

Exclusive Managing Agents Agreement



Schedule 1: Parties to the Agreement

Please note that all owners of the property must be noted as Principals and each Principal must sign this agreement.

Principal Name:			
ABN/ACN:		GST Registered	Yes <input type="checkbox"/> No <input type="checkbox"/>
Principals Address:			
	Postcode		
Contact Details:	W	H	M
Email (required)	E:		
Preferred Contact	Work <input type="checkbox"/> Home <input type="checkbox"/> Mobile <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/>		

Principal Name:			
ABN/ACN:		GST Registered	Yes <input type="checkbox"/> No <input type="checkbox"/>
Principals Address:			
	Postcode		
Contact Details:	W	H	M
Email (must not be the same as Principal 1)	E:		
Preferred Contact	Work <input type="checkbox"/> Home <input type="checkbox"/> Mobile <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/>		

Agent:	Distinct Property Management Pty Limited		
ABN/ACN	23 147 076 882	Licence 10003047 (NSW) Licence 18401636 (ACT)	
Licensee:	Mrs Brooke Scullin ACT lic 18401635 NSW lic 20006270		
Trading as:	Distinct Property Management		
Address:	Unit 3, 27 Yallourn Street Fyshwick ACT 2609 PO Box 94, MITCHELL ACT 2911		
	P: 02 6140 5900	E: hello@distinctpm.com.au	
	F: 02 6145 2170	After hours: 0424 152 526	
Office Hours	9am to 5pm Monday to Friday, excludes Public Holidays		

Schedule 2: Details of Property to be Managed "The Premises"

Unit Number:		Street Number	
Address:			
	Postcode		
	Block		Section
Complex Name:			Strata No.
Strata Manager:	Agency		
	Contact Name		
	Address		
	Contact	P	E
		F	AH
Description	<input type="checkbox"/> House <input type="checkbox"/> Townhouse <input type="checkbox"/> Unit <input type="checkbox"/> Apartment <input type="checkbox"/> Other <input type="checkbox"/> Unfurnished <input type="checkbox"/> Furnished <input type="checkbox"/> Lock up Garage <input type="checkbox"/> Carport <input type="checkbox"/> Allocated Off street Parking Number of parking spaces: Number of Bedrooms:		

Exclusive Managing Agents Agreement



Schedule 3: **Accounts** & Disbursements

Rent to be disbursed into the following account	
Bank:	
Account Name:	
BSB:	Account
The following disbursements indicated are to be paid by Distinct Property Management on behalf of the Principal(s):	
Account	<input type="checkbox"/> All accounts to be paid by the Principal
Paid by Distinct from rent received into Trust	<input type="checkbox"/> Rates & Land Tax <input type="checkbox"/> Water/Sewerage <input type="checkbox"/> Strata Levies <input checked="" type="checkbox"/> Distinct Property Management Fees as per Schedule 6: Fees
Fee Option	<input type="checkbox"/> Fee Option 1 (flat fee) <input type="checkbox"/> Fee Option 2 (variable fees) <i>Please note: An owner may upgrade from Fee Option 2 to Fee Option 1 by providing 30 days written notice. Downgrades from Fee Option 1 are not permitted.</i>

Schedule 4: **Emergency** Contact

<p>If I (the Principal) am unable to be contacted after trying each of the nominated contact methods, I request that you contact the following person who is authorised by me (the Principal) to act on my behalf in regard to instructions for the nominated property. I acknowledge that if I do not nominate an alternate contact and I cannot be contacted after reasonable attempts to do so, Distinct will take appropriate action in my absence on my behalf in accordance with the governing legislation and industry best practice.</p>			
Name:			
Address:			
	Postcode		
Date of Birth	Required for security verification purposes		
Contact Details:	W	H	M
	E		
Preferred Contact:	Work <input type="checkbox"/> Home <input type="checkbox"/> Mobile <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/>		
Special Instructions	<i>(example - Please use the following emergency tradesperson for plumbing issues)</i>		

