



## EXCLUSIVE MANAGEMENT AUTHORITY FOR RESIDENTIAL PREMISES

### SILVER SCHEDULE

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#### ITEM 1

#### AGENT

- **Agent**  
PEB Real Estate Pty Ltd t/as PEB Real Estate
  - **Licensee**  
PEB Real Estate Pty Ltd
  - **Triennial Number**  
RA70508
  - **ABN**  
33 604 199 617
  - **Address**  
696 Beaufort Street, Mt Lawley, WA, 6050
  - **Mailing Address**  
PO Box 866, Inglewood, WA, 6932
  - **Telephone**  
Office (08) 9272 5436
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#### ITEM 2

#### PREMISES

Premise Address: 11/38 HERITAGE PARK DR. BALDIVIS

Local Council: \_\_\_\_\_

Lot No \_\_\_\_\_ on Survey / Strata / Deposited / Plan / Diagram \_\_\_\_\_

Volume / Folio \_\_\_\_\_

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**ITEM 3**

**OWNERS**

**OWNER 1:** DARREN CARL BELL

Address: 68 COVENTRY RD ROLEYSTONE

Telephone (W) \_\_\_\_\_ (H) \_\_\_\_\_ (M) 0415142323

Email darren\_c\_bell@ybhoo.co.uk

Security Code Wagonfellow

Photographic Identification provided / sighted:

Driver's License 3966471 (WA) OR Passport N9789567

**OWNER 2:** JOYLEEN MARY BELL

Address: \_\_\_\_\_

Telephone (W) \_\_\_\_\_ (H) \_\_\_\_\_

(M) 0417483867

Email \_\_\_\_\_

Security Code \_\_\_\_\_

Photographic Identification provided / sighted:

Driver's License 4000024 OR Passport M8491132

**OWNER 3:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (W) \_\_\_\_\_ (H) \_\_\_\_\_ (M) \_\_\_\_\_

Email \_\_\_\_\_

Security Code \_\_\_\_\_

Photographic Identification provided / sighted:

Driver's License \_\_\_\_\_ OR Passport \_\_\_\_\_

*PS* *EB*

**ITEM 4**

**EMERGENCY CONTACT**

Does the Emergency Contact also hold the power of Attorney **YES / NO**

Name: LORNA JONES

Relationship to owner (JOY'S SISTER)

Address \_\_\_\_\_

Telephone 0459631 226

Email \_\_\_\_\_

**ITEM 5**

**STRATA DETAILS**

Is the property managed by a Strata Company (if no go to Item 6) **YES / NO**

Strata Company: \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Strata Company Invoice to **Owner / Agency**  
Notice of meetings and Correspondence to **Owner / Agency**

**ITEM 6**

**RENTAL**

At the Rent of \$ 350 (minimum) to \$ \_\_\_\_\_ (current market

value) per week with a minimum period of six [6] months and maximum of

\_\_\_\_\_ [ ] months.

*FB* *FB*

**ITEM 7**

**TERM OF MANAGEMENT AGREEMENT**

The term of the Agreement is from the 09/03/2016 until 09/03/2018 totaling a term of TWENTYFOUR [24] months.

At the conclusion of the Term the owner **AGREES / ~~DISAGREES~~** (cross out whichever does not apply) to extend the Term until twenty-eight [28] days written notice of termination is given by the Owner or the Agent to the other.

[.....] initial

**ITEM 8**

**SECURITY BOND**

The Agent is to receive from the tenants bond in accordance with the Residential Tenancies Act 1987. These monies will be held in trust with the Department of Commerce – Bond Administrator.

[.....] initial

**ITEM 9**

**DISBURSEMENTS**

The Owner hereby authorizes the Agent to make payments on its behalf with regard to the following disbursements:

Council Rates <input checked="" type="radio"/> YES/ <input type="radio"/> NO	Water Rates <input checked="" type="radio"/> YES/ <input type="radio"/> NO	Water Consumption <input checked="" type="radio"/> YES/ <input type="radio"/> NO
Strata Levies <input checked="" type="radio"/> YES/ <input type="radio"/> NO	Gardening/Lawn mowing YES/NO	Land Tax YES/NO
Pool Maintenance YES/NO		

[.....] initial

[.....]

**ITEM 10**

**PAYMENT TO OWNER**

The net balance (after deduction of the Agent's fees and expenses) shall be remitted on a monthly basis to the Owner:

Account Name:



BELL SUPERANNUATION

Institute / Branch: SUPERFUND - BENDIGO BANK

BSB: 683 000 Account No.:

156382145

Notification of any changes to the above details are required in writing to the Agency and signed by the Owner/s

   
[.....] initial

**ITEM 11**

**REPAIRS & OTHER OUTGOINGS**

Maximum expenditure (inclusive GST) authorized in any one instance for repairs and maintenance (or trade quotes) without the Owners specific approval is \$ 350.00 .

The Agent is authorized to attend to emergency repairs at the Agents discretion.

Preferred Contractors: SPEAK TO OWNERS FIRST

Telephone: \_\_\_\_\_

   
[.....] initial

**ITEM 12**

**WATER CONSUMPTION**

The Owner agrees to contribute 0 % **OR** maximum of \$  
NIL towards the cost of water consumed annually at the Premises.

The Owner acknowledges that the relevant authority may from time to time be required to perform a meter reading. The Owner agrees to pay for any costs associated with that water meter reading.

  initial

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**ITEM 13**

**INSURANCE COVER**

It is the Owner's responsibility to adequately insure the premises at the Owner's expense throughout the period of agreement.

