



Maximising your Property Investment Returns

Company details

Company: Lodge City Rentals (Ltd) Licensed Real Estate Agent (REAA 2008)

General Manager: David Kneebone

Directors: David Couch
Jeremy O'Rourke
David Kneebone
Jason Waugh

Hamilton East Branch: 433 Grey Street, Hamilton East, Hamilton

Telephone: +64 7 856 4500

Facsimile: +64 7 856 4585

Victoria Street Branch: 931 Victoria Street, Central City, Hamilton
PO Box 4172, Hamilton East

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Email: davidk@lodgerentals.co.nz

Website: www.lodgecityrentals.co.nz

Solicitor: Tompkins Wake, Westpac House, 430 Victoria Street, Hamilton

Accountants: Deloitte, 24 Bridge Street, Claudelands, Hamilton

Auditors: KPMG, KPMG Centre, 85 Alexandra Street, Hamilton

Maximising your Investment

Lodge City Rentals was established as a specialist property management business in 1982 to take the hard work away from landlords, and to protect and maximise landlords return on investment.

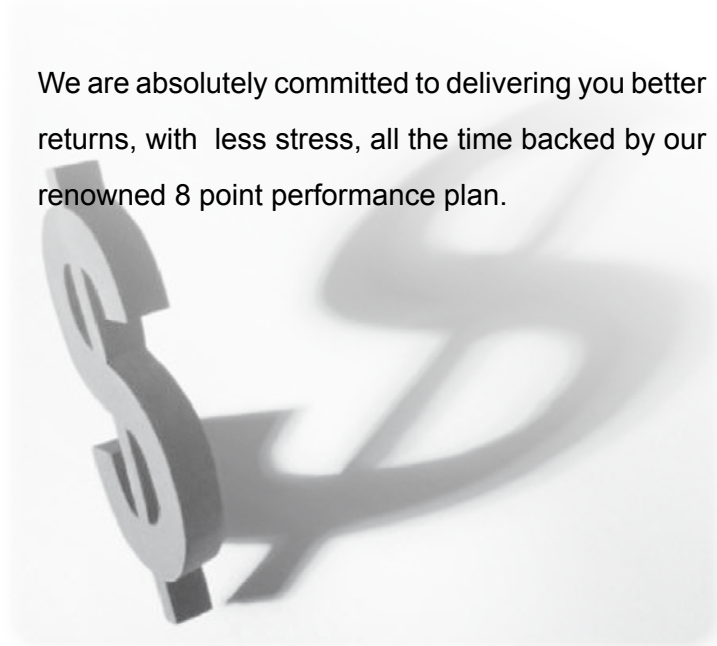
Lodge City Rentals has dedicated premises and employs a team of specialist property managers. The company's size and team approach gives Lodge greater market intelligence providing you with better tenants paying the best possible rents with fewer vacancies.

Our total management service goes way beyond just collecting the rent. We offer expert knowledge of the Residential Tenancy Act and up to date market intelligence. This provides more than just occupancy rates and rents, keeping you abreast of the effects of taxation and legal changes that might affect your property.

If you are new to property investment, or have been managing a property yourself, we can take all the stress and hassle out of the process for you.

If you already have an agent, it might be time to make a change and experience the Lodge City Rentals difference.

We are absolutely committed to delivering you better returns, with less stress, all the time backed by our renowned 8 point performance plan.



Minimum Stress



- Effective, accurate feedback and advice.
- Highest quality tenants.
- Highest possible return.
- Comprehensive account management.
- A dedicated single point of contact.
- Efficient tradespeople with an exceptional service record and highly competitive rates.

The Numbers tell the story

- Over 40 million in rent collected per year.
- Over \$750 million of assets under management.
- Over 1500 satisfied landlords.
- 15 specialist property managers with 5 experienced back up and support staff backed by Hamilton's largest real estate group.
- Over 1000 tenant enquiries per month.
- Around 50 properties let per week.
- Over 3000 properties under management.
- Hamilton's largest residential property management company.



Our **PEOPLE** make the most difference

At Lodge City Rentals we believe every manager should be great at what they do and be totally involved in maximising their clients portfolio.

We believe it is our responsibility to provide the very best resources, systems and support for our staff to ensure they can meet your expectations.

One team, one agency, with one point of responsibility.

Lodge City Rentals expertise ensures that your investment produces maximum returns and is hassle free.

David Kneebone

General Manager

“There are better things to do with your time.”

David joined Lodge City Rentals as a shareholder and business development manager in 1997. Prior to this he founded and ran a successful travel agency which had a reputation for exceptional destination knowledge and customer service. David has instilled this same relentless pursuit of customer service excellence in Lodge City Rentals.

This has produced not only strong growth but property managers recognised by their peers as the top in the industry. When quizzed about the success of the property managers David points to the specialist focus of the company as its strategic advantage. “The property managers are solely focused on maximising returns for clients. It is all they do. There are no distractions in selling property. That is left to our sister company Lodge Real Estate.



