



Rental Provider Instructions Form

Luxe Property Group Pty Ltd
1348 Malvern Road, Malvern, VIC 3144
(03) 9978 8500



Rental Property

Address

Rental Provider/s

Name

Company Name

ACN

Address

Telephone (H)

Telephone (B)

Fax

Mobile

Email

Emergency Contact Details (only used in the event of an emergency)

Name

Address

Telephone (H)

Telephone (B)

Fax

Mobile

Email

Payment Details

Account Name

Bank

Branch/BSB Number

Account Number

Other Information

Repairs

Authority to spend the following without referring to me/us (Over and above warranty items)

Please select

Authority to spend up to \$2,500 for URGENT REPAIRS (Legislated)

Under the Residential Tenancies Act, your tenant has the authority to spend up to \$2,500 in the case of an Urgent Repair eg. Burst hot water service, gas leak etc. We request you also allow us this right, to ensure that reputable & insured tradespeople are used on your investment.

I/we agree to indemnify Luxe Property for any claims made for unpaid repair/maintenance accounts authorised in accordance with my/our instructions.

Please make the following payments on my/our behalf

Council Rates will be paid in installments

☐

Rental funds may be held over if required.

Water Rates will be paid in installments

☐

Rental funds may be held over if required.

Owners Corporation Charges and Levies

☐

Rental funds may be held over if required.

Owners Corporation

Owners Corporation Manager

Address

Phone

Email

****Maintenance of gutter cleaning and any other annual service can be arranged upon written request (Please instruct your Property Manager in writing each time you require this service).**

Luxe Property is hereby authorised to collect rentals due and issue receipts for rent, bond and other monies collected on my/our behalf.

Luxe Property is hereby authorised to serve notices upon renters and exercise my/our right to terminate tenancies and leases in accordance with the provisions of the Residential Tenancies Act 1997, and attend Tribunal hearings (if applicable) on my/our behalf.

Tribunal Fees

I/We hereby acknowledge that the charges for attendance at the Tribunal are:

Application fee	\$75.00 (or as incurred)
Registered mail	\$10.00 (or as incurred)
Preparation & attendance	\$99.00 inc gst per hour
fee Parking at VCAT	as incurred

Landlord (Rental Provider) Insurance Information**Building insurance**

Please attach a copy of the current policy for your home or building cover.

*If you own an apartment, the Owners Corporation insurance will only cover the building and common areas.

Landlord's insurance

A comprehensive policy should provide cover for the following:

- Common contents e.g. Window furnishings, floor coverings, light fitting etc.
- Public Liability inside your apartment/house
- Malicious damage, default of rent, and theft by tenants

To ensure complete cover for your investment property, we recommend implementing a Landlord insurance policy which will cover you for Common contents (window furnishings, floor coverings, light fittings), Public liability and Default of rent etc.

****Please complete the Landlord insurance information below.**

Our office has been appointed as a Distributor of Terri Scheer Landlord Insurance Products. Terri Scheer Insurance Brokers Pty Ltd ACN 070 874 798 holds an Australian Financial Services License (No. 218585), and is authorized to provide financial services in relation to general insurance products to clients.

As your Property Manager we are duty bound to ensure you are aware of the unique risk exposures you face as a landlord and the availability of insurance to protect these risks.

Losses can occur at any time. We have sought early protection of your valuable rental income and can arrange immediate landlord insurance cover with Terri Scheer Insurance Brokers.

You are in no way obligated to accept this protection, you may wish to organise your own insurance and you are certainly free to do so.

If you choose to proceed with this protection, the annual premium cost to you will be approx \$299.00 and this will be debited from your rental income.

A Product Disclosure Statement and Financial Services Guide will also be provided to you. In addition, you are entitled to a 30 day cooling off period.

Details of the cooling off period and the dispute resolution facility are included in the Terri Scheer Financial Services Guide.

