



# HAVEN REALTY

Property Management Division  
18 Bridge Street Nelson, PO Box 1553 Nelson  
Telephone: (03) 548 3440 Facsimile: (03) 548 2960  
E-Mail: [rental@nelson.co.nz](mailto:rental@nelson.co.nz)  
Web-site: [www.havenrentals.co.nz](http://www.havenrentals.co.nz)

## MANAGEMENT AUTHORITY

I/We.....  
(Full name/s of property owner/s)

hereby authorise *Nelbay Land Ltd T/As Haven Realty Property Management* to act as my Agent on the terms and conditions hereinafter set forth with respect to the management of the property owned by me and described in Schedule 2 and agree to pay the fees referred to in Schedule 1.

### Repairs & Maintenance

Arrange any repairs and maintenance to the property up to the value of \$250.00 for any one time without referring to me.

### **IMPORTANT (Please delete one option)**

Refer all repairs and maintenance to me in the first instance, except in an emergency or where failure to carry out the repairs may endanger the tenant/occupants or may risk or exacerbate damage to the property. You will endeavour to keep such costs to a minimum and advise me of the action taken as soon as possible.

### Account Payments

Pay my Council/Water rates and annual insurance premiums if specified in the Schedule 2 and any accounts for repairs & maintenance.

### Retention of Funds

I/We as owners agree that *Haven Realty Property Management* may retain funds to cover prospective expenses, which are or may become payable by us or on our account.

### Annual Financial Statements

Provided free of charge each April (Replacements provided at a cost of \$35.00 plus GST)

### Chimney/Flue Cleaning

Arrange for the annual cleaning of the property's chimney/flue at a competitive rate.

### Letting

Arrange tenancies as necessity arises and to recite my/our name/s on & sign tenancy agreements on my/our behalf and conduct commencement and final inspections.

Ensure compliance with the terms of the tenancy agreement and the provisions of the Residential Tenancies Act 1986 by taking whatever steps you deem appropriate.

Advertise for tenants and after checking the background and credit worthiness of the potential applicant/s, to select the most appropriate tenant on merit and when the tenancy comes to an end for whatever reason, to re-let the property unless instructed otherwise.

### Bond

To collect a bond from the tenant equivalent to 3 weeks rent and to pay it to the Tenancy Services Division of the Department of Building & Housing and at the conclusion of the tenancy to sign the bond refund form and refund to the tenant any such sum you deem fair and reasonable.

### Collection of rent and water usage charges

Collect all rent payments as and when they fall due for payment, collect water usage charges and any other amounts owing from time to time on the property. Take all reasonable steps to compel payment of outstanding rent and to enforce other terms and conditions of the tenancy agreement.

### Inspections

Inspect the property quarterly and no less than 3 times per year for which an inspection fee of \$35.00 (plus GST) shall be deducted from rental funds collected on my account. Twice yearly inspections, in certain circumstances for some tenancies, may be recommended. Commencement (including taking of photos) & Final inspections are done Free of Charge.



### **SCHEDULE OF FEES (Schedule 1)**

On rent collected (unfurnished long-term)	8.50 % plus GST	<input type="checkbox"/>
On rent collected (furnished long-term)	10.00 % plus GST	<input type="checkbox"/>
On rent collected (furnished short-term)	12.00 % plus GST	<input type="checkbox"/>
On completion of Furnished Inventories (Prepared by Haven Realty)	\$80.00 plus GST	<input type="checkbox"/>
On compilation of Furnished Inventories (Supplied by Owner)	\$40.00 plus GST	<input type="checkbox"/>
On completing each routine 3 monthly inspection	\$35.00 plus GST	<input type="checkbox"/>
On completing each credit check (per person)	\$25.00 inc GST	<input type="checkbox"/>
Statement fee (Email or N.Z. postage)	\$ 1.50 plus GST	<input type="checkbox"/>
Statement fee (Australia or Pacific postage)	\$ 2.50 plus GST	<input type="checkbox"/>
Statement fee (Rest of the World postage)	\$ 3.00 plus GST	<input type="checkbox"/>

**PROPERTY AND OWNER'S INFORMATION SCHEDULE (Schedule 2)**

**Address of the property:**.....  
(If more than one property, please attach additional sheet with details)

PETS: The following pets may be kept by the tenants: Dog  Cat  Negotiation  Definite NO

SMOKING PERMITTED OUTSIDE ONLY **YES/NO** (All our tenancy agreements specify no smoking inside)

**Owners postal address:**  
.....  
.....

Contact numbers: Home: ..... Work: ..... Mobile: .....

Facsimile: ..... E-Mail: .....

**RENTS COLLECTED TO BE PAID AS FOLLOWS: (please cross one out) TWICE MONTHLY/ MONTHLY**

(Please note payments are made either the 15<sup>th</sup> or last day of the month or both, if these dates fall on a weekend or public holiday, payment will be made the business day prior. Statements are issued at the end of each month only.)

**BANK ACCOUNT:**      **Bank**      **Branch**      **Account Number**      **Suffix**  
                 

Please provide a deposit slip

Do you wish to have your Statements & correspondence by e-mail only? **YES/NO**

Do you wish Rates notices to be directed to Haven Realty Property Management for payment and collection of water usage charges from tenant?  
(Haven Realty will advise the Council to amend the address for notices) **YES/NO**

Do you wish Haven Realty Property Management to pay your annual Insurance premiums from rental funds? (You will need to advise your Insurer that the property is rented, that we act on your behalf & to direct notices to PO Box 1553, NELSON) **YES/NO**

INSURANCE COMPANY.....POLICY NO.....

I hereby authorise Haven Realty Property Management to act on my/our behalf in the event of any Insurance claim  
*(Ensure that you advise your Insurer of this authority)*

OWNERS SOLICITOR OR POWER OF ATTORNEY: .....

IF A FAMILY TRUST OR COMPANY, PLEASE SUPPLY DETAILS OF MAIN CONTACT PERSON:

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EMERGENCY CONTACT IN THE EVENT THAT THE OWNER IS UNAVAILABLE:

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**Any Special Instructions:**

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