

Is managing your property stressing you out?



Help is here!

This information pack includes everything you need to know about how we help you manage your property.



i-Rentals
Property Management Systems
www.i-rentals.co.nz



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IS IT TIME TO HIRE A PROPERTY MANAGER?

Deciding whether you should hire a Professional to manage your rental property doesn't have to be an agonising decision. It really just depends on your own needs and expectations. Some folks manage their own properties without any stress, while others find it to be quite a headache. One thing is for sure: To successfully manage properties efficiently, time, energy and expert knowledge of the Tenancy Law are essential. Do you have what it takes or should you hire a pro?

TAKE THE QUIZ BELOW TO FIND OUT



Call Roger Raymond
P: 09 945 4955 M: 027 493 3739

For the VERY BEST return on your rental investment



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WHY CHOOSE US?



Accreditation

Members of the Leading Property Managers of New Zealand - [LPMNZ](#)

Members of Tenancy Information New Zealand - [TINZ](#)



Cutting-Edge inspections

Video marketing

Video inspection reports

Comprehensive Entry Inspections including digital photos and video



Building Experience

Backgrounds in Building, Development/Investment and Plumbing knowledge



Signup Offer

Free weekend holiday in Taupo bay



Our Service Guarantee

If you are unhappy with our service and we cannot remedy the situation, our management fee is free for the next 2 months

Like you, we are investors too.



[Click here](#) to read our reviews on facebook.

i-Rentals Professional Property Management

At i-Rentals we understand that people rent property for different reasons. Some people rent out investment property, some rent out unexpectedly acquired family homes and some even rent out their property because they are taking a position up overseas. Whatever your reason, be assured that you can trust us to look after your rental or investment property. For most people it is their single largest asset and we respect that. We also understand that we all have different needs, so contact us today for your very own tailored Property Management Service Package.

We can offer:

- Honest Feedback and Advice on your Investment Property
- Marketing of your Rental Property
- Tenant suitability checks
- Completion and signing Tenancy Agreements including lodging bonds with the Bond Centre
- Comprehensive written pre-tenancy property inspection report including photographs
- Collection of Rent
- Regular Rent Reviews (in compliance with the law)
- Comprehensive account management with monthly reporting
- Landlord Online Personal Access so that you can access your Landlord Account with us at anytime
- Landlord Protection Insurance (REAL)
- Tenancy Services representation
- Financial Year Summary Statements for Tax purposes
- Organise urgent repairs and maintenance
- Regular routine inspections
- Payment of any outgoing accounts eg insurance premiums
- Comprehensive Lease renewal process
- Fixed term tenancies

And so much more!

Please contact us to arrange your free no obligation appointment to discuss your Rental Property. Call **09 945 4955**

WHAT WE DO

**Don't deal with
Neanderthals...**

let us help!



We maximise rent return and minimise vacancies, we deal with compliance challenges and cross reference tenant checks as well as providing a pet agreement for relevant properties. For more information, see our:

Owner Handbook Residential Property Management Guide

Owner Handbook

Residential Property Management Guide

This “Residential Property Management Guide” is designed to familiarise you with our administration process. It is our belief that when you, our client, understand this process, we can better service your needs. I-Rentals Ltd specialises in residential property management and is a member of Leading Property Managers of New Zealand.

Our relationship is by a written management authority. All terms, conditions and provisions outlined in this handbook are subject to change or withdrawal at any time without notice. You should look solely to your individual management agreement for actual services rendered. We believe that the key to our success is the personal relationships that we have developed over the years. We have assembled a talented team and built this business on honesty and integrity. The team is well balanced and share our duties. All members of the team are local, and we are completely independent. We live in this community and we believe in supporting it.

What We Offer Owners

We have a full team of experienced qualified staff with local experience. From the first point of contact we will come and complete a market rental appraisal and provide you with information on the local market.

Once a management authority is complete we will begin to advertise your property on TradeMe, and our website. We take all the tenant applications and check the prospective tenants through references and TPS (as mentioned in this guide). After securing a tenant for the property we sign and complete all the paperwork necessary.

A full incoming inspection report is completed before the tenants move in, with digital photos taken. We collect and forward the bond on to Tenancy Services, where it will be held throughout the duration of the tenancy. All rental payments are received through our auditable trust account.

Generally a periodic inspection is completed every three months, this can be done more frequently on your request but additional inspection fees may occur.

We do regular rent reviews and recommendations for maximising your return. These are mainly assessed 12 monthly or when a tenant vacates a property, which may or may not result in an increase depending on the current rental market.

We arrange all maintenance for the property, using tradesmen we know and trust. You can set a maximum disbursement for spending, or if you prefer to be contacted for all maintenance just let us know!

Although we screen all tenants and take all the precautions possible, unfortunately not all tenancies run smoothly or end well. If this is the case we arrange and attend tenancy mediations and tribunals on your behalf.

If you would like to ask anything more about our services or would like to discuss fees, contact us, we would be happy to talk you through any queries you may have.

Selecting the Right Tenant

At i-Rentals, we do comprehensive checks on all prospective tenants that apply through our office.

First Impressions

We all know how important the first impression is. Going with your gut feeling seems to be more effective than people realise. When meeting prospective tenants face-to-face you can assess them on their personal hygiene, presentation and general manner.

Our Application Form

If potential tenants are interested in applying to rent your home, we have them fill out our comprehensive Tenancy Application Form. This gives us details of their personal and business situations, reference details and authorises us to do a number of background checks.

Reference Checks

Our Tenancy Application Form asks for a current landlord and two previous landlords, we also take copies of any written references, we prefer references from previous landlords as we are mainly interested in how they maintain their rental property. References provided are always checked and landlords are asked questions such as “rent paid on time?”, “keep the place clean and tidy?”, “report maintenance issues?”, “length of tenancy?”.

TPS Check

We screen all prospective tenants through Tenancy - Property Management Platform. This platform runs a comprehensive check on tenants, including: Credit Checks through Centrix and Equifax, Background Checks, Drivers License Checks, and Tribunal Checks through the Ministry of Justice to ensure there have been no tribunal orders against them. These are just some of the Checks that are available to us.

Marketing Your House

Internet Advertising – A 24 Hour Resource to Market Your Property

Being online enables us to present your property in photo form on 24/7 basis. Further, as soon as a tenant gives notice we can display your property immediately, maximising exposure to the market before the property is vacant.

We utilise the services of the two internet web sites for people looking for rental property. Specifically, we use www.trademe.co.nz and our own website www.i-rentals.co.nz. The internet is the medium of choice for all consumers when searching for a property to rent or buy, and is a very important part of our marketing strategy. The internet has far superseded print media, for enquiry levels.

Database of Tenants

Potential tenants are able to submit their requirements via our website. These inquiries are logged and, where possible, matched with available properties

Phone in Inquiries

Our reputation in the market place means we receive a great deal of inquiry from people searching for a property to rent. To assist with the strategy we have rental listings available to email at all times. We can also email “window cards” (brochures) to potential tenants, these are useful as they can be viewed 24 hours a day 7 days a week, and uniquely contain photos of the homes.

How We Operate

Computerised Accounting

Our office uses the Reapit Property Management software program - this software is called “Cloud”. All rent and accounts are processed through this software and your Landlord funds are held in our Trust Account. It automatically deducts the management fees from the rent when we pay you.

We generate statements on a monthly basis and direct credit the rent into the landlord's bank account on the first working day each month. The statements are emailed. The system generates an end of year summary report showing all income and expenses made during the year. This may be required by your accountant. If you want your accountant to receive a copy of each statement, please provide their details to us and we can arrange this. Once you are in our system you will receive an invite to connect to your owner portal. All our landlords will be given access where they can monitor their properties. This system will hold all your statements; track all transactions for you to monitor and much more.

Taxation

Our fees are completely tax deductible so just relax and let us handle your day-to-day property management affairs. We strongly advise you to discuss your taxation queries with your accountant.

Property Maintenance and Repairs

Rental homes must be properly maintained in order to preserve the value of the property and to maintain a positive relationship with the tenants. New Zealand also has laws that require landlords to comply with certain basic maintenance and repair items. We shall conduct urgent repairs and will endeavour to contact you prior to these being done. All other repairs over your predetermined limit will need your prior approval. We shall use our purchasing power to obtain the best possible discount and pass these savings on to you.

