



LUXE

PROPERTY

LANDLORD INSTRUCTION FORM

Rental Property Address:.....

Landlord Name:.....

OR

Company Name (inc ACN):.....

Address:.....

Telephone: (H)..... (B)..... (F).....

(M)..... Email.....

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

Name:.....

Address:.....

Telephone: (H)..... (B)..... (F).....

(M)..... 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 circle.

\$200

\$300

\$400

Authority to spend up to \$1,800 for **URGENT REPAIRS** (RTA 1997)

Under the Residential Tenancies Act 1997, your tenant has the authority to spend up to \$1,800 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. **YES/NO**
Rental funds may be held over if required.

Water Rates will be paid in installments. **YES/NO**
Rental funds may be held over if required.

Owners Corporation Charges and Levies. **YES/NO**
Rental funds may be held over if required.

Owners Corporation Manager:.....

Address:.....

Phone:.....**Email**.....

**Maintenance of air conditioning 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 tenants 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.

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

Application fee	\$61.50 (or as incurred)
Registered mail	\$5.00 (or as incurred)
Preparation & attendance fee	\$99.00 inc gst per hour
Parking at VCAT	as incurred

Signed:.....Dated:.....

Landlord 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 you 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 of 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:**

PLEASE CIRCLE YOUR PREFERENCE:

- 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.

Property Address: Date:.....

Landlord Name:..... Signature:.....

Smoke Detector Maintenance Information

It is the Landlord's responsibility in Victoria to have a properly fitted and maintained smoke detector in each residential property to ensure compliance with Australian Standards AS3786-1993. To assist you in providing the necessary duty of care, Luxe Property have engaged the services of Detector Inspector to take care of compliance checking and annual maintenance responsibilities regarding smoke detectors.

All smoke detectors (electrical hard-wired and detachable) should be checked once a year and details recorded. Research has proven that many smoke detectors checked have been either faulty, broken by tenants attempting to replace batteries, full of dust, painted on, or do not comply with Australian Standards. All smoke detectors have up to a ten year use by date and therefore need to be replaced when expired. It is important that we assist you in fulfilling your duty as a Landlord by keeping your property safe and hazard free for any occupants.

Annual maintenance/service of smoke detectors includes:

- A thorough maintenance check to ensure smoke detectors are in working order, within expiry, and positioned correctly.
- Documentation of records detailing whether properties comply with current smoke detector legislation. (Including: Building Commission requirements and compliance with Australian Standards 1993, AS 3786)
- Decibel testing. (in accordance with Australian Standards 1993, AS 3786 Section 3.5)
- Cleaning detector and surrounding areas including vacuum cleaning the grill. (in accordance with Australian Standards 1993, AS 3786 Section 3.4.8)
- Battery replacement. (in accordance with Australian Standards 1993, AS 3786 Section 2.3)
- Smoke test to ensure effective operation.
- Button test to ensure effective operation.
- Replacement of faulty and expired smoke detectors where necessary. Ensuring that smoke detectors are securely fitted to ceiling. (in accordance with Australian Standards 1993, AS 3786 Section 2.6)

The costs of the service are outlined below:

Comprehensive Service:

Includes the servicing of all smoke detectors per property / flat / apartment at \$79.00 + GST. The service includes the replacement of 9 Volt batteries in all smoke detectors with backup batteries.

Our service is guaranteed for 12 months. No matter how many times Detector Inspector is called out to a property you are covered as part of the initial \$79.00 + GST service charge.

Additional Smoke Detector or repairs:

New 9V photoelectric smoke detectors will be installed where no smoke detectors are present and/or the replacement of faulty or expired smoke detectors are required at \$22.00 + GST

Replacement of faulty or expired 240V Mains connected smoke detector \$55.00 + GST, plus an electrician call out fee from \$105.00 (quotation always provided prior to commencement of work). Certificate of Electrical Safety provided upon completion (\$15.00 per certificate).

Detector Inspector guarantees all new smoke detectors for the life of the smoke detector. Services and costs are subject to change without prior notification.

Should you choose to OPT OUT of this service, we are unable to assist you in taking any responsibility to check the working order of the smoke detectors located within your property/properties.

****Please complete the form below and return it to us to instruct us to either OPT IN or OPT OUT of this annual maintenance.**

Annual Smoke Detector Maintenance - OPT IN or OPT OUT form

Name:
(Please Print Your Name)

Property Address:.....

.....
(Please Print Your Rental Property Address)

PLEASE CIRCLE YOUR PREFERENCE:

- I/We wish to use Detector Inspector Pty Ltd to maintain and service the smoke detectors for the above properties.
- I/We would like to make our own arrangements to maintain and service the smoke detectors for the above properties and understand that Luxe Property Group will not be responsible for ensuring they are in working order.

Signed: Date:.....