

CASUAL LETTING AUTHORITY

Property Address

Contents of Agreement

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Property Details

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CASUAL LETTING AUTHORITY

Party Details

ADDRESS OF PROPERTY

To be let exclusively by the below stated Property Management firm.

Property Address

⚠ The address of the property is considered “the workplace” and “same matter” under section 34 of the Health and Safety at Work Act 2015.

AGENTS/PCBU DETAILS

Property management company Rental HQ Limited Office phone 0800 10 80 80

Business address 530 Te Atatu Road, Te Atatu Peninsula, Auckland 0610

Letting Agent Name

Phone Mobile

Email

OWNERS/PCBU DETAILS - TO APPEAR ON TENANCY AGREEMENT

Full name of owner

Physical address for service

Alternate address for service

Email address for service

Phone Mobile

Place of work Work phone

OWNERS BANK ACCOUNT DETAILS

Account name

Account number

TENANCY AVAILABILITY AND TERM

Tenancy available from / / Preferred tenancy type Periodic Fixed

Minimum fixed term or until / /

RENT AND BOND

Rent (\$) per week

Bond (\$) being weeks rent

Rent payment frequency

LETTING FEES - TO BE PAID BY THE LANDLORD

- 1. Commencement Fee \$200.00 including GST payable to Rental HQ Limited BNZ 02-0278-0332624-11 upon form being completed and accepted by Rental HQ Limited
- 2. Letting Fee of ‘Two Weeks Rent including GST’ upon a Tenancy Agreement being signed which will be deducted from the Tenants Rent paid to Rental HQ Limited

TENANCY DETAILS

Locality/Aspect	Property type	Property details	Area
Close to schools	House	Total bedrooms	Dwelling (m²)
Close to shops	Townhouse	Total bathrooms	Garage (m²)
Close to transport	Apartment	Furnished	Land (m²)
Close to park	Unit/flat	Unfurnished	Shared driveway
Close to river	Lifestyle/rural	Partly furnished	
Grounds/Fencing	Garaging/Parking	Security	Additional rooms
Fully fenced	Off-street parking	Video/cameras	Office/study
Partially fenced	Single carport	Intercom	Conservatory
No fencing	Double carport	Security lights	Rumpus room
Flat	Single garage	Security screens/doors	Games room
Sloped	Double garage	Security gate	Toilet
Tenants to maintain	Internal access	Secure complex	Vanity room
Contractor to maintain	Auto door		
	Power		
Living room	Family room	Dining room	Other features
Formal lounge	Open plan	Formal dining	BBQ area
Open plan	Separate	Open plan	Courtyard
Separate	Heating/fan	Separate	Decking
Heating/fan			Views
Kitchen	Laundry	Main bathroom	Ensuite
Dishwasher	Separate	Separate bath	Bath
Waste disposal	In bathroom	Separate shower	Shower
Electric cooking	In kitchen	Shower over bath	Spa bath
Gas cooking	In garage	Spa bath	Heated towel rail
Rangehood	Washing machine	Heated towel rail	Exhaust fan
Microwave	Dryer	Exhaust fan	Toilet
Pantry		Separate toilet	
Fridge/Freezer		Combined toilet	
Stove			
Under bench oven			
Wall oven			
Hob			

TENANCY DETAILS (continued)

Master bedroom	Bedroom 2	Bedroom 3	Bedroom 4
Single/double	Single/double	Single/double	Single/double
Ensuite	Built-in wardrobe	Built-in wardrobe	Built-in wardrobe
Built-in wardrobe	Heating/fan	Heating/fan	Heating/fan
Walk-in wardrobe	Balcony/deck	Balcony/deck	Balcony/deck
Heating/fan			
Balcony/deck			
Hot water	Pets	Heating	Amenities
Gas infinity	Dogs OK	Heat pump + remote	Pool
Gas cylinder	Cats OK	Gas (flued)	Spa
Electric cylinder	No	Woodburner/fireplace	Tenant to maintain
	Negotiable	Heat transfer	Contractor to maintain
		Insulation floor	Swimming pool pump + filter
		Insulation ceiling	
Hallway	Safety	Carpet	Not working
Storage	Fire alarm	Good condition	
Heating/fan	Fire + ventilation system	Poor condition	

