



Agent Application Form – For Authority to Lease Property

Corporation 20415 – RITZ 88

88 Frome Street, Adelaide

Lot Number (Unit No.): _____

Owner's Name: _____

Phone No.: _____

Email: _____

Agent Details

Full Name of Agency: _____

Trading Name (if different): _____

ABN: _____

Principal/Licensee's Name: _____

Real Estate License Number: _____

Business Address: _____

Postal Address (if different): _____

Phone Number: _____

Email: _____

Experience summary: _____

Worked within this Building Before? ☐ Yes ☐ No and details:

Leasing Details

Is a signed Management Authority held? ☐ Yes ☐ No

Proposed Lease Start Date: _____

Type of Rental (Long or short term, sublease etc: _____

Agent Agreement

I/We: _____ of [Agency Name]

we will abide with the following:

Managing Agent Rules and Code of Conduct

1. **Lease Arrangements**

Written approval must be obtained from the Management Committee prior to entering into or proceeding with any lease arrangements relating to any lot within the Community Corporation.

2. **Compliance with By-Laws**

The agent agrees to comply fully with all by-laws of the Community Corporation, including but not limited to those concerning:

- Use of common property
- Noise restrictions
- Occupancy limits and guest conduct
- Parking and waste disposal

3. **Legislative Compliance**

The agent confirms compliance with all applicable laws and regulations, including but not limited to the *Community Titles Act* and any relevant property management or tenancy legislation.

4. **Tenant Induction**

The agent will ensure that all prospective tenants:

- Are provided with a full and current copy of the community by-laws
- Acknowledge in writing their understanding and agreement to abide by those by-laws

5. **Tenant Information Submission**

The agent will provide the Community Corporation with:

- Full contact details of all tenants
- A complete copy of the signed lease agreement
- This information must be submitted within **14 days** of lease commencement

6. **Approval and Revocation**

The Management Committee reserves the right to revoke agent approval for:

- Any breach of the community by-laws
- Any non-compliance with applicable legislation
- Any conduct the Committee deems inappropriate or not in the best interests of the Community Corporation

Code of Conduct

7. **Professional Conduct**

The agent shall act with honesty, integrity, and professionalism in all dealings with the Management Committee, owners, tenants, and other stakeholders.

8. **Confidentiality**

The agent will respect and maintain confidentiality regarding all private or sensitive information obtained through their role, including tenant and owner details.

9. **Conflict of Interest**

The agent shall disclose any actual or potential conflicts of interest to the Management Committee immediately and take steps to manage or eliminate such conflicts appropriately.

10. **Communication and Responsiveness**

The agent will:

- Respond promptly to all reasonable communication from the Management Committee

- Keep the Committee informed of any issues or concerns relating to the property or tenants
- Attend meetings when reasonably requested

11. Record Keeping

The agent must maintain accurate and complete records of all lease agreements, tenant communications, and relevant property management activities, and provide access to such records upon request by the Management Committee.

12. Continuous Improvement

The agent agrees to participate in ongoing professional development and stay informed about changes in legislation, best practices, and standards relevant to community and strata management.

Check List

- ☐ Copy of current real estate license
- ☐ Signed management authority from property owner
- ☐ Proof of professional indemnity insurance
- ☐ Copy of proposed lease agreement (if available)

Signed (Agent): _____

Date: _____

Print Name: _____

Office use: Community Corporation Approval

Date Received: _____

Committee Meeting Date: _____

☐ Approved ☐ Not Approved

Comments/Conditions (if any):

Signed (Management Committee Representative): _____

Position: _____

Date: _____