

Square Investments Real Estate

PO BOX 249,
Hastings, VIC 3915

P: 0414893885

E: sire@email.propertyme.com

ABN: 88652612625



Leasing & Management Authority 2026

for

This agreement is between **Square Investments Real Estate**
and [REDACTED]

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ESSENTIAL PARTICULARS

Agent: (Us)

99 Sample2 Street, Sample2 Suburb, VIC 3002

Email: **larry.johnson@anotherSample website.com**

Company: **Square Investments Real Estate**

ABN: **88652612625**

ACN:

Work Phone: **0414893885**

Mobile: **04999999999**

Client: (You)

10 Sample1 Street, Sample1 Suburb, VIC 3000

Email: **john.smith@samplewebsite.com**

Company:

ABN:

ACN:

Work Phone:

Mobile: **04111111111**

Property:

Exclusive Leasing Period: 60 days

Continuing Leasing Period: 60 days after expiry of the Exclusive Period

Fixed Management Period: Duration of any signed fixed term lease ☒

Rent: \$0 per week

Security Bond: \$ 0 (1.0 month rent)

Services: Refer to Agent Services Section

Fees: Refer to attached 'Schedule of Agent Fees'

Urgent Repair Limit: Square Investments Real Estate is authorised to undertake urgent repairs up to \$ 2500.00 - refer Clause 15.

Agent's Fee Schedule

These fees are based on a rent of \$0 per week.

Leasing Fee (to initial renter or new renter)

_____ % including GST of the *Average Annual Rental.

or **calculated as follows:**

1.3 weeks rental including GST

Estimated Fee: \$0.00 on leasing at \$0 per week

Re-Leasing Fee (to existing renter in possession)

_____ % including GST of the *Average Annual Rental.

or **calculated as follows:**

\$0.00 including GST

Estimated Fee: \$0.00

Managing Fee

_____ 7.70% including GST (7% plus GST) of the *Average Annual Rental.

or **calculated as follows:**

Estimated Fee: \$0.00 per week on leasing at \$0 per week

Marketing Expenses

Refer to schedules of Marketing Expenses and Managing Expenses attached.

The Client acknowledges having been informed by Square Investments Real Estate, before signing this Authority, that Square Investments Real Estate's Fees and the Marketing Expenses are subject to negotiation.

Commission sharing

Will Square Investments Real Estate's commission be shared with other people (other than a licensed estate agent or an agent's representative employed by the agent, or a licensed agent who is in partnership with Square Investments Real Estate)?

☐ Yes ☒ No (Important – if "Yes", see clause 14).

SCHEDULE OF AGENT FEES

Marketing

Advertising including Virtual Tour 3D	\$ 275.00 incl. GST
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Financial Statements

Monthly Statement via Email	Free
End of Financial Year Statement	Free

Service of Documents

Registered Post	Free
Rent increase Including CMA report, VCAT Increase paperwork & Registered Post Service	\$ 50.00 incl. GST
Notice to Vacate	Free

Tribunal Fees (if required)

VCAT Applications under \$15,000 - Subject to change by VCAT	At Cost
VCAT Applications over \$15,000 - Subject to change by VCAT	At Cost
VCAT File Preparation Fee (Summary of Proofs & Submission)	\$ 150.00 incl. GST
VCAT Attendance Fee \$160 per hour - min 2 hours (In Person, Zoom or Teleconference hearings)	\$ 320.00 incl. GST
Purchase of VCAT Warrant of Possession - Subject to change by VCAT	\$ 125.00 incl. GST
Delivery of Warrant of Possession to Police	\$ 75.00 incl. GST
Attend Eviction	\$ 200.00 incl. GST
Adjournment of Hearing	Free
Car Parking	At Cost

Additional Fees

Renter Database Check (per application)	\$ 20.00 incl. GST
Condition Report - 1 Bedroom	\$ 240.00 incl. GST

Condition Report - 2 Bedroom	\$ 260.00 incl. GST
Condition Report - 3 Bedroom	\$ 285.00 incl. GST
Condition Report - 4 Bedroom	\$ 300.00 incl. GST
Condition Report - 5 Bedroom	\$ 350.00 incl. GST
Condition Report - House on Acreage	\$ 450.00 incl. GST
Routine Inspection Reports each	Free
Final Inspection - Unlimited Photos	Free
Handle Insurance Claim on behalf of Rental Provider	\$ 550.00 incl. GST
Annual Smoke Alarm Maintenance	At Cost
Fully Furnished Inventory	\$ 350.00 incl. GST
Key Cutting	At Cost

Supervision of capital improvements over the value of \$2,000 will incur a fee of 11% incl. GST of the total works invoiced.

Renovation/property upgrade maintenance coordination	\$ 1000.00 incl. GST
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Client Signature(s)

Rental Provider : [REDACTED]

Sign here: _____

Date: _____

Square Investments Real Estate reserves the right to increase fees from time to time in accordance with movements in market prices.

AGENT SERVICES

LEASING & MANAGING YOUR PROPERTY

Square Investments Real Estate agrees to perform the Agent Services for the Client in exchange for the Agent Fees identified in this Authority.