Communication

In today's business environment, no one can assume or read the mind of another, or be certain of their goals and objectives. To this end we have gone to great lengths to be accessible to our tenants and owners. We are available by phone and email.

Frequently Asked Questions

How long does it take to rent my property?

Our average time to rent your home depends on market conditions. We begin marketing your home the moment we know its availability date, and would hope to have no more than two weeks gap between tenants but this is dependent on market conditions for the time.

How do you qualify new tenants?

We strive to provide you with the calibre of tenants that you want in your rental property. This includes:

- A national credit check.
- Follow up of landlord references.
- A check with Tenancy Tribunal Orders.
- Our own experience.

When do you account to us and deposit our money into our bank?

We pay our landlords on the first working day of each month the rent collected in the previous month. As we have computerised software specifically designed for Property Management, we direct deposit into your account and send you your statement that day via email or by snail mail.

How often and how are properties inspected?

We conduct ingoing and outgoing property inspections at the beginning and end of each tenancy. Routine property inspections are conducted regularly approximately every three months. The initial inspection is completed in written form and by digital photos. These photos are stored for later use. We also take an Entry Inspection Video for our records.

What happens if we want to sell our property?

There is a legal requirement for you to inform your tenant when the property goes on the market. We can do this for you. When the property has been sold (an unconditional sale and purchase agreement) with vacant possession, the tenant on a Periodic Tenancy must be given 42 days' notice to vacate. Again we can do this for you, however we do advise that you allow at least 49 days so that the appropriate notices can be served to the tenants. *This notice period is subject to change as our legislations changes.* As we are a specialised property management company and choose not to do sales, we can refer you to a sales person who will market your property for you.

HEALTH & SAFETY AND RISK MANAGEMENT



In this section, you'll find info on:

Meth Contamination

Any property, in any suburb, in any town can fall victim to meth contamination. While the cost of fixing a problem can be significant, the cost of managing the risk is modest. Making the decision to meth manage your property protects your asset value and opens up opportunities. Meth Solutions can help.

Meth Solutions <http://www.methsolutions.co.nz/>

Smoke Alarms

Working smoke alarms save lives.

As a landlord your tenants' safety is top priority. To protect your property and your tenant it is necessary to have working, serviced smoke alarms.

Smoke Alarm Testing Services www.sats.co.nz

Protect Your Rent

Protect your rental income with REAL insurance.

REAL Landlord insurance <http://rlinz.co.nz>

LANDLORD RESPONSIBILITIES



Here you can find additional information about your responsibilities as a landlord with the following links:

Residential Tenancy Act

Landlord Responsibilities (section 45) <http://www.legislation.govt.nz/act/public/1986/0120/latest/whole.html#DLM95099>

Worksafe

<http://www.business.govt.nz/worksafe>

New Zealand Property Investors' Federation

<http://www.nzpif.org.nz/>

Tenancy Services

Renting and you www.tenancy.govt.nz

OFFICIAL DOCUMENTS



In this section, you can sign up to i-rentals and find official documents.

Management Authority - Sample

Water Agent (WDC)

Tenancy Agreement - Sample

MANAGEMENT AGREEMENT

REFERENCE ID *(if applicable)*

MA000****

PROPERTY ADDRESS

To be exclusively managed by the Property Management company referred to on page 2 of the Management Agreement.

123 Sample St, Utopia 0110

MANAGEMENT SUMMARY

Management Start Date

Minimum Term of Management

12 Months

Weekly Rent Appraisal

\$550.00

Bond

4 weeks rent

Parties Details

AGENT DETAILS

Property Management Company **I-Rentals Ltd**

Business Address **303 SH 1, Otaika, Whangarei**

Property Manager's Name **Sommer Raymond**

Phone Mobile **021438232**

Email **office@i-rentals.co.nz**

PROPERTY OWNER DETAILS

Full Name **Mum and Dad Rental**

Company/Trust

Country

Physical Address for service

Alternate Address For Service

Landline Mobile

Email Address For Service **mumanddad@gmail.com**

Company Name (Place Of Work)

Work Phone

Work Address

ADDITIONAL PROPERTY OWNER'S DETAILS

Full Name

Company/Trust

Landline Mobile

Email Address For Service

ALTERNATIVE AUTHORISED PERSON CONTACT DETAILS

If we're unable to reach you in an emergency, this person will be authorised to take necessary actions related to this property.

Full Name

Physical Address for service

Landline Mobile

Email Address For Service

Payment Details



PROPERTY OWNER'S BANK ACCOUNT DETAILS

Please provide one of the following examples of validation of bank account name/number with the signed Management Agreement:
Copy of bank statement header, copy of deposit slip, screenshot of bank account number and name.

Account name

Account number

Reference

Bank account details will be provided at a future date

☒

OWNER PAYMENT FREQUENCY

Payment frequency

☒ Monthly

1st Working Day of Each Month

RENT AND BOND

Rent

\$550.00

Per Week

Bond

4

Weeks Rent

INSPECTION AND MAINTENANCE

SERVICE	Breakdown	NOTES
Inspection Frequency	Estimate Every 13 Weeks	Must be in line with client insurance policy
Repairs Up To The Value Of	\$600	+GST(e.g. broken door)
Disbursements To The Value Of	\$600	+GST(e.g Building Report)

Property Details

PROPERTY DETAILS

Unit Street Number
Street Name Suburb
City Postcode

 The address of the property is considered "the workplace" and "same matter" under section 34 of the Health and Safety at Work Act 2015.

CURRENT TENANCY

Is the property currently tenanted? ☐ Yes ☐ No Change of Agency Bond Form Required? ☐ Yes ☐ No
Total weekly rent Total bond held
Has the bond been lodged with the bond centre? ☐ Yes ☐ No Current payment frequency ☐ Weekly ☐ Fortnightly
What type of tenancy is this? ☐ Fixed ☐ Periodic ☐ Flexible What is the end date of the tenancy? / /
What action would you like to take on this fixed tenancy? *Please note you can only give notice if it is issued inside the notice period.
☐ Renew ☐ Roll to period ☐ Give notice Does this tenancy require termination? ☐ Yes ☐ No

FUTURE TENANCIES

Tenancy Available From / / Preferred Tenancy Type ☐ Fixed ☐ Period ☐ Fixed
Minimum Fixed Term Or Until / /

PETS

 Under the Residential Tenancies Amendment Act, all tenant pet requests should be considered on a case by case basis

Is the rental property appropriate for pets? ☐ Yes ☐ No
Are there any features of the property that might make the property inappropriate for keeping a pet? please provide details.

SMOKING

Is smoking permitted indoors? ☐ Yes ☒ No

PRICING

It is agreed the agent shall be paid in consideration for managing the property(s). Standard rates below (if applicable):

PRICING

All prices are exclusive of GST.

SERVICE	MANAGEMENT FEE
Rent Collection	9%
Arranging and/or supervising, repairs, maintenance or renovations	9%

Property Details



Letting Fee	one weeks rent (min \$500)
Attending mediations/hearings/additional works	\$95 per hour
Photos and Videos	\$60.00
Marketing Fee	\$225.00
Monthly admin fee	\$15
Entry Inspections fee	\$110.00
Routine Inspection fee	\$67.00
Exit Inspection fee	\$110.00
EOYF statement fee	included
Inventory list fee (semi/fully furnished)	\$250.00
Letting fees less than \$500 pw	\$500.00
Lease Renewal fee	\$75.00
Optional FOR RENT sign	180 Plus add on's if requested
☐	

PRICING NOTES

Definitions

Act

Means the Residential Tenancies Act 1986.

Agent

In relation to any person who is a landlord or a tenant, means an agent of that person in that person's capacity as landlord or tenant; and includes an employee of that person in that person's capacity as landlord or tenant.

Owner

The registered owner/s as disclosed on the title of the Property.

Property

The Owner's residential property that is subject to this Management Agreement.

Tenancy Agreement

In relation to any residential premises means any express or implied agreement under which any person, for rent, grants or agrees to grant to any other person a tenancy of the premises; and, where appropriate includes a former tenancy agreement and any variation of a tenancy agreement.

Tenant

In relation to any residential premises that are the subject of a tenancy agreement, means the grantee of a tenancy of the premises under the agreement; and, where appropriate, includes a prospective Tenant; and a former Tenant; and a lawful successor in title of a Tenant to the premises; and the personal representative of a deceased Tenant; and any agent of a Tenant.

