



Casual Letting Authority

I/We hereby appoint **Bay Rentals Ltd** to act as my/our sole agent on the terms and conditions set out below with respect to the property at address: _____

and I/We authorise and instruct you:

To find applicants: To advertise for tenants and to receive applications and to select the best applicant on merit.

Approval: to refer the tenant to me/us for approval and to sign the tenancy agreement on my/our behalf.

Bond: I/We authorise you to collect a four week bond and to pay it direct to the Tenancy Services Division of the Department of Building and Housing. I authorise you to pay the bond to Tenancy Services on my behalf whether or not the bond lodgement form bears my/our signature.

Admin fee: I/We agree to pay Bay Rentals Ltd the Admin Fee of one weeks rent plus GST.

Credit Check: I/We agree to pay Bay Rentals Ltd a per Credit Check fee of \$35 plus GST (if required).

Rent: I/We instruct you to let the premises for not less than \$_____ per week.
I/We instruct you to collect one week's rent in advance from the tenant and to account to me for such.

Term: I/We instruct you to let the premises on a periodic term / fixed term.

Minimum Period: The property will be available for renting for a minimum period of _____ months from the date of this authority.

Availability Date: The property will be available on _____

Possession: I/We will give the tenant the keys and grant possession OR I/We will supply keys to Bay Rentals Ltd to give to the tenant.

Property for sale: The property is / is not on the market for sale.

Grounds: The tenant is / is not to maintain the lawns / pool / spa.

Description: As attached Details Form.

As the owner I agree that it is my responsibility to do the following:

1. Complete a written property inspection form on granting occupation.
2. (Bay Rentals offer a casual Inspection Service - Entry & Exit Inspections \$90 + GST, Routine \$40 + GST)
3. Complete a water meter reading on granting possession.
4. Complete a chattels list if appropriate before granting possession.
5. Serve the tenant with a notice under section S.47 if the property is on the market for sale.

I/We warrant that all information supplied by us is correct and that where there is more than one owner that I have authority to bind other co-owners.

Signature: _____ Date: _____



Casual Letting Property Form

Address of Property:	Rental Figure to be between \$ _____ and \$ _____
Availability Date: _____	

Landlord Name:	Ph. Wk:	Hm:
Address:	Mob:	Fax:
Email: _____		
Bank Details: A/C Name: _____		
A/C Number: _____	Bank & Branch Details: _____	

House/Flat/Unit	Dining	TV Aerial	Bath
Entrance	Kitchen	Garage Remote	Heated Towel Rail
Lounge	Laundry	Security Lights	Bathroom Heater
Fireplace/ Heating	Bathroom	Alarm	Swimming Pool
Floor Coverings	Bedrooms	Dishwasher	Spa Pool
Study	Ensuite	Waste Disposal	Wheelie Bin
Window Coverings	Garage/Carport/Tandem/ Off Street/Single/Double	Pantry	Phone Jackpoints
Storage Room	Outdoor Areas	Oven	TV Jackpoints
Rumpus Room	Fencing – Full / Partial	Rangehood	Satellite Dish
Conservatory	Garden Shed/ Workshop	Washing Line	

General: _____

- Lawns & Gardens: Tenant to Maintain Owner to Maintain
 Water Rates: Paid by Tenant Paid by Owner Not separately Metered
 Pets Allowed: Cats Dog/s Nil
 Smoking: Yes No Outside

Max. Number of Tenants: _____

Body Corporate: Yes No *(if Yes, attach Body Corporate Rules and the Secretary contact details)*
 Secretary or Contact Details: _____

Alarm Code: # _____ Is Alarm monitored? Yes No
 Is Property furnished? Yes No
 Insurance Company (including Policy Number): _____

Special Conditions: _____

How did you hear about Bay Rentals? _____