Other

FLOORING

Floor covering 1	Age
Floor covering 2	Age
Floor covering 3	Age
Floor covering 4	Age

POOL/SPA MAINTENANCE

Maintenance responsibility	Tenant	Landlord	Not applicable
Does the fence surrounding the pool/spa comply with the Fencing of Swimming Pools Act 1987 and, if required, the Building Act 2004?			
	Yes	No	Not sure Not Applicable

SMOKE ALARM DISCLOSURE STATEMENT

Smoke alarm within 3m of all bedrooms?	Yes	No	⚠ If unsure, please select 'No'
At least one smoke alarm per storey/level?	Yes	No	
All smoke alarms within expiry period?	Yes	No	

Alarm 1 location

Alarm 1 expiry date

Alarm 1 or batteries last tested

Alarm 2 location

Alarm 2 expiry date

Alarm 2 or batteries last tested

Alarm 3 location

Alarm 3 expiry date

Alarm 3 or batteries last tested

Alarm 4 location

Alarm 4 expiry date

Alarm 4 or batteries last tested

Alarm 5 location

Alarm 5 expiry date

Alarm 5 or batteries last tested

Alarm 6 location

Alarm 6 expiry date

Alarm 6 or batteries last tested

Type of alarm

Photoelectric

Hardwired

Unknown

KEYS AND ALARMS

Number of keys supplied	Number of garage remotes supplied
Contact person for keys	
Contact person phone	
Alarm code	Door code
Control location	

PETS AND SMOKERS

Are pets permitted?	Yes	No	Notes
Are smokers permitted?	Yes	No	Notes
Are vapers permitted?	Yes	No	Notes

LIABILITY

Power	Tenant	Landlord	Gardens	Tenant	Landlord
Gas	Tenant	Landlord	Lawns	Tenant	Landlord
Water	Tenant	Landlord			

GENERAL PROPERTY INFORMATION


Is the property on the market for sale?	Yes	No	Unsure
If you have a swimming pool/spa do you wish to have a contractor maintain it?	Yes	No	Unsure
Is the internet connected and still in owner's name?	Yes	No	Unsure
Does the property comply with town planning and building consents?	Yes	No	Unsure
Does the property comply with all buildings, health and safety enactments as they apply to the property?	Yes	No	Unsure
Does the property have pending or existing weather-tightness issues?	Yes	No	Unsure
Does the property meet health, safety, building and resource consents/regulations?	Yes	No	Unsure
To your knowledge, has the property been used for production of any illicit substances?	Yes	No	Unsure
Has the property been tested for meth contamination? If yes, what was the test date?	/	/	
Does the property have a septic tank? If yes, what date was it last emptied?	/	/	
	Yes	No	Unsure
	Yes	No	Unsure

GENERAL PROPERTY INFORMATION (continued)

HEALTHY HOMES ASSESSMENT

- I can supply a third party healthy homes assessment now.
- I can supply a completed Tenancy Services healthy homes assessment now.

HEALTHY HOMES COMPLIANCE

 **IMPORTANT:** Please carefully read the Healthy Homes Compliance options below and tick the checkbox that best applies for this properties compliance status.

- I confirm that this property is compliant under the Healthy Homes Standards.
- I confirm that this property is not compliant under the Healthy Homes Standards. I understand the property has 90 days to comply with the Healthy Homes Standards from the tenancy start date. I agree that should the property not be made compliant within this time frame and any award is made by the Tenancy Tribunal for non-compliance, any costs incurred for which the owner is liable, may be on-charged to the owner and to gather with costs of collection.

TERMS & CONDITIONS FOR AGREEMENT

I/We hereby appoint the previously stated agent to act as my/our agent (hereinafter called "the agent") on the terms and conditions set out below with respect to the property details and other matters referred to in the general property details.