14-Day Notice

Means a notice of the tenancy agreement served by one party on the other pursuant to Section 56 of the Act and giving that party 14 days in which to remedy the breach.

01. The Parties Agree to appoint the Agent

I/We (hereinafter called "the Owner") hereby appoint the Agent stated herein to act as the Agent and Property Manager (hereinafter called "the Agent") on the terms and conditions set out below with respect to the property details and other matters referred to any appendices (which appendices shall form part of this Management Agreement).

02. The Management Agreement Appendices

The management agreement may include appendices as outlined below. Should the Owner fail to complete any one or all of the attached appendices, such omission does not void the Management Agreement, such omission may however give sufficient cause to the Agent to cancel the management agreement. The appendices may include but are not limited to: Fee Schedule, Insurance Statement, Healthy Homes Statement, Insulation Statement, Property Schedule.

03. Authority to Act

The Owner authorises and instructs the Agent to perform all the normal and usual responsibilities and obligations of a residential tenancy property manager, which may include (but are not limited to): advertising the property, conducting viewings, vetting tenancy applications, entering into a tenancy agreement (using a template of the Agent's choosing) in respect of the Property, managing bonds, managing rent collection, conducting inspections, managing any required property repairs and/or maintenance, paying any required expenses, issuing notices to the Tenant, attending mediations and/or Tenancy Tribunal hearings, with exception to any exclusions outlined, in accordance with the Residential Tenancies Act 1986, on behalf of, and acting as an agent of, the Owner.

04. Exclusivity

The Owner agrees that this Management Agreement is exclusive to the Agent appointed herein. By entering this Management Agreement the Owner agrees that the Owner will not compete with the Agent either personally or by appointing another agent or take any steps to do so.

05. Contract Term

The Owner agrees that this Management Agreement shall be for an initial fixed period which shall be set out in this Management Agreement. After the initial fixed period has expired any further period of management shall be without a fixed term, subject however to the Agent's other rights set out herein. Should the Owner breach this provision then the Owner agrees to pay the Agent commission at the agreed rate for the balance of the fixed term, notwithstanding the Owner may have appointed another agent or purported to do so.

06. 14-Day Notice

If the Agent receives a valid 14-day Notice from the Tenant, then the Agent shall have full power and authority to remedy the complaint contained in the notice, regardless of whether the Owner agrees with the Agent.

07. Remedy of a 14-Day Notice

If the Owner gives the Agent instructions that conflict with the Agent's proposed remedy of a 14-day Notice then the Agent may at the Agent's sole discretion treat such conflicting instructions as grounds to terminate this Management Agreement, forthwith by giving written notice to the Owner.

08. Repairs and maintenance

The Owner agrees that the Agent shall arrange and pay for any remedial work required to maintain the tenancy premises on behalf of the Owner.

09. Emergency Repairs

Repairs ordered by the Tenancy Tribunal shall not require the Owner's approval. Repairs in any emergency situation or to protect the Property or to protect the health and safety of the Tenant or any other person at the Property, shall not require the Owner's approval. If the cost, quote or estimate of the emergency repairs exceeds the monthly credit balance held by the Agent on the Owners behalf then the Owner agrees to lodge sufficient funds to the Agents' bank account before the work is undertaken.

10. Health and Safety

The parties agree that licensed contractors will be used for work that is to be done at the Property where required. For jobs that do not require a licensed contractor, the appropriate tradesperson will be contracted. The Owner acknowledges that although the Agent will take all reasonable steps to contact the Owner regarding repairs, if it is a health and safety matter the Agent has a duty to resolve the matter regardless of whether the Owner has given permission to have the matter resolved. The Owner agrees to pay for all such Health and Safety related repairs.

11. Monthly Accounting

The Owner agrees the Agent may deduct any monies held to the Owner's credit, the Agent's proper charges and reimbursement for monies spent on the Owner's account and send the Owner the balance of any monies held by the Agent to credit the Owner's bank account, together with a financial statement, as soon as possible after the Agent's balance date at the end of each month.

12. Collections Costs Relating to the Tenant

If there is an unsatisfied debt at the end of any tenancy, the Owner agrees for the Agent to lodge and manage the collection of the amount owed with a debt collection agency.

13. Collection Costs Relating to the Owner

If there is an unsatisfied debt at the end of the management, where the Owner has not paid the Agent the amount owing, and the debt is collected or enforced by a debt collection agency or other agent, any fees, commissions, lawyers costs or other disbursements will be the liability of the Owner.

14. Renewal of a tenancy agreement

The Owner agrees that the Agent may renew any fixed term tenancy without the Owner's written instructions provided the Agent has taken all reasonable steps to contact the Owner and has been unable to obtain the Owner's written instructions within any reasonable time frame.

15. Professional Cleaning

The Owner will pay for professional cleaners at the end of each tenancy, if required.

16. Withdrawal of Property from the Market

Unless the parties agree otherwise, if the Agent completes the process of advertising, receiving and perusing applications, checking references and has otherwise facilitated the introduction of a suitable tenant, then at that time and before the Tenant has signed a Tenancy Agreement with the Agent, if the Owner withdraws the property from the rental market for any reason, then the Owner shall be liable to pay the Agent a letting fee, advertising costs and any management fees for the term outlined in this Management Agreement.

17. Project Management

If the Agent facilitates testing, reporting, decontamination, demolition, remedial work and retesting (where appropriate) due to contamination caused by methamphetamine and/or asbestos and/or Healthy Homes and/or weather-tightness issues, then the Owner agrees to pay all costs incurred in completing such work and to pay the agreed project management fees or commission. These fees may fall outside the scope of the agreed standard fee schedule.

18. Required compliance statements for tenancy agreements

The Owner consents to the Agent using any information the Owner has provided to the Agent relating to the Property and to use such information to complete any required Compliance Statement in the Tenancy Agreement and to sign it on the Owner's behalf.

19. Indemnity

The Owner indemnifies the Agent against all actions/claims/costs and expenses whatsoever, which may be taken or made against the Agent in the course of and arising out of the proper performance of the Agent's duties as the Agent or the exercise of any powers, duties or authorities contained in this Management Agreement, including where such loss by the Agent is due to any action or inaction as the case may be of the Owner and which limits or otherwise affects the ability of the Agent to carry out its duties.

20. Interference

If at any time during the term of this Management Agreement the Owner instructs the Agent to withdraw the Property for renting, or to not relist it for renting, or do anything to adversely affect the Agent's ability to rent the Property, then the Owner agrees to pay the Agent's commission at the agreed rate or the rate for the previous month (whichever shall be the higher) for the period during which the Property has been withdrawn from renting or not relisted for renting.

21. Body Corporate

The Owner agrees that if the property is subject to body corporate rules, that the Owner shall advise the Agent immediately of any change to such body corporate rules and to provide the Agent with a copy of the body corporate resolution changing the rules, where such changed rules may affect the Agent or the Tenant's obligations under any Tenancy Agreement.

22. Consent on Behalf of Joint Owners

If the Owner is more than one person or is a trust, the person or people signing this Management Agreement on behalf of the Owner agrees and warrants that they have the consent of the other Owner/s to enter into this Management Agreement, and that all Owners are jointly and severally liable for the Owner's obligations under this Management Agreement.

23. Relevant Legislation

The Owner acknowledges that the Owner is required to adhere to all relevant legislation and compliance in relation to the management of the Property and this compliance could include paying the costs and expenses to become compliant. The Owner agrees that the Agent may take all reasonable steps to do all things necessary using their best judgement (subject to the Owners approval as to funding) to ensure that the Property is compliant.

24. Healthy Homes Statement Of Intent

The Owner acknowledges the Owner has legal obligations under the Healthy Homes Guarantee Act 2017. The Owner authorises the Agent to make the required statement of intent on the Owner's behalf in any tenancy agreement the Agent prepares and signs on the Owner's behalf. The Owner warrants that the details supplied are correct and the Owner acknowledge that the Owner has read and understood this Management Agreement and that the Owner has been supplied with a signed copy. Where the Owner is a company or trust, if there is a change in the ownership structure of the Owner or the trustees of the Owner (as the case may be), the Owner will notify the Agent as soon as reasonably practicable (trust and trustees included).

