

# Instructions to managing agent.

The following information is required to assist us in providing you with a management service that is tailored to your specific requirements. Once signed, this information forms part of the Exclusive Property Management and Leasing Authority.

Rental property: .....

Owner full name 1: .....

Owner full name 2: .....

Owner full name 3: .....

ACN\*: .....

\*If the rental property is owned by a company, the ACN must be provided as required by the Victorian Civil and Administrative Tribunal (VCAT) on all documentation.

Postal address: .....

**Please note: You will be required to provide Barry Plant with a copy of your most recent Council Rates Notice to demonstrate proof of ownership.**

Home/work phone 1: ..... Mobile 1: .....

Home/work phone 2: ..... Mobile 2: .....

Home/work phone 3: ..... Mobile 3: .....

**Email is the preferred method of correspondence, so please ensure that all changes are immediately provided to our office.**

Email address 1: .....

Email address 2: .....

Email address 3: .....

**Emergency Contact details are required should we be unable to contact you and an immediate decision is needed. We will always endeavour to contact you using this information prior to contacting your emergency contact.**

Emergency contact: ..... Relationship: .....

Emergency contact phone: ..... Email: .....

## Account Security

The security of your account and personal details is very important to us. To facilitate changes that you may request in relation to amending personal and banking details, we request that you complete the following security questions:

Password: .....

In the event of a forgotten password, please select and answer two of the security questions from the following list.

What is the street name of the house you grew up in? .....

What is the name of the first school you attended? .....

In what town or city was your first job? .....

What is your father's middle name? .....

What is your favourite colour? .....

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**SCHEDULE OF FEES**

**Statement Delivery**

Funds will be deposited directly into your bank account, and a copy of your statement emailed to you. Please provide your bank details below:

Account name/s: .....  
BSB number: ..... Account number: .....  
Email address for statements: .....

**Payments**

Do you require us to make any of the following regular payments on your behalf? Copies of all invoices will be provided with your landlord statements. (Tick if required)

Council rates                       Water rates                       Owner's corporation                       Other

.....  
In order for us to make these payments for you, you will need to contact the appropriate companies and update the mailing address to our office.

**Whilst every endeavour is made to ensure that invoices are paid on time and in full, payments can only be made when rental income is received. Barry Plant will not be held liable for any interest accrued on overdue payments.**

**Owners' Corporation**

If applicable please insert the details of your Owners Corporation below:

Company name: .....  
Manager/Secretary: ..... Phone: .....  
Email: ..... Strata plan number: .....

**Leasing Instructions**

Unless you otherwise instruct, all Tenancy Agreements will be executed and signed on your behalf.

Is there anything that the tenant will not have access to at the rented premises?  Yes  No

Details: .....  
.....

Is there anything at the property requiring repair?  Yes  No

Details: .....  
.....

Please note that you are required to provide keys for all locks at the property. All tenants listed on a tenancy agreement are required to have a full set of keys and one additional set will be held in our office.

Do you require our office to arrange for the keys to be copied and accept the associated costs?  Yes  No

Details: .....  
.....

Is there an alarm at the property?  Yes  No                      Alarm code:

Details: .....  
.....

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## Insurance

Your property file must contain a current copy of your Building Policy detailing the Public Liability component. Please ensure that you attach a full copy of your building, contents and public liability insurance policy to our office on an annual basis.

It is vitally important that you maintain Public Liability insurance at all times - this is to ensure that you have adequate legal protection for the tenants, their visitors and our staff in the event that someone is injured at the property. Both Building and Landlord protection insurance incorporates Public Liability into policies.

Building and/or Contents cover - including Public Liability cover (protects the building, contents and liability)

Insurer ..... Policy number .....  
Cover ..... Due date .....

Landlord protection insurance – protects against tenant rental default and malicious damage

Insurer ..... Policy number .....  
Cover ..... Due date .....

As part of our commitment to offer you the very best management of your property, we have sourced the best Landlord Protection Insurance policies available. The brochures are attached for your perusal.

- Yes - I/we instruct Barry Plant to assist with the arrangement of Landlord Protection Insurance with ..... (insert insurance provider), and pay the premium on our behalf.
- No - I/we do not wish to proceed with Landlord Protection Insurance, and hereby acknowledge that we have been informed by the managing agent of the need to obtain adequate landlord protection insurance

## Landlord Safety and Compliance

As your managing agents our role is to manage the tenancy. Barry Plant are not qualified to assess the structural aspects of the rented premises, including but not limited to decking and balconies, plumbing electrical or gas fittings, glass, doors and balustrades, smoke alarms, asbestos, swimming pool/spa safety barriers comply and operate in accordance with applicable building codes and/or laws and regulations. We highly recommend that independent, qualified, licenced and insured contractors to carry out testing and maintenance of these items.

I/We understand our responsibilities as the landlord to ensure that the property complies with current safety and compliance regulations in relation to the rented premises.

As part of our commitment to the safety of the rented premises and the occupants, you may select to participate in the following works:

### Smoke Alarm Maintenance

Smoke alarms must be installed in all Victorian homes, units, flats and townhouses. Landlords are responsible for fitting smoke alarms in rented properties. The number of smoke alarms required is different from home to home and takes into consideration the construction type and individual floor plan of each property.

