



SOUTH EAST

REAL ESTATE BUSINESS BROKERS | COMMERCIAL

Owners Instruction Form

Property Address: _____

Owners Details

Title: _____ (Dr/Mr/Mrs/Ms/Miss)

Name/s: _____

Address: _____

Suburb: _____ Postcode: _____

Postal Address: _____ (if different)

Suburb: _____ Postcode: _____

Contact Details

Mobile: _____ Email: _____

Business: _____ Home: _____

Preferred Method of Contact: _____ Phone _____ Email _____ SMS _____ Mail _____

Emergency Contact

If in the event of South East Real Estate requiring instructions on matters affecting my property and I cannot be contacted, please contact:

Name: _____ Mobile: _____

Relationship to Owner: _____ Email: _____

Rent

Payment Period: _____ Monthly _____ Payable to: _____ Landlord _____

Bank: _____

Account name: _____

BSB: _____ Account Number: _____

Statements

Issue Period: _____ Monthly _____ Send to: _____ Landlord _____ Other _____

Email: _____

Payments

It is the Owner's responsibility to contact the relevant authorities if you would like South East Real Estate to pay any accounts on your behalf. We cannot accept responsibility for the relevant authorities failure to amend their records neither can we accept responsibility for interest levied on late payment of rates where the notice is received at this office after the monthly rental funds have been disbursed to the landlord.

I hereby confirm my authorization for South East Real Estate to make payments on my behalf for any of the following invoices received until further notice:

Insurance	Yes	No	Council Rates	Yes	No
Owners Corporation Levies	Yes	No	To be paid in:	Instalments	Full
Pool and/or Garden Maintenance	Yes	No	Water Rates	Yes	No

Other Payments (maintenance etc.)	Yes	No			
--------------------------------------	-----	----	--	--	--



SOUTH EAST

REAL ESTATE BUSINESS BROKERS | COMMERCIAL

Insurance

I/ We acknowledge that South East Real Estate has informed us of the risks associated with owning a rental property and has provided us with information in relation to Landlord insurance.

I/We have opted to take up the below policies: (List all insurance policies for the Property)

	Insurer/Detail	Policy Number	Expiry Date
Building			
Landlord Insurance			
Public Liability			

Owners Corporation

Company			
Strata Plan Number:		Lot No:	
Carpark Number:		Accessory Unit No:	
Contact:		Email:	
Phone:		Fax:	
Address:			
Suburb:		Postcode:	

Service / Maintenance

Effect repair and maintenance to the Property without the Landlord's consent:

Urgent Matters:	Maximum Expenditure not greater than \$1,800.00			
Non Urgent Matters:	Maximum Expenditure not greater than \$500.00			
I/We Authorise an Annual Smoke Detector Service to be conducted by Detector Inspector Annual Servicing includes 3 way testing, cleaning, property survey and unlimited call outs every 12 months for \$99.			Yes	No

Authorisation

I/We Authorise South East Real Estate to re-let the property in the event of a vacancy	Yes	No
I/We Authorise South East Real Estate to sign all leases on my behalf	Yes	No

By signing this Form I/We:

- Acknowledge and confirm the information set out in this form is true and correct.
- Acknowledge and confirm I/We have read and agree to the Terms and Conditions of this Form
- Acknowledge and confirm this Instruction Form forms part of the Exclusive/General Leasing and managing Authority
- Acknowledge that if I/We select No to the Smoke Detector Servicing I/We will be required to complete and document these checks each and every year.
- Agree to indemnify South East Real Estate for any claims made for unpaid repair/maintenance accounts authorized in accordance with my instructions.
- Authorise South East Real Estate to collect rental monies and issue receipts for rental payments, bonds and any other monies collected on my behalf, serve notice upon tenants and exercise my right to terminate tenancies and leases in accordance with the provisions of the Rental Tenancies Act of 1997 and to attend Tribunal Hearings on my behalf.

Signed:		Date:	___/___/___
---------	--	-------	-------------

South East Real Estate
T6/280 Berwick-Cranbourne Road, Clyde Vic 3679

South East Real Estate T6/280 Berwick-Cranbourne Road, Clyde Vic 3679 T: 03 5999 0608

admin@southeastre.com.au

T: 03 5999 0608