25. Termination - Periodic Tenancies

This Management Agreement may be terminated by either party (subject to the other rights of the Agent set out herein) by three calendar months' notice in writing to the other party only after the expiry of any minimum term set out herein.

Termination - Fixed Term Tenancies

Unless the Owner has, prior to the termination date of the tenancy confirmed to the Agent that the rental property is to be re-rented for a further period, then this Management Agreement shall terminate contemporaneously with the termination of the tenancy.

26. Dispute Termination

If a dispute between the Owner and the Agent shall arise and such dispute cannot be resolved to the satisfaction of the Agent then the Agent at the Agent's sole discretion shall have the right to terminate this Management Agreement forthwith by the Agent giving written notice to the owner in terms of this management agreement.

27. Healthy Homes Compliance termination clause

All Residential Tenancy premises must comply with the Healthy Homes Guarantee Act 2017. If the Agent becomes aware that the Property is not compliant with the Healthy Homes Regulations, the Agent may at the Agent's sole discretion, terminate this Management Agreement immediately by notice in writing, served by the Agent on the Owner at the Owner's address for service, set out in this Management Agreement.

28. Unlawful Dwelling Compliance Termination

If the Agent becomes aware that the Property does not comply with the building code or any other territorial authority requirement, the Agent may at the Agent's sole discretion terminate this Management Agreement immediately by notice in writing, served by the agent on the owner at the owner's address for service, set out in this Management Agreement.

29. Compliance Disclosure

The owner agrees that by entering into this Management Agreement that the Property is compliant, legal and lawful in all respects, unless otherwise disclosed to the Agent in writing. The Owner is liable for being aware of the legal and compliance status of the Property and disclosing this status to the Agent herein.

30. Knowledge of Events or changes

Should any event occur after the commencement of this Management Agreement which results in the Property becoming non-compliant or uninhabitable or which adversely affects the legal or compliance status of the Property or the Tenancy (where the event is known to the Owner or reasonably ought to be known by the Owner), which may adversely affect the Agent in any way at all, the Owner agrees to notify the Agent in writing of the event as soon as possible. Failure to disclose such an event may cause damages and the Owner accepts liability for, and indemnifies the Agent against, all losses, claims, or damages suffered by the Agent associated with this event or change.

31. Owner's Liability for Actions and Omissions

The Owner acknowledges and agrees that they shall be solely responsible for any loss, damage, or liability incurred as a direct or indirect result of any act, omission, or negligence on their part. This includes, but is not limited to, failure to comply with applicable laws, regulations, or contractual obligations, as well as any action or inaction that negatively impacts the property, tenants, service providers, or the Agent. The Owner agrees to indemnify the Agent from any claims, costs, or damages arising from such actions or omissions.

32. Owner Intermeddling with Rent Payments

If the Owner instructs the Tenants to pay the rent otherwise than to the Agent then the Agent may elect at their sole discretion to terminate this Management Agreement immediately by giving written notice to the Owner.

33. Sale of A Property Management Portfolio

The Owner agrees that the Agent may sell the rental portfolio which may include the Property and other properties, without requiring the Owner's consent before the sale but the Agent agrees that the Agent will, within 30 days after settlement of the sale, advise the Owners of the sale and provide the contact information for the new business owner.

34. Sale of the Property

If the Owner places the Property on the market for sale without first advising the Agent, the Agent may elect at its sole discretion to terminate this Management Agreement immediately by giving notice To the Owner. The Owner agrees that the Owner will not sell the Property without first notifying the Agent in writing. The Owner agrees that if the Owner sells the Property without notification and causes any loss or future loss in terms of this Management Agreement to the Agent, the Owner agrees that the Owner is liable for any loss suffered by the Agent and indemnifies the Agent for any and all such costs and losses.

SIGNATURE

By signing this management agreement, the below parties agree to all the terms of the management agreement.

SIGN HERE

Date

/ /

Property Owner Name

SIGN HERE

Date

/ /

Property Owner Name

SIGN HERE

Date

/ / Management Company's
Representative

Application for Water Agent to be added

(Only an affiliated Real Estate or Property Manager can be added as a water agent)

Owner _____

Owners phone number/s _____

Email address _____

Property address _____

Property ID _____

I am the owner/ratepayer of the above-mentioned rating unit, and hereby request that the Whangarei District Council (hereinafter referred to as 'the Council') amend the Council's postal address records for the metered water account associated with this rating unit as follows:

Agents name/company name _____

Agents postal address _____

Agents phone number/s _____

Agents email address _____

Agent please tick if you would like the water invoice emailed: ☐

In making this request, I hereby acknowledge that:

1. As the ratepayer of this rating unit, I am solely responsible for the metered water debts incurred in relation to this rating unit, and for the payment thereof, in accordance with the requirements of the Local Government (Rating) Act 2002; and
2. The Council has the right to revert to the ratepayer's postal address for delivery of metered water invoices for non-payment of any metered water invoice in relation to this rating unit.
3. As the ratepayer of this rating unit, I will advise the council when an Agent no longer manages this rating unit, or there is a change in Agent.
4. I hereby acknowledge I have advised the Agent of this application.

Name (*Please print*) _____

Sign (owner) _____ Date _____

Office Use Only

Taken by: _____ Keyed by: _____

Authorised by: _____



Tenancy Agreement

RTA S13A minimum information designated by S.S number.

TENANCY ADDRESS			
Address		1(c), 1(g)	

TENANCY TERM			
Term type	Start date	1(e)	End date 1(p)

PROPERTY MANAGEMENT FIRM - KNOWN AS THE AGENT FOR THE LANDLORD			
Company / Agent	I-Rentals Ltd		1(a)
Address for service	303 SH 1, Otaika, Whangarei		1(a)
Contact person	Sommer Raymond		
Contact phone	Contact mobile	021 438232	
Email address for service	office@i-rentals.co.nz		1(aa)

Notice to tenants - The person/firm named in the "Property Management Firm/Agent Details", is an intermediary between the owner/principal/landlord and your tenancy. The agent is acting "as an agent for" or "on account of" the landlord.	NOTE
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LANDLORD DETAILS, ADDRESS FOR SERVICE, AND CONTACT MAIL - KNOWN AS THE OWNER / PRINCIPAL / LANDLORD	
Mum and Dad Rental, C/O I-Rentals Ltd, 303 SH 1, Otaika, Whangarei, 09 9460044, office@i-rentals.co.nz	1(aa), 1(ab), 1(f)

TENANCY COSTS			
Rent	\$	1(j)	General Bond \$0.00 1(i)
Rent frequency	Weekly	1(k)	Rent in advance \$0.00
Next rent payment date			Pet Bond \$0.00
Move in total	\$0.00		

PROPERTY MANAGEMENT COMPANY BANK ACCOUNT			
Bank	WestpacTrust	Account number	03-0498-0744954-02 1(l)
Account name	iRentals Ltd		
Branch	Whangarei	Reference	T928815

Rent shall be paid weekly in advance up to the termination of the tenancy, direct to the bank account of the agent, details set out above. Note, payments to be made on time in a single sum.

TENANT 1 DETAILS			
Name	1(b)		
Cell phone	1(ba)	Home phone	
Work phone		Under 18 years old?	☐ Yes ☐ No 1(h)
Email address of service	1(bb)		
Licence		Passport number	
18+ card number		Extra ID	
Address for Service - Is the tenant(s) address for service the same as the tenancy address?		☒ Yes ☐ No	
If no, state address		1(b)	
Emergency contact / duly authorised agent			
Name			
Phone		Relationship	
Address			

ADDITIONAL RESIDENTS	
Resident details	

MAXIMUM RESIDENTS	
Maximum number of residents and tenants (combined) to reside at the property (Four) must not exceed	

LIABILITY			
POWER			
Meter number	Reading	Date monitored	Liability ☒ Tenant ☐ Landlord ☐ N/A
WATER			
Meter number 18M025176	Reading	Date monitored	Liability ☒ Tenant ☐ Landlord ☐ N/A
GARDENS-Liability	☒ Tenant ☐ Landlord ☐ N/A	LAWNS-Liability	☒ Tenant ☐ Landlord ☐ N/A

SMOKERS	
Smokers allowed?	
☐ Yes	☒ No

PETS	
Pets allowed?	
☐ Yes	☐ By Application

TERMS & CONDITIONS FOR AGREEMENT

- Agreement** - The Tenant confirms they have completed the tenancy application themselves and the information contained is true and correct. The Tenant also agrees that the application forms part of this tenancy agreement.
- Applicants Consents** - I agree to the collection, use and disclosure of my personal information for the following purposes, and warrant that I have supplied all information on this form freely, including my drivers licence details and passport details. I agree that any information found through any third party databases that relates to me can also be used for the purposes outlined in this application.
- Dangerous substances** - The Tenant agrees neither to keep nor store any heating device or fuel for the same in or about the Property nor to store any potentially combustible substance in on or about the Property unless the storage complies with the Dangerous Goods Regulations 1976. The Tenant agrees not to do anything that would render the Property uninsurable, or cause the insurance premium to be increased.
- Jurisdiction** - The parties hereby agree that the Residential Tenancies Act 1986 shall apply to and affect this agreement and the Tenant agrees to rent the premises at the above stated Property.

