

Ray White

Property Management Authority

The Owner(s)
(full name and postal address of owners)

Email Address..... Phone

Property Address

Hereby authorise(s) and instruct(s);

Mark Saxton Real Estate Ltd Licensed (REAA 2008) - P O Box 9 Kaitaia – Agent:

To act as my/our Agent and to manage my/our property (described in the schedule hereto) on the terms and conditions set forth below:

1. **Find Tenants:** To advertise for tenants, to select tenants and to sign tenancy agreements in respect of my/our property on my/our behalf using the United Tenancy Agreement form.
2. **Letting Fee:** To charge the Tenant a letting fee in respect of the grant of the tenancy.
3. **Collect Rents:** To collect all rents owing from time to time and to apply that sum so held in any or all of the following ways:

Pay for repairs

- (a) On any repairs which in your absolute discretion you deem necessary to pay, not exceeding \$ (plus G.S.T.) per calendar month.
- (b) On such other extra ordinary repairs as the owner, the owners' Attorney or Nominee shall separately authorize the agent to effect. These repairs shall be sufficiently authorized by oral instruction.
- (c) On any repairs or expenditure exceeding the limit referred to in paragraph 3 (a) providing that such repairs are necessary to protect the property, or to protect the health or safety of the tenant, or to maintain essential services to the tenant, or where the work to be completed has been ordered by the Tenancy Tribunal
- (d) On any sum of money ordered as an alternative to any work order, (until such time as the work order is carried out and discharged.)

Deduct your Service Charge

- (e) To deduct your service charge of 8% (plus G.S.T.) of gross rents collected and 5% (plus G.S.T.) on any expenditure or disbursement authorized by this authority.

Deduct cost of Expenditure

- (f) To deduct the actual cost of any expenditure or disbursement authorized by this authority together with G.S.T. if applicable.

Remit Funds to Owner

- (g) To remit to the owner on a monthly basis all rents collected subject to the deductions referred to in paragraphs (a) to (f) hereof.