In that way we have been able to develop specialty systems to assist property managers rather than try and adopt sales systems which don't cope well with the nature of property management.”

The company has also developed specialty expertise under David's leadership to provide clients with insightful market intelligence in changes to rent, legal or accounting matters.



Jason Waugh

Branch Manager - Victoria St



Jason joined Lodge City Rentals in 2003. His open, warm personality has quickly established a strong rapport with his landlords. Jason's background in the construction industry gives the team insight into the most efficient way to add value to properties. There have been many instances where Jason has worked with landlords to upgrade their properties in order to achieve higher returns. Jason was recognised by the industry during 2004/2005 being awarded the top Property Manager for the Waikato/BOP and Gisborne region with nominees coming from over 75 offices in the region.



Clinton Beaumont

Property Manager



Clinton joined Lodge City Rentals in 2002 after a successful career in sales and sales management for renowned companies such as Noel Leeming and Bond and Bond. These roles not only sharpened his attention to customer service but also made him acutely aware of the importance of systems in the execution of excellence. He observes "We are constantly improving our systems particularly in tenant selection. We have proved that better tenants provide healthier returns for clients."



Simon Briggs

Property Manager



Simon joined Lodge City Rentals after nine years in the demanding procurement and supply chain industry. The role required Simon to manage multi-million dollar budgets whilst ensuring he negotiated the best possible value for his clients. Strong organisational skills coupled with meticulous attention to detail were critical and have assisted Simon's transition to property management. As an active investor Simon has a natural interest in property management and an acute awareness of the care landlords expect of their investment.



Gordon Griffin

Property Manager

With over 14 years in residential sales with Lodge Real Estate as a salesperson, Gordon brings a wealth of real estate experience to Lodge City Rentals. Much of his selling was conducted in the residential investment segment so he has invaluable insight into investors' needs. This insight allows him to provide constructive, pro-active advice to landlords. Gordon with his enthusiastic, conscientious, reliable and honest approach, has become a respected professional in the Real Estate industry. Gordon's commitment is to provide every landlord and every tenant alike with caring and individual attention, whilst remaining focused on achieving the best possible investment return for landlords.



Kim Sadler

Property Manager

Kim joined Lodge City Rentals after working as a Personal Assistant for one of Lodge Real Estate's leading sales agents. She returned to New Zealand in 2005 after spending nearly 5 years in the UK. During her time away she worked in the recruitment industry where she gained skills in assessing people, follow up and attention to detail that are equally applicable to her role as a property manager.



Noel Guthrie

Property Manager

“Be prepared to change or you will become extinct.”

After almost 30 years with Lodge City Rentals, Noel has seen many changes in the Hamilton market.

Technology has evolved and dramatically enhanced the effective management of investment property. The internet is the latest phase of change that is altering the way we communicate with landlords and the way we let properties to tenants. However, Noel points out “it does not change what we have always set out to achieve, maximum returns for clients.” Noel has a loyal landlord base, managing many properties for clients who started with him in 1976. However, today’s rent returns far exceed the \$22 per week average rent back then!



Jo McCurdy

Property Manager



Jo joined Lodge City Rentals in 2000 and has secured three REINZ awards of excellence in property management in 2002, 2003 and 2006, recognition for the exceptional service she provides to clients. Prior to joining Lodge Jo worked for both Tenancy Services and the Department of Courts. This background in legal systems and in depth knowledge of the Residential Tenancies Act gives the team insight into how to utilise the law to a landlords benefit without breaching a tenant’s rights.



Paula Wenham

Property Manager



Paula takes personal responsibility for a client’s portfolio, treating it as though it were her own. She believes that property management is about managing people. By careful selection of tenants and regular, clear communication with landlords, a property’s return can be maximised. It was this conscientious approach which in 2004/2005 saw Paula awarded the prestigious REINZ prize for Excellent in Property Management, Recognition of the outstanding lengths she goes to in maximising a landlord’s portfolio return.



Matthew Bartley

Property Manager

With an extensive record in customer service Matthew was attracted to Property Management in 2007. The variety of roles he held before joining the industry gave him a solid foundation to cope with the assortment of tasks required in property management. Matthews strengths lie in his organisational skills and his ability to prioritise. Whilst the variety and flexibility of property management keeps his interest high he recognises that the key to successful property management is in the establishment of systems. “The better your systems, the more organised you are which gives you more time” he comments. It is an ideal role for this people focused, friendly, family man.



Prakash Gosai

Property Manager

Prakash joined Lodge City Rentals in 2009 after 7 years in customer service roles with Genesis Energy. These roles have sharpened his attention to customer service and ability to communicate effectively. Prakash started with Lodge City Rentals as a letting agent and soon established his own portfolio. He understands the importance of the right tenant selection and using all available tools in achieving the best possible return for landlords.