We authorise and instruct you to:

Advertising – Advertise the property for rent.

Bond and Rent In Advance – Arrange the collection of a bond and rent in advance from the tenant.

Tenant Vetting – Conduct due diligence on tenant applicants to select the best applicant(s) on merit.

Tenancy Agreement – Enter into a tenancy with the successful applicant(s) and recite our names on any tenancy agreement you prepare on our behalf.

Viewings – Conduct viewings at property.

The landlord acknowledges and agrees that:

Acknowledgment – The details supplied in this Casual Letting Authority are correct and acknowledge that the landlord has read and understood this Casual Letting Authority and that the landlord has been supplied with a signed copy.

Body Corporate - If the landlord is the owner of a body corporate unit, then the landlord must advise the tenant immediately of any change to body corporate rules.

Collection costs - If as a result of this agreement there is an outstanding sum of money from the landlord to the agent, then the landlord agrees that the landlord be liable for and pay for all costs of recovery of the debt, which costs shall be collected by a debt collection agency. Costs payable by the landlord shall include legal fees, debt collection, commissions, fees and disbursements, and/or court filing fees and disbursements.

Consent - If the landlord is one of other landlords, the landlord warrants that they have the consent of the other landlords to enter into this Casual Letting Authority.

Exclusivity – This agreement is an exclusive arrangement and the landlord will not seek to rent the property either through another property management agency or privately once this agreement has been entered into. If the landlord does enter into a tenancy agreement with a tenant, then the landlord agrees to pay the agents letting fee and other costs within 7 days of the property being let.

Health and Safety - The property is free of Health and Safety risks.

Indemnity – The landlord will indemnify the agent against all actions, claims, costs and expenses whatsoever, which may be taken or made against the agent in the course of and arising out of the proper performance of the agents duties or the exercise of any powers, duties or authorities contained in this Casual Letting Authority.

Letting Fee and Other Costs - To pay the agent a letting fee and other costs as outlined in this agreement. The letting fee is payable when a suitable tenant has been selected and the tenancy has been granted. However, if the agent completes the process of advertising, tenant vetting and has otherwise facilitated the introduction of a suitable tenant, and before the tenant has entered into a tenancy with the agent, and the landlord withdraws the property from the rental market for any reason, then the landlord shall be liable to pay the agent a letting fee and advertising and any other costs outlined in the agreement. The landlord agrees to pay all advertising costs involved with marketing the property.

Liability – By entering this agreement the agent does not accept liability for damage done to the property by the tenant or any other person nor does the agent accept liability for the tenant's failure to carry out any term of the tenancy agreement. The agent does not accept liability for any damage done by any contractor.

Methamphetamine - It is recommended that a pre-tenancy methamphetamine test is conducted to insure the property is free of contamination. This test may also be used to determine liability if contamination is found in the future.

Possession – The landlord will give the tenant the keys and grant possession on or before the agreed start date.

Power – The property has separately metered power.

Property Inspection Report – The property condition is consistent with the Property Inspection report.

Water – The landlord will complete a water meter reading upon possession.

SIGNATURES

I/We warrant that all information supplied by me / us is correct and that where there is more than one owner that I have authority to bind other co-owners.

Signed	Consultation Date	/	/
Property owner name (PCBU)			
Signed	Consultation Date	/	/
Management company's representative (PCBU)			

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Insulation Statement

CERTIFICATE

Certificate supplied	Yes	No
Exemption certificate supplied	Yes	No
1. Does insulation meet the minimum requirements for ceiling insulation?	Yes	No
If no, explain what exemption applies and which room(s) it applies to (e.g. professional installer cannot access skillion ceiling above bedroom 2)		
2. Does insulation meet the minimum requirements for underfloor insulation?	Yes	No
If no, explain what exemption applies and which room(s) it applies to (e.g. professional installer cannot access subfloor space safely).		