5. **Liability** - The Tenants hereby agree that they are jointly and severally liable to the Landlord for any debt due arising out of the tenancy agreement between the parties, and for the performance of all covenants, including the payment of rent, set out in the tenancy agreement or the Residential Tenancies Act 1986. This clause shall include the giving of Notice to terminate a periodic tenancy by any one Tenant where there are two or more Tenants, in any periodic tenancy, even if the other Tenants do not concur with the giving of the notice.
6. **Purpose** - The purpose for the collection of the Tenants information is: To create a tenancy agreement. To verify the Tenants identity, perform background checks, reference checks and credit checks through the Centrix and or Equifax credit bureaus or a search of the Personal Property Security Register. To check the publicly available Ministry of Justice court databases. If there is an unpaid debt at the end of the tenancy, the Tenants information may be provided to a debt collection agency for debt collection purposes. If the Tenants indicate that they would like move services such as power, internet or phone to be connected at the property a representative from Moving Hub may contact the Tenants, via phone or email.
7. **Recipient of Information** - The information is provided by you to the Owner/Landlord/Agent/Property Manager.
8. **Smoke Detectors And Escape From Fire** - The Tenant agrees not to tamper, or attempt to disable, disconnect or interfere in any way with any smoke alarm or any other means of escape from fire, and not to permit any occupant, guest, or visitor to do the same. The Tenant agrees that the Tenant is liable for checking and replacing the smoke alarm batteries. The Tenant agrees to advise the Landlord immediately should the alarm become inoperable for any reason.
9. **Statement of Intent** - The Tenant acknowledges that there is a legal requirement for a Healthy Homes "Statement of Intent" to be included in the tenancy agreement. There is a further legal requirement that the Statement of Intent must also be signed separately by the Landlord or Landlords Agent. The Tenant further acknowledges that the Landlord or Landlord's Agent's signature on the Statement of Intent applies only to the Healthy Homes Statement of Intent, not to the agreement itself. The tenancy agreement is legally binding only when both the Tenant and Landlord or Landlord's Agent have signed their respective "Tenancy Agreement Signature Section".
10. **Use of Property** - The Tenant agrees to use the Property principally for residential purposes and not use it for any unlawful purpose. The Tenant agrees not to possess or take illegal substances in the Property and not to allow any other occupants, guests or invitees to possess or take illegal substances into the Property or use the Property in any way for any unlawful purpose.
11. **Callout Charge** - The Tenant agrees to pay any reasonable callout charge if:
• The Tenant does not adhere to prior arrangement for entry
• Where no fault is found
• The repairs are due to damage or negligence by the Tenant
Where the Tenant requires the Landlord's Agent to instruct a contractor to attend the tenancy premises to conduct some work and if the Agent does instruct a contractor to attend the tenancy premises and the contractor cannot gain entry because of the Tenants default or does gain entry but cannot find any fault or does complete work which can be attributed to the Tenants negligence, then the reasonable cost of the contractor may be charged to the Tenant.
12. **Carpets, Drapes and Curtains** - The Tenant acknowledges that at the conclusion of the tenancy, the carpets will be inspected to see if they meet the standard of reasonably clean and tidy. The drapes and curtains may also be inspected to see if they too are reasonably clean and tidy, and free from mould, dirt, particles of hair and fur. If the carpets or drapes or curtains are found to be below the standard of reasonably clean and tidy, then the Landlord or Agent may require the item to be cleaned by the Tenant, or the Landlord or Agent may pay for the item to be cleaned to the standard and may charge the Tenant for the cost of cleaning.
13. **Collection Costs** - If at the end of the tenancy there is an unsatisfied debt, then the Tenant agrees that the Tenant be liable for and pay for all costs of recovery of the debt, which costs shall be collected by a debt collection agency. Costs payable by the debtor shall include, legal fees, commissions, fee's and disbursements, and/or court filing fees and disbursements.
14. **Drains and Wastes** - The Tenant agrees to keep all drains, sink wastes, and sanitary appliances/toilets clean and free from obstructions and blockages. The Tenant further agrees to flush only toilet paper or toilet tissue down the toilet, as these are designed to break down easily. Other items, such as paper towels, wipes (including those labeled as "flushable"), must not be disposed of in drains, sink wastes, or sanitary appliances/toilets, as they can cause blockages. If blockages arise due to such items, the Tenant may be held liable for the blockage and the costs of unblocking.
15. **Excessive Noise** - The Tenant agrees to keep the noise to a reasonable level and to considerate neighbouring properties, their occupants and other Tenants.
16. **Inspections and Photographs** - The Tenant acknowledges that photographs or videos will be taken to record the condition of the Property. The Tenant agrees to move or cover any personal effects that might be photographed. If the Tenant fails to move or cover any item, then the Tenant agrees to those items being included in any photographic record.
17. **Landlord's Right of Entry** - The Landlord or the Landlord's Agent has the right to inspect the Property no more than once every 4 weeks, provided 48 hours notice has been given by the Landlord or 24 hours notice for a tradesman carrying out necessary maintenance.
18. **Lawns and Gardens** - The Tenant agrees to keep the Property including lawns and gardens in a reasonably clean and tidy condition free from rubbish and papers. The Tenant also agrees not to damage or remove any tree shrub or bush from the Property. The Tenant agrees to keep the lawns and gardens weeded and in a generally tidy condition. The Tenant shall be responsible for the removal of garden waste.
19. **Light Bulbs** - Keeping the light bulbs in working order for the Property is the Tenant's responsibility. The Tenant agrees to use the correct light bulb for the socket, and for them to all be in working order at the end of the tenancy.
20. **Maintenance Consent** - The Tenant consents to the contact information being supplied to relevant contractors should maintenance, replacement, removal or installation work be required to be completed at the property.
21. **Maximum Numbers** - The Tenant is responsible to restrict the number of occupants residing at the Tenanted Property to the maximum number of occupants specified in the tenancy agreement.
22. **Methamphetamine Testing** - Upon proper notice, the Landlord may enter the Tenanted Property to conduct a test for the presence of methamphetamine, with or without the assistance of an expert.
23. **Outgoings** - The Tenant agrees to pay for all outgoing charges exclusively attributable to the Tenant's occupation including electricity, gas, gas to heat hot water, telephone and internet charges.
24. **Pets** - The Tenant agrees not to keep or feed or allow or permit any other person to keep or feed or allow any pet or other animal on or about the Property unless the Landlord agrees otherwise and modifies this agreement in writing to reflect Landlord's permission.
25. **Property Inspection Report** - At the time of occupation, the Tenant shall complete a Property Inspection Report in conjunction with the Landlord or Landlord's Agent, expressly detailing the standard of cleanliness and maintenance requirements of the Tenanted Property. If the subsequent Property Inspection Reports during the tenancy show the Tenant has not maintained the upkeep of the Property, the Landlord may issue a 14 day notice to remedy the issue.
26. **Rent Reviews** - The Landlord may review the rent from time to time and may increase the rent and bond in accordance with Section 24 and Section 18 of the Residential Tenancies Act 1986. No increase will take effect within 12 months after the date of the commencement of the tenancy or within 12 months after the last increase took effect.
27. **Repairs** - The Tenant agrees to notify the Landlord as soon as possible after the discovery of any damage or the need for repairs. The Tenant shall not arrange for any maintenance or repairs without the Landlord's prior consent.
28. **Smoking Tobacco Prohibited Indoors and Illegal Substances** - Smoking Tobacco The Tenant is prohibited from smoking tobacco products inside the premises. Any breach of this clause that results in damage, odours, or increased cleaning costs may lead to a claim for compensation and or termination of the tenancy. Illegal Substances The Tenant must not use, store, manufacture, or distribute any substances that are illegal under New Zealand law on the tenancy premises. Any breach of this clause may result in termination of the tenancy and may be reported to the relevant authorities.
29. **Subletting** - The Tenant shall not, without prior written consent from the Landlord or Property Manager:
1. Sublet or part with possession of the Property belonging to the Landlord.
2. Rent out the Property, or part thereof, on a short-term or daily basis or for the third parties' holiday purposes for financial reward.
3. Fail to continue to use Tenancy Property during the tenancy as a "principal" place of residence of the Tenant and authorised occupants.
4. Cause or permit the Landlord's insurance policy to be vitiated or to cause an increase in premium, or excess.
5. Conduct business where council consent is required without council consent.
6. Permit any person to holiday in the Tenancy Property for financial reward when that person has not been approved by the Property Manager or Landlord.
7. Rent out the Tenancy Property or any portion of the tenancy Property when the Tenant is not personally present to supervise the security of the Property and behaviour of the occupants.
30. **Tenants Obligation to Leave** - On termination of the tenancy, the Tenant shall actually quit the tenancy on the last day. The Tenant further agrees that at the termination of the tenancy, to return all pass cards, remote controlled door openers or keys belonging to the Landlord and remove all rubbish and personal belongings. Failure to do so may result in professional cleaning, replacement of keys or other costs to be paid by the Tenant.

