

# Property Letting Authority



Landlord Name:	Date:
Landlord Address:	
Property Address:	
Home Phone:	Mobile Phone:
Work Phone	Email Address:
Landlord Account Number:	

As owner/s of the above property please complete your details, property information and requirements and return this form to The Rent Shop Ltd. If you need any assistance you can contact us via the details on the second page of this form.

**Building Type:** House  Townhouse  Apartment  Unit   
**Bedrooms:** Double \_\_\_\_\_ Single \_\_\_\_\_ Sleep Out: Yes  No   
**Bathrooms:** \_\_\_\_\_ Separate Toilet: Yes  No   
**Parking:** Single Garage  Double Garage  Carport  Off Street Parking   
**Alarm:** Yes  No  **Code:** \_\_\_\_\_  
**Pets Allowed:** Yes  No  If yes please give details \_\_\_\_\_  
**Smoking Permitted:** Yes  No   
**Water Included in Rent:** Yes  No   
**Ground Maintenance:** Landlord  Tenant

**Currently Tenanted:** Yes  No  if yes **Vacate Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Current Tenant Details:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
**Property For Sale:** Yes  No

**Available Move in Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Max Number of Occupants:** \_\_\_\_\_  
**Term of Tenancy:** Periodic  Fixed Term  of \_\_\_\_\_ months  
**Rent Required:** \$\_\_\_\_\_ per week  
**Bond Required:** 2 weeks  3 weeks  4 weeks **Keys:** LL  RS

**Special Chattels:**  
\_\_\_\_\_  
\_\_\_\_\_  
**Other Information:** \_\_\_\_\_  
\_\_\_\_\_

**How did you hear about The Rent Shop:** Advertising  Referral  Internet  Previous Customer  Other \_\_\_\_\_

**Would you like to discuss Management:** Yes  No   
**Would you like our Company Profile:** Yes  No

**Please Note:**

I/we acknowledge that I/we own the above Rental Property and hereby appoint The Rent Shop Ltd to find a tenant for the property.

I/we authorise The Rent Shop Ltd:

- To promote the property and interview tenants.
- To use its best endeavours to select a suitable tenant.
- To collect a letting fee from the tenant as per Section 17 (4) of the Residential Tenancies Act.
- To collect the bond and first weeks rent to be forwarded to me/us by cheque on signing of the tenancy agreement
- To prepare a Tenancy Agreement on my/our behalf after first having the tenant approved by me/us.
- To order a Bay Corp credit check on the approved tenant.

I/we acknowledge that if requested there is an additional fee of \$25 incl. GST payable to The Rent Shop Ltd per credit check that is processed.

I/we understand that The Rent Shop shall not be personally liable for any loss, default in payment of rent or any damage caused to my/our rental property, vacant or occupied, by any tenant or otherwise, whether or not a tenancy is arranged by it.

As owner I/we agree that it is my responsibility to do the following:

- Complete a written property inspection on granting possession.
- Complete a water meter reading on granting possession.
- Complete a chattels list if appropriate before granting possession.
- To ensure that The Rent Shop Ltd has been paid the letting fee before granting possession to the tenant. If I/we omit to check that The Rent Shop Ltd has been paid the letting fee and it has not been paid then I/we agree to pay the letting fee on demand.
- Serve the tenant with a notice under Section 47 of the Residential Tenancies Act if the property is on the market for sale.

The undersigned, if not the sole owner of the property, warrants and represents that they have the authority of all the owners to make this appointment.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Marketing Agent:

Direct Dial:

Mobile:

Email:

**Please return to The Rent Shop Ltd**

Phone: 09 250 9190

PO Box 217003, Botany Junction, Manukau 2164

Fax: 09 250 1153

Email: [reception@therentshop.co.nz](mailto:reception@therentshop.co.nz)

**Office Use Only:**

Fee Paid: \$

*incl. GST*

Payment Method: Cash  Eftpos  Cheque

Receipt Number:

Date: