



OWNER’S INSTRUCTION FORM

PROPERTY			
OWNER 1 NAME			
TELEPHONE	M:	H:	B:
EMAIL			
POSTAL ADDRESS			
OWNER 2 NAME			
POSTAL ADDRESS			
TELEPHONE	M:	H:	B:
EMAIL			
POSTAL ADDRESS			
COMPANY NAME		ABN:	
EMERGENCY CONTACT			

Hayden Real Estate is hereby authorised to collect rents due and issue receipts for all monies collected on my/our behalf: serve notice upon tenants and exercise my/our right to terminate tenancies and leases in accordance with the provisions of the Residential Tenancies Act 1980.

STATEMENT AND BANKING INSTRUCTIONS

ACCOUNT NAME										
BANK NAME										
BRANCH BSB				-						
ACCOUNT NUMBER										

Do you wish to receive a mid-month statement or end of month statement? MID ☐ END ☐

PREFERRED TRADESPEOPLE (OR TRADES PEOPLE AS DIRECTED BY HAYDEN REAL ESTATE)

ELECTRICIAN	
PLUMBER	
GARDENER	

1/ we agree to indemnify Hayden Real Estate for any claims made for unpaid repair or maintenance accounts authorised in accordance with my/our instructions.

MONTHLY PROCESSING FEE

\$2.75 within Australia (inc GST)
\$3.30 outside Australia (inc GST)

To attend Residential Tenancy Tribunal hearings on my/our behalf and I acknowledge that the charges applicable are:
Please note: These charges are subject to change without notice and are outside our control.

TRIBUNAL CHARGES

V.C.A.T. Application	\$ 63.70
Attendance at Tribunal Hearings	\$ 250.00
Obtaining & issuing of a Warrant of Possession	\$ 159.00

IN THE EVENT THAT YOUR PROPERTY IS *WITHDRAWN* FROM THE RENTAL MARKET PRIOR TO HAYDEN REAL ESTATE SECURING A TENANT, ADVERTISING FEES WILL BE PAYABLE. THESE FEES WILL VARY DEPENDING ON THE MARKETING COSTS AT THE TIME

LEASE INSTRUCTIONS

- Unless otherwise advised, Hayden Real Estate shall:
- Relet in the event of vacancy
 - Sign Residential Tenancy Agreement on Owners behalf
 - Attend Tenancy Tribunal Hearings on Owners behalf

BODY CORPORATE (if applicable)	NAME:	PH:
**Please include a copy of the Body Corporate rules for prospective tenants		

BUILDING INSURANCE	POLICY NO:	EXPIRY DATE:
LANDLORD INSURANCE	POLICY NO:	EXPIRY DATE:
**Please provide a copy of your building and public liability insurance for our records		

PROOF OF OWNERSHIP
**Please provide proof of ownership of the property – either Certificate of Title or Current Rates Notice

ACCOUNTS

Hayden Real Estate is able to pay any accounts on behalf of the Landlord (ie: Council Rates, Water Rates, Insurances etc.)
Details of required accounts:

Barwon Region Water Authority YES ☐ NO ☐

Surf Coast Shire Rates YES ☐ NO ☐

Body Corporate Fees YES ☐ NO ☐

Other

Please note that it is the responsibility of owners to redirect the mailing address of the above accounts to Hayden Real Estate

ADDITIONAL INSTRUCTIONS

Signed _____ Dated / /

PRIVACY ACT 1988
COLLECTION NOTICE

The Agent uses personal information collected from the Principal to act as the Principal's agent to perform their obligations under this agreement. The Agent may also use such information collected to promote the services of the Agent and/or seek potential clients. The Agent may disclose information to other parties including media organisations, on the internet, to potential tenants, or to clients of the Agent both existing and potential, as well as to tradespeople, owners’ corporations, government and statutory bodies and to third parties as required by law.



The Agent will only disclose information in this way to other parties as required to perform their duties under this agreement, to achieve the purposes specified above or as otherwise allowed under the Privacy Act 1988. If the Principal would like to access this information, they can do so by contacting the Agent at the address and contact numbers contained in this agreement. The Principal can also correct this information if it is inaccurate, incomplete or out-of-date. Real estate and tax law requires some of this information to be collected. If the information is not provided, the Agent may not be able to act effectively on the Principal's behalf or at all.

SMOKE ALARM MAINTENANCE

The REIV and the Victorian Building Authority have identified it is the **landlord's responsibility to maintain smoke alarms** in residential rental properties. By law, every house must have smoke alarms fitted in accordance with the Building Regulations and every smoke alarm must have its battery replaced and be correctly cleaned and tested at least once a year. In addition, smoke alarms **must be replaced every ten years** as identified by expiry dates on the unit.

To ensure your investment is properly protected, we have employed SMOKE ALARMS AUSTRALIA to conduct the **annual** smoke alarm maintenance service. As part of the service they will confirm alarms are appropriately located (and relocate battery alarms if needed), replace batteries, clean and test alarms and replace expired/faulty alarms. (Please note, a low percentage of properties may require replacement or additional alarms during the service to make properties comply with current guidelines.)

The service is conducted annually with properties visited by SMOKE ALARMS AUSTRALIA on the anniversary of the first inspection or prior to a new tenancy beginning. **It is highly recommended for you to participate in this service to assist with your landlord insurance and duty of care.**

The costs are:

- **\$99.00 per annum, incl GST.** This includes unlimited call outs to the property, battery replacement in every smoke alarm, locational positioning of all alarms in accordance with regulations and inspection of every smoke alarm per dwelling.
- The fee also includes UNLIMITED replacement of both mains powered and battery-operated alarms when and where needed in accordance with building regulations. A certificate of electrical safety will be issued for any mains powered alarm replacement.

If you elect **not** to be part of this service, you must acknowledge that as the landlord you are responsible for ensuring smoke alarms are correctly located, smoke alarms are in correct working order and that you will maintain the smoke alarm(s) on an **annual basis** in accordance with all relevant regulations and manufacturer specifications, including appropriate testing of the smoke alarms.

Hayden Real Estate will in no way be held responsible for the maintenance of smoke alarms in your rental property(s) and will have no responsibility associated with or for, any claims associated with smoke alarms in your property/s. If you elect NO, it is your responsibility to provide this office with appropriate documentation annually stating when alarms have been maintained, by whom and what has been done during the service.

Property Address: _____

Landlord(s) Name (please print): _____

Landlord Signature(s): _____

☐ **YES – please include the property address listed above in the annual smoke alarm program**

☐ **NO – Do not include the property address listed above in the annual smoke alarm maintenance program. I/WE acknowledge I/WE as the landlord will take full responsibility for the annual maintenance of the smoke alarms within this property**



LANDLORD
INSTRUCTION
FORM

Please complete and return to Hayden Real Estate