James Walsh

Property Manager

Graduating from Lincoln University in 2007 with a Bachelor of Commerce & Management majoring in business management James trained within the Gallagher Group as part of security management firm Cardec. The experience with the iconic Waikato firm installed within him the discipline to focus on detail. James was drawn to property management through an inherent interest in the property industry.



Mike Burns

Property Manager

Mike had a variety of customer service oriented roles before joining property management. After three years as a property manager he now knows he has found his calling. From tenant selection to client owner liaison Mikes focus in unwavering “customer service is all about the details and so is property management” he comments. He goes on to emphasise “my job is to take care of the small things, and keep my owners informed so they can focus on building their portfolio.”



Keith Hallam

Property Manager



Keith Hallam has over 12 years experience in property management. During this time he has acquired a number of accolades. Among them was his hat trick of the industry’s pinnacle award the REINZ Waikato/BOP/Gisbourne Property Manager of the Year in 2002, 2003, 2004. The accolade recognises exceptional service standards within property management. Keith was also an instrumental shareholder in building the highly regarded former Hamilton Property Rentals. This has given Keith a unique insight into customising the best client experience for his portfolio. It also utilised Keith’s broad knowledge base and experience to assist owners to build their portfolio. Today his service standards and his wealth building advice are the key components of the loyalty he fosters within his portfolio.



Sean Muir

Property Manager

Sean joined Lodge City Rentals after four successful years with another property management company. Sean’s dealings with Lodge City Rentals impressed us so much that we were delighted when he accepted an offer to join our team. Attention to detail in all his dealings with owners, tenants, and trades people is a hallmark of Sean’s attitude and commitment. Sean’s easy going yet professional style has proven very popular with clients in conjunction with the respect he gives tenants from all over the world ensures the smooth running of the properties under his management. “My promise is to treat all my owner clients and tenants in a professional and courteous manner ensuring the experience of owning or renting a property is positive.”



Robert Hemming

Property Manager

The Complete Process

Starting Out

Typically a new landlord meets with the General Manager who will discuss your personal requirements and appoint a property manager appropriate to your portfolio. If you are currently using another property management company simply sign a management authority with us and we'll take care of the rest including moving the paperwork and informing the other agent and tenant.



Renting

Once you have signed the management authority we begin implementing a market strategy to offer your property to potential tenants.

Once you have signed the management authority we begin implementing a market strategy to offer your property to potential tenants. We ensure all prospective tenants inspecting your property are escorted by a member of our team.



All interested tenants are thoroughly checked using our five stage screening process:

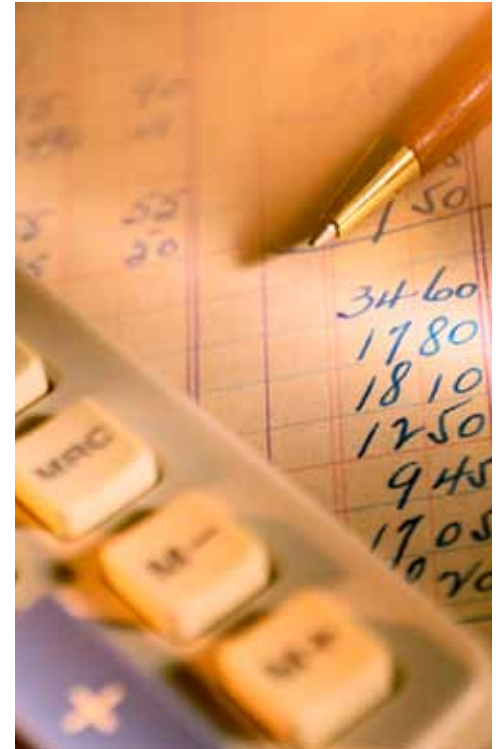
- Tenant application
- Landlord reference check
- Inter-agency reference check
- External tenancy tribunal check
- Personal interview

Management

Once let, the property will be managed day to day by your property manager. The property manager will take care of all maintenance work, rent reviews, tenant management, inspections and any other issues relating to your property. The property manager will communicate with you regularly and be your principle point of contact.

Management Cont.

- As property managers our job is to monitor each tenancy to ensure the rent is being paid on time and the tenants are fulfilling their obligations to keep your property clean and tidy.
- We will advise you when maintenance is needed to keep your property at a tenantable standard.
- We will handle all repairs and maintenance at competitive rates from selected trades people to a predetermined expense level.
- We will monitor market trends and any legislative changes that might affect your investment and keep you informed of these changes.
- We will ensure you get the most out of your investment and that it is as hassle and worry free as possible.



Communicating



Initial consideration of the factors affecting your property can keep unnecessary communication at a minimum. At Lodge City Rentals we customise our communication to the individual but at a minimum, it will include:

- Statements, once a month to keep you up to date on the status of your investment.
- A written property inspection report every six months for houses and annually for blocks of flats.
- A quarterly newsletter for the latest information for investment property owners.

