

# MANAGEMENT AGREEMENT - Additional Property Sign Up

## Party Details



Rental property address

To be exclusively managed by the Property Management company referred to on page 2, of the Management Agreement. The address of the property is considered "the workplace" and "same matter" under section 34 of the Health and Safety at Work Act 2015.

### MANAGEMENT

Commencement Date

Minimum Term of Management

### HEALTHY HOMES EXIT CLAUSE

**IMPORTANT:** Please read the Healthy Homes Exit Clause below carefully and tick the checkbox to show you have read and understand the clause.

From and after the 28/08/2022 all new and renewed rental properties shall be subject to Healthy Homes compliance within 120 days. Prior to this, all new and renewed tenancies from 01/07/2021 had 90 days to comply with the Healthy Homes Standards. Where the manager becomes aware that the rental property is not compliant with the Healthy Homes Regulations and is unlikely to be so before the expiry of 120 days, the manager may at the manager's sole discretion terminate the management on \_\_\_\_\_ days notice in writing, served by the manager on the owner at the owner's address for service, set out in the management agreement.

I have read and understand the Healthy Homes Exit Clause

### AVAILABILITY AND TERM

Is this a current tenancy?

Tenancy available from	Yes	No	Change of agent bond form required?	Yes	No
Minimum fixed term	/	/	Preferred tenancy type	Periodic	Fixed
			or until	/	/

### RENT AND BOND

Rent (\$)		per week		
Bond (\$)				
Tenant rent payment frequency		being		weeks rent
	Weekly	Fortnightly	Monthly	Other

### INSPECTIONS AND MAINTENANCE

Inspection frequency	
Repairs up to the value of (\$)	+GST (e.g. broken door)
Disbursements to the value of (\$)	+GST (e.g. building report)
Other	+GST

## Property Details

### HEALTH AND SAFETY AT WORK ACT 2015 (for asbestos compliance purposes)

Construction date / /

I/We confirm that I/We are aware of the potential threat posed by asbestos at the tenancy premises.

Approach to having a survey completed Pro-active Re-active

### POOL/SPA MAINTENANCE

Maintenance responsibility Tenant Landlord Not applicable

Does the fence surrounding the pool/spa comply with the Building (Pools) Amendment Act 2016?

Yes No Not sure Not Applicable

### SEPTIC SERVICES

Is there a septic tank at the property? Yes No

If yes, what date was it last emptied? / / If yes, what date was it last serviced? / /

### KEYS AND ALARMS

Number of keys supplied Number of garage remotes supplied

Alarm code Door code

### PETS AND SMOKERS

Are pets permitted? Yes No Notes

Are smokers permitted? Yes No Notes

Are vapers permitted? Yes No Notes

### SMOKE ALARMS

I can supply a smoke alarm disclosure statement

I would like my property manager to arrange this

### HEALTHY HOMES

I can supply a third party healthy homes assessment

I can supply a completed Tenancy Services healthy homes assessment

I would like my property manager to arrange this

### FIXED COSTS/AUTHORITY TO ACT ON BEHALF

Rates

Water rates

Insurance details

You give us authority to act on your behalf and obtain information from the insurer, council etc. and pay bills on behalf of you.

## Property Details

### COMPLIANCE INFORMATION

Where there are two or more dwellings on one title, can either be lawfully rented independently from the other?	Yes	No
Does the rental dwelling fully comply with Resource Management Act and/or town planning consents?	Yes	No
Does the rental dwelling fully comply with all necessary building consents?	Yes	No
Are there any/other matters which might adversely affect the management of the property we should know about?	Yes	No
Do you as the owner/owners warrant that the agent can safely rent the rental dwelling?	Yes	No
Does the property comply with all Health & Safety enactments as they apply to the premises?	Yes	No
Has the property been tested for methamphetamine contamination?	Yes	No
If yes, what was the test date?	/	/
Would you like the agent to have the property tested for methamphetamine?	Yes	No
If yes, would you also like the property being tested between tenancies?	Yes	No
Does the property have a functioning fire escape system?	Yes	No
Is the property on the market for sale?	Yes	No
If yes, has the tenant received a written notice under S.47?	Yes	No
	Yes	No
	Yes	No

### BUILD TO RENT INITIATIVE (Section YA1 (3) Income Tax Act 2007)

Does this tenancy qualify for the Build to Rent Initiative?      Yes      No

Where the client / landlord wishes to opt into the above initiative then the client / landlord shall instruct the agent / property manager in writing to insert the Build to Rent clause(s) in the appropriate tenancy agreement.

The agent/property manager also instructs the client to apply to Te Tūāpapa Kura Kāinga – Ministry of Housing and Urban Development to have land registered as build-to-rent to be able to claim a deduction for interest relating to a build-to-rent development on the land.

Application can be made here: <https://btr.hud.govt.nz/>

Once approved, Te Tūāpapa Kura Kāinga – Ministry of Housing and Urban Development will record land on an internal register of build-to-rent assets and will share relevant information with Inland Revenue.

### BODY CORPORATE (for insurance purposes)

Is there a Body Corporate for this rental dwelling?      Yes      No

**The landlord agrees to supply a copy of the Body Corporate Rules to the agent/property manager as soon as practicable.**

Body Corporate Rules provided

### SIGNATURES

**I/We, the undersigned, agree to add the above property under the existing management terms agreed upon with Vertigro Property Management.**

Signature \_\_\_\_\_ Consultation date      /      /

Property owner name (PCBU)

Signature \_\_\_\_\_ Consultation date      /      /

Management company's representative (PCBU)

# MANAGEMENT AGREEMENT

## Insurance Statement

Is the property insured?                      Yes                      No

The owner/s agree that the owner/s will arrange insurance on the rental property. Please advise your insurer that the property is a rental property.

### INSURANCE DETAILS

Insurance company

Insurance type (e.g. Insurance Company Name LTD - Dwelling Insurance)

Policy number

Excess amount

Address

Details of the monetary excess of the policy

Insurance company

Insurance type (e.g. Insurance Company Name LTD - Landlord Risk)

Policy number

Excess amount

Address

Details of the monetary excess of the policy

A copy of the insurance policy/policies is available to the tenant upon request.

### LANDLORD DETAILS

I/We hereby authorise the manager to contact our insurance company (name of company) and any obtain the details set out above concerning the policy.

I/We authorise and instruct the manager use the information supplied by me/us or by the insurance company to be used for any and all purposes directly connected with the management of my/our rental property.

Signature

Name

Date                      /                      /

I understand that it is my responsibility to advise my property manager of all changes to any excess amounts that are amended/changed during the course of any tenancy.

#### Provisions

- Landlord must disclose whether or not the property is insured in a statement as part of any new tenancy agreement, and if so, the excess amount of any relevant policies. They must also include a statement informing the tenant that a copy of their insurance policy is available on request.
- Landlords must provide tenants with this insurance information (if requested within a reasonable timeframe) and provide updated information within a reasonable timeframe if insurance information changes, or (where they are not the insurance holder) within a reasonable timeframe of becoming aware of the changes.
- If tenants or their guests damage a rental property as a result of careless behaviour, the tenant is only liable for the cost of the damage up to four weeks' rent or the insurance excess (if applicable), whichever is lower. Tenants on income-related rents are liable for the cost of the damage up to four weeks' market rent or the insurance excess (if applicable), whichever is lower.
- Tenants will be liable for the full cost of damage that they or their guests cause intentionally or that results from an act or omission that constitutes and imprisonable offence.