**We strongly recommend Landlord Protection Insurance be put in place at the beginning of the management with the Agency.**

*Please note, contact your insurer to advise change of details relating to the property (i.e. no longer place of residence / property vacant for a period of time as in some cases it may affect or void your insurance.*



 

**ITEM 14**

**AGENTS AUTHORITY**

The Agent is authorized to:

1. Select tenants and sign tenancy agreements for the Premises or any part thereof on the Owners behalf / liaise with Owner's regarding any applications received.
2. Receive rents due and issue receipts for monies received.
3. Exercise the Owners or Lessors rights to issue all notices and make applications under the Residential Tenancies Act including those notices for Breach of Agreement to pay rent and Termination of Agreement and represent the Owner in a local or any other courts.
4. Lodge complaints with the Small Disputes Division of a local court and any other courts.
5. Sue for and in the name of the Owner OR Lessor to recover sums due.
6. Re-let at the end of each tenancy in the event of vacancy once authorized by the Owner.
7. Advertise the availability for rental of the Premises and display "To Let" signs thereon.
8. Engage, pay and discharge all labor and employees required for the Maintenance of the Premises if being agreed that all persons so employed by the Owner.
9. Do all such lawful things as may be directed by the Owner in writing from time to time.
10. Deduct from sums due to the Owner all fees, charges and out of pocket expenses as herein contained / agreed.
11. Grant to the tenant or prospective tenant an incentive or inducement deemed necessary by the Agent in relation to the letting of the Premises to a maximum of \$NIL

   
[.....] initial

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**ITEM 15**

**AGENTS OBLIGATIONS**

In performing its obligations under this Agreement, the Agent agrees to act with due care and diligence.

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**ITEM 16**

**AGENTS FEES FOR SERVICES (GST inclusive unless otherwise stated)**

Fees charged by the Real Estate Agents are not fixed by law and are agreed between the Owner and the Agent.

**Management Fee - 8.8% of gross collections + 2 weeks letting fee.**

**Minimum Standard of Compliance Charge \$149.00**

Compliance for Smoke and RCD testing, Porch light, Deadlocks, Window locks for security compliance, Corded blinds compliance, and Electrical Safety Certificates. [FCB] initial

For an additional \$99 each air conditioner can be serviced at the same time. (Prices subject to change)

**Administration Fee - \$9.90 per month**

All correspondence in relation to the property investor, occupant, Premises, tradesperson etc. [FCB] initial

**Annual Summary - \$55.00**

Report (income and expenditure report generated end of June) [FCB] initial

**Court - \$150.00**

Preparation and attendance (if required) [FCB] initial

**Final Bond Inspection - \$150.00**

At the conclusion of the tenancy includes update of property condition report [FCB] initial

**Insurance Claim - \$150.00**

Preparation of claim (if required) [FCB] initial

**Lease Renewal - \$150.00**

Preparing documentation for existing tenant. Including switch to Periodic Lease [FCB] initial

**Letting Fee**

Two [2] weeks rent plus GST [FCB] initial  
ONE (1) [FCB]

[FCB] initial



9.9 AS FB  
**Management Fee - 9.9%**

Unfurnished. For example if weekly rent is \$400 per week, then the management fee charged will be \$39.60

[...FEB...] AS  
initial

**Marketing - \$300.00**

Photographs and internet advertising

[...FEB...] AS  
initial

**Outside of Duties (project works)**

As discussed and agreed prior to works commencement. Minimum of \$55 Per visit

[...FEB...] AS  
initial

**Title Search - at Cost**

Dwelling - at the commencement of the management

[...FEB...] AS  
initial

**Strata Search - at Cost**

[...FEB...] AS  
initial

**Property Condition Report Compliance - \$275.00**

Detailed report internal and external of the property

[...FEB...] AS  
initial

**Routine Inspection - \$77.00**

First inspection conducted six [6] weeks after commencement of each tenancy then every three [3] months thereafter.

[...FEB...] AS  
initial

**Tenancy Enquiry - National Tenancy Database - at cost**

The Agent is authorized to make enquires as necessary on each occasion when letting is required.

[...FEB...] AS  
initial

**Property Investment Analysis by P.E.B**

initial appointment booked with Property Equity Builders for a free consultation and Property Investment Analysis Report


[...FEB...] AS  
initial

ALL FEES CHARGED ARE NOT FIXED BY LAW AND ARE AGREED BETWEEN THE LESSOR AND THE AGENCY

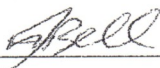
FEB AS

**SIGNATURES**

SIGNED BY THE OWNER/S

X  
Signature 

Date: 02/03/16

X  
Signature 

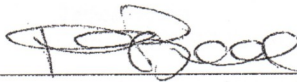
Date: 2-3-16.

SIGNED BY THE AGENT / AGENTS REPRESENTATIVE

Signature M. N. Farrow

Date: \_\_\_\_\_

A **True Copy** of this Agreement has been provided to the above signatories.

Signature 

Date: 02/03/16

Signature 

Date: 2-3-16

**We Value your Privacy:**

On occasion, PEB Real Estate and its affiliated partners will use your contact information for our own marketing communications. Don't worry, we will not fill your inbox with junk, it will be relevant and informative information related to the industry. Your data will not be sold to any third parties and you can opt out at any time. Please view our privacy policy on our website for more details.

Please tick this box if you do not wish for us to contact you with future opportunities and information.