Buying and Selling

Should you at any point decide to restructure your portfolio or simply update the values of your portfolio we can help. Our associate company Lodge Real Estate is Hamilton's largest residential sales business with a reputation of securing outstanding results for clients. In addition David Kneebone and Jason Waugh both hold agent licenses and are well qualified to discuss potential acquisitions, disposals or restructures within your portfolio.

Talk to us first and we can discuss your next step.

The Lodge City Rentals 8 point performance plan

At Lodge City Rentals we believe actions speak louder than words. It's very easy to make promises but our commitment is to 100% guarantee our performance in writing. When you engage our services we guarantee an eight point performance plan:

1. Every prospective tenant is interviewed in person.
2. Your property is inspected regularly and you will receive an annual written report detailing conditions and a recommended maintenance programme
3. We check your rental payments weekly.
4. All in going tenants prepare a "Statement of property condition" form.
5. All our payment records are computerised and available for your inspection at any time during office hours.
6. Rentals will be direct credited to your bank account after the end of the month (but more often if requested).
7. All tenant bonds are lodged with the Bond Centre the Government's Tenancy Services.
8. A full property inspection is undertaken at the completion of each tenancy. Any tribunal disputes are handled on the Landlords behalf.



We offer you a "money back guarantee" of three months fee if the service you receive falls short of the 8 point performance plan.

Case Study

Building your wealth

Background

First time investors had bought a property as a rental which was managed by Lodge City Rentals. The investors were interested in building their portfolio and subsequent cash flow and asked Lodge City Rentals for some direction as to the best way to do it.

Business Challenge

Whilst the investors had benefited from the improvement in property prices from their time of purchase they were not in a position where the bank would allow them to release enough equity in their current properties to purchase another.

Business Solution

Whilst they did not have enough equity to purchase again Lodge City Rentals suggested they consider adding an ancillary dwelling for which the bank would lend them enough for. Their existing rental was sited on a 750m² piece of land which gave them ample scope to complete. The simple build process took 10 weeks and the two bedroom 60m² ancillary dwelling cost \$100,000 to erect.

The Final Say

The initial investment property was grossing 6.5%.

The new ancillary was tenanted for \$250 per week giving a gross yield of 13%.

The combined gross yield was 8.4% a 29% increase in gross yield.

Case Study

Protecting your wealth

Background

In March 2008 Lodge City Rentals met with an owner who had 32 units in Hamilton but was experiencing problems with the investment. A small private property management firm was engaged to manage the property. However, the monthly statements were inaccurate, bonds were not collected – or if they were they had not been lodged, there were inappropriate tenants and rents were much lower than expected. In addition tenant ledgers were in disarray with complete confusion as to who was in what unit and how much they had paid.

Business Challenge

There was no quick fix to this situation. Lodge City Rentals set about the arduous task of untangling this web. It required firstly calling on each tenant, identifying them, unscrambling their rent payments and working with the bond centre to ascertain where some bonds were. Step two involved ending some tenancies and finding more suitable tenants.

Business Solution

Using Lodge City Rentals pool of resources and extensive knowledge to unravel this mess was the first step. Ensuring the ongoing smooth running of the investment from the time of engagement was the primary focus of the team. The property has enjoyed 87% occupancy from the time of management with 100% of the rent collected and expenses accounted to the landlord. Regular inspections have ensured that small maintenance issues are dealt with at the time and do not burgeon into a large capital expense.

The Final Say

We gave this to the owners, here's what they had to say.....

“Lodge City Rentals gained our confidence from the outset. We were greeted with a ‘can do’ attitude – willingness to take the challenge on – without question.