31. **Ventilation** - The Tenant agrees to keep the Property well ventilated at all practical times when the Tenant is personally in residence, to prevent the build up of mould and mildew. If the Tenant is using an LPG gas bottle heater, the Tenant must ensure that it is not used in bedrooms and at all other times ensure that the house is well ventilated. It is recommended that this type of heater is not used for Health and Safety and moisture reasons.
32. **Water Charges** - The Tenant agrees to pay for all metered water charges provided to the Property where the water supplier charges on the basis of consumption and all corresponding waste water charges incurred during the tenancy.

ADDITIONAL TERMS & CONDITIONS

33. **Approved Pet Conditions** - Allowed Pet Only "The tenant may keep the approved pet(s). Only the listed pet(s) are permitted." •
Access and Supervision "The tenant must not leave the pet unattended for extended periods and must ensure it is restrained or contained when required for inspections or access." •
Hygiene and Odour "The premises must be kept free of persistent or offensive pet odours. The tenant must promptly remove pet waste and maintain hygienic standards." •
Damage and Repairs "The tenant is liable for damage caused by the pet and must remedy or pay for repair or professional cleaning where necessary." •
Visitor and Additional Pets "No additional animals (including visitor pets) may reside at the premises without prior written consent from the landlord." •
Compliance with Laws and Body Corporate Rules "The tenant must ensure the pet complies with local bylaws, registration, and any body corporate rules; the tenant is liable for fines or penalties." •
Vaccination and Health "The tenant must ensure the pet is current with vaccinations and parasite control; evidence to be provided on request." •
Behaviour and Nuisance "The pet must not cause unreasonable noise, nuisance, or danger to neighbours. Repeated nuisance may be grounds for removal." •
Entry and Restraint for Inspections "When the landlord lawfully enters the premises, the tenant must ensure the pet is restrained or removed if requested." •
Breach and Removal "Breach of any pet condition may result in a 14-day Notice to Remedy and application to the Tribunal for removal of the pet or termination of the tenancy." •
Pet Bond and Rent Adjustment (applies from 1 December 2025) "A pet bond of up to two weeks' rent is payable; the pet bond will be held in addition to the general bond and adjusted proportionally if rent changes."
Vacating "The tenants upon vacating must have the carpets professionally cleaned, pest controlled and deodorised. Receipts must be made available to i-Rentals.
34. **Asbestos** - The Tenant acknowledges that, if the Property was built prior to the year 2000, asbestos in some form may exist in or about the Property. The Tenant agrees not to do work, drill, cut, or otherwise damage any wall or other surface of the Tenancy Property or other building which might release asbestos fibres into the air. The Tenant must notify the Landlord if the Tenant notices any degrading or damage of materials that may be of concern and could potentially contain asbestos.
35. **Email address for service** - The Tenant acknowledges that the email address provided by the Tenant on this form constitutes an address for service and may be used in addition to the address of a physical place in New Zealand. The Tenant agrees that for the purposes of determining a legal address for service, the email address noted on this form by the Tenant meets these requirements and the Tenant consents to receiving communications by email. The Tenant agrees to advise the Landlord of any change to the Tenant's email address for service. If the Tenant does not advise the Landlord of any change to the Tenant's email address for service the Tenant agrees that any notices or other documents the Landlord sends the Tenant at this address for service will still be legally binding.
36. **Fire alarms or smoke alarms** - The Tenant agrees not to touch tamper or disconnect the smoke alarm or any part of it - under any circumstances. If it can be shown that the Tenant has touched, tampered with or disconnected the fire alarm then the Tenant agrees to be liable for any and all the costs associated with such touching, tampering or disconnection, such as, but not limited to, fire brigades call out charges, contractor call out charges, body corporate charges, and building management charges. Tampering or touching the fire or smoke alarm may constitute an unlawful act under the Residential Tenancies Act 1986.
37. **Fixed term tenancies** - Note: This tenancy will automatically convert to a periodic tenancy at the end of the fixed term unless one of the following occurs:
- Renewal or Extension – Before the fixed-term expiry, both parties agree in writing to extend or renew the tenancy.
- Notice to Terminate – Either the Landlord or the Tenant provides written notice not to continue the tenancy. This notice must be given within the effective period, which starts 90 days before the tenancy's expiry date and ends 21 days before that date.
38. **Health and Safety Clause** - The Tenant agrees to notify the Landlord at the earliest moment of any health and safety issues which arise at the Tenancy Property. The Tenant agrees not to do anything on the Property that might risk or vitiate the Landlord's Insurance policy. Where the Tenant is using part of the Tenancy Property for any small business, they acknowledge that doing so makes them a "Person Conducting a Business or Undertaking" or P.C.B.U under the Health and Safety At Work Act 2015, and the Tenant agrees to promptly provide the Landlord with a copy of the Tenant's Health and Safety plans protocols on request.
39. **Lawns and gardens by tenant** - The Tenant acknowledges that the Tenant shall be responsible for the maintenance of the gardens, lawns and lawn edges.
40. **Lease Breaks** - If the Tenant wishes to break the fixed term tenancy early, the Tenant may submit a request in writing seeking the Landlord's consent. The Tenant may also apply to the Tenancy Tribunal to be released from the tenancy agreement in accordance with S.66 of the Residential Tenancies Act 1986. The Landlord reserves the right to grant or decline the request for early release from the Tenant. If the Landlord consents to ending the fixed term early, the Landlord may place conditions on the consent addressing the matters below and including charging the Tenant reasonable costs. The Landlord, under Section 44A of the Residential Tenancies Act 1986, will provide an itemised breakdown of these reasonable costs. If the Tenant does wish to break their lease, they must apply in writing. If the application is successful, then the Landlord and Tenant shall enter into an agreement. The Tenant is liable for the rent and other matters contained in the agreement until they have been formally released in terms of the agreement. The Tenant is liable for the reasonable costs of having the property re-rented.
41. **Mattresses on Floors** - The Tenant acknowledges that if a mattress is placed directly onto a carpeted or wooden floor, they can cause damage to the carpet or the wooden floor. The Tenant agrees not to place any mattress directly onto a carpeted floor or a wooden floor to prevent any unnecessary damage occurring.
42. **Pets - Additional Pets** - The Tenant must not allow any additional animals to reside at the premises, either temporarily or permanently, without obtaining the Landlord's prior written consent.
43. **Pets - Breach of Conditions** - If the Tenant breaches any of the agreed pet conditions, the Landlord may make an application to the tenancy tribunal to have the pet removed from the tenancy premises or have the tenancy terminated.
44. **Pets - No Landlord Insurance Cover for Pets** - The Tenant acknowledges that if they have an approved pet at the Premises, the Landlord does not hold any insurance policy that covers pet-related damage. The Tenant is encouraged to obtain their own pet insurance to mitigate potential liability. The Tenant acknowledges that under section 49B(1)(c) of the Residential Tenancies Act 1986, they are liable for all damage or destruction caused by a pet residing at the Premises, including any pet brought onto the Premises by their guests or visitors.
45. **Pets - Non-Transferable Approval** - Approval under this agreement does not entitle the Tenant to keep any other animal(s) without further written consent.
46. **Polished floors** - The Tenant acknowledges that some of the floors at the Property are highly polished or polyurethane surfaces and can be damaged easily. The Tenant further acknowledges that such floors are often costly to repair. The Tenant hereby agrees that the Tenant will not wear outdoor shoes inside the Property and, in particular, the Tenant must not wear stiletto heels inside the Property. The Tenant further acknowledges that dragging furniture across such floors can also do considerable damage. The Tenant will take all reasonable steps to not damage the floors and will place "stick on pads" on the feet of all furniture to ensure that the floor is adequately protected.
47. **Protecting grassed areas** - The Tenant acknowledges that to park or place any vehicle or object on a grassed area may cause damage and the Tenant may become liable for the cost to repair the damage. The Tenant agrees not to park or place any vehicle, caravan, cabin, trailer, boat, swimming pool or object on the grassed area(s) of the tenancy premises.
48. **Rangehoods, Extractor Fans and Heat Pumps** - The Tenant agrees to keep the range hood and any extractor fan reasonably clean and in particular clean the filters of each. The Landlord agrees to regularly maintain any heat pump installed at the tenancy premises and in particular to clean the filter