Appraisal of your property

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- Inspect the Property and provide a written rental market appraisal and recommend any improvements to enhance value and attract the best Renter.
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Marketing of Your Property for Lease

- Marketing of the Property using (where applicable & appropriate) Photography, 360-virtual tour, drone aerial video/photography, & internet social media advertising.
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- Marketing of the Property on the Square Investments Real Estate Rental List displayed on Square Investments Real Estate website & any affiliate offices
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- Conducting advertised "open for inspections"
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- Conducting private appointments with prospective renters
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- Recommend ways to maximise the appeal of the Property to prospective Renters.
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- Arrange preparation/display of "for Lease" signs if approved by the rental provider.
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- Promote the Property to the database of prospective Renters maintained by Square Investments Real Estate.
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- Provide regular reports on prospective Renter interest.
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Renter Selection

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- Obtaining a fully completed tenancy application form from all interested parties.
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- Processing and reference checking of all applications to verify details including past/present tenancy references and employment history. Including full tenancy database search to establish each prospective Renter's suitability, if indicated on Schedule of Agent Fees.
- Conduct face to face applicant interviews prior to recommendation to the rental provider
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- Submit prospective Renter offers and recommendations.
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- Renter selection in consultation with the Client and negotiation of favourable Residential Rental Agreement terms, rent levels and special conditions if required with both the Client and the Renter.
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- Brief the Renter on obligations under the Residential Rental Agreement and obtaining first month's rent and bond to secure the Property.
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- Prepare any required Condition Report at the start of the Residential Rental Agreement.
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- Take digital photographs and/or video of the Property indicating location of smoke alarms and other features requiring regular inspection.
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Preparation of Documentation

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- Preparation of lease documentation or providing details for the advisers to the Client to prepare and adding special conditions if required.
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- Condition Report and internal & external photographs documenting the condition on commencement of the Residential Rental Agreement.
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- Preparation of any applicable Residential Tenancies Bond Lodgement Form (bond monies to be lodged with the RTBA within 10 days).
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- Provide the Renter with a statement in writing advising after hours emergency contact

numbers for urgent repairs and the authorised urgent repair limit as required by the Residential Tenancies Act (if applicable).

Managing Your Property

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- Collect monthly Rent and provide the Client with monthly statement/tax invoice (by email or mail) detailing all income & expenditure and electronically depositing funds into nominated accounts. Payments of GST to Australian Tax Office as required. Email statements preferred.
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- Pay all regular and authorised outgoings from Rent including rates, water, Owners Corporation, regular garden maintenance, etc.
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- Arrange for appropriate contractors to carry out periodic inspections on behalf of the Client.
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- Arrange necessary repairs, maintenance and quotes using qualified and experienced tradespeople. Alternatively use tradespeople nominated by the Client. Square Investments Real Estate will only pay tradespeople who supply a valid ABN and Insurance.
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- Conduct regular routine inspections of the Property each year and provide a report in writing in any form on the cleanliness, presentation and recommended immediate and future maintenance required on the Property.
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- Notify the Client of any breach of the Residential Rental Agreement or any significant damage/accident to the Property.
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- Negotiation of Residential Rental Agreement renewals and serving rent increase documentation for any existing Residential Rental Agreement.
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- Careful management of any rental arrears and service of any applicable VCAT notices within required time frame or as instructed by the Client.
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- Complete all documentation pertaining to a change of the Renter during the course of a Residential Rental Agreement.

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- Providing end of financial year statement detailing total revenue and expenses.
- Act on any instruction provided by the rental provider; written or verbal

New Residential Tenancy Act laws from 1/4/2020

The owner(s) have been made aware that from 2021, new tenancy laws come into effect. These laws change the way some areas of the tenancy is managed. Some of the changes include, but are not limited to the following.

- **The owner(s)** shall provide a home that meets the minimum standards under the RTA.
- **The owner(s)** confirm the front and back door locks work and keys are provided for both
- **The owner(s)** confirm all windows close and can be secured from the inside and also opened with ease to allow fresh air to enter the home
- **The owner(s)** confirm there is at least one heater in the main room of the house that is working at the time of tenancing
- **The owner(s)** confirm that they understand all **gas appliances**, including heating must be serviced every **2 years** by a licensed gas plumber & a log must be kept of the service history. Furthermore, the owner(s) confirm they understand a renter may request at anytime, copies of gas service reports which must not be withheld by the owner
- **The owner(s)** confirm the property **smoke alarms** will be serviced and tested by a registered trades person authorised to service the alarm every **12 months**. Furthermore, the owner(s) confirm they understand a renter may request at anytime, copies of smoke alarm service reports which must not be withheld by the owner
- **The owner(s)** confirm a **licensed electrician** must inspect the home every **2 years** to ensure the home meets electrical safety standards. Furthermore, the owner(s) confirm they understand a renter may request at anytime, copies of electrical safety service reports which must not be withheld by the owner
- **The owner(s)** confirm a **licensed gas plumber** must inspect the home every **2 years** to ensure the home meets gas safety standards. Furthermore, the owner(s) confirm