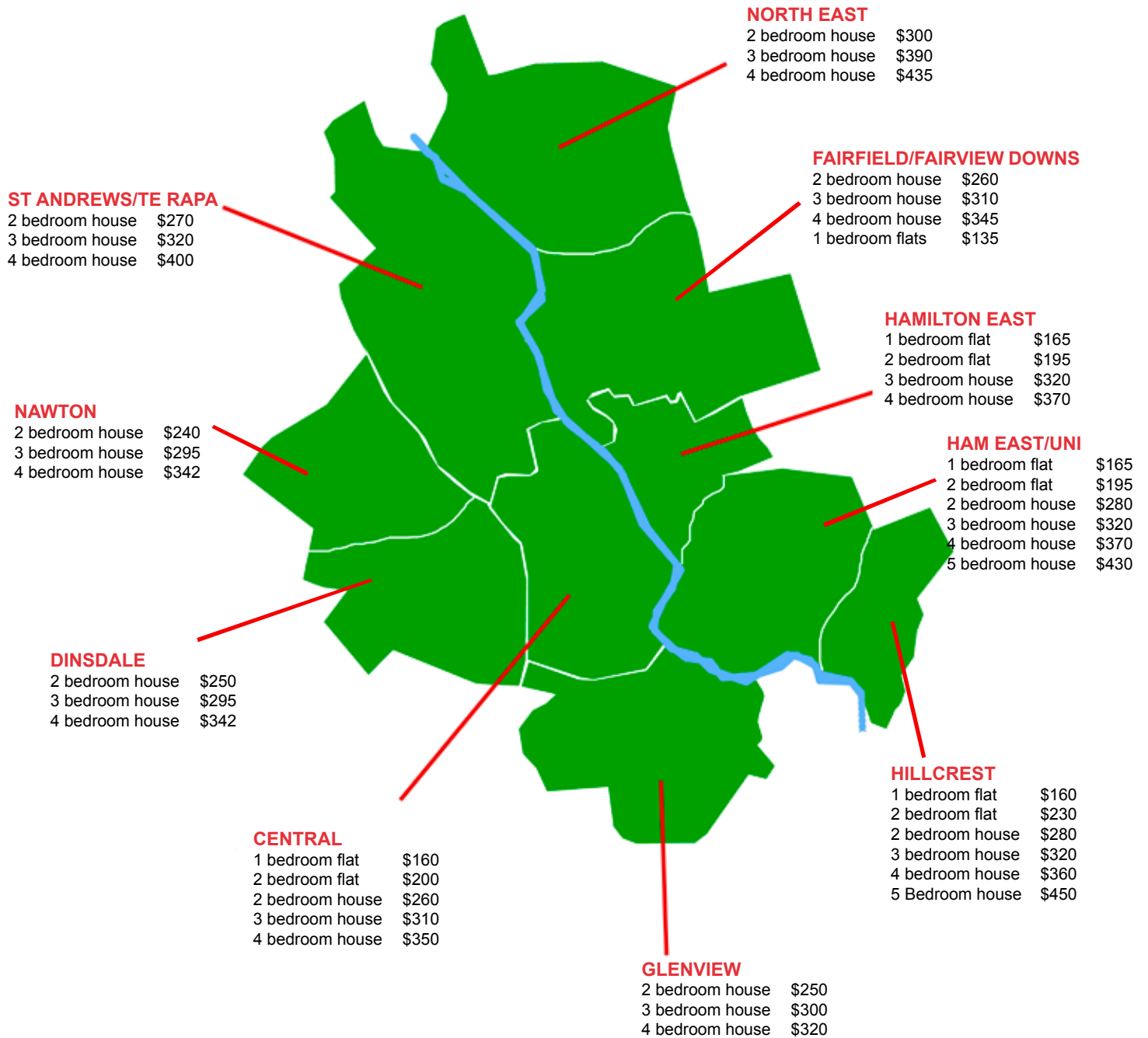
We were kept informed throughout the process. “Contact us anytime” was a genuine invitation. Our investment was fragile and our anxieties high, so the personal and sensitive concern for our plight from the team at LCR was appreciated, as was their prompt efficient action.

A dismal (and potentially ruinous) situation was turned into a successful business within a year. We now spend little time on site and we know that our managers will contact us when needed” - Gail Loane



Hamilton Median Rental Prices

Last six months ending March 2010



Source: Department of Building and Housing

Application for Rental Accommodation



RENTAL APPLICATION FORM

DATE...../...../.....

ADDRESS APPLIED FOR:.....Property Manager.....

PERSONAL DETAILS

Full NAME:.....DOB..../.../..... SEX.....Smoker.....

CURRENT ADDRESS:..... PH.....EMAIL.....

IF CURRENTLY RENTING LANDLORDS NAME/PHONE NUMBER.. ..

CAR MAKE:.....MODEL:.....REGISTRATION:.....

WINZ NUMBER:.....DRIVERS LICENCE:.....EMPLOYER.....HOW LONG.....

HOW MANY PEOPLE WILL OCCUPY THE PROPERTY:.....

OTHER OCCUPANTS

NAMEDOB.../.../.....PH.....RELATIONSHIP.....

NAMEDOB.../.../.....PH.....RELATIONSHIP.....

NAMEDOB.../.../.....PH.....RELATIONSHIP.....

RENTAL HISTORY LAST TWO TENANCIES

1. ADDRESSFROM...../...../.....TO...../...../.....

WEEKLY RENT:.....LANDLORD / AGENT:.....

REASON FOR LEAVING:.....

2. ADDRESS.....FROM...../...../.....TO...../...../.....

WEEKLY RENT.....LANLORD/AGENT.....

HAS YOUR TENANCY EVER BEEN TERMINATED BY A LANDLORD OR AGENT:.....

HAVE YOU EVER BEEN REFUSED A PROPERTY BY A LANDLORD OR AGENT:.....

ARE YOU IN DEBT TO ANOTHER LANDLORD OR AGENT:.....

DO YOU HAVE OTHER APPLICATIONS PENDING ON OTHER PROPERTIES:.....

HOW DID YOU HEAR ABOUT THIS PROPERTY: PAPER / INTERNET / OFFICE WALK IN/OTHER

DO YOU HAVE ANY PETS:.....:.....EARLIEST MOVE IN DATE...../...../.....



