



Western Bay Property Management Ltd

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Authority to Act on behalf – Tenant Letting Service

Rented Property (*Address*)

Owner (*Full Name*)

Contact Details (*Phone & Email*)

WBPM refers to Western Bay Property Management Ltd Rachel Clark, Managing Director and its agents.

I appoint WBPM as my agent to Act as an Agent on behalf with regards to providing a Tenant Letting Service, for my property as listed above.

The owner acknowledges that with this appointment WBPM will act as their Agent, and give their authority to do so, under the terms of the Residential Tenancies Act 1986 and its amendments.

Service Duties – Tenant Letting for the above named property to rent.

- Advertise Property to rent and manage enquires.
- Show potential Tenants through Property.
- Relevant Tenant Reference Checks and Vetting.
- Appointment of new Tenants and sign up Residential Tenancy Agreement.
- Collect full deposit from Tenants of Bond, Letting Fee and First Weeks Rent.
- Signed handover confirmation to tenants.
- Lodge Bond on Owners Behalf (4 weeks)
- Copies of all paperwork will be given to the Owner.
- (Cross out what does not apply)*

Reparation for this service

Owner: This Service is FREE, no charge - Refer (*).
Successful Tenant: A Letting Fee of One Weeks Rent Rent Set at \$..... per week

The Owners will provide

Bank Acc Name.....

1 set of keys, for WBPM to hand to the tenant.

Bank account number for first and future Rent Payments. --/---/-----/---

DBH property & owners number if previously lodged bond.

It is the Owners responsibility to ensure the property meets the requirements under the Residential Tenancies Act 1986 and its Amendments 2010.

(*) This agreement is considered exclusive. If this property is let by means other than WBPM, then the owner may be liable for costs incurred up to the amount of the letting Fee.

The owner acknowledges that while WBPM will exercise all reasonable care in tenant selection, and will not be held liable for any tenant issues once the duties are complete.

This Authority to Act on behalf will commence from the date below.

WBPM relinquishes all responsibility once the duties listed above are completed or mutually agreed by both parties in writing.

OWNER
(Your name)

WESTERN BAY PROPERTY MANAGEMENT LTD
Rachel Clark (Director)

Signed.....

Signed..... *R Clark*

Dated.....

(2015)