

# AGENCY AGREEMENT FOR PROPERTY MANAGEMENT

**Lessor (s)**

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The Lessor(s) warrant that they have the authority to enter into this agreement.

Address:

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Phone: Work Mobile

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Phone: Home Email:

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Please Deposit Funds to following Bank Account:

BSB:	Account No:
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Account Name:
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ABN/ACN Registered for GST:  
Yes/No

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**Agent**

Sadil Quinlan & Associates Pty Ltd
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Licensee: Licensee's License No.

Sadil Quinlan & Associates Pty Ltd	18400024
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Trading as:

Sadil Quinlan Properties
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Address: Postal Address:

1 Torrens Street	PO Box 934
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Braddon ACT 2612	Civic Square ACT 2608
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Phone: Fax:

(02) 6249 7588	(02) 6247 2045
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Email:

sales@sadilquinlan.com.au
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ABN/ACN: Registered for GST:

Yes/No

62 005 897 465
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**The property for rental**

Address:

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Division: Block No: Section No:

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EER Report prepared: Rating: Copy of EER:

YES/NO	No of Stars:	YES/NO
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**Duration of agreement**

This agreement remains in force until terminated by either party giving 60 days written notice.

**Please pay the following expenses**

The Licensee is authorised to pay the following expenses:

ITEM	YES/NO	LIMITED TO
Rates		NO LIMIT
Land Taxes		NO LIMIT
Body Corporate Fees		NO LIMIT
Water charges		NO LIMIT
Insurance		NO LIMIT

It is the lessor(s) responsibility to maintain adequate insurance

**Authorisation for Licensee to Act on Behalf of Lessor(s)**

**The Lessor(s) authorise the Agent to:  
Limited?**

Obtain references, arrange inspections and choose a tenant. Enter into and sign a Tenancy Agreement.	Y	<u>N</u>
Collect rental & receive claim and disburse bond money.	Y	<u>N</u>
Engage someone to arrange repairs to a value of \$300.	Y	<u>N</u>
Undertake inspections	Y	<u>N</u>
Serve notices for breach or termination of tenancy	Y	<u>N</u>
Undertake steps to obtain vacant possession and recover money owing in relation to tenancy	Y	<u>N</u>
Represent them in any tribunal or court proceedings in respect of the tenancy of the property	Y	<u>N</u>
Pay accounts for amounts owing in relation to the property as noted in previous table	Y	<u>N</u>
Advertise the property for letting and reletting	Y	<u>N</u>
Reviewing the rental at the end of the tenancy	Y	<u>N</u>

**Agents Remuneration**

The Lessor(s) authorise the agent to deduct all fees and expenses owed to the agent from rentals collected as follows:

Item	Amount	Due and Payable
Collection Fee	POA	On receipt of rental
Letting Fee	POA	On signing of new Tenant
Video Inventory and Condition Report *	POA	On preparation of new report
Re-Letting Fee	POA	On re-signing of existing tenant
Administration *	POA	Monthly
Postage *	POA	Monthly

\* Subject to change

**Reimbursement of expenses**

The Licensee shall be entitled to reimbursement for the following expenses incurred by the licensee:

Item	Amount	Due and Payable
Advertising in C/T *	POA	Week appears
Internet advertising *	POA	Date appears
Key Cutting	At cost	Date keys cut

These services and amounts payable may vary due to publishers and suppliers cost increases from time to time.

**Principals copy of the agreement**

The Lessor(s) acknowledge receiving a copy of this agreement and the attached inspection report.

**Lessor(s) Signature:**

**Date:**


**Agents Signature:**

**Date:**

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For and on behalf of Sadil Quinlan & Associates Pty Ltd

**AGENCY AGREEMENT FOR PROPERTY MANAGEMENT  
ADDITIONAL INFORMATION**

Description of Property (Type Etc) \_\_\_\_\_  
\_\_\_\_\_

**BODY CORPORATE DETAILS**

Unit \_\_\_\_\_ Unit Plan Number \_\_\_\_\_

Name and address of Body Corporate Manager \_\_\_\_\_  
\_\_\_\_\_

Does the Body Corporate allow Pets? YES / NO \_\_\_\_\_ House Rules Provided? YES / NO \_\_\_\_\_  
Note: Lessor's copy of House Rules must be provided to Agent.

**MAINTENANCE REQUIREMENTS**

(a) Timming/pruning any trees and shrubs which includes any interference or encroachment with any statutory or government easements including but not limited to electricity lines and water easements: \_\_\_\_\_

(b) Services of any fixed heaters and chimneys: \_\_\_\_\_

(c) Maintenance of any swimming pools: \_\_\_\_\_

(d) Cleaning of guttering and drains: \_\_\_\_\_

(e) Lawn Mowing: \_\_\_\_\_

(f) Other: \_\_\_\_\_

If the house is new, are there any existing maintenance guarantees? YES / NO \_\_\_\_\_

<b>INSURANCE</b>	<b>Company/Broker</b>	<b>Due Date</b>	<b>Policy No</b>
Building	_____	_____	_____
Contents	_____	_____	_____
Landlord	_____	_____	_____

**SPECIAL INSTRUCTIONS**

Do you require the tenants to contribute to water excess water usage: YES / NO \_\_\_\_\_

Pets? \_\_\_\_\_

Any other? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Friend or Power of Attorney to contact in emergency \_\_\_\_\_  
Address: \_\_\_\_\_ Phone \_\_\_\_\_  
Solicitor: \_\_\_\_\_ Phone \_\_\_\_\_

**TRADESPEOPLE**

(N.B. The agent will endeavour to use any tradesperson identified whenever reasonably possible but may not do so if uncontactable or in an emergency, as specified in the Residential Tenancies Act 1997.)

Builder: \_\_\_\_\_ Phone \_\_\_\_\_

Handyman: \_\_\_\_\_ Phone \_\_\_\_\_

Plumber: \_\_\_\_\_ Phone \_\_\_\_\_

Electrician: \_\_\_\_\_ Phone \_\_\_\_\_

**LOCATION OF**

Instruction Books: \_\_\_\_\_ Meter Box \_\_\_\_\_

Hot Water System: \_\_\_\_\_ Water Meter/Stop Cock: \_\_\_\_\_

Other \_\_\_\_\_  
\_\_\_\_\_

**Lessor(s) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  

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**Lessor(s) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  

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