Property Managers & Rental Agents
PO Box 4172, Hamilton East 3247
HAMILTON EAST 433 Grey Street, Ph 07 856 4500 Fax 07 856 4585
CENTRAL CITY 931 Victoria Street, Ph 07 959 0040 Fax 07 959 0041
www.lodgecityrentals.co.nz



Licensed under the Real Estate Agents Act 2008

Cautions and Information drawn to your attention in terms of the Privacy Act 1993 before you complete the application form on the reverse.

- This application collects personal information about you.
- This information is being collected by the Landlord/Property Manager.
- The intended recipient of this information is the Landlord/Property Manager and with your consent another Landlord/Property Manager.
- This information is required to assess your merit as a tenant.
- This information is required to assess whether you are a minor and able to enter this contract without the approval of the Tenancy Tribunal.
- The tenant consents to the Landlord or Landlords authorised Agent LODGE CITY RENTALS LTD obtaining any information that may be necessary to evaluate the tenants credit rating. The tenant also consents to the passing of information to credit agencies if the tenant fails to meet their financial commitment.
- You are entitled to access to and correction of this information.
- If you fail to provide any of information requested you may not be selected as the best applicant for the tenancy.
- Lodge City Rentals is not obliged to give applicants the reason/s for an application for tenancy being declined. If your application has been declined and you would like to seek clarification of reasons for this you may contact the managing director at 433 Grey St Hamilton, phone 8564500.

I, the person named on the "Application for Tenancy" on the reverse declare that the above information about my rights under the Privacy Act 1993 was brought to my attention before I completed the Application for Tenancy Form.

Applicant: Date:

Tenancy Agreement

TENANCY AGREEMENT



DATE: _____

ADDRESS OF PREMISES: _____

ADDRESS FOR SERVICE: _____

TENANTS FULL NAME: _____ D O B: _____

_____ D O B: _____

_____ D O B: _____

IDENTIFICATION: _____

PHONE NUMBER: _____ MOBILE: _____ EMAIL: _____

SOURCE OF INCOME: _____

VEHICLE MAKE: _____ MODEL: _____ REGISTRATION NO: _____

NEXT OF KIN NAME, ADDRESS AND PHONE NUMBER: _____

COMMENCEMENT DATE OF TENANCY: _____

A fixed term of tenancy terminating on _____ (date) A period of tenancy with no fixed term

RENT: \$ _____ weekly/fortnightly in advance. Maximum number of persons: _____

CHATELS: Stove Floor coverings nets/drapes light fittings keys Alarm

*Washing machine *dryer *heater(s) *fridge/freezer *remote control(s) *dishwasher

*These appliances may be repaired/replaced or not at the owners discretion

extras to be added or attached: _____

SPECIAL CONDITIONS: *Any monitoring of alarm is at tenant's expense.

PETS PERMITTED: Nil NON SMOKING CLAUSE:

I / We offer to rent the premises on these terms and conditions: (signed tenant/s)

Accepted on behalf of the owner

YOUR PROPERTY MANAGER IS:

Landlords full name:

Address:

Phone:

BOND

LESS:

advanced or transfer from

Bond Centre Tenants contribution _____

First rent payment _____

Letting Fee (Inc., GST) _____

TOTAL DUE _____

DEPOSIT _____

BALANCE DUE _____

STATEMENT OF CONDITION: The tenant acknowledges receipt of the "Statement of Condition" Form. This is to be completed and returned to LODGE CITY RENTALS LTD within 7 days of the commencement date of this tenancy. A copy of this form is to be retained by the tenant. If this form is NOT returned WITHIN 7 DAYS then the tenant accepts the premises and chattels herein to be in a clean and undamaged condition.

Property Managers & Rental Agents

433 Grey Street, PO Box 4172, Hamilton East. Phone 07-856 4500, Fax 07-856 4585.
931 Victoria Street, Hamilton. Phone 07-959 0040, Fax 07-959 0041



Licensed under the Real Estate Agents Act 2008

General Conditions for tenancies

GENERAL CONDITIONS FOR RESIDENTIAL TENANCIES

(Any alteration should be recorded under "special conditions")
THE PROVISIONS OF THE RESIDENTIAL TENANCIES ACT 1986 APPLY TO ALL RESIDENTIAL TENANCIES

NOTICE:

The Tenant must give 21 days written notice to terminate a periodic tenancy.

RENT INCREASE:

The Landlord must give the Tenant at least 60 days written notice of a rent increase but no such increase can take effect earlier than 180 days since the commencement of tenancy or the date of the last rent increase.

BOND:

The bond shall be paid to the Tenancy Services and the Bond will be refunded to the tenant on the termination of this tenancy after deduction to compensate the landlord for any loss or damage resulting from the tenants failure to observe and perform the Tenants obligations under this agreement.

BOND INCREASE:

The Landlord may, on lawfully increasing the rent, require payment by way of Bond of a further sum not exceeding the amount by which the rent payable for four weeks has been increased.

