




Charges for Casual Landlords

We find tenants for the property but do not manage it...

In the current rental market we strongly recommend full property management to protect you and your property. Our full property management charges start from as little as the cost of a coffee a day! **However, we do like to help and if you would like a casual letting service the fees for finding and processing a tenant are as follows;**

	Letting fee	First Weeks Rent
	Casual administration fee	\$275
	Credit check	\$25 per check

The Letting and Casual Administration Fee covers;

- ✓ Trademe website listing
- ✓ Proppy Management advertising
- ✓ Proppy Management Limited "For Rent" sign when applicable
- ✓ Our Property Managements team and experience to select the right tenant for you which includes showing the property and checking them against our bad tenants list and the Tenancy Tribunal Website. They also obtain references from previous landlords. Signing up the tenant on a tenancy agreement and lodging their bond with the bond department on your behalf. The property manager will always liaise with the owner for the final selection of a tenant.

If a casual landlord signs up a management for minimum of one year we will waive the casual administration fee.

If we are not managing the property but you would like our assistance we are happy to offer the following services to you:

	Inspections	\$100
	For all maintenance and repairs	add 20%
	To relist advertising	\$55
	Rent review and letter to tenant	\$55
	Fourteen day letter for tenancy breach	\$55
	Reference checks	\$55
	Final inspection and bond paperwork	\$125
	Other activities required	POA

Casual landlord Authority



Address of Rental Property: _____

Owners Full Name: _____

Owners Address: _____

Email Address: _____

Mobile: _____

Work Phone Number: _____

Other: _____

Property Details (Please Circle applicable)

Bedrooms:	1	2	3	4	5	Bathrooms:	1	2	3	4
Toilets:	1	2	3			Garage:	Single/Double/Triple/Carport/None			
Type:	Apartment/ Unit / House / Townhouse					Section:	Full Site / ½ Site			
Furnished:	Y	N				Animals:	Cats	Dogs	None	Negotiable
Smoke Alarms:	Y	N	Tested?	_____		Fenced:	Y	N	Partially	
Dishwasher:	Y	N				Condition:	New	Modern	Average	
Heating:	_____					Insulation:	_____			
Drug Test:	Y	N								

Description of the property: _____

Available From: _____ Rent per week: _____

Any other Comments or special conditions: _____

How do we get access to the property: _____

Landlords Bank account name: _____

Landlords Bank Account number : _____

Acknowledgement

We hereby give Proppy Management Limited authority to advertise and attempt to find tenants for the above Rental property and sign the tenancy agreement on our behalf.

Signed : _____

Date : _____