Exclusive Managing Agents Agreement



Schedule 5: Agents **Appointment**

The Principal(s) hereby appoints the Agent exclusively to lease and manage the Property in accordance with this agreement. It is agreed that the Agent may from time to time delegate to the Agent's employees all or any of the authority vested in the Agent.			
Date of Appointment			
Minimum Tenancy Term to be offered	<input type="checkbox"/> 3 months <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> Other If other please specify:		
Maximum Tenancy Term to be offered	<input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> 24 months <input type="checkbox"/> Other If other please specify:		
At the end of each tenancy the Agent is authorised to:	<input type="checkbox"/> Re-lease the Property as per the above agreed minimum and maximum durations <input type="checkbox"/> Review the rent when in the opinion of the Agent such a review is appropriate <input type="checkbox"/> Refer to the Principal for instructions prior to re-letting the property		
Desired Rental	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">\$</td> <td style="width: 50%;">Per Week payable weekly, fortnightly or calendar monthly in advance</td> </tr> </table>	\$	Per Week payable weekly, fortnightly or calendar monthly in advance
\$	Per Week payable weekly, fortnightly or calendar monthly in advance		
Rental Bond	Equivalent to 4 weeks rent in respect of each tenancy		
Groups (3 or more persons on tenancy)	<input type="checkbox"/> Considered on application <input type="checkbox"/> Strictly No Groups		
Pets	<input type="checkbox"/> Considered on application <input type="checkbox"/> Strictly No Pets		
Signage	For Lease Sign to be installed <input type="checkbox"/> Yes <input type="checkbox"/> No		
Special Instructions			

Exclusive Managing Agents Agreement

Schedule 6: Fees

Schedule 6 – Schedule of Fees & Reimbursements			
The Agent shall be entitled to the following fees which are due and payable at the time of disbursement.			
Fee Option 1: DPM Easy Pay (All Inclusive)			
Single flat monthly fee that covers all services offered. No additional fees or charges apply.			
i	Monthly Management Fee	A management fee of 10% of all monies collected on behalf of the Principal.	10% + GST
NOTE: Where management is cancelled whilst a fixed term tenancy is in place, a fee of 5% (plus GST) of the expected rent until the end of the fixed term will be due and payable to the agent.			
Fee Option 2: Standard Fee for Service			
*fees quoted under Fee Option 2 are inclusive of GST unless indicated otherwise			
i	Letting Fee	A letting fee upon leasing the Property, at the time of a vacant possession, of 1 weeks rent where the Property is let by the Agent or any other agent. The Agent's Letting Fee is due and payable by the Principal when a tenant enters into possession of the Property or signs a residential tenancy agreement or pays rent, whichever occurs first. <i>If the property has been listed as available for rent and the owner withdraws or cancels management before a tenant is secured the letting fee is due and payable based on the last advertised rental price prior to cancellation.</i>	1 weeks rent + GST
ii	Lease Preparation Fee	A lease preparation fee is payable in lieu of the Leasing/Letting Fee only where the Principal has sourced their own tenants prior to advertising and no Letting Fee is charged.	\$110.00
iii	Lease Renewal Fee	A lease renewal fee upon the renewal or extension of an existing tenancy agreement.	\$110.00

Exclusive Managing Agents Agreement

iv	Management Fee	<p>A management fee of 7.7% of all monies collected on behalf of the Principal.</p> <p>The monthly management fee covers:</p> <ul style="list-style-type: none"> • Use of the Distinct Online System • Open Houses • Professional Photography** • Rental Appraisals • Creative Copy for Listing • Listing on distinctpm.com.au • Rental Arrears Management • Monthly & Annual Reporting • Property Inspections (routine and end of lease) • Maintenance • Tenant Enquiries • Accounts Processing • Application Management & Screening • Tenant Reference Checking <p>**available for properties listed at over \$400 per week. Can be purchased for \$110 for properties under \$400 per week.</p>	7.7%
v	Monthly Administration Fee	An administration fee of \$9.90 per month for the processing funds through Trust.	\$9.90 per month
vi	Advertising*	<p>distinctpm.com.au realestate.com.au domain.com.au</p> <p>allhomes.com.au*</p> <p><i>* fees are subject to change. AllHomes RRP.</i></p>	<p>No charge No charge No charge</p> <p>\$199.00</p>
vii	Inventory & Condition Report (ICR)	<p>New Inventory & Condition Report</p> <p>A new ICR is required the first time Distinct manage the property through a vacant possession. If a property is already tenanted a new ICR is not required until the current tenants vacate and new tenants are sourced.</p> <p><i>A new ICR is only required once per property – this is a one off fee.</i></p> <p>Update to existing Inventory & Condition Report. Each subsequent new tenancy (vacant possession) will require an update to the ICR</p>	<p>\$151.25 per report for up to 3 bedrooms then an additional \$33.00 per bedroom</p> <p>A 100% surcharge applies for furnished properties.</p> <p>\$90.75 per instance</p>
viii	Open House	Open House	Included in Monthly Management Fee