OUTGOINGS:

The Tenant shall pay all charges for electricity, gas and excess water (being charges for water in excess of the Local Authority's minimum charge for water, if any) supplied to the premises and any telephone connected to the premises. It is the Tenants responsibility to notify the appropriate authority in respect of telephone, gas, or electricity when the tenancy commences and terminates.

MAINTENANCE:

The Tenant shall keep the premises in a reasonably clean and reasonably tidy condition and free from any accumulation of rubbish. The Tenant shall keep gardens and grounds of the premises in a reasonably tidy condition, and regularly cut the lawns (if any). Any cost of repairs to appliances caused through misuse or negligence by the Tenant shall be paid by the Tenant. The repair of all broken windows shall be the sole responsibility of the Tenant.

THE TENANT shall observe the following regulations:

- (a) City Council By-laws allow 3 cubic feet of rubbish per unit/flat. Rubbish left in receptacles other than acceptable containers will not be collected. The tenant will at all times use acceptable containers (i.e. reinforced paper bags or plastic bags as approved by HCC).
- (b) Off street parking is provided for only one motor vehicle per dwelling, and the Tenant shall observe this at all times.

RENOVATIONS:

The Tenant shall not make any renovation, alteration or addition to the premises nor affix any blu tack, cellotape, nails or pins to any of the walls.

RESIDENTIAL USE:

The Tenant shall ensure that the premises are occupied principally for residential purposes and shall ensure that anything done or omitted to be done does not disturb, annoy or cause a nuisance to any of the neighbours, or prejudice any insurance policy which may be held in respect of the premises.

PARKING:

The Tenant shall ensure the vehicles are parked in the parking area and not on any other part of the premises. Visitors cars must not enter on to the property. In a complex, provision has been made for 1 vehicle per flat.

ASSIGNMENT:

The Tenant shall not assign, sub-let or part with possession of the premises and the chattels (if any) or part thereof during the term of tenancy.

CHATTELS:

The Tenant shall not remove any chattels from the premises and shall replace any damaged or lost chattels with others of like value.

KEYS:

The Tenant shall deliver the keys for the premises to the Lodge City Rentals (or as the Landlord may otherwise direct) by no later than 12 noon on the day the premises are vacated by the Tenant. Rent will be charged for the late return of keys.

NOTIFICATION OF DAMAGE:

The Tenant shall notify the Landlord as soon as possible after discovery of any damage to the premises or the need for any repairs to be carried out.

FEES:

The Tenant shall pay the letting fee or charge for services rendered by Lodge City Rentals Ltd or any solicitor relating to the grant of this tenancy. THE TENANT hereby authorises LODGE CITY RENTALS LTD to pay monies received from the Tenant to the Landlord or appropriate authority forthwith.

DEFINITIONS:

For the purpose of the Residential Tenancies Act 1986:

- the Tenants address for service shall be the address of the premises; and
- the Owner shall be deemed to be the Landlord except where the premises are managed by Lodge City Rentals Ltd in which Lodge City Rentals Ltd shall be deemed to be Landlord.

PRIVACY ACT:

The tenant consents to the Landlord or Landlords authorised Agent LODGE CITY RENTALS obtaining any information that may be necessary to evaluate the tenants credit rating. The tenant also consents to the passing of information to credit agencies if the tenant fails to meet their financial commitment.

COST:

The tenant shall pay any cost incurred by the Landlord in recovering overdue rent or outgoing that are payable under this agreement as per the Fair Trading Act of 1986.

Statement of Condition

STATEMENT OF CONDITION

Property		Phone	
Landlord			
Tenant			
Date Inspected			

Lounge/Dining	Floor Coverings	
	Ceilings/Doors/Walls	
	Light Fittings/Power Points	
	Drapes/Curtains	
Bedroom 1	Floor Coverings	
	Ceilings/Doors/Walls	
	Light Fittings/Power Points	
	Drapes/Curtains	
Bedroom 2	Floor Coverings	
	Ceilings/Doors/Walls	
	Light Fittings/Power Points	
	Drapes/Curtains	
Bedroom 3	Floor Coverings	
	Ceilings/Doors/Walls	
	Light Fittings/Power Points	
	Drapes/Curtains	
Kitchen/Laundry	Floor Coverings	
	Ceilings/Doors/Walls	
	Light Fittings/Power Points	
	Drapes/Curtains	
Bath/Toilet	Floor Coverings	
	Ceilings/Doors/Walls	
	Light Fittings/Power Points	
	Drapes/Curtains	
General	Gates/Fences	
	Letterbox	
	Driveway	
	Grounds	
	Clothesline	
	Outbuildings	
Furniture	If Applicable	

Please Note: If this statement of condition is not completed and returned to Lodge City Rentals within 7 days, it will be taken that you, the tenant, have accepted the above premises and chattels in a clean and undamaged condition.

