

Landlord's Instruction Form



AGENT DETAILS

906-908 Doncaster Road,
Doncaster East, Victoria 3109
Ph. (03) 9848 1100 F. (03) 9840 1570
E. rentals@parkesproperty.com.au



FILLING OUT THIS FORM

Once completed please print, sign,
date and return to us (see agent details).

A. PERSONAL DETAILS

1. Investment property address:

Suburb:

Postcode:

2. Landlord's name

First Name (1):

Surname (1):

Mr

Mrs

Ms

Miss

Dr

Other

First Name (2):

Surname (2):

Mr

Mrs

Ms

Miss

Dr

Other

Company name: (if applicable)

ABN:

3. Landlord's address:

Suburb:

Postcode:

4. Home phone:

Work phone:

Mobile (1):

Mobile (2):

Facsimile:

Email:

B. STATEMENT INSTRUCTIONS

5. I/We wish to receive statements:

via email (free of charge)

via post (\$3.30 admin fee)

Statement to address:

Cheques made out to: (if applicable)

Cheque post to landlord

Deposit via EFT

Landlord's Instruction *Form*

C. BANKING INSTRUCTIONS

6. Name of bank:

Branch location:

Address:

Account holders name/s:

BSB:

Account number:

D. INVOICE INSTRUCTIONS

7. Maintenance accounts: Deduct from rent Send to owner

Council rates: Deduct from rent Send to owner

Water: Deduct from rent Send to owner

Name of water provider:

Land Tax: Deduct from rent Send to owner

Insurance: Deduct from rent Send to owner

Owner's Corporation: Deduct from rent Send to owner

E. INSURANCE

8. Building & public liability:

Policy number:

F. OWNERS CORPORATION

9. Manager / agent:

Contact person:

Phone:

Strata Plan no:

Continued on next page

Landlord's Instruction *Form*

G. MAINTENANCE

10. We hereby authorise Parkes Property Leasing to carry out maintenance on our property without referring to ourselves, to a maximum cost of:

\$100.00 \$200.00 \$500.00 or, we wish to be contacted first (tick box)

Other \$

11. In the event of repairs being required at my/our property, we would prefer the following tradesperson:

Name:

Trade:

Phone:

Please note: All quotes obtained regardless of price will be phoned, faxed or emailed to the landlord for consent prior to works going ahead.

H. EMERGENCY CONTACT

12. In the event of requiring instructions on matters affecting my/our property and I cannot be contacted, my contact is:

Name:

Home Phone:

Work Phone:

I. PERIODIC PROPERTY INSPECTIONS

13. Please indicate choice by ticking an applicable box

Periodic **carbon monoxide inspection** to be carried out by a contractor(s):

HIGHLY RECOMMENDED

***only applies to internal gas heating units**

Price: **\$130.00** (including GST) for **just a carbon monoxide test**

OR

Price: **\$210.00** (including GST) for **a carbon monoxide test & service** this includes 1.5 hours labour (parts will cost extra if required)

Once every

24 months

no inspections

24 months

no inspections

Periodic **smoke alarm inspection** to be carried out by a contractor(s):

HIGHLY RECOMMENDED

Price: **\$99.00** (including GST) – annual fee

Once every

12 months

no inspections

Periodic **swimming pool safety barrier inspection**:

Once every

12 months

no inspections

n/a – there is no pool at the property

Signed by landlord(s)

Date