Exclusive Managing Agents Agreement

ix	Miscellaneous	<p>Professional Photography</p> <p>The engagement of a third party professionally certified photographer to take internal and external photographs of the property intended for use in advertising.</p> <p>Copyright of images is retained by Distinct Property Management where no fee has been paid.</p>	<p>\$110.00 per session</p> <p>includes up to 8 images</p> <p>(included at no charge for properties above \$400 per week rent)</p>
	Miscellaneous	<p>Tribunal Attendance</p> <p>In the event that Distinct is required to attend at the ACT Civil and Administrative Tribunal (ACT) or Consumer, Trader and Tenancy Tribunal (NSW) this fee will apply.</p> <p>The fee will be charged for all work performed in relation to the hearing including the preparation of evidence in support of any claim/defence.</p> <p>In the even that Distinct is found by the tribunal (ACAT or CTTT) to have been in breach and that this breach resulted in the claim, Distinct will not charge a fee for services rendered relating to that specific hearing.</p>	<p>\$65.00 per hour</p> <p>minimum 2 hour charge</p>
	For Lease Signage	<p>Installation & Removal of a For Lease sign (1200 x 900)</p>	<p>\$55.00</p>
x.	<p>Cancellation Fee if Management is cancelled prior to the first anniversary of appointment</p>	<p>A fee equivalent to 5.5% (inclusive of GST) of all rent owing until the first anniversary date of appointment if management is cancelled within the first 12 months of the initial date of appointment.</p> <p>Penalties do not apply if management is cancelled after the first 12 months of appointment.</p>	<p>5.5% of expected rent owing until the first anniversary of appointment</p>

Exclusive Managing Agents Agreement



Distinct Property Management Pty Limited Managing Agency Agreement

1. Principal(s)

See Schedule 1: Parties to the Agreement

2. Property

See Schedule 2: Property to be Managed

3. Agent

Distinct Property Management Pty Limited
(Distinct) (ABN 23 147 076 882)
Unit 3, 27 Yallourn Street Fyshwick ACT 2609
ACT Licence No. 18401636
NSW Licence No. 20006270

4. Agent's Authority

The Principal warrants that the Principal has authority to enter this agreement and authorise Distinct Property Management to exclusively lease and manage all or part of the property.

5. Appointment

This authority:

- a. Commenced on the date as specified in Schedule 5 – Agents Appointment
- b. Can be terminated by either party giving not less than **30 days** written notice without prejudice to either party's rights accrued or obligation incurred prior to the effective termination
- c. Is vested in Distinct Property Management by this agreement will deemed to be vested in its employees from time to time.

6. Assignment

Distinct Property Management may assign its rights and obligations under this agreement to another licensed estate agent ("the assignee") by giving written notice to the principal. If the principal does not object within 14 days of receipt of Distinct's notice, the assignee is deemed to hold this agreement as if the assignee was Distinct in this agreement and was the agent that provided all the notices and disclosures set out in this agreement.

7. Rent Statements

Distinct shall render a statement accounting for monies received and expenses incurred on behalf of the Principal and for fees and charges retained in respect of the services provided on a monthly basis. The balance, less disbursements, shall be remitted to the Principal by way of payment specified in Schedule 3 – Accounts & Disbursements. If at any time amounts payable exceed the balance of the Principal's account, the Principal agrees to immediately pay the excess amount to Distinct upon request.

8. Letting

Distinct is authorised to lease the Property on the following conditions:

- a. The term of the tenancy agreement is to be twelve (12) months (or as otherwise instructed in writing).
- b. The rental terms are specified in Schedule 5.
- c. The rental bond is the equivalent of 4 weeks rent for each property.
- d. This appointment is for the initial leasing of the Property, subsequent re-leasing to the initial tenant, and each subsequent leasing to a new tenant as detailed in Schedule 5.
- e. Distinct shall endeavour to verify references from any prospective tenant.
- f. At the end of each tenancy agreement or in the event of vacancy, Distinct is authorised to re-let the property from the end of the tenancy or vacancy by the tenant, for an amount specified in Schedule 5 – Agents Appointment or another amount specified by the Principal.

9. Warranties

The Principal warrants that the Property and the fittings and fixtures at the property are not in a dangerous condition and that if any dangerous condition comes to the Principal's knowledge, the Principal will notify Distinct immediately of such dangerous conditions. If any damage occurs to any person because of the dangerous condition of the Property, the Principal will indemnify and hold harmless Distinct and any sub-contractors against all legal claims and proceedings which may arise because of such dangerous conditions. The Principal will indemnify and hold harmless Distinct in relation to any claim arising from the principal's failure to repair a dangerous condition in the property of which the Principal is aware, or of which the Principal has received notice from Distinct, the tenant or any official body.