CEILING INSULATION

Location / coverage	Complete (all rooms)	
	Partial (specify areas not insulated):	
	None	
	I don't know as ceiling space is not accessible in the following areas (specify):	
Type	Segments/Blankets	
	Loose-fill	
	Other (specify)	
	Unknown	
	Bulk Insulation value (R-value):	or minimum thickness:
	Age of ceiling insulation (if known):	
Condition	Insulation is in at least a reasonable condition (if not, please explain why):	
	Insulation has no gaps other than clearances where required (e.g. around older style downlights and chimney flues)	
	Unknown	

WALL INSULATION

⚠ Wall insulation is not compulsory. However, you must provide this information where it is known.

Location/coverage	Complete (all rooms)
	Partial (specify areas not insulated):
	None
	I don't know as wall insulation is not accessible

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UNDERFLOOR INSULATION

⚠ The Building Act 2004 bans the installation and/or repair of foil insulation in residential buildings with existing electrical installations. It is an offence to breach this ban and anyone doing so may be liable to a fine of up to \$200,000. If your property currently has foil insulation that is in reasonable condition, then it does not need to be replaced. However if your existing foil installation is damaged (e.g. torn, foil hanging down off the floor joists), then it must be replaced with an alternative insulation product that meets legal requirements.

Location / coverage

Complete (all rooms)

Partial (specify areas not insulated):

None

I don't know as underfloor space is not accessible in the following areas (specify):

Type

Segments/Blankets

Polystyrene

Foil

Bulk Insulation with foil lining

Other (specify)

Unknown

Bulk Insulation value (R-value):or minimum thickness (n/a for foil):

Age of underfloor insulation (if known):

Condition

Insulation is in at least a reasonable condition (if not, please explain why):

Insulation has no gaps other than clearances where required (e.g. around pipes)

Unknown

SUPPLEMENTARY INFORMATION

Any other details about the type or condition if known:

Date insulation was last upgraded

/

/

or

N/A

Date insulation was professionally assessed

/

/

or

N/A

INSULATION STATEMENT

I/we,

(name of landlord(s))

declare that the information contained in this insulation statement is true and correct as at the date of signing and that all reasonable efforts have been made to obtain information about the location, type and condition of insulation at the premises.

Signature

Name (Landlord)

Date

/

/

CASUAL LETTING AUTHORITY

Insurance Statement

Is the property insured? Yes No

INSURANCE DETAILS

Insurance company

Insurance type (e.g. Insurance Company Name LTD - Dwelling Insurance)

Policy number

Excess amount

Address

Details of the monetary excess of the policy

Insurance company

Insurance type (e.g. Insurance Company Name LTD - Landlord Risk)

Policy number

Excess amount

Address

Details of the monetary excess of the policy

⚠ A copy of the insurance policy/policies is available to the tenant upon request.

LANDLORD DETAILS

I / We hereby authorise the manager to contact our Insurance company (name of company) and any obtain the details set out above concerning the policy.

I / We authorise and instruct the manager use the information supplied by me / us or by the Insurance company to be used for any and all purposes directly connected with the management of my /our rental property.

Signature

Name

Date / /

⚠ I understand that it is my responsibility to advise my property manager of all changes to any excess amounts that are amended/changed during the course of any tenancy.

Provisions

- Landlord must disclose whether or not the property is insured in a statement as part of any new tenancy agreement, and if so, the excess amount of any relevant policies. They must also include a statement informing the tenant that a copy of their insurance policy is available on request.
- Landlords must provide tenants with this insurance information (if requested within a reasonable timeframe) and provide updated information within a reasonable timeframe if insurance information changes, or (where they are not the insurance holder) within a reasonable timeframe of becoming aware of the changes.
- If tenants or their guests damage a rental property as a result of careless behaviour, the tenant is only liable for the cost of the damage up to four weeks' rent or the insurance excess (if applicable), whichever is lower. Tenants on income-related rents are liable for the cost of the damage up to four weeks' market rent or the insurance excess (if applicable), whichever is lower.
- Tenants will be liable for the full cost of damage that they or their guests cause intentionally or taht results from an act or omission that constitutes and imprisonable offence.