
Owners Instructions

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 & Leasing Authority.

Rental property address: _____

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: _____

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 any 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: _____

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

Information for 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

Is there anything that the tenant will not have access to at the rented premises?

Yes No Details if No: _____

Is there anything at the property requiring repair?

Yes No Details if No: _____

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 if No: _____

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

Any Additional Details Regarding Alarm: _____

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. We can forward brochures for your perusal.

Yes – please forward brochures for our perusal

I/we instruct Barry Plant to assist with the arrangement of Landlord Protection Insurance with _____ (name of 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 compliance and operation in accordance with applicable building codes and/or laws and regulations.

We require 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 and that I/We will be held responsible should any injury/accident or litigation arise as a result of the property being non-compliant with safety and maintenance requirements.

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

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.

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.

Quotes will be provided prior to commencement of any works.

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.

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."

In order to provide the necessary duty of care and to ensure you are meeting your legal obligations, Barry Plant Lilydale has engaged the services of Detector Inspector to take care of the initial and annual maintenance responsibilities regarding smoke detectors.



Comprehensive Service - Includes the servicing of all smoke detectors per property / flat / apartment at \$90.00 + GST.

A thorough maintenance check to ensure smoke detectors are in working order, within expiry, and positioned correctly.	Cleaning detector and surrounding areas including vacuum cleaning the grill (in accordance with Australian Standards, AS 3786 Section 3.4.8)
Documentation of records detailing whether properties comply with current smoke detector legislation. (Including: Building Code requirements and compliance with Australian Standards AS 3786)	Replacement of faulty and expired smoke detectors where necessary. Ensuring that smoke detectors are securely fitted to ceiling (in accordance with Australian Standards, AS 3786 Section 2.6)
Battery replacement (in accordance with Australian Standards, AS 3786 Section 2.3)	Decibel testing (in accordance with Australian Standards, AS 3786 Section 3.5)
Button test to ensure effective operation	Smoke test to ensure effective operation

The annual charge is fixed at \$90.00 + GST. Detector Inspector will ensure your property is current according to Building Code regulations and Australian Standards AS3786. The fixed service charge will give you peace of mind that there will be no extra hidden costs. The replacement of all required smoke detectors, including hard-wired smoke detectors is also included in the annual fee.

* Please note that the service cost is 100% tax deductible.

I/We, the Landlord, wish to use Detector Inspector Pty Ltd to annually maintain and service the smoke detectors in the property.

I/We, the Landlord, wish to make my own arrangements to annually maintain and service the smoke detectors and understand that Barry Plant Croydon will not be responsible for servicing the smoke detectors in my property.

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.

As of 1st December 2019, local councils will register all backyard pools and spas in their area, with property owners (including Landlords) being required to submit a current Certificate of Compliance for their pool or spa safety barrier.

There are 3 steps to the process:-

Step 1. Register your pool or spa with Council

Step 2. Have your safety barriers inspected for compliance by a registered building practitioner

Step 3. Provide a copy of the Certificate of Compliance to Council

Compliance Certificates will be required to be completed every 4 years.

If you do not register your pool or spa within the required period you may face an on-the-spot fine of approximately \$330 or a penalty of up to \$1,652.20.

Please find a link below to the Victorian Building Authority which outlines the requirements.

<https://www.vba.vic.gov.au/consumers/swimming-pools/registration-requirements>

We request that when you supply your Council with your up to date Compliance Certificate that you also send a copy to Barry Plant Lilydale for our records.

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 compliance testing of all Pool/Spa safety barriers at the rented premises.

Additional information and costs per service can be provided upon request.

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

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.

Barry Plant Lilydale has engaged the services of Peter Healy's Electrical Services to take care of the initial and annual electrical testing if you wish to proceed with this service.

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 electrical safety 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 electrical safety at the rented premises, and understand I/we will be fully responsible for arranging for the maintenance and testing of electrical safety at the rented premises.



PETER HEALY'S
ELECTRICAL SERVICES

Honesty, A fair price and reliable service.

Phone: 0408 400 151. Email: healyelectrical@yahoo.com.au

Electrical safety inspection.

20

Roslyn Street

Director: Peter Healy

Montrose, VICTORIA, 3765

ABN: 22 095 338 182

REC No: 15669

Mobile: 0408 400 151

Email: healyelectrical@yahoo.com.au

Summary of inspection.

The entire premises will be inspected to determine that it complies with current electrical standards and that no electrical hazards exist.

Switchboard inspection

Condition of wiring in and behind switchboard.

Condition of fuses, circuit breakers and testing of safety switches.

General wiring

Wiring inspection in roof space and under floor looking for any damaged cables or damage caused by Rodents.

Whilst inspecting the roof and floor space pest control baits will be placed to eradicate or prevent a rodent problem.

Inspection of light fittings and fans

Inspect and test lights and ceiling fans to make sure they are safe and earthed.

Ensure downlights have been installed correctly and don't pose a fire risk.

Power point and light switch inspection

Test power points to ensure wiring has the correct polarity and earthing is present.

Visual inspection of switches and power points looking for cracked, faulty or damaged outlets.

Smoke detectors

Testing of smoke detectors and checking whether they are installed in the required locations.

Full report

Upon completion a full report will be issued covering each of the above categories including photos and a description of what action if any should be taken. Anything that needs attention will be rated high, medium or low depending on the urgency or dangers involved in regards to particular defect.

Total cost – Including GST \$148.50



Please tick box to authorise Barry plant to continue with this service anually

Quotes will be provided prior to commencement of any works.

Landlord Acknowledgement

I/We 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 _____