

Client Information & Instruction Form

property basics

Address

Suburb Post Code

Desired Lease Term(s) Years Months Property Availability Date

owner(s) details

Full Name of Owner(s)

Please note that if the property is owned by a company, the ACN/ABN must be recorded on all Residential Tenancies documentation. In addition, if the property is owned by a company, trust or partnership, all authorised signatories must sign this form.

ACN/ABN

Correspondence Address

Suburb Post Code

Business Hours Phone Fax

Mobile Phone Email

insurance details

Building Insurers

Policy No. Contact Phone No.

Contents Insurers

Policy No. Contact Phone No.

Landlord Protection Insurers

Policy No. Contact Phone No.

body corporate details (where applicable)

Body Corporate Company

Manager/Secretary

Strata/Plan No. Contact Phone No.

property details

Type of Heating

Type of Cooling

Type of Alarm

Alarm Location Alarm Code (where applicable)

Please specify number and location of smoke alarms

Please specify location, type and number of parking facilities

Please specify any other features of the property (e.g., gardener included)

preferred contractors

Business Name and Type

Contact Name Contact Phone No.

Business Name and Type

Contact Name Contact Phone No.

Business Name and Type

Contact Name Contact Phone No.

bank details

Please specify below the details of the bank account for rental payments to be remitted to.

Name of Bank

Name of Account

BSB

Account No.

Please specify below details of the bank account that should be used to debit our fees/charges.

As above

Name of Bank

Name of Account

BSB

Account No.

statement delivery method

Email Post

periodic payments

Please specify any periodic payments that you would like us to make on your behalf. These payments will be added to your management fees and debited along with our normal statement cycle.

Council Rates

Body Corporate Fees

Water Rates

declaration

australian property investor is hereby authorised to collect rents due and issue receipts for rents, bonds and other monies collected on my/our behalf, serve notices upon tenants and exercise my/our right to terminate tenancies and leases in accordance with the provisions of the Residential Tenancies Act 1997.

I/we agree to indemnify **australian property investor**, as the managing agent, for any claims made for unpaid repairs/maintenance accounts authorised in accordance with my instructions.

Signed:

Date:

Signed:

Date:

Signed:

Date:

Signed:

Date:

repairs and maintenance

Under the Residential Tenancies Act, urgent repairs can be authorised by the tenant up to the value of \$1,000. Please indicate below the monetary limit of minor repairs/maintenance that you would like us to authorise without referring to you.

emergency contact

Contact Name

Home Phone

Business Phone

Mobile Phone

Email

regular maintenance

Gardener

Contact Phone

Frequency

Pool Maintenance

Contact Phone

Frequency

Other (please specify)

Contact Phone

Frequency

Information for Tenants

Please complete the following information in full

Location of Gas Meter

Location of Electricity Meter

Location of Water Meter

Location of Hot Water Appliance

Location of Main Stopcock

Local Council

Gas Supplier

Electricity Supplier

Water Supplier

Telephone Provider

Pay TV Provider

Garbage Collection Day and Arrangements

Appliances under Guarantee

Any Other Notes

Important Notes for Landlords

Insurance

We strongly recommend that you check the level of landlord protection and building insurance to ensure that any potential liability is fully covered. We would also remind you that you will be required to notify your insurance company of any vacant periods. Please be aware that the Financial Services Reform Act does not allow [australian property investor](#) to recommend or take out insurance policies on your behalf, and we suggest that you contact a licensed Financial Services provider to arrange appropriate cover.

Repairs

If you have notified us of any preferred contractors, please ensure that you have provided their trade name and contact numbers in full. 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 directly be organised by a tenant is \$1,000. We will always attempt to contact you in the event of any repairs that are required on the property; however, in the case of an urgent repair where you cannot be contacted, we will arrange for work to be carried out by a qualified tradesperson.

Smoke Alarms

It is a legal requirement that all properties are fitted with working smoke alarms prior to a tenancy commencing.

Guarantees

If any of your appliances are under guarantee, please ensure that details and appropriate warranty certificates are forwarded to us for our records. You may also wish to provide the tenant with copies of instruction manuals for any installed appliances.