- at regular intervals as recommended by the manufacturer.
49. **Rent Paid by Automatic Payment** - The Tenant agrees to pay the rent by electronic payment weekly and to use the reference supplied by the Property Manager.
50. **Shower Traps** - The Tenant agrees that if the shower has a "hair trap" in the shower then the Tenant will clean the trap on a regular basis to prevent the build-up of hair in the waste pipe and thereby prevent blockages. Should the Tenant fail to clear the trap and cause a blockage, then the Tenant may be liable for the cost of a plumber to clear the blockage.
51. **Tenant Absence** - If the Tenant is going to be absent from the Property or the Property will be left empty for a period of 4 weeks or more, then the Tenant will advise the Landlord in writing before leaving.
52. **Tenant's insurance clause** - The Landlord advises the Tenant that it is in the Tenant's best interest to have and maintain a policy of Tenant's insurance which covers both damage or loss to the Tenant chattels and personal effects and also has a public liability / third party damage or loss, component. The Landlord cannot compel the Tenant to take out Tenant insurance but seriously recommends it.
53. **Tenants Confirmation of Ingoing Condition Report** - The condition of the premises at the commencement of the Tenancy and any additional furniture and effects will be recorded on a separate Schedule ("Property Condition Report"). This will be supplied to the Tenant by the Landlord via the email address for service and it will be the responsibility of the Tenant to return the Property Condition Report to the Landlord noting any items of difference within seven (7) days of commencement of the tenancy, otherwise the Tenant accepts the premises in the condition referred to in the Property Condition Report.
54. **Unlawful cooking tops** - The Tenant acknowledges and agrees that the Tenant will use and maintain only the cooking appliance which is installed in the Tenancy Premises. The Tenant further agrees that the Tenant will not install any form of temporary gas hob / cooking top. The Tenant further agrees to not install or use inside or outside the dwelling any L.P.G. Gas bottle connected to the cooking top.
The use of temporary gas hobs inside a dwelling is a breach of the Building code known as NZ 5261/2003 and the Plumbers and Gas Fitters Act 2006. The use of such a device is a serious breach of health and safety, a breach of the above laws and the use of such a device could vitiate the Owners insurance policy. This clause shall not apply to BBQ's outside the premises.

INSURANCE STATEMENT

Is the property insured? ☒ Yes ☐ No

Tenants may request a copy of the policy/policies.

Insurance type (e.g. Dwelling Insurance)

Landlords Rental Home

Excess information

with AMI. Excess is \$850.00 per claim. Methamphetamine claims excess is \$2500.

SMOKE ALARM DISCLOSURE STATEMENT

Total No. of alarms at the property 2 At least one alarm per storey/level ☒ Yes ☐ No

Last checked 01/07/2022 Alarm within 3 metres of all bedrooms ☒ Yes ☐ No

Checked by Smoke Alarm Testing Services

SMOKE ALARMS

Type	Location	Is the smoke alarm new?	Expiry date
1. Photoelectric Smoke Alarm	Hall	☐ Yes ☒ No	31/12/2027
2. Photoelectric Smoke Alarm	Hall	☐ Yes ☒ No	31/12/2027

Smoke alarms assessed on 06/07/2022

Notice to tenants - The person or firm named in the "Property Management Firm/Agent Details" box, is an intermediary between the owner/principal/landlord and you as tenant. The agent is acting "as an agent for" or "on account of" the landlord. The below parties agree to the terms set out in this Tenancy Agreement

NOTE

TENANCY AGREEMENT SIGNATURE SECTION | SIGNED BY THE TENANT/S

Tenant 1 _____ Date _____
Name _____

TENANCY AGREEMENT SIGNATURE SECTION | SIGNED BY THE LANDLORD/LANDLORD'S AGENT

Signature _____ Date _____ 1(d)
Name _____

Declaration by Landlord(s) in respect of S.13A (1CA) Residential Tenancies Act 1986

I/we, _____ the Landlord declare:

- a. That on and after the commencement of the tenancy, I / We will comply with the healthy homes standards as required by S.45 (1) (bb) or 66 I (1)(bb) and
- b. including any information which may be prescribed by regulations made under S. 138 B (5) and (ICB) If there is a written variation or renewal of the tenancy agreement in accordance with S.13B (1), then I / We the landlord(s), further declare:
 - a. That on and after the time when the variation or renewal takes effect, I / We will comply with the healthy homes standards as required by S.45(1)(bb) or S.66 I (1)(66) (as the case may be);
 - b. and including any information which may be prescribed by regulations made under S.138 B(5).

Signed by the landlord

Signature _____ Date _____ 1(d)
Name _____

SAMPLE

Healthy Homes Statement

TENANCY ADDRESS

Address

COMPLIANCE DATE

All rental properties must comply with the Healthy Homes Standards by 1 July 2025. For new tenancies that begin on or after this date, compliance is required from the commencement of the tenancy.

HEATING

1. Heating standard exemptions

☒ No heating exemptions applies ☐ Heating exemption ☐ Partial exemption/Alternative options

2. Main living room required heating capacity

Heating capacity of the main living room 2.7 kW

3. Qualifying heaters

The type(s) of qualifying heater(s) installed in the main living room (e.g. heat pump, flued gas heater, modern wood burner) and heating capacity/capacities. If there is more than one, make sure to include each heater, and please note which heater has which kW:

1. Type Marker Capri Flued Gas Heater Capacity 3.6 kW

4. Does the 'tolerance' or 'top up' allowance for existing heaters apply?

☐ Yes ☒ No

Heating standard assessed on 21/09/2021

INSULATION

CEILING INSULATION

1. Does the ceiling insulation above all domestic living spaces meet the requirements of the insulation standard?

☒ Yes - Entire premises ☐ Yes - Some areas of the premises ☐ No - None of the premises

Do you know the R-value of ceiling insulation when it was installed?

☐ Yes ☒ No

Insulation thickness when last inspected 100mm

Date insulation was installed 12/03/2018 Date insulation was last inspected 12/03/2018

Type of insulation

Segments/Blankets - Knauf Earthwool

☒ I confirm the insulation is in reasonable condition (without any mould, dampness, damage or gaps)

UNDERFLOOR INSULATION

2. Does the underfloor insulation meet the requirements of the insulation standard?

☐ Yes - Entire premises ☒ Yes - Some areas of the premises ☐ No - None of the premises

Specify which areas of the premises have underfloor insulation.

Garage has concrete floor. All other areas are insulated with underfloor insulation.

R-value of underfloor insulation when it was installed R1.3

Date insulation was installed 12/03/2018 Date insulation was last inspected 12/03/2018

Type of insulation

Segements/Blankets - Mammoth Underfloor Blanket.