10. Release from Rent Control

The Principal agrees that the Property is not subject to any form of rent control pursuant to the Landlord and Tenant (amendment) Act 1948.

11. Fees and Charges

For the provision of Property Management, Leasing and ancillary services, Distinct will be entitled to the fees and reimbursements as detailed in Schedule 6 – Schedule of Fees and Reimbursements. These fees and are payable before any rent or other monies payable to the Principal. These are a fee for services and are non-refundable (without limiting consumer rights). Fees (excluding the monthly management fee) are subject to change with 30 days written notice. Any fees due and payable to trades that have not been paid by the invoice due by the Principal may be paid by Distinct on behalf of the Principal.

Exclusive Managing Agents Agreement

12. Authority

Distinct is authorised to carry out the following duties on the Principal's behalf:

- a. Obtain references from prospective tenants, arrange inspections of the Property by prospective tenants and chose a tenant.
- b. Enter into and sign a Tenancy Agreement
- c. Undertake inspections of the Property
- d. Effect repairs to and maintaining the Property or engaging tradespersons to do so, provided that the expenditure in excess of the amount set out in Schedule 6 – Schedule of Fees and Reimbursements for any one item will not be incurred by Distinct without obtaining the Principal's approval, except where it is Distinct's opinion that because of an emergency, the repairs are necessary for the protection of the property or the supply of essential services to the tenant.
- e. Pay disbursements and expenses incurred in connection with Distinct's management of the Property as set out in Schedule 6 – Schedule of Fees and Reimbursements.
- f. Collect rent.
- g. Forward to the Principal copies of any documents signed by Distinct on behalf of the Principal.
- h. Receive, claim, collect, distribute, lodge and refund rental monies and rental bond monies.
- i. Serve notices for breach of the tenancy agreement.
- j. Undertake the necessary steps to obtain vacant possession and recover any money owing to the Principal in relation to the tenancy of the Property.
- k. Represent the Principal in any Tribunal or Court proceedings in respect of the tenancy of the Property.
- l. Pay accounts for amounts owing in relation to the Property (e.g. water rates and charges, council rates, maintenance expenses, and Owner's Corporation Levies (as set out in Schedule 3 – Accounts and Disbursements and Schedule 6 - Schedule of Fees and Reimbursements)
- m. Advertise the Property for letting or re-letting.
- n. Review the rent at the end of tenancy.
- o. Periodically review the rent when considered appropriate.
- p. Allow prospective tenants to inspect the Property by appointment, accompanied by a representative of Distinct.
- q. Issue receipts for monies received.
- r. To do such lawful things as directed by the Principal in writing from time to time.
- s. Update addresses for notices on behalf of Principal

13. Notices in writing

The Principal agrees to receive written notices and official correspondence by email. Any notices provided by Distinct Property Management that are emailed are agreed to have been provided 'in writing'.

14. Distinct's Indemnity and Liability

The Principal will hold harmless and keep Distinct indemnified against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against Distinct in the course of, or arising out of the proper performance or exercise of any of the powers, duties or authorities of Distinct pursuant to this agreement. Such indemnity shall include but not be limited to any claims and legal proceedings arising out of or in connection to any liability, damages or injuries incurred by any person as a result of the erection of "For Lease" signage at the Property by Distinct on behalf of the Principal.

15. Disputes

The Principal is entitled to have any dispute the Principal may have with Distinct determined by an appropriate authority such as the Consumer Trader and Tenancies Tribunal in NSW or the ACT Civil and Administrative Tribunal in the ACT.

16. Privacy

Distinct uses personal information collected from or about the Principal to act as the Principal's agent and to perform Distinct's obligations under this agreement. If the Principal would like to access this information they can do so by contacting Distinct at the address and contact details included in this agreement. The Principal can also correct this information if it is inaccurate, incomplete or out-of-date. Real estate and tax laws require some of this information to be collected and reported on. If the information is not provided Distinct may not be able to act effectively on the Principal's behalf.

17. Financial and Investment Advice

Any financial advice or investment advice provided by Distinct to the Principal is of a general nature only whose preparation does not take into account the individual circumstances, objective, financial situation or needs of the Principal. The Principal is advised to consult with their own independent financial and/or investment advisor.

