



**The Realest
Estate.**

Landlord Instruction Form.

Please complete all sections of this form.

Once complete, kindly send back to your property manager via email.

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Property Address			
Owner's Name			
Owner's Name for Tax Purposes (Company/Personal)			
Postal Address			
Home Phone No.		Work Phone No.	
Mobile Phone No.			
Email Address			

Insurance

Building

Insurer		Policy Number		
Cover	\$	Due Date	/	/

Contents

Insurer		Policy Number		
Cover	\$	Due Date	/	/

Landlord

Insurer		Policy Number		
Cover	\$	Due Date	/	/

Owner's Corporation

Company

Manager

Phone No.

Strata Plan No.

Does your unit have a car space on title?

YES

NO

If yes, what is the carpark number?

Preferred Tradespeople

Do you prefer to use particular tradespeople?

YES

NO

If yes, please state:

Plumber

Phone No.

Electrician

Phone No.

Handyman

Phone No.

Maintenance

Please choose from one of the options below.

Option 01

If my property requires maintenance, I approve maintenance to occur up to and including:

\$

Option 02

If my property requires maintenance, **please call me to approve** unless it is urgent and I am uncontactable.

Warranties

Details on warranties on appliances (if any)

Builder's details (if property is still under warranty)

Alarm System

Does the property have an alarm system?

YES

NO

If yes, please state:

Alarm Code No.

Alarm Notes:

Smoke Alarm Instructions

Please note it is a legal requirement to ensure all properties are fit with working smoke alarms prior to a tenancy commencing.

If you would like the peace of mind knowing that the smoke alarm is in full working order and is tested regularly, please complete the attached form from Smoke Alarms Australia.

***They charge an annual service fee of \$99 to do the following:**

- Check the location and number of alarms required as per building codes
- Checking the expiry date of each alarm and replacement if necessary with Australian Standard photoelectric alarms
- Replacing all the alarms that are not properly functioning (including hardwired alarms!)
- Cleaning the alarm and replacing the batteries
- Testing each alarm with artificial smoke for functionality and decibel levels are tested for projection awareness
- Issuing a compliance certificate
- Scheduling a return with 12 months

Payments

The Realest Estate is able to make payments for outgoings on your behalf, deducted from rental payments. Please notify the relevant suppliers and authorities (eg. Moreland Council, Yarra Valley Water, etc) to send all future correspondence and accounts addressed to you, c/o The Realest Estate, 6/418 Bell Street, Pascoe Vale South. This way we can provide you with a comprehensive annual income and expenditure statement.

To make the following payments on my/our behalf:

Council Rates

☐

Water Rates

☐

Insurance

☐

Body Corporate

☐

Emergency Contact

In the event of requiring instructions on matters affecting my property and I cannot be contacted, please contact:

Name

Home Phone No.

Mobile Phone No.

Email Address

Direct Bank Deposit

We take this opportunity to offer you the Direct Bank Deposit Facility which will automatically transfer your rental payment directly to your nominated account and will give you **immediate access to your money**.

Please complete the following for the Direct Bank Deposit of your rental payment.

Property

Account Name

Bank

BSB

Account No.



The Realest Estate.

I, (Landlord/s), acknowledge that I have read and completed all sections mentioned above in this Landlord Instruction Form.

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Landlord's Name (1)	
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Date	/ /	Sign Here	
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Landlord's Name (2)	
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Date	/ /	Sign Here	
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Landlord's Name (3)	
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Date	/ /	Sign Here	
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Please save completed document and send back to your property manager.

Please do not hesitate to contact our office if you have any questions regarding this form.

(03) 7018 8588 / info@therealestestate.com.au