☒ I confirm the insulation is in reasonable condition (without any mould, dampness, damage or gaps)

Specify all areas of domestic living spaces with suspended floors in the premises that don't have underfloor insulation and that are exempt from this requirement because it is not reasonably practicable for a professional to install insulation in these areas.

WALL INSULATION

3. Do the walls of the premises have insulation? Note: wall insulation is not compulsory in rental properties. You only need to include this information if it's known.

☐ Yes - Entire premises ☐ Yes - Some areas of the premises ☐ No - None of the premises ☒ I don't know

If you don't know if there is wall insulation in any, or in some walls, explain why not and include confirmation that you have taken all reasonable steps to find the information.

the wall space is inaccessible

Insulation assessed on 03/10/2021

VENTILATION

1. Windows in habitable spaces

Do all habitable rooms in the property have one or more windows, doors or skylights that open to the outside and meet the requirements below?

☒ All habitable spaces ☐ Some habitable spaces

List all rooms at the property and whether or not they meet the ventilation standard. If not, briefly state how the specific exemption applies.

- | | | | |
|-------------|-----------|-------------------|-----|
| 1. Location | Kitchen | Meet requirements | yes |
| 2. Location | Dining | Meet requirements | yes |
| 3. Location | Lounge | Meet requirements | yes |
| 4. Location | Bedroom 1 | Meet requirements | yes |
| 5. Location | Bedroom 2 | Meet requirements | yes |
| 6. Location | Bedroom 3 | Meet requirements | yes |

2. Mechanical ventilation standard for kitchens and bathrooms

Does each room in the rental property with an indoor cooktop, bath or shower have an extractor fan installed that vents to the outside and is in good working order? Complete one of sections (a), (b) or (c) for this question.

☒ All rooms ☐ Some rooms ☐ Not installed in any rooms

State the diameter or exhaust capacity of each extractor fan and which room(s) they are located in, if applicable. Extractor fans that vent to the outside and were installed before 1 July 2019 don't need to meet performance requirements of the ventilation standard. In this case, state below that you are relying on the modified standard for extractor fans installed before this date. If you select qualifying ventilation, you must state the exhaust capacity and a brief description of how it meets the definition of qualifying ventilation.

1. Location Kitchen Fan installed yes Installed pre 2019 no

Fan Diameter $\varnothing$ 150 mm Fan Exhaust Capacity l/s

2. Location Bathroom Fan installed yes Installed pre 2019 no

Fan Diameter $\varnothing$ mm Fan Exhaust Capacity 49 l/s

Ventilation assessed on 21/09/2021

MOISTURE INGRESS AND DRAINAGE

1. Does the property have gutters and downpipes that efficiently drain storm, surface, and ground water to an appropriate outfall? ☒ Yes ☐ No

An appropriate outfall will generally be the storm water system provided by your local council. It could also be a properly working soakage system, natural watercourse, adequate water storage system or other constructed water way.

Note: It has been a requirement for all homes to have efficient drainage for the removal of storm water, surface water and ground water since 1947 as part of the Housing Improvement Regulations 1947.

2. Does the property have any enclosed subfloor spaces? ☐ Yes ☒ No

The subfloor is considered to be enclosed if the airflow into and out of the space is significantly obstructed along at least 50% of the perimeter.

Moisture ingress and drainage assessed on 21/09/2021

DRAUGHT STOPPING

1. Does your property have any open fireplaces? ☐ Yes ☒ No

2. Is the property free from unintentional and unreasonable gaps or holes? ☒ Yes ☐ No

This includes gaps or holes that allow noticeable draughts in or out of the building. Areas include, but are not limited to, doors, windows, walls, floors and ceilings.

Draught stopping assessed on 21/09/2021

HEALTHY HOMES SIGNATURE SECTION

I/we, _____ the Landlord declare that all reasonable efforts have been made to ensure this healthy homes statement is true and correct as at the date of signing.

Property manager Details | Signed by the agent acting on behalf of the Landlord

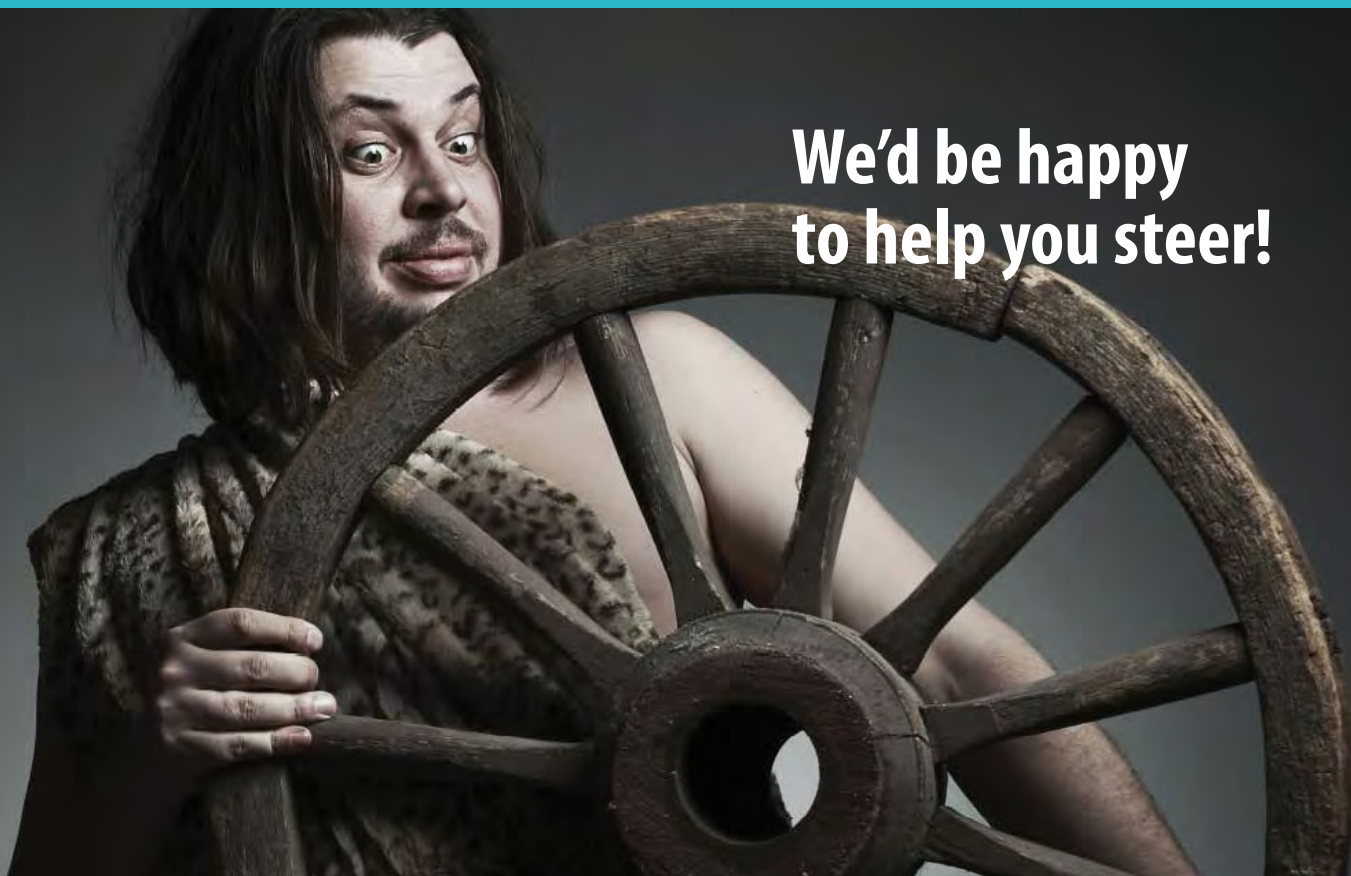
Subsection (ICA) - New Tenancy

On and after the commencement of the tenancy, the landlord will comply with the healthy homes standards as required by section 45(1)(bb) or, for boarding houses, 66(1)(bb), and will provide all information prescribed by regulations under section 138B(5).

Signature _____ Date _____ 1(d)

Name _____

CONTACT US



We'd be happy
to help you steer!



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Roger Raymond



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