18. Disclosure or Rebates, Discounts or Commissions in respect of Expenses

In respect to any expenses to be incurred by the Principal or Distinct on behalf of the Principal pursuant to this agreement, Distinct discloses that it may receive rebates, discounts or commissions from third parties as specified in a separate document to this.

19. Landlords Insurance

It is a condition of this agreement that the Principal will ensure that the Property is continually covered by a Landlords Insurance Policy and that this policy shall not lapse while this agreement is in place.

20. Legislative Compliance

The Principal warrants that the Property complies with the relevant Council, State and Federal Legislation applicable to the leasing of a property. This may include, but is not limited to the installation of smoke detectors, water efficiency measures and electrical compliance.

Exclusive Managing Agents Agreement



21. Disbursements

Strata Plan No: _____ Lot No: _____

Strata Manager: _____

Contact Phone Number: _____

Email: _____

Address: _____

Executive Committee Secretary: _____

Phone: _____

Email: _____

Comments/Notes: _____

22. Solicitor's Details (where applicable)

Name: _____

Contact Phone: _____

Email: _____

Address: _____

23. Insurance Policies

a. Landlords Insurance (Mandatory)

Insurers Name: _____

Policy Number _____ Expiry DD/MM/YYYY _____

b. Building Insurance

Insurers Name: _____

Policy Number _____ Expiry DD/MM/YYYY _____

c. Insurance Policies

Contents Insurance

Insurers Name: _____

Policy Number _____ Expiry DD/MM/YYYY _____

Household/Fire	Yes No
Public Liability	Yes No
Plate Glass	Yes No
Workers Comp	Yes No

24. Copy of Agreement

The Agent and the Principal acknowledge and confirm that prior to the signing of this agreement both parties have read and understood and agreed to the terms and conditions. The Principal acknowledges being served with a copy of this agreement.

25. Water Efficiency Measures

If the property is in New South Wales, does the Property contain the water efficiency measures prescribed by Legislation?

Yes | No | Don't Know

Note: If the prescribed measures are not installed, the landlord may be prevented from recovering water usage charges from the tenant.

26. Special Instructions or Additional Information

SIGNED AS AN AGREEMENT AND AUTHORITY TO ACT

Signature of Principal (1):

Print Name: _____

Date: _____

Signature of Principal (2):

Print Name: _____

Date: _____

Signed by Distinct Property Management Pty Limited

Print Name: Brooke Scullin

Position: Principal Licensee

Date: _____

Asbestos Declaration

Please note that fines and penalties exceeding \$1M apply for the provision of false or misleading declarations relating to the presence of Asbestos at a property.

Please refer to www.asbestos.act.gov.au for further information.

Please delete/strikeout whichever statements **do not** apply.

1. After conducting reasonable checks, we **are not aware** of the use or presence of any asbestos or related asbestos products in the Property.

OR

2. We believe **it is possible** or likely **that there is asbestos** or asbestos related products in the Property.

AND

- i) We have had the property **professionally inspected** for asbestos and **no evidence of asbestos** was found and a copy of the inspection report is attached as evidence in support of this claim.

OR

- ii) We have had the property **professionally inspected** for asbestos and **evidence of asbestos** was found, appropriate **remedial action has been completed** and a certificate demonstrating this is attached as evidence in support of this claim.

OR

- iii) The Property has been identified as having had loose fill asbestos insulation (sometimes referred to as 'Mr. Fluffy'). *(Note: If an owner is unable to provide a recent (post 2013) report declaring that the property is safe a new inspection may need to be carried out and the property declared safe prior to the property being tenanted.)*

I/We make this declaration to the best of our knowledge, having made reasonable attempts to ensure its accuracy and validity.

Signed & Declared by Principal (1):

Signed & Declared by Principal (2)

Print Name: _____

Print Name: _____

Date: _____

Date: _____

Exclusive Managing Agents Agreement



Please complete the below if you have nominated Distinct Property Management to receive and pay Water & Sewerage accounts for your property.

ACTEWAGL
GPO BOX 366
CANBERRA CITY ACT 2601

Dear Sir/Madam

RE: AUTHORITY TO REDIRECT WATER AND SEWERAGE RATES

Could you please forward all water and sewerage notices for:

Owner(s) Name:

Account Number: *(if known)*

Block Section Unit

Property Address:.....

Owners Signature:.....

To

Distinct Property Management
PO Box 94
MITCHELL ACT 2911

Please note: If the owner has a current online account with ACTEW or a direct debit payment established, please ensure these are cancelled and that all future accounts are posted to Distinct Property Management as per the attached request.

Sincerely

Property Manager
Distinct Property Management