A landlord is not only responsible for the installation of a smoke alarm but also its ongoing maintenance as per section 68(1) of the Residential Tenancy Act 1997 - the Landlord's duty to maintain premises: "A landlord must ensure that the rented premises including fixtures and fittings provided by the landlord at the rented premises are maintained in good repair."

- Yes - I/We wish for Barry Plant within 14 days of the commencement of the initial tenancy agreement and annually thereafter to engage an independent, licensed and insured contractor to carry out the testing of smoke alarms at the rented premises.
- No - I/we do not wish for Barry Plant to engage an independent, licenced and insured contractor to carry out the testing of smoke alarms at the rented premises, and understand I/we will be fully responsible for testing and maintenance of smoke alarms at the rented premises.

Additional information and costs per service are attached for your perusal.

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**Gas Appliance Maintenance**

Faulty gas appliances contribute to a significant proportion of the carbon monoxide poisonings in Australia each year. Energy Safe Victoria, the REIV and Barry Plant offices recommend that landlords engage qualified, licensed and insured contractors to carry out the testing of carbon monoxide and servicing of gas appliances in rental properties to ensure they are safe to use and not leaking carbon monoxide.

- Yes - I/We wish for Barry Plant within 14 days of the commencement of the initial tenancy agreement and
  - Annually or  Biennially thereafter to engage an independent, licensed and insured contractor to carry out the testing of gas appliances at the rented premises.
- No - I/we do not wish for Barry Plant to engage an independent, licenced and insured contractor to carry out the testing of gas appliances at the rented premises, and understand I/we will be fully responsible for arranging for the maintenance and testing of gas appliances at the rented premises.

Additional information and costs per service are attached for your perusal.

**Electrical Safety Testing**

Energy Safe Victoria, the REIV and Barry Plant offices recommend that landlords engage qualified, licensed and insured contractors to carry out the testing of electrical safety at rental properties. These checks include checking the switchboard, switches, power outlets, downlights, roof cavity and under the house (if applicable) to ensure that the premises is safe and that it complies with current legislation.

- Yes - I/We wish for Barry Plant within 14 days of the commencement of the initial tenancy agreement and
  - Annually or  Biennially thereafter to engage an independent, licensed and insured contractor to carry out the testing of gas appliances at the rented premises.
- No - I/we do not wish for Barry Plant to engage an independent, licenced and insured contractor to carry out the testing of gas appliances at the rented premises, and understand I/we will be fully responsible for arranging for the maintenance and testing of gas appliances at the rented premises.

Additional information and costs per service are attached for your perusal.

**Swimming Pool/Spa Barrier Safety**

As a Landlord, you are responsible for taking all reasonable steps to ensure that any swimming pool or spa safety fence or barrier is regularly maintained and operating effectively. Barry Plant require yearly testing of all Pool/Spa safety barriers to ensure that they comply with building regulations and do not pose a safety risk to the tenants and their visitors.

Does your property have a Pool or Spa?  Yes  No

- Yes - I/We wish for Barry Plant within 14 days of the commencement of the initial tenancy agreement and annually thereafter to engage an independent, licensed and insured contractor to carry out the testing of smoke alarms at the rented premises.

Additional information and costs per service are attached for your perusal.

Do you require us to arrange regular pool maintenance for your pool/spa and make payment on your behalf?  Yes  No

Details: .....

**Curtain and Blind Safety**

As a Landlord, you are responsible for ensuring that all curtains and blinds are safe. Young children can strangle themselves with looped curtain and blind cords. Blinds and curtains require a device that tensions looped cords to a window frame so they are no longer loose, reducing the likelihood of strangulation.

- Yes - I/We wish for Barry Plant within 14 days of the commencement of the initial tenancy agreement to engage an independent and insured contractor to carry out a safety inspection of the blinds and curtain cords, and if required, fix a tensioning device to each window that requires attention at the rented premises.

A quote can be provided prior to commencement of works.

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**Balcony and Decking Safety**

As a Landlord, you are responsible for ensuring that all balconies and decking areas are safe and stable. In addition the Building Code of Australia requires that balustrades (railings) must be at least 1 metre high, where the balcony is more than 1m above the surface beneath. Any openings in the balustrade should not allow a 12.5cm sphere (round ball) to pass through. Where the balcony or deck is more than 4 metres above a surface below, the barrier must not have horizontal or near horizontal (climbing) parts between 15cm and 76cm above the floor surface.

- Yes - I/We wish for Barry Plant within 14 days of the commencement of the initial tenancy agreement to engage an independent, licenced and insured contractor to carry out a safety inspection of the balcony/decking and appropriate balustrading at the rented premises.

A quote can be provided prior to commencement of works.

**Landlord Acknowledgement**

I declare that we are the legal and registered owners of this property.

I/We hereby acknowledges that Barry Plant is hereby authorised to collect rents due, issue receipts from money collected and exercise the right to terminate tenancy agreements and tenancies in accordance with the provisions in the Residential Tenancies Act 1997; serve relevant notices upon tenants subject to this Act and attend Tribunal Hearings if required.

Signature/s ..... Full name/s ..... Date .....

Signature/s ..... Full name/s ..... Date .....

Signature/s ..... Full name/s ..... Date .....