

# Portfolio Management Agreement (Part A)

This Portfolio Management Agreement is comprised of four parts. Parts A and B of this Portfolio Management Agreement are required. Part C and D are optional, but highly recommended.

**IMPORTANT**

## AGENTS DETAILS - PCBU

Property Management Firm	<input type="text"/>	Office Phone	<input type="text"/>
Business Address	<input type="text"/>		
Property Manager's Name	<input type="text"/>	Phone	<input type="text"/>
Mobile	<input type="text"/>	Email Address	<input type="text"/>
Property Manager's Name	<input type="text"/>	Phone	<input type="text"/>
Mobile	<input type="text"/>	Email Address	<input type="text"/>

## PROPERTY OWNERS DETAILS - PRINCIPAL / LANDLORD / PCBU

Full name of owner	<input type="text"/>		
Physical Address For Service	<input type="text"/>		
Alternate Address For Service	<input type="text"/>		
Email Address For Service	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>
Place of work	<input type="text"/>	Work Phone	<input type="text"/>

## PROPERTY OWNERS BANK ACCOUNT DETAILS - PRINCIPAL / LANDLORD / PCBU

Account Name	<input type="text"/>			
Account Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## EMERGENCY CONTACT DETAILS

If you are unreachable, you give authority for this person to authorise our firm to take any required action to the tenancy.

Full Name	<input type="text"/>		
Physical Address for Service	<input type="text"/>		
Email Address for Service	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>

## HOW DID YOU FIND US?

Internet
  Radio
  Referral
  Newspaper
  Other

**Terms & Conditions for the Portfolio Management Agreement**

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**TERMS & CONDITIONS FOR THE PORTFOLIO MANAGEMENT AGREEMENT CONTINUED**

**RATES OF REMUNERATION (UNLESS OTHERWISE STATED IN THE PROPERTY SCHEDULE)**

It is agreed the agent shall be paid in consideration for managing the property(s). Standard rates below:

<input type="text"/> % + GST on all rents collected.	\$ <input type="text"/> + GST on attending mediations or hearings.
<input type="text"/> % + GST of the cost of arranging and/or supervising, repairs, maintenance or renovations.	\$ <input type="text"/> + GST on credit check fee per tenant.
<input type="text"/> % + GST on all project management.	\$ <input type="text"/> + GST Advertising fee per tenancy.
<input type="text"/> for each award of exemplary damages against the tenant(s).	\$ <input type="text"/> + GST Monthly admin fee.
	\$ <input type="text"/> + GST Initial detailed Property Condition Report.
	\$ <input type="text"/> + GST Inspection fee.
	\$ <input type="text"/> + GST Sale of property fee.

**LETTING FEES**

**MISC RATES**

\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
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**NOTICES**

The agent may, at the agent's sole discretion, change or increase any and all current or future charges herein by giving the owner/s  calendar months notice in writing to the owner/s address for service.

This Portfolio Management Agreement may be terminated by either party (subject to the other rights of the agent set out herein) on  months notice in writing only after the expiry of any minimum term set out in the property schedule, and shall be sufficiently served by being delivered or posted to an address for service of the owner referred to in this authority and in respect of the agent, to the agent's current business address.

Failure of a PCBU to meet a required standard under the Residential Tenancies Act 1986 or The Health and Safety at Work Act 2015 may result in a civil suit or prosecution. Although The Tenancy Practice Service LTD takes all reasonable steps to provide up to date information, resources and training, this will not necessarily prevent a prosecution or civil law suit.

**IMPORTANT**

**SIGNATURES**

By signing this Portfolio Management Agreement, the below parties agree to all of the terms of the Portfolio Management Agreement.

Signature \_\_\_\_\_ Consultation Date

Property Owner Name (PCBU)

Signature \_\_\_\_\_ Consultation Date

Management Firm's Representative (PCBU)

# Property Schedule (Part B)

The Property Schedule relates to Part A of the Portfolio Management Agreement. Each property relating to the Portfolio Management Agreement should be listed, signed, and dated. The parties agree that they shall be bound by the terms and conditions of the Portfolio Management Agreement for all properties listed in the Property Schedule (including any and all properties listed after the date of this Portfolio Management Agreement).

**IMPORTANT**

The below rates of remuneration apply to the stated property, regardless of what is stated in Part A of the Portfolio Management Agreement. The parties agree to all the terms and conditions as outlined in the Portfolio Management Agreement.

**IMPORTANT**

## PROPERTY DETAILS

Property Address	<input type="text"/>		
Tenancy Available From	<input type="text"/>	Periodic <input type="checkbox"/> Fixed Term <input type="checkbox"/> Minimum Fixed Term <input type="text"/>	or until <input type="text"/>
Rent & Bond	Rent - \$ <input type="text"/>	per week. Bond - <input type="text"/>	weeks rent. Payment Frequency <input type="text"/>
Rates of Remuneration	<input type="text"/>		

## MANAGEMENT

Minimum Term of Management	<input type="text"/>		
Signature _____	Signature _____		
Property Owner Name	Date	Management Firm's Representative	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## PROPERTY DETAILS

Property Address	<input type="text"/>		
Tenancy Available From	<input type="text"/>	Periodic <input type="checkbox"/> Fixed Term <input type="checkbox"/> Minimum Fixed Term <input type="text"/>	or until <input type="text"/>
Rent & Bond	Rent - \$ <input type="text"/>	per week. Bond - <input type="text"/>	weeks rent. Payment Frequency <input type="text"/>
Rates of Remuneration	<input type="text"/>		

## MANAGEMENT

Minimum Term of Management	<input type="text"/>		
Signature _____	Signature _____		
Property Owner Name	Date	Management Firm's Representative	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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## MANAGEMENT

Minimum Term of Management	<input type="text"/>		
Signature _____	Signature _____		
Property Owner Name	Date	Management Firm's Representative	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>