Ray Simpson Real Estate to collect a bond to be paid to the Tenancy Services Bond Centre (Dept of Building and Housing) on my behalf, and when the tenancy is terminated and you have inspected the property; to approve the refund to the tenant on my account of all or part of this bond as you in your judgment decide is fair and reasonable.
6. I/We authorise Ray Simpson Real Estate to arrange repairs and maintenance to the property that may become necessary up to the specified amount as set in the attached schedule and should there be any work required outside that amount and unless regarded as urgent then we or a representative shall be contacted for instructions.
7. I/We require Ray Simpson Real Estate to send me a statement(s) as soon as possible after your balance date at the end of each month.
8. I/We require you to inspect the property throughout the tenancy at the end of each tenancy and as directed per property.
9. I/We require Ray Simpson Real Estate to exercise care in the management of my/our property and I acknowledge you cannot be held liable for any financial loss or damage to the property; and nor does Ray Simpson Real Estate take responsibility for any personal possessions stored on the property which are not included in the tenancy.
10. I/We agree to indemnify Ray Simpson Real Estate against all actions, claims, costs and expenses which may be incurred by Ray Simpson Real Estate arising from the proper performance of the duties or the exercise of any powers under this agreement.
11. I/We acknowledge that Ray Simpson Real Estate shall use its best endeavours to ensure continuity of rental payments and for maintenance of the property but shall not be liable for any default in payment of rent or any damage to the property, vacant or occupied by any tenant or otherwise.
12. I/We acknowledge that Ray Simpson Real Estate may transfer or assign this Agreement, in whole or in part, to any third party at any time.
13. I/We acknowledge that Ray Simpson Real Estate undertakes to manage our information in line with the Ray Simpson Real Estate privacy policy.
14. I/We have the authority of all other owners, if any, to make this appointment.
15. I/We agree to pay Ray Simpson Real Estate 7.5% (seven and half percent) plus GST of all moneys collected by you and 0% plus GST of the cost of all repairs, maintenance and renovations arranged by either ourselves or you. Ray Simpson Real Estate is entitled to deduct their proper charges and reimbursements for moneys expended on my account from rents and other moneys held and collected on my behalf. I/We are aware of the letting charge of one

weeks rent plus GST (to a maximum of \$850.00 plus GST) upon letting the property should that be required at any time throughout the management term.

16. I/We acknowledge that this authority may be terminated by either us or Ray Simpson Real Estate at any time by the giving of one month's written notice.

17. I/We acknowledge RSRE may update these terms of trade and will keep a current copy available on the website www.rsre.co.nz.

Agreement and Signatures

By signing below, I/We confirm that I/We have read, understood and agree to the Ray Simpson Real Estate Terms of Trade set out in this document, and I/We appoint Ray Simpson Real Estate to manage the property/ies described in this agreement on those terms.

Signature of owner _____

Print name _____

Date _____

For Ray Simpson Real Estate _____

Date _____