****To avoid any misunderstanding, please indicate your instruction below in relation to Landlord insurance cover**

- ☐ I/We wish to use Terri Scheer Insurance for Landlord protection of our rental property. Please arrange this on our behalf immediately.
- ☐ I/We would like to make our own arrangements for landlord Insurance and understand that Luxe Property Group will not be responsible for any losses that may occur as a result of this.
- ☐ I/We acknowledge that our Property Manager has informed us of the risks associated with owning a rental property and the associated insurance requirements.

Safety and Compliance Obligation

The safety-related obligations for Rental Providers under the Victorian Residential Tenancies Act are now in force and include:

- Smoke alarm servicing each year including testing, battery replacement and positioning checks
 - Gas safety checks every 2 years on all gas fixtures & fittings such as heaters, cooktops, water heaters and the mains gas line
 - Electrical safety checks every 2 years of all electrical appliances, fixtures & fittings such as switchboards, power points and light switches
- Gas and electrical checks are specialist services requiring licensed tradespeople who need to complete the services in accordance with the regulations. Additionally, record keeping obligations are extensive and we are required to disclose a range of matters relating to these services to tenants at lease commencement and/or upon request.

We have you covered!

Luxe Property works closely two companies who conduct smoke alarm, gas & electrical compliance checks in accordance with the regulations.

Information about these two companies can be found below:

Detector Inspector

Detector Inspector's Safer Home plan is the leading bundled solution for owners to take care of all required safety and compliance checks for smoke alarms, electrical and gas appliances, installations and fittings.

They offer split payments over 2 years, smoothing your cashflow and a range of valuable inclusions that save you money. Importantly, there are no "set up fees" or other hidden costs – just a recurring annual fee. To read more about their offering you can visit their website at <https://www.detectorinspector.com.au/safer-home-plan/>.

Safer Home plan pricing is based on the needs of the property as follows:

Base plan \$249+GST/year

(min. 2 years) – Smoke alarm + Electrical

Base + Gas plan \$349+GST/year*

(min. 2 years) – Smoke alarm + Electrical + Gas

(* Where property has 2 or more gas appliances, annual fee of Base + Gas plan will be increased by \$80+GST per year)

Mylo Property Solutions

Mylo Property Solutions provides licensed technicians that will attend your property to conduct the necessary gas, smoke alarm and electrical safety checks to ensure your property is compliant under the legislation.

Pricing for the Mylo Property Solutions subscription plans is tailored to each property:

*All prices are excluding GST

Gas Appliances Plan - \$290/year

Smoke alarms, Electrical, All gas appliances

No Gas Plan - \$170/year

Smoke alarms, Electrical

** Please indicate below your instruction regarding Safety and Compliance Obligations

☐ Detector Inspector

By selecting a Safer Home plan for your property(ies) above, I agree to be bound by the Terms of Service (www.detectorinspector.com.au/terms-conditions/) (as modified from time to time).

☐ Mylo Property Solutions

By selecting Mylo Property Solutions for your property(ies) above, I agree to be bound by the Terms of Service (<https://mylopropertysolutions.com.au/wp-content/uploads/2022/11/Annual-Services-Terms-and-Conditions-Mylo-1.pdf>) (as modified from time to time).

☐ Opt Out

By selecting "Opt out" above, I acknowledge and understand that I am responsible to ensure my property(ies) meet the safety & compliance obligations set out by law (and amended from time to time), including my obligations under Victoria's Residential Tenancies Act and that I have obligations that may include (but may not be limited to) (a) arranging the carrying out of electrical, gas and smoke alarm services in line with all applicable laws and standards; (b) providing compliance reports in respect of all properties to my agent and/or to my renters upon request, including the licence number of the qualified tradesperson who carried out the works; (c) providing all smoke alarm manufacturer guidelines and instructions to the renter prior to commencing the lease; and (d) notification to the renter prior to moving into a property stipulating the requirement for no tampering with smoke alarms.

Signatures:

Signature:

Print Name:

Date:

Signature:

Print Name:

Date: