

Instructions to Managing Agent



Property Address

Building & contents Insurance

Name of Insurer

Building Policy Number

Contents Policy Number

Landlord Protection Insurance

Name of Insurer

Public Liability Policy Number

Landlord Protection Insurance Policy Number

Note: *Please note there is a difference between landlord insurance & building and contents insurance. You will need to take out separate policies for both insurances. We strongly suggest that the rental property and its owners' potential liability are fully covered and that the level of cover is reviewed annually.*

Landlords Insurance

I acknowledge that my managing agent has informed me of the need to obtain adequate landlord Protection and Building Insurance for my rental property.

I also acknowledge that if my property is located in a body corporate I understand the need to obtain adequate liability insurance for the inside of my property.

Landlord Signature

Telephone Connection

Does the property have a connected phone line?
Should the property be new or an established home and never had a connected line a fee will be applicable as per phone company fee.

YES NO

Body Corporate Manager

Company Name

Phone Number

Contact Name

Plan Number

Emergency Contact

Name

Relationship

Mobile Phone

Mobile Phone

Work Phone

Email Address

Insurance Works/Repairs and Payments of Accounts

As agreed all maintenance will be carried out on your behalf upon your approval. Should repairs be for insurance claims lodged on your behalf our office requires payment of the accepted quotation of works prior to the commencement of works. The funds will be held in our Trust Account pending the completions of all the said works and disbursed to the nominated tradesperson once an inspection has payable directly to you as the landlord and forwarded to you once the claim is finalized. As you can appreciate there may be delays from your insurance company. All our tradespersons MUST be paid once works have been completed.

If you have own preferred trades people, please provide the following information.

Business Name

Contact Name

Contact Phone

Business Name	Contact Name	Contact Phone

Indemnity

I agree to indemnify you, as the managing agent for any claims made for unpaid repairs or maintenance accounts authorized in accordance with my instructions. I also agree to fully reimburse any advertising expenses incurred in accordance with my instructions in the re-letting of the property.

I/WE AGREE THAT I/WE HAVE READ AND UNDERSTOOD THE OWNERS INSTRUCTION FORM. I/WE ACKNOWLEDGE ARE BOUND BY ALL THE TERMS, CONDITIONS AND FEES IN THIS FORM.

Landlord Name

Landlord Signature

Date

Landlord Name

Landlord Signature

Date