

Instructions for Property Management (1/2)

Thank you for selecting Melbourne Asset Management for the management of your property.
Please assist by providing the following necessary information.

Property Address

Carpark Number
(If Applicable)

Registered Property Owner's Details

Full Name (s)

Company Name

(If Owned In A Company Name Or Super Fund)

ABN

ACN

Postal Address

Mobile Phone

Other Mobile Phone

Home Phone

Business Phone

Email Address

(For Rental Statement To Be Sent)

Alternate Contact

Should you be unavailable, the alternate person to contact is:

Full Name

Relationship To You

Mobile Phone

Other Phone

Banking Details

Rental To Be Paid By



Cheque



Direct Deposit

If Payment By Cheque, Mail To



Above Postal Address



Other

Direct Deposit

Bank

Branch

Account Name

BSB Number (6 Digits)

Account Number

(Up To 9 Digits)

Repairs

Under the Residential Tenancies Act (Vic) a tenant may authorise Urgent Repairs to a property up to \$ 1800.00 without consultation with the property owner or agent which the owner is liable for payment. Urgent repairs consist of a burst water service, a blocked or broken toilet, a serious roof leak, a gas leak, a dangerous electrical fault, flooding and serious flood damage, serious storm damage, serious fire damage, a failure or breakdown of any essential service or appliance provided for water, hot water, heating, cooking or laundering. Melbourne Asset Management operate a 24 hour, 7 day contact and tenants are encouraged to contact us prior to authorising any repairs.

In the case of non-urgent repairs or maintenance we shall always endeavor to contact the property owner. If we cannot contact the property owner and we view the works to be necessary, Melbourne Asset Management may authorise works to the value of:

\$ _____ plus GST

(Continued Over)

Instructions for Property Management (2/2)

Trades

Melbourne Asset Management has a relationship with many quality trades people.
If you have a preferred maintenance / trades person:

Plumber	Contact Name		Phone	
Electrician	Contact Name		Phone	
Gardener	Contact Name		Phone	
Handyman	Contact Name		Phone	
Pool / Spa Maintenance	Contact Name		Phone	
Other		Contact Name		Phone

Outgoings / Expenses

The property owner must advise all creditors to forward all outgoing to Melbourne Asset Management
GPO Box 5448 Melbourne Vic 3001.

Council Rates	<input type="radio"/> YES	<input type="radio"/> NO	Contact	
Water Rates	<input type="radio"/> YES	<input type="radio"/> NO	Contact	
Owners Corporation	<input type="radio"/> YES	<input type="radio"/> NO	Contact	
Other		<input type="radio"/> YES	<input type="radio"/> NO	Contact

Owners Corporation (If Applicable)

Name		Contact	
Business Phone		Email	

Insurance

As a condition of property leasing and/or management Melbourne Asset Management insist property owners have and continue to hold suitable building and public liability insurance. It is the property owner's responsibility to ensure all insurance policies are renewed and paid as required. Melbourne Asset Management takes no responsibility for failure to pay or renew any insurance policy.

Smoke Alarms

Smoke alarms must be installed and maintained in all rental properties in Victoria.
It is the property owner's responsibility to ensure these are maintained in good working order.

- ☐ I agree to maintain my properties smoke alarm and agree to inspect and log twice yearly.
- ☐ I agree to outsource and pay for the maintenance and replacement of my properties smoke alarms.

Acknowledgement

I / We agree for Melbourne Asset Management Pty Ltd. to lease and/or manage the above property in accordance with my / our instructions and the provisions of the Residential Tenancies Act (Vic).

I / We are authorised to sign this agreement as the legally binding owner/s of the property.

Signature		Date	
Signature		Date	