Signed: _____



Sample Invoice

Tax Invoice

GST: 56-354-751



Account name(s)

Sample Trust
PO Box 1234
Hamilton

Account: 12345
Statement from: 29 Sep 2006
Statement to: 31 Oct 2006
Statement number: 6

2006	Details	Debit	Credit	Balance
	Balance brought forward			\$0.00
	123 Sample Street Hillcrest, Hamilton \$300.00 per week			
	J Doe, Paid to: 13 Oct 2006 (\$270.00 in credit); Vacating: 4 Feb 2007			
	Rent 16 Sep 2006 to 14 Oct 2006 (Credit \$270.00)		\$1,300.00	\$1,300.00
4 Oct	36847 * K Thomas INV#894154, Lawns	\$55.00		\$1,245.00
	123A May Street Hillcrest, Hamilton \$250.00 per week			
	C Spencer, Paid to: 3 Nov 2006			
	Rent 7 Oct 2006 to 3 Nov 2006		\$1,000.00	\$2,245.00
31 Oct	* Management fee	\$129.39		\$2,115.61
16 Oct	37519 Payment to owner (Sample Trust) (Sample Trust, The National Bank of New Zealand Limited, 12 123456789 00)	\$1,077.49		\$1,038.12
31 Oct	39286 Payment to owner (Sample Trust) (Sample Trust, The National Bank of New Zealand Limited, 12 123456789 00)	\$1,038.12		\$0.00
	Totals at end of period	\$2,300.00	\$2,300.00	\$0.00
	Total expenses on this tax invoice includes GST of \$14.39			
	Total expenses on attached tax invoices includes GST of \$6.11			

* indicates taxable supply

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Licensed under the Real Estate Agents Act 2008

Property Mngt Authority & Instructions

<p>CHATELS</p> <p>Lounge: _____</p> <p>Dining Room: _____</p> <p>Kitchen: _____</p> <p>Bathroom: _____</p> <p>Bedroom 1: _____</p> <p>Bedroom 2: _____</p> <p>Bedroom 3: _____</p> <p>Garden Equipment: _____</p> <p>Other: _____</p>	 <p>Property Management Authority & Instructions</p> <p><i>Property Managers ... Letting Agents ... MREINZ</i></p> <p>Phone (07)856 4500, Fax (07)856 4585 Email: rentals@lodgereel.co.nz 431/33 Grey Street, Hamilton East, P O Box 4172, Hamilton East, New Zealand.</p>
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THE OWNER:

I/MY _____ HERE BY AUTHORISE
Lodge City Rentals Ltd to act as my agent on the terms and conditions hereinafter set
forth with respect to management of the property owned by me and described in the
schedule hereto, and I agree to pay you a fee of 7.5% (plus GST) of the gross rents
collected & maintenance charges arranged & paid by you on my behalf.

I HEREBY INSTRUCT YOU:

1. To collect all rents owing from time to time and pay them out as hereinafter directed.
2. To arrange new tenancies as the necessity arises and to sign tenancy agreements on my behalf.
3. To act as my Agent in the event of a Tenancy Dispute or Tenancy Tribunal Hearing.
4. To carry out and pay for on my account:
 - (a) any repairs which you in your sole and absolute discretion consider is or are necessary or expedient OR
 - (b) such repairs which either myself or my attorney or nominee have authorised.
 - (c) such repairs and maintenance work to be carried out by work people selected by you or employed by you or by an organisation in which you have an interest provided however that at all times the charges and workmanship are reasonable.
5. To pay on my account such regular outgoings as are described hereafter.
6. To arrange for and supervise any major repairs and renovations to the property authorised by me in writing.
7. To deduct your proper charges and reimbursements for monies expended on my account from rents and other moneys by you on my account.

THE AGENT

It will be a condition of us accepting your instructions to manage your property that no responsibility rests with us in relation to injury to persons and/or damage to property arising out of the condition of the premises or any hazard in or about the premises.

It will be a further condition of Lodge City Rentals Ltd accepting your instructions to manage your property that while we shall use our best endeavours to ensure continuity of rental and any other payments to be made by the tenant and also the maintenance of your property, no liability rests with us for any default in rental or other payments due by the tenant or for any damage or loss sustained by you or the property whether caused by the tenant or otherwise and whether or not the tenant has been arranged by us.

This authority may be terminated by either you or me by the giving of one weeks notice in writing.

THE SCHEDULE

ADDRESS OF PROPERTY:

1. _____
2. _____
3. _____
4. _____

RENTS COLLECTED TO BE PAID AS FOLLOWS:

Bank & Branch: _____
Account No.: _____
Monthly Statement to: _____

REGULAR OUTGOINGS TO BE PAID AS FOLLOWS:

OWNERS FULL NAME AND ADDRESS **TELEPHONE NUMBER**

Solicitor _____
Accountant _____
Insurance Co. & Policy Number _____

Dated this day _____ day of